



## **OPEN MEETING**

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

**Tuesday, December 8, 2020- 9:30 a.m.**

#### **VIRTUAL MEETING**

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

### **NOTICE OF MEETING AND AGENDA**

The purpose of this meeting is to conduct the regular United Mutual Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

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- 1. Call to Order / Establish Quorum – Sue Margolis, President**
- 2. Acknowledge Media**
- 3. Approval of Agenda**
- 4. Approval of the Meeting Minutes**
  - a. October 9, 2020 – Special Open Meeting (Meet the Candidates)
  - b. October 13, 2020 – Regular Board Meeting
  - c. November 3, 2020 – Special Open Session (Election Results)
  - d. November 10, 2020 – Organizational Meeting (Appoint Board Officers)
- 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](mailto:meeting@vmsinc.org) to request to speak.***
- 7. Responses to Open Forum Speakers**
  - a. Director Ardani –gave an update to the Open Forum comments from the October 13, 2020 board meeting.

**8. Update from VMS – VMS Director Skillman**

**9. VMS Appointment** (Introduce Candidates, Interview and Vote for one VMS/United Representative to the VMS Board term ending at the VMS Annual Meeting in 2023)

**Candidates:**

Garon Gray  
Norman Kahn  
Ray Riahi

**10. CEO Report**

**11. Consent Calendar** – *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by Members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

a. Recommendation from the Landscape Committee:

- (1) Recommendation to Deny the Request for Tree Removal: 201-H Avenida Majorca (Lin) One Canary Island Pine Tree
- (2) Recommendation to Approve the Request for Tree Removal: 2072-C Rhonda Granada (Covell) One Weeping Fig Tree

b. Review the United Sub-Leasing and Transfer of Trust Documents Approved in November 2020, and such review is hereby ratified (This report will be distributed as an addendum at a later date).

**12. 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 October 2020, and such review is hereby ratified.

**13. New Business**

- a. Entertain a Motion to Approve a Resolution to Update United Mutual and GRF Committee Appointments
- b. Entertain a Motion to Approve a Resolution for a Sublease Policy and Qualifiers for Subleasing Manors (**DECEMBER initial notification. Must postpone 30 days to comply with Civil Code §4360**)

**14. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on November 24, 2020; next meeting December 29, 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 Gilmore. The Committee met on October 15, 2020; next meeting December 17, 2020 at 9:30 a.m. as a virtual meeting.
  - c. Report of Member Hearings Committee – Director Liberatore. The Committee met on October 22, 2020; next meeting TBA.
  - d. Report of the Governing Documents Review Committee – President Margolis. The Committee met on November 19, 2020; next meeting December 17, 2020, 1:30 p.m. as a virtual meeting.
  - e. Report of the Landscape Committee – Director Armendariz. The Committee met on October 8, 2020; next meeting December 10, 2020 at 9:30 a.m. as a virtual meeting.
  - f. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on November 20, 2020; next meeting December 18, 2020, 9:00 a.m. as a virtual meeting.
  - g. Report of the Resident Advisory Committee – Director Bastani. The Committee met on March 12, 2020, next meeting TBA.

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

- a. Report of the GRF Finance Committee – Director Gilmore. The Committee met on October 21, 2020; next meeting December 16, 2020, 1:30 p.m. as a virtual meeting
  - b. Report of the Community Activities Committee – Director Addington. The Committee met on October 8, 2020; next meeting December 10, 2020, 1:30 p.m. as a virtual meeting.
  - c. Report of the GRF Landscape Committee – Director Armendariz. The Committee met on November 30, 2020; next meeting February 10, 2021 at 1:30 p.m.
  - d. Report of the GRF Maintenance & Construction Committee – Director Randazzo. The Committee met in closed session on October 14, 2020; next meeting December 9, 2020, 9:30 a.m. as a virtual meeting.
- (1) Clubhouse 1 Renovation Ad Hoc Committee—Director Randazzo. The Committee met on September 2, 2020; next meeting TBA.

- e. Report of the Media and Communication Committee – Director Ardani. The Committee met on October 19, 2020; next meeting December 14, 2020, 1:30 p.m. as a virtual meeting.
  - f. Report of the Mobility and Vehicles Committee – Director Addington. The Committee met on October 7, 2020; next meeting February 3, 2021, 1:30 p.m. as a virtual meeting.
  - g. Report of the Security and Community Access Committee – Director Ardani. The Committee met on August 24, 2020; next meeting December 28, 2020 at 1:30 p.m. as a virtual meeting.
  - h. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on October 21, 2020; next hearings will be held December 16, 2020, at 9:00 a.m. as a virtual meeting.
  - i. Report of the Disaster Preparedness Task Force – Director Achrekar. The Task Force met on November 24, 2020; next meeting TBA.
  - j. Report of the GRF Bylaw Ad Hoc Committee—Director Margolis. The Committee met on September 16, 2020. Next meeting TBA.
- 16. Future Agenda Items –** *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- 17. Directors' Comments**
- 18. Recess -** *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

**CLOSED SESSION NOTICE AND AGENDA**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) October 13, 2020—Regular Closed Session*

*(b) October 29, 2020—Special Closed Meeting*

*(c) November 18, 2020 – Emergency Email Meeting*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**



**OPEN MEETING**

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

**MEET THE CANDIDATES**

Friday, October 9, 2020  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting -- 1:30 p.m.

The Special Meeting of the United Laguna Woods Mutual Board of Directors a California non-profit mutual benefit corporation, was held on Friday, October 9, 2020, at 1:30 p.m. at 24351 El Toro Road, Laguna Woods, California in the Board Room and Online.

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Members Present: Sue Margolis, Carl Randazzo, Cash Achrekar, Elsie Addington, Manuel Armendariz, Andre Torng, Reza Bastani and Neda Ardani

Members Absent: Brain Gilmore and Anthony Liberatore

Staff Present: Cheryl Silva, Becky Jackson and Grant Schultz

Candidates: Prakash "Cash" Achrekar, Azar Asgari, Reza Bastani, Manuel Armendariz, Margaret "Maggie" Blackwell and Lenny Ross

1. Welcome and Acknowledgement of Press, Village TV, Volunteers, and Attendees  
– Sue Margolis, President

President Margolis called the meeting to order at 1:30 p.m., acknowledged the press, Village TV, and staff.

2. Introduction of the Moderator – Constance Sorenson

President Margolis introduced the Moderator – Constance Sorenson

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Meet the Candidates, October 9, 2020  
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### **SESSION ONE (1:30 – 2:40 p.m.)**

#### **3. Introduction of the Candidates – Constance Sorenson, Moderator**

Constance Sorenson, Moderator, introduced the candidates running to fill four (4) vacancies, each for a three-year term, expiring 2023 Prakash “Cash” Achrekar, Azar Asgari, Reza Bastani. Candidate Alan Dickinson could not attend the event.

#### **4. Candidate Opening Statements**

Constance Sorenson, Moderator, asked each candidate to give a two (2) minute opening statement. The sequence of Candidate seating and presentations were determined by the moderator.

#### **5. Candidate Interviews Prepared Questions and Member Questions**

Constance Sorenson, Moderator, presented five prepared questions and gave each Candidate one (1) minute to respond. Candidates answered questions from the residents.

#### **6. Candidate Closing Statements – Constance Sorenson, Moderator**

Constance Sorenson, Moderator, asked each candidate to give a two (2) minute closing statement.

### **SESSION TWO (2:45 – 3:55 p.m.)**

#### **7. Introduction of the Candidates – Constance Sorenson, Moderator**

Constance Sorenson, Moderator, introduced the candidates running to fill four (4) vacancies, each for a three-year term, expiring 2023: Manuel Armendariz, Margaret “Maggie” Blackwell and Lenny Ross.

#### **8. Candidate Opening Statements**

Constance Sorenson, Moderator, asked each candidate to give a two (2) minute opening statement. The sequence of Candidate seating and presentations were determined by the moderator.

#### **9. Candidate Interviews Prepared Questions and Member Questions**

Constance Sorenson, Moderator, presented five prepared questions and gave each Candidate one (1) minute to respond. Candidates answered questions from the residents.

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10. Candidate Closing Statements – Constance Sorenson, Moderator


Constance Sorenson, Moderator, asked each candidate to give a two (2) minute closing statement.

11. Announcements – Moderator Constance Sorenson

Constance Sorenson, Moderator, gave her closing remarks and announced upcoming election events. The Meet the Candidates event will be replayed on Tuesday, October 13, 2020 at 1:00 p.m., ballots were mailed to members on Friday, October 2, 2020 and are due back by mail on November 2, 2020 at 11:00 a.m. and in person by 5:00 p.m. to the ballot box in front of the Community Center.

12. Concluding Remarks and Adjournment – President Margolis

President Margolis gave her concluding remarks and the meeting was adjourned at 3:40 p.m.

DocuSigned by:  
  
E27738F1EAF747D... Sue Margolis, President  
United Mutual Laguna Woods

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

**Tuesday, October 13, 2020, 9:30 a.m.  
Open Session, Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

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

Others Present: VMS: Cynthia Rupert, Juanita Skillman, Dick Rader

**1. Call Meeting to Order/Establish Quorum**

President Margolis called the meeting to order at 9:31 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. The virtual meeting was recorded.

**3. Approval of Agenda**

Director Torng made a motion to approve the agenda. Director Gilmore seconded the motion.

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

**4. Approval of Minutes**

- a. September 8, 2020—Regular Open Session
- b. September 14, 2020 – Special Open Meeting (to fill vacancy)

Director Torng made a motion to approve the minutes of September 8, 2020, Regular Open Session and September 14, 2020, Special Open Meeting. The motion was seconded by Director Ardani and passed without objection.

## **5. Report of the Chair**

- President Margolis commented it is important to be thankful for what the community Laguna Woods Village has to offer.
- All of the communities surrounding Laguna Woods have a higher density of COVID-19 cases.
- Laguna Woods Village is following the mandated directives and there is still a need to be cautious.
- According to the Orange County Health Care Agency (OCHCA), as of Friday, October 9, there are 55,345 confirmed COVID-19 cases in Orange County—162 reported today. The City of Laguna Woods reports 69 confirmed cases. The seven-day testing positivity rate in the OC is 3.2%.

## **6. Open Forum**

Members made comments regarding the following:

- A Member commented bathroom sink backs up daily, neighbors washing machine is connected to my plumbing;
- A Member expects a reduction of fees because of the reduced services due to COVID-19;
- A Member objects to the new paint cycle.

Jeff Parker-CEO responded to member comments.

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

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

- Assessments will not increase next year;
- The Community Center is still closed due to State mandates;
- Director Randazzo commented about the new paint program;
- Director Achrekar commented about the articles in the Village Breeze;
- Director Liberatore commented about COVID-19 and encouraged residents to continue social distancing and mask wearing;
- Director Torng commented about the budget and reimbursement of fees;

**8. Update from VMS** – VMS Director Rupert gave a report from the VMS Board meetings in September. Residents need to continue practicing social distancing and wearing masks.

- Recreation Update:
  - Pool 1 will conditionally reopen from 10 a.m. to 4 p.m. daily.
  - Pool 4 hours are extended from 9 a.m. to 9 p.m. daily.
  - Pools 1 and 4 are recreational leisure pools for those who want to sunbathe, conduct light water exercises and/or cool off.
  - Maximum of two bathers per reservation.
  - Reservations are increased from two to three times per week.
  - A new outdoor fitness facility located in the Clubhouse 1 breezeway with hours from 7:30 a.m. to 4:30 p.m. daily and the bocce courts at Clubhouse 1 are open from 10 a.m. to 4 p.m. daily.

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## **9. CEO Report**

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

- Property Insurance update. Insurance renews on October 1, 2020.
- New Resident Orientations returns through virtual meetings.
- Halloween Golf Cart Parade will be Saturday, October 31, at 10 a.m.
- Saturday is the Bulky-Item trash pick-up day.
- City of Laguna Woods City Hall will serve as a vote center for the National Election and will have a ballot drop off box.
- City of Laguna Woods has launched a COVID-19 home electric utility subsidy program.

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

## **10. Consent Calendar**

**10a.** Review the United Sub-Leasing and Transfer of Trust Documents Approved in August 2020 and such review is hereby ratified

Director Torng made a motion to approve the Consent Calendar. The motion was seconded by Director Randazzo.

Discussion ensued among the directors.

Director Armendariz commented the wording should be change to read: "Accept the review performed by the Board's subcommittee, done on a selected test basis, of the United Sub-Leasing and Transfer of Trust Documents Approved for September 2020, and ratify such review."

President Margolis called for the vote on the motion as amended and it passed without objection.

## **11. Unfinished Business**

**11a.** 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 August 2020, and such review is hereby ratified.

Director Gilmore commented that he reviewed the financials.

Director Gilmore made a motion to receive the financial review for the month of August 2020. The motion was seconded by Director Torng and the motion passed by a vote of 8-1-1 (Director Armendariz opposed, Director Bastani abstained).

**11b.** Entertain a Motion to Adopt the Revised Financial Qualifications Policy – Amendment to Income Requirement

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Director Torng read a synopsis of the following resolution:

**RESOLUTION 01-20-63**  
**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**, October 13, 2020, that the Board of Directors of this Corporation hereby amends the Income Requirements section of the Financial Qualification Policy as attached to the official meeting minutes of this meeting; 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—Referred Back to Committee—September Reintroduced  
28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Torng made a motion to adopt the amendment to income requirement in the financial qualification policy. The motion was seconded by Director Achrekar.

Discussion ensued among the directors.

President Margolis called for the vote to adopt the resolution and the motion passed by a vote of 6-4-0 (Director Achrekar, Armendariz, Addington and Liberatore opposed).

**11c.** Entertain a Motion to Adopt a Resolution to Change the Exterior Paint and Prior to Paint Programs from a 10-year Cycle to a 15-year Cycle

Director Randazzo gave a synopsis of the following resolution:

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**RESOLUTION 01-20-64**  
**CYCLE CHANGE FOR EXTERIOR PAINT, PTP & RESURFACING PROGRAMS**

**WHEREAS**, the Board expressed a desire to extend the current Prior- to- Paint and Exterior Paint programs from a 10-year cycle to a 15-year cycle, for the dry rot preparation and painting of all buildings, carports, and laundry structures; and

**WHEREAS**, the balcony and breezeway resurfacing (top coat) mid-cycle program will also be extended from a 5-year program to a 7.5-year program cycle to coincide with buildings on the 15-year exterior paint program; and

**WHEREAS**, this program change will allow the Mutual to realize an annual savings for programs that have a broader life cycle; and to maximize the potential of the high quality products being applied, as well as the upgraded surface preparation methodology implemented by VMS; and

**WHEREAS**, the product warranties for the exterior paint and resurfacing sealant, as well as the recommended application practices, will increase the long-term condition of the building envelope, and its structural components, without being negatively impacted by the extended cycles; and

**NOW THEREFORE BE IT RESOLVED**, on October 13, 2020, the Board of Directors of this Corporation hereby adopts a 15-year cycle change for the prior to paint and exterior paint programs, and a 7.5-year cycle change for the resurfacing program; and

**RESOLVED FURTHER**, that the program cycle change will take effect with the 2021 fiscal year; 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.

SEPTEMBER Initial Notification  
28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Randazzo made a motion to adopt a resolution to change the exterior paint and prior-to-paint programs from 10-year cycle to a 15-year cycle. Director Addington seconded the motion.

Discussion ensued among the directors.

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

## **12. New Business**

- 12a.** Entertain a Motion to Approve a Reclassification of \$510,877 from the Contingency Fund to the Reserve Fund for Damage Restoration Construction Expense Incurred from January 1, 2020 to August 31, 2020

Director Gilmore gave a synopsis of the following resolution:

**RESOLUTION 01-20-65**  
**Reclassification of Expenditures for Damage Restoration  
Construction Expense**

**WHEREAS**, the purpose of the Reserve Fund is to provide for repair, restoration, replacement, or maintenance of structural elements and mechanical equipment within the Mutual;

**WHEREAS**, the Contingency Fund is used for the repair or replacement of mutual assets damaged by uninsured or unexpected disasters in addition to providing funding for unanticipated significant expenditures not otherwise identified in the business plan; and

**WHEREAS**, to date, the Reserve Fund has not been used for invoices classified as damage restoration.

**RESOLVED**, October 13, 2020 that the Board of Directors of this Corporation hereby authorizes Reclassification of \$510,877 from the Contingency Fund to the Reserve Fund for Damage Restoration Construction Expense Incurred from January 1, 2020 to August 31, 2020.

**RESOLVED FURTHER**, future damage restoration construction expenses will be coded to the Reserve Fund.

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

Director Gilmore made a motion to approve the resolution to reclassify \$510,877 from the Contingency Fund to the Reserve Fund. Director Randazzo seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 9-1-0 (Directors Liberatore opposed)

- 12b.** Approve the Resolution to Update United Committee Appointments

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President Margolis reviewed the changes to the following resolution:

**Resolution 01-20-66**  
**United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, October 13, 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 Mehraim, ~~Janey Dorrell~~, Walt Ridley, ~~Juanita Skillman~~

~~**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

~~**Budget Ad Hoc Committee**~~

~~Brian Gilmore, Chair~~

~~Manuel Armendariz~~

~~Carl Randazzo~~

~~Reza Bastani~~

~~Andre Torng~~

~~**Insurance Ad Hoc Committee (new)**~~

~~Cash Achrekar (Chair)~~

~~Anthony Liberatore~~

~~Carl Randazzo~~

~~Andre Torng~~

~~Manuel Armendariz~~

~~Non-Voting Advisors: Diane Fortner, Jon Pearlstone~~

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**Governing Documents Review Committee**

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

**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  
~~Cash Achrekar~~

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

Neda Ardani, Chair  
Cash Achrekar  
~~Andre Torng~~  
~~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~~

**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)



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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 01-20-53, adopted August 11, 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 01-20-67**  
**Golden Rain Foundation Committee Appointments**

**RESOLVED**, October 13, 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 Committee**

~~Juanita Skillman~~

Andre Torng

Elsie Addington, ~~Alternate~~

**Equestrian Center Ad Hoc Committee**

Andre Torng (United)

**GRF Finance**

Sue Margolis

Brian Gilmore

Manuel Armendariz, Alternate

**Purchasing Ad Hoc Committee (new)**

Carl Randazzo

Cash Achrekar

Brian Gilmore, Alternate

**GRF Landscape Committee**

Manuel Armendariz

Elsie Addington

Neda Ardani, Alternate

**GRF Maintenance & Construction**

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Carl Randazzo  
Reza Bastani  
Brian Gilmore, Alternate

**Clubhouse 1 Renovation Ad Hoc Committee**

Manuel Armendariz  
Carl Randazzo  
Sue Margolis, Alternate

**PAC Renovation Task Force**

~~Carl Randazzo~~  
~~Juanita Skillman~~  
~~Reza Bastani~~  
~~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  
Andre Torng  
Brian Gilmore, ~~Alternate~~

**GRF Bylaw Ad Hoc Committee (new)**

Elsie Addington  
~~Juanita Skillman~~  
Sue Margolis, Alternate

**Laguna Woods Village Traffic Hearings**

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Elsie Addington  
Neda Ardani, Alternate

**Town Hall Meetings**  
As Needed

**RESOLVED FURTHER**, that Resolution 01-20-54, adopted August 11, 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.

Director Randazzo made a motion to adopt the resolution to update the committee appointments. Director Ardani seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 7-3-0 (Directors Armendariz, Addington, and Bastani 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 September 29, 2020; next meeting will be October 27, 2020, 1:30 p.m. as a virtual meeting.
- 13b.** Report of the Architectural Control and Standards Committee – Director Addington. The Committee met on September 17, 2020; next meeting October 15, 2020 at 9:30 a.m. as a virtual meeting.
- 13c.** Report of Member Hearings Committee – Director Liberatore gave a report from the last Member Hearings. The Committee met on September 24, 2020; next meeting October 22, 2020 at 9:00 a.m. as a virtual meeting.
- 13d.** Report of the Governing Documents Review Committee – Director Torng gave a report from the last Committee meeting. The Committee met on August 20, 2020; next meeting will be October 15, 2020, 1:30 p.m. as a virtual meeting.
- 13e.** Report of the Landscape Committee – Director Armendariz gave a report from the last Committee meeting. The Committee met on October 8, 2020; next meeting will be December 10, 2020 at 9:30 a.m. as a virtual meeting.
- 13f.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met on August 26, 2020; next meeting October 28, 2020 at 9:30 a.m. as a virtual meeting.

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- 13g.** 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 GRF Finance Committee – Director Gilmore gave highlights from the last Committee meeting. The Committee met in closed session on September 23, 2020; next meeting will be October 21, 2020, 1:30 p.m. as a virtual meeting.

- 14b.** Report of the Community Activities Committee – Director Addington gave highlights from the last Committee meeting. The Committee met on October 8, 2020; next meeting November 23, 2020, 1:30 p.m. as a virtual meeting.

(1) GRF Equestrian Center Ad Hoc Committee—Director Torng commented that the new manager is Laura Cobarruviaz for the Equestrian Center, new adoption program and using horse manure for landscaping. The Committee met on August 25, 2020; next meeting October 27, 2020 at 9:30 a.m. as a virtual meeting.

- 14c.** Report of the GRF Landscape Committee – Director Armendariz. The Committee met on August 12, 2020; next meeting November 9, 2020 at 1:30 p.m. as a virtual meeting.

- 14d.** Report of the GRF Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee met on August 12, 2020; next meeting will be October 14, 2020, 9:30 a.m. as a virtual meeting.

(1) PAC Ad Hoc Committee – Director Randazzo gave a report from the PAC Ad Hoc Committee. The committee met virtually on July 13, 2020; next meeting TBA.

(2) Clubhouse 1 Renovation Ad Hoc Committee—Director Randazzo. The committee met on September 2, 2020; next meeting TBA.

- 14e.** Report of the Media and Communication Committee – Director Addington gave highlights from the last Committee meeting. The Communications staff is very busy. The Committee met virtually on September 21, 2020; next meeting will be October 19, 2020, 1:30 p.m. as a virtual meeting.

- 14f.** Report of the Mobility and Vehicles Committee – Director Addington. The Committee is looking to bring back the destination shopping trips. The Committee met virtually on October 7, 2020; next meeting will be December 2, 2020, 1:30 p.m. as a virtual meeting.

- 14g.** Report of the Security and Community Access Committee – President Ardani. The Committee met on August 24, 2020; next meeting October 26, 2020 at 1:30 p.m. as a virtual meeting.

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- 14h.** Laguna Woods Village Traffic Hearings – Director Ardani. The hearings were held virtually on September 16, 2020; next hearings October 21, 2020 at 9:00 a.m. as a virtual meeting.
- 14i.** Disaster Preparedness Task Force – Director Achrekar. The California Shake Out drill will be held on October 15 at 10:15 a.m. The Task Force met virtually on September 29, 2020; next meeting November 24, 2020 at 9:30 a.m. as a virtual meeting.
- 14j.** GRF Bylaw Ad Hoc Committee – Director Margolis. The Committee met on September 16, 2020. Corporate Members meeting to vote on the amended GRF Bylaws will be held on October 19, 2020 at 9:30 a.m. as a virtual meeting.

**15. Future Agenda Items--none**

**16. Director's Comments**

- Director Achrekar commented that The Globe is a good publication and we should use it more to communicate information.
- Director Ardani commented about the improvements in the Manor and Alteration Department.
- Director Armendariz asked about the GRF Bylaws.
- Director Addington commented about endangered species. She thanked staff for handling the recent issued in her manor.
- Director Bastani asked about senior staff compensation. He asked that manor alteration information be given to realtors.
- Director Liberatore commented about campaigning rules.
- Director Randazzo commented that the manor alteration department is improving under the direction of Robbi Doncost.
- Director Torng commented about the role of board members vs. management.
- President Margolis commented the Meet the Candidates event will be rebroadcast on Village Television and she encouraged residents to vote.

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

The meeting recessed at 11:50 a.m. into the Closed Session.

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

*During the September 8, 2020, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) August 11, 2020 – Regular Closed Session*

*Discussed Escrow Collection Procedures and Exceptions Resulting in Write-Offs*

*Discussed Write-Off Delinquent Chargeable Services for Member ID# 947-365-10*

*Discussed Member Disciplinary Hearings and Case Report*

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*Discussed Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discussed and Considered Litigation and Legal Matters*

*During the September 22, 2020, Special Closed Meeting, the Board:*

*Approval of Agenda*

*Discussed Contractual Matters*

## **18. Adjourn**

The meeting was adjourned at 2:00 p.m.

DocuSigned by:

*Sue Margolis*

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Sue Margolis, President of the Board  
United Laguna Woods Mutual



**OPEN MEETING**

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

**Tuesday, November 3, 2020, at 9:30 a.m.**  
24351 El Toro Road, Laguna Woods, California  
VIRTUAL MEETING

**The purpose of this meeting is tabulate the ballots for the United Annual Election to elect four board members term ending at the annual election in 2023 in accordance with Civil Code §5110**

Directors Present: Sue Margolis, Carl Randazzo, Andre Torng, Anthony Liberatore,  
Neda Ardani, Cash Achrekar, Reza Bastani

Directors Absent: Brian Gilmore, Elsie Addington, Manuel Armendariz

Staff Present: Jeff Parker, Cheryl Silva, Grant Schultz

Others Present: Lenny Ross

**1. Call Meeting to Order / Establish Quorum – President Margolis**

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

**2. State Purpose of Meeting – President Margolis**

President Margolis indicated the purpose of the meeting is to count the ballot for the United Board Annual Election to elect four board members each serving a 3-year term ending at the annual meeting in 2023.

Director Achrekar made a motion to approve the agenda. Director Ardani seconded the motion. Cash/Neda approval of the agenda without objection

Director Torng asked to add a member forum to the agenda.

President Margolis called for the vote on the agenda as amended and the motion passed without objection.

United Board Special Meeting (Closed)

November 3, 2020

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**3. Acknowledgement of Inspector of Election – Catherine Burkhart, UniLect Election Services**

President Margolis introduced the Inspector of Elections. Catherine Burkhart, UniLect Election Services explained the counting of the ballot process.

**4. Counting of the 2020 Ballots for the United Board Openings (four 3 year terms ending at the annual meeting in 2023)**

At 9:45 a.m. the Inspector of Elections started counting the ballots for United Mutual. The counting of the ballot process can be watched live through the Laguna Woods Village website.

**5. Announcement of Ballot Results – Catherine Burkhart, UniLect Election Service**

At 1:10 p.m. the Inspector of Elections announced the results of the United Board of Directors election:

Manuel Armendariz	1,636	16.81%
Reza Bastani	1,583	16.26%
Cash Achrekar	1,463	15.03%
Azar Asgari	1,434	14.73%
Maggie Blackwell	1,389	14.27%
Lenny Ross	1,380	14.18%
Alan Dickinson	850	8.73%

2,866 ballots counted

This item was added to the agenda.

**6. Member Comments**

There were no member comments.

**7. Adjournment**

The meeting was adjourned at 1:15 p.m.

DocuSigned by:

*Sue Margolis*

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Sue Margolis, President of the Board  
United Laguna Woods Mutual





**OPEN SESSION**

**MINUTES OF THE 45<sup>th</sup> ORGANIZATIONAL MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, November 10, 2020  
Immediately Following the Annual Meeting  
Laguna Woods Village Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

The purpose of this meeting to select board officers in accordance with the United Bylaws Article IX Section 2

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

Directors Absent: None

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

Others Present: Jeff Beaumont, Esq.

**1. Call meeting to Order / Establish Quorum – President Margolis**

President Margolis called the meeting to order at 11:09 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

Director Achrekar made a motion to approve the agenda. Director Bastani seconded the motion and the motion passed by unanimous consent.

**3. Approval of the Meeting Minutes**

**a. October 8, 2019, 44<sup>th</sup> Organizational Meeting of Members**

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45<sup>th</sup> Annual Meeting  
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Director Bastani made a motion to approve the minutes of October 8, 2019, 44<sup>th</sup> Organizational Meeting of the Members. The motion was seconded by Director Armendariz and passed by unanimous consent.

#### **4. Election of Officers – Entertain a Motion to Open Nominations and Vote**

- **President**

By consensus, nominations were opened for President, First Vice President, Second Vice President, Secretary and Treasurer of the Board.

Director Margolis opened nominations for President.

Director Bastani made a motion, seconded by Director Addington, to nominate Director Armendariz for President of the Board.

Director Armendariz accepted the nomination.

Director Randazzo made a motion, seconded by Director Achrekar, to nominate Director Margolis for President of the Board.

Director Margolis accepted the nomination.

Hearing no other nominations, Director Margolis close nominations for President of the Board.

The secret vote was sent to the VMS Organizer, Grant Schultz.

Cheryl Silva, Corporate Secretary, tallied the vote and Director Margolis was elected President of the Board by a vote of 7-4-0.

- **First Vice President**

President Margolis opened nominations for First Vice President of the Board.

Director Addington made a motion, seconded by Director Torng, to nominate Director Randazzo for First Vice President of the Board.

Director Randazzo accepted nomination.

Director Armendariz made a motion, seconded by Director Bastani, to nominate Director Liberatore for First Vice President of the Board.

Director Liberatore accepted nomination.

Hearing no other nominations, President Margolis closed nominations for First Vice President of the Board.

The secret vote was sent to the VMS Organizer, Grant Schultz.

Cheryl Silva, Corporate Secretary, tallied the vote and Director Liberatore was elected First Vice President of the Board by a vote of 6-5-0.

- **Second Vice President**

President Margolis opened nominations for Second Vice President of the Board.

Director Achrekar made a motion, seconded by Director Liberatore, to nominate Director Randazzo for Second Vice President of the Board.

Director Randazzo accepted the nomination.

Director Armendariz made a motion, seconded by Director Addington, to nominate Director Bastani for Second Vice President of the Board.

Director Bastani accepted the nomination.

Director Asgari made a motion, seconded by Director Margolis, to nominate Director Torng for Second Vice President of the Board.

Director Torng accepted the nomination.

Hearing no other nominations, President Margolis closed nominations for Second Vice President.

Director Achrekar was absent from 11:21 a.m. to 11:24 a.m.

Director Achrekar was absent for the vote of the Second Vice President.

The secret vote was sent to the VMS Organizer, Grant Schultz.

Cheryl Silva, Corporate Secretary, tallied the vote and announce there was a tie vote between Director Bastani and Director Torng by a vote of 4-4-2.

President Margolis asked the board to vote between Director Bastani and Director Torng for Second Vice President.

The secret vote was sent to the VMS Organizer, Grant Schultz.

Cheryl Silva, Corporate Secretary, tallied the vote and Director Bastani was elected Second Vice President by a vote of 6-3-1 (one abstention).

Director Achrekar returned to the meeting at 11:25 a.m.

- **Secretary**

President Margolis opened nominations for Treasurer of the Board.

Director Bastani made a motion, seconded by Director Armendariz, to nominate Director Ardani for Secretary of the Board.

Director Ardani accepted the nomination.

Director Addington made a motion to nominate Director Randazzo for Secretary of the Board.

Director Randazzo declined the nomination.

Director Asgari made a motion to nominate Director Torng for Secretary of the Board.

Director Torng declined the nomination.

Hearing no other nominations, President Margolis closed nominations for Secretary of the Board.

President Margolis announced that Director Ardani was elected Secretary of the Board by way of acclamation.

- **Treasurer**

President Margolis opened nominations for Treasurer of the Board.

Director Armendariz made a motion, seconded by Director Randazzo, to nominate Director Gilmore for Treasurer of the Board.

Director Gilmore declined the nomination.

Director Gilmore made a motion, seconded by Director Addington, to nominate Director Armendariz for Treasurer of the Board.

Director Armendariz declined the nomination.

Director Achrekar made a motion, seconded by Director Liberatore, to nominate Director Randazzo for Treasurer of the Board.

Director Randazzo declined the nomination.

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Director Torng made a motion, seconded by Director Ardani, to nominate Director Torng for Treasurer of the Board.

Director Torng accepted the nomination.

Director Achrekar made a motion, seconded by Director Addington, to nominate Director Asgari for Treasurer of the Board.

Director Asgari accepted the nomination.

Hearing to other nominations, President Margolis closed nominations for Treasurer of the Board.

The secret vote was sent to the VMS Organizer, Grant Schultz.  
Cheryl Silva, Corporate Secretary, tallied the vote and Director Asgari was elected Treasurer of the Board by a vote of 7-2-2 (two abstentions).

## **5. Close Nominations**

Director Armendariz made a motion, seconded by Director Bastani, to close nominations for President, First Vice President, Second Vice President, Treasurer and Secretary and the motion passed without objection.

President Margolis asked to board to forward to her their committee preferences. The resolution to update committee appointments will be placed on the next board agenda.

## **6. Confirmation of the Vote**

The Corporate Secretary and Assistant Secretary (VMS Organizer) confirmed the vote.

## **7. Entertain a Motion to Approve Resolution – Election of Board Officers and Ex Officio Officers**

### **RESOLUTION 01-20-68** **APPOINTMENT OF OFFICERS**

**RESOLVED**, on November 10, 2020, pursuant to Third Laguna Hills Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Sue Margolis	President
Anthony Liberatore	1 <sup>st</sup> Vice President
Reza Bastani	2 <sup>nd</sup> Vice President
Neda Ardani	Secretary
Azar Asgari	Treasurer

Hearing loop technology is available in the Board room for attendees who have hearing aids with a t-coil

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**RESOLVED FURTHER**, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Betty Parker	Assistant Treasurer ex Officio

**RESOLVED FURTHER**, that Resolution 01-20-11, adopted January 14, 2020, is hereby superseded and cancelled; and

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

President Margolis asked for a motion to approve the resolution for appointment of board officers.

Director Armendariz made a motion to approve the resolution for appointment of board officers. Director Achrekar seconded the motion and the motion passed without objection

## 8. Adjournment

President Margolis adjourned the meeting at 11:37 a.m.

DocuSigned by:  
*Neda Ardani*  
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Neda Ardani, Secretary of the Board  
United Mutual Laguna Woods

## **RESOLUTION 01-20-XX**

### **Deny Removal of One Canary Island Pine Tree at 201-H 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 October 8, 2020, the Landscape Committee reviewed a request to remove one Canary Island Pine tree received from the Member at 201-H, who cited the reasons as the pine needles block the gutter, the roots might cause damage to the foundation of the house, and his wife is allergic to pine trees, and;

**WHEREAS**, the Committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, as well as no indication that the roots are causing any damage to the foundation, so recommends denying the request for the removal of one Canary Island Pine tree located at 201-H Avenida Majorca.

**NOW THEREFORE BE IT RESOLVED**, December 15, 2020, the Board of Directors denies the request for the removal of one Canary Island Pine tree;

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

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## **RESOLUTION 01-20-XX**

### **Approve Removal of Weeping Fig Tree at 2072-C Rhonda Granada**

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

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

**WHEREAS**, on October 8, 2020, the Landscape Committee reviewed a request to remove one Weeping Fig tree received from the Member at 2072-C, who cited the reasons as structural damage 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 Weeping Fig tree located at 2072-C Rhonda Granada.

**NOW THEREFORE BE IT RESOLVED**, December 15, 2020, the Board of Directors approves the request for the removal of one Weeping Fig tree;

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

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

**RESOLVED**, December 8, 2020, that the following persons are hereby appointed to serve the Corporation in the following capacities:

**Architectural Control and Standards Committee**

Brian Gilmore, **Chair**

Carl Randazzo

Elsie Addington

Neda Ardani

Reza Bastani

Non-Voting Advisors: Michael Mehrain, Walt Ridley, Juanita Skillman

**Communications Committee**

**Neda Ardani, Chair**

**Cash Achrekar**

**Elsie Addington**

**Finance Committee**

**Azar Asgari, Chair**

Brian Gilmore

Sue Margolis

Carl Randazzo

**Andre Torng**

**Elsie Addington**

**Manuel Armendariz**

**Governing Documents Review Committee**

**Anthony Liberatore, Chair**

Sue Margolis

**Manuel Armendariz**

**Reza Bastani**

**Neda Ardani**

**Andre Torng**

**Landscape Committee**

**Andre Torng, Chair**

Anthony Liberatore

Brian Gilmore

Neda Ardani

**Manuel Armendariz**

**Elsie Addington**

Advisors: **Theresa Frost, Mike Peters, Annie Zipkin, Stephanie Sugar**

**Maintenance and Construction Committee**

Carl Randazzo, Chair

Reza Bastani

Elsie Addington

Brian Gilmore

Anthony Liberatore

~~Cash Achrekar~~

Non-voting Advisor: Ken Deppe, Walter Ridley

**Members Hearing Committee**

Cash Achrekar, Chair

Elsie Addington

Manuel Armendariz

Reza Bastani

~~Anthony Liberatore~~

~~Andre Torng~~

~~Neda Ardani~~

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

Reza Bastani, Chair

Cash Achrekar

Anthony Liberatore

Manuel Armendariz

~~Andre Torng~~

~~Neda Ardani~~

Non-voting Advisors: Kay Anderson, Nancy Lannon, Barbara Siry

**Budget Ad Hoc Committee**

Brian Gilmore, Chair

Azar Asgari

~~Manuel Armendariz~~

~~Carl Randazzo~~

~~Reza Bastani~~

~~Andre Torng~~

**Insurance Ad Hoc Committee**

Cash Achrekar, Chair

Sue Margolis

~~Anthony Liberatore~~

~~Carl Randazzo~~

~~Andre Torng~~

~~Manuel Armendariz~~

Non-Voting Advisors: Diane Fortner

**Software Ad Hoc Committee**

Andre Torng

Sue Margolis

**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 01-20-66, adopted October 13, 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.

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**Resolution 01-20-xx**  
**Golden Rain Foundation Committee Appointments**

**RESOLVED**, December 8, 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 Strategic Planning Committee**

Sue Margolis  
Andre Torng  
Brian Gilmore, Alternate

**GRF Community Activities Committee**

Cash Achrekar  
Andre Torng  
Elsie Addington, Alternate

**~~Equestrian Center Ad Hoc Committee~~**

~~Andre Torng~~

**GRF Finance**

Azar Asgari  
Carl Randazzo  
Manuel Armendariz, Alternate  
~~Sue Margolis~~  
~~Brian Gilmore~~

**Purchasing Ad Hoc Committee**

Carl Randazzo  
Azar Asgari  
~~Cash Achrekar~~  
~~Brian Gilmore, Alternate~~

**GRF Landscape Committee**

Andre Torng  
Azar Asgari  
Anthony Liberatore, Alternate  
Manuel Armendariz  
~~Elsie Addington~~  
~~Neda Ardani, Alternate~~

**GRF Maintenance & Construction**

Carl Randazzo  
Brian Gilmore  
Reza Bastani, Alternate

**Clubhouse 1 Renovation Ad Hoc Committee**

Manuel Armendariz  
Carl Randazzo  
Sue Margolis, Alternate

**GRF Media and Communications Committee**

Elsie Addington  
Neda Ardani  
Cash Achrekar, **Alternate**

**GRF Mobility and Vehicles Committee**

Elsie Addington  
Reza Bastani  
Neda Ardani, Alternate

**GRF Security and Community Access**

Manuel Armendariz  
Anthony Liberatore  
Andre Torng, Alternate  
Neda Ardani  
Cash Achrekar  
Brian Gilmore, **Alternate**

**Disaster Preparedness Task Force**

Cash Achrekar  
Andre Torng  
Reza Bastani, Alternate

**~~GRF Bylaw Ad Hoc Committee (new)~~**

~~Elsie Addington~~  
~~Sue Margolis, Alternate~~

**Laguna Woods Village Traffic Hearings**

Neda Ardani  
Elsie Addington, Alternate

**Town Hall Meetings**

As Needed

**RESOLVED FURTHER**, that Resolution 01-20-67, adopted October 13, 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.



## STAFF REPORT

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**DATE:** December 8, 2020  
**FOR:** Board of Directors  
**SUBJECT:** Sublease Policy and Qualifiers for Subleasing Manors

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### **RECOMMENDATION**

Staff recommends that the Board amend the Sublease Policy and Qualifiers for Subleasing Manors; and revoke Restrict Sub-Letting for One Year After Purchase in order to comport with Assembly Bill 3182.

### **BACKGROUND**

United Laguna Woods Mutual (United) has adopted multiple policies and qualifiers in prior years to bolster the owner-occupied nature of a cooperative housing development.

On March 20, 2013, the Board approved qualifiers that must be met for members to sublease units. The qualifiers include, but not limited to placing a cap on the number of units that may be subleased at any one time and establish a minimum number of days a unit may be subleased (Resolutions 01-13-50 and 01-17-92).

On August 9, 2016, the Board began requiring that a unit may not be sublet for one year after purchase (Resolution 01-16-87).

In September 2020, new California State Legislation changes to lease requirements for common interest developments passed. The legislation bill known as Assembly Bill 3182 (AB 3182) will become effective on January 1, 2021 and require changes to the current lease procedures.

### **DISCUSSION**

The updates in AB3182 include, but not limited to: prohibit short-term rentals for thirty (30) day or less; limit the total number of rental homes in the community to no less than twenty-five percent (25%); and cannot require owners occupy unit prior to leasing of unit.

To comport with AB 3182, the following changes are required:

1. The Sublease Policy and Application Packet has been amended to conform to the thirty (30) day minimum requirement (Attachment 1, page 12 of 20);
2. The Qualifiers for Subleasing Manors has been amended to conform to the number of rental homes limited to no less than twenty percent (25%) and conform to the thirty (30) day minimum requirement (Attachment 2); and
3. Revoke and cancel the requirement to Restrict Sub-Letting for One Year After Purchase as it is not allowed by AB 3182 (Attachment 3).

## **FINANCIAL ANALYSIS**

None.

**Prepared By:** Pamela Bashline, Community Services Manager

**Reviewed By:** Francis Gomez, Operations Manager

## **ATTACHMENT(S)**

Attachment 1 – Sublease Policy and Application Packet

Attachment 2 – Qualifiers for Subleasing Manors

Attachment 3 – Restrict Sub-Letting for One Year After Purchase

Attachment 4 – Resolution

## **ENDORSEMENT (to Board)**

### **Discuss & Consider AB3182: Mandatory Rental Amendments**

United Laguna Woods Mutual (United) has adopted multiple policies and qualifiers in prior years to bolster the owner-occupied nature of a cooperative housing development.

On March 20, 2013, the Board approved qualifiers that must be met for members to sublease units. The qualifiers include, but not limited to placing a cap on the number of units that may be subleased at any one time and establish a minimum number of days a unit may be subleased (Resolutions 01-13-50 and 01-17-92).

On August 9, 2016, the Board began requiring that a unit may not be sublet for one year after purchase (Resolution 01-16-87).

In September 2020, new California State Legislation changes to lease requirements for common interest developments passed. The legislation bill known as Assembly Bill 3182 (AB 3182) will become effective on January 1, 2021 and require changes to the current lease procedures.

On November 19, 2020, The Governing Documents Review Committee directed staff to consolidate Resolution 01-13-50 Qualifiers for Subleasing Manors, Resolution 01-17-92 Qualifiers for Subleasing Manors regarding Short Term Rentals and Resolution 01-16-87 Restrict Sub-Letting for One Year After Purchase to align with the changes required by Assembly Bill 3182.

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## Application for Sublease Permit Check List

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Please turn in the below documents:

- ☐ **Sublease Agreement** between Member and Sublessee for the current year. (Separate from this application, it is the Member's responsibility to execute a sublease agreement, not included within this package, and not provided by Laguna Woods Village Leasing office.)
- ☐ **Credit Report with FICO Score** from Experian, TransUnion or Equifax
- ☐ **Nationwide Background Check** - Examples:  
[www.tenantbackgroundsearch.com](http://www.tenantbackgroundsearch.com)  
[www.american-apartment-owners-association.org](http://www.american-apartment-owners-association.org)  
[www.rentspree.com](http://www.rentspree.com)

(Note: The above examples are not all-inclusive. This list is strictly for informational purposes. Some nationwide background checks include the credit report with FICO score.)

The information provided must be legible for digital imaging.



## Subleasing Information for Sublessors – Co-ops

Revised as of December 2019

The United Laguna Woods Mutual Bylaws define a Sublessee as any person or persons who sublease a Unit from a Member for such period of time and on such forms as authorized by the Board of Directors from time to time (Bylaws: Art II, Sec 3 (f)). A “Unit” is defined as a dwelling owned by the Corporation (Bylaws: Art II, Sec 3 (g)). United Mutual Members may sublease their Unit for up to 12 months. A Member may not assign the Occupancy Agreement or sublet the dwelling unit without the prior written consent of the Corporation. Unit subleases may not be shorter than 90 days, and consent to one subletting shall not obligate the Corporation to consent to any other subletting.

### **MEMBER IDENTIFICATION CARDS**

Resident ID cards are collected from Members when they execute a Waiver and Consent form giving up their right to use community facilities. Upon surrender of the card, the Member is given a Non-resident Pass that provides the Member access to the community for the purpose of inspecting the subleased premises. This pass does not permit use of or access to the community facilities.

### **BOARD OF DIRECTORS APPROVAL**

Once a complete **Application for Permit to Sublease Premises** is received by the Leasing Specialist, it is submitted to the Corporation for approval. Sublessee ID cards are not issued until all paperwork is received and the board of directors has approved the application.

Please allow a minimum of **SEVEN WORKING DAYS** from date of submittal of completed, executed documents for obtaining Corporation approval. The Permit will be emailed to the Sublessor or his agent following Board approval. The Member is responsible for providing a copy of the approved Permit to the Sublessee.

The following information is required in order to process the Application for Permit to Sublease Premises:

1. Fully completed documents in the attached packet;
2. Check in the amount of \$160.00 made payable to the Golden Rain Foundation (or GRF);
3. Member's Resident ID card;
4. Proof of age/identity (copy of driver's license, birth certificate, or passport) for each Sublessee.

Sublessee ID cards will be available no sooner than seven days prior to the sublease start date and only after the Corporation has approved the application. A Waiver of Liability form must be executed by the Sublessor and Sublessee if the Sublessee requires access to the Community prior to the sublease start date.

## **SUBLEASE PERMIT FEES**

Sublease Permit Processing Fee	\$160.00
Sublease Permit Extension	\$ 60.00
United Additional Occupancy Monthly Fee	\$ 50.00
GRF Additional Occupancy Monthly Fee	\$100.00
(Total amount due in advance)	
Sublease Permit Rush Fee	\$100.00

Additional fees may be applicable; these may include, but are not limited to, a \$25 charge for non-return of Sublessee ID cards and \$125 for decal(s).

## **MEMBER RESPONSIBILITY**

Village Management Services, Inc. ("VMS"), agent for the United Mutual Board of Directors assumes responsibility for obtaining Mutual Board approval and issuing Sublessee ID Cards. Payment for chargeable repair services is the responsibility of the Sublessor who must indicate on the enclosed Authorization for Maintenance Services Work form whether Sublessee may request such services. Neither the Mutual, nor GRF nor VMS are parties to the terms of the lease, and will not be involved in resolving disputes between Sublessor and Sublessee. All commissions payable to a Realtor and notification to the Realtor upon renewal or extension of a sublease are solely the Member's obligation. At the end of the sublease period, the Member is obligated to return all gate entry passes including ID cards, automobile decals, guest passes, and care provider passes or will be assessed a fee.

**A Leasing Specialist is available  
Monday through Friday from  
8:00 a.m. - 5:00 p.m.**

**Telephone:**  
949-597-4323

**Email:**  
[Leasing@vmsinc.org](mailto:Leasing@vmsinc.org)

**Physical Address:**  
Laguna Woods Village  
Community Center  
24351 El Toro Road  
Laguna Woods, CA 92637

**Mailing Address:**  
Laguna Woods Village  
Attn: Leasing Office  
P.O. Box 2220  
Laguna Hills, CA 92654

***Note: There is no mail delivery to the physical address.***

## Application for Permit to Sublease Premises: United Mutual Co-operative

United Address \_\_\_\_\_

Sublessee ID No. \_\_\_\_\_ Sublessee ID No. \_\_\_\_\_ Sublessee ID No. \_\_\_\_\_

### **PARTIES**

The parties to the Permit are: \_\_\_\_\_ (hereinafter referred to as "Sublessor"); \_\_\_\_\_ (hereinafter referred to as "Sublessee"); and United Laguna Woods Mutual (a California nonprofit mutual benefit corporation.)

### **TERMS AND CONDITIONS**

In consideration of the mutual covenants herein, the parties hereby agree:

1. The Permit is subject to the terms and provisions of the General Conditions attached and made a part hereof and shall be effective when approved by the Mutual.
2. Sublessor proposes to sublease to Sublessee and Sublessee hires from Sublessor the Unit described below, part of a cooperative housing development at United Laguna Woods Mutual, City of Laguna Woods, County of Orange, State of California, more particularly described as Unit number \_\_\_\_\_ (hereinafter referred to as "the Unit").
3. The Permit includes exclusive use of Carport No. \_\_\_\_\_, Space No. \_\_\_\_\_. If Sublessee has more than one automobile, additional off-the-street parking must be arranged. Guest parking spaces are available for visitors of residents on a temporary basis and are not to be used as permanent parking facilities.
4. The terms of this Permit shall be for a period of \_\_\_\_\_ commencing on \_\_\_\_\_ and ending on \_\_\_\_\_.
5. The following person(s) exclusively will occupy the premises:

NAME (PRINT)	DATE OF BIRTH	SOC. SECURITY NO.

6. Attached hereto and made a part hereof for your information is a Memorandum regarding United Laguna Woods Mutual Units constructed with asbestos-containing materials.
- 7a. Sublessor and Sublessee acknowledge that the Sublessor is obligated to pay certain amounts assessed by the Mutual (hereinafter referred to as the Carrying Charges) pursuant to the



governing documents and rules of the Mutual, which Carrying Charges include the benefits of membership in Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation (hereinafter referred to as "GRF".) The Sublessor and/or Sublessee may incur additional optional charges and fees in connection with facilities and services provided by GRF (hereinafter call "GRF Charges".) **All fees are subject to change by action of the Board of Directors of Golden Rain Foundation.**

- 7b. If Sublessor is delinquent in payment of either the Carrying Charges or the GRF Charges, Sublessor and Sublessee each acknowledge and agree that the Sublessor hereby assigns to and confers upon the Mutual, the right, but not the obligation, to collect and retain the rent payable by the Sublessee hereunder, and to apply the same to any delinquent Carrying Charges and GRF Charges, as well as any late fees, attorneys' fees, or other costs and expenses which may be incurred or assessed by the Mutual in connection with the delinquent Carrying Charges or GRF Charges.
- 7c. Sublessor and Sublessee further acknowledge and agree that the Mutual shall be entitled to directly receive the rent by delivering to the Sublessee at the Unit a notice in the form attached hereto as "Exhibit "A". Upon receipt of such notice, the Sublessee shall directly forward all payments of rent required under the Sublease to the Mutual at the address set forth in the notice until the Sublessee shall receive a second notice to the effect that the Sublessee may again resume making rental payments directly to the Sublessor.
- 7d. Such payments of rent paid directly to the Mutual shall continue until the delinquent Monthly Assessments or GRF Charges and any late fees, attorneys' fees, or other collection costs and expenses incurred by the Sublessor are paid in full. In the event that the payment of rent received by the Mutual is in excess of the amounts owed by the Sublessor, then the Mutual shall refund the difference to the Sublessor within thirty (30) business days of receipt of such rental payment.
- 7e. Sublessor acknowledges and agrees that the Sublessee shall not be in breach of the Sublease solely as a result of making rental payments directly to the Mutual, and further that the Sublessor shall not take any other action or avail itself of any other remedies against the Sublessee under the Sublease or otherwise based on the Sublessee's direct payment of rent to the Mutual following receipt of a notice therefrom.
- 7f. Both Sublessor and Sublessee acknowledge and agree that the Mutual shall not have any obligation either to the Sublessor or the Sublessee to fulfill the duties of the Sublessor or the Sublessee under their lease, nor shall the Mutual have any obligations to any other third party based on its direct receipt of the rent hereunder to cover delinquent Monthly Assessments or GRF Charges, and associated costs and expenses as set forth above. It is specifically agreed that the Mutual is not nor will be assuming any of the responsibility of the Sublessor or the Sublessee to fulfill any of the terms, conditions and covenants between the Sublessor or the Sublessee.
- 8. Sublessee ID Cards shall be issued for a period no longer than the duration of the sublease or a 12 month period, whichever is shorter, and may be eligible for renewal upon extension or renewal of the Permit. At the expiration of the sublease term, Sublessor shall return Sublessee ID Cards, guest passes, and vehicle decals to the Leasing specialist or a charge will be billed to the Mutual Member.
- 9. Sublessor acknowledges and agrees that the privileges of membership in GRF are granted to Sublessee for the duration of the Permit; and Sublessor hereby surrenders his Resident ID Card and the right to such privileges while the Permit is in effect.
- 10. Sublessor and Sublessee agree that Golden Rain Foundation ("GRF"), Village Management Services, Inc. ("VMS"), managing agent for the Corporations, and United Laguna Woods Mutual are not, jointly or severally, parties to the proposed sublease, and that all sublease terms pertaining to rent amounts, payment of rents (other than the assignment of rents as noted above), fees, repair costs and commissions, or any other sublease stipulations are a matter of concern for the sublessor and sublessee, and neither United Mutual , GRF, nor VMS shall be responsible for any terms therein.**

**Sublessor(s)**

<b>1 Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>Outside Mailing Address: Street</b>	<b>City</b>	<b>Zip Code</b>
<b>Email</b>	<b>Phone No.</b>	<b>Mobile No.</b>

<b>2 Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>Outside Mailing Address: Street</b>	<b>City</b>	<b>Zip Code</b>
<b>Email</b>	<b>Phone No.</b>	<b>Mobile No.</b>

**Agent, Agency or Owner Executing Application**

<b>Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>Email</b>	<b>Phone No.</b>	<b>Mobile No.</b>

**Sublessee(s)**

<b>1 Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>Email</b>	<b>Phone No.</b>	<b>Mobile No.</b>
<b>Previous Mailing Address: Street</b>	<b>City, State</b>	<b>Zip Code</b>

<b>2 Name (Print)</b>	<b>Signature</b>	<b>Date</b>
<b>Email</b>	<b>Phone No.</b>	<b>Mobile No.</b>
<b>Previous Mailing Address: Street</b>	<b>City, State</b>	<b>Zip Code</b>

**CORPORATION APPROVAL OF APPLICATION – PERMIT TO SUBLEASE PREMISES**

The undersigned, a California nonprofit mutual benefit corporation, hereby issues this Permit to Sublease the Premises.  
For UNITED LAGUNA WOODS MUTUAL

**Date****By****Authorized Agent**

<b>Application Denied:</b> The Board of Directors of this Mutual Corporation has reviewed this application.	<b>Application Approved:</b> The Board of Directors of this Mutual Corporation has reviewed this

EXHIBIT A

RE: NOTICE TO SUBLESSEE - ASSIGNMENT OF RENTS

Dear

Pursuant to Paragraph 7 of the Application for Permit to Sublease Premises (or Application for Permit Sublease Extension) which you executed on \_\_\_\_\_ as the Sublessee, with \_\_\_\_\_ as the Sublessor, for the premises located in United Laguna Woods Mutual, Unit Number \_\_\_\_\_, you are hereby notified that your monthly rental payment should be made directly to the Golden Rain Foundation, a California nonprofit corporation (hereinafter the "Corporation"), to cover the delinquent assessment payment which your Sublessor owes to the Corporation.

Until you are notified that you may resume making your monthly payments of rent to the Sublessor, you should make your monthly rent payments, commencing with the payment due on \_\_\_\_\_ to the following address:

VMS, Inc.  
Post Office Box 2220  
Laguna Hills, CA 92654-2220

Attn: Unit Payment Representative

**Please make your checks payable to Golden Rain Foundation (or GRF). Please be sure to mail to the P.O. Box address. Do NOT mail to the VMS street address.**

**If you have any questions in connection with this Notice, or the method of making your monthly rental payments to the Corporation, please contact the Unit Payments Representative at (949) 597-4221. A pre-addressed envelope is enclosed for your convenience.**

Sincerely,

Bryan English Accounting  
Supervisor Financial  
Services Division

cc: Sublessor  
Leasing Department

Sent by Certified Mail

P.O. Box 2220, Laguna Hills, CA 92654

## Sublessor Authorization for Maintenance Services Work

Unit No. \_\_\_\_\_

### Sublease Term

From: \_\_\_\_\_

To: \_\_\_\_\_

Dear United Laguna Woods Mutual Sublessor:

In order for your Mutual Corporation to provide the timeliest service, we request that you complete this authorization form to assist us when repair services are requested for your Unit.

Repair services may be requested from the Mutual or an outside repair firm. Please be advised all fees for chargeable repair services performed by the Mutual are the responsibility of the Sublessor and will be billed to the Sublessor. Collection of charges from the Sublessee is the responsibility of the Sublessor. Services billed directly to the Sublessee include cable TV and High Speed Internet.

Failure to complete this form will result in denial of service in response to Sublessee requests.

Is the Sublessee authorized to request repairs on behalf of the member or other work for which there is a charge? (Please note that the member is responsible ☐ Yes ☐ No for all charges incurred by the Sublessee.)

NOTE: In case of an emergency, e.g., water heater leak, refrigerator out, furnace out, lock-out, plumbing stoppage, the Mutual will perform the repair upon request of the Sublessee without prior Sublessor approval.

=====

### SUBLESSOR/SUBLESSEE ACKNOWLEDGMENT

I understand the billing policy stated above and request that this information be kept on file during the sublease period. I will submit a written request for any change to the above information by mailing such request to the Laguna Woods Village, Attn: Leasing Office, P.O. Box 2220, Laguna Hills, CA 92654 -2220.

#### Sublessor(s)

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date

#### Sublessee(s)

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date



***If We Can't Reach You, We Can't Notify You.***



When seconds count, you can count on

CodeRED is the community notification system used to call, text and/or email Laguna Woods Village Residents with time-sensitive and/or emergency information. This system is separate from the regular email information you may be receiving from the Communications Department, and requires a specific, unique enrollment.

Security Chief Tim Moy and the Laguna Woods Village Disaster Preparedness Task Force encourage you to take a few minutes to ensure we have accurate contact information for you so you are informed in the event of an emergency or threat to the Village. Safety is a two-way street. Be sure to register today to receive the information you need, when it matters, regarding events such as:

- Critical Power Outages
- Earthquake Emergency Procedures
- Evacuation
- Gate or Road Closures
- Safety Threats
- Fire

Please fill out the form on the reverse side of this paper and return it in person the Laguna Woods Community Center front desk, or by mail to Marketing and Communications, Village Management Services, Inc., 24351 El Toro Road, Laguna Woods, CA 92637. You may also complete the form online through the Laguna Woods Village website. Go to [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com), and look for the link at the top of the home page that says CodeRed.

You can be assured that all information provided for your CodeRED notification is confidential and will only be used to contact you in the case of an emergency.



## Contact Information Form and **CodeRED** Emergency Notification Record

***If We Can't Reach You, We Can't Notify You.***

Unit is	Leased	Owner occupied	Vacant	Date
<b>Your Information</b>				
Resident ID #	Unit #	Name		
Email	Home phone	Cell phone		
Non-occupant owner address	City, state, zip			
<b>Emergency Contact(s)</b>				
Name	Relationship	Home number		
Email	Work number	Cell number		
Address	City, state, zip			
Name	Relationship	Home number		
Email	Work number	Cell number		
Address	City, state, zip			
<b>Other information</b>				
Attorney's name	Phone			
Power of Attorney/Trustee's name	Phone			
Pet care contact name	Phone			
Doctor's name	Phone			
<b>Special Circumstances, please check the conditions that apply to you:</b>				
Dementia	Visually Impaired	Hearing Impaired	Non-Ambulatory	
Life-Support System	(equipment that requires electricity)	Do you have a caregiver?*		
*Do you have an approved caregiver application on file? For assistance contact Resident Services at 949-597-				

Note: California Civil Code Section 4041 requires owners to provide annual written notice to the association of the following. This includes contact information of the legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of an emergency or extended absence from the Unit. Emergency contact information may be given to hospital personnel upon request.



## Contact Information Form and **CodeRED** Emergency Notification Record

***If We Can't Reach You, We Can't Notify You.***

Unit is	Leased	Owner occupied	Vacant	Date
<b>Your Information</b>				
Resident ID #	Unit #	Name		
Email	Home phone	Cell phone		
Non-occupant owner address	City, state, zip			
<b>Emergency Contact(s)</b>				
Name	Relationship	Home number		
Email	Work number	Cell number		
Address	City, state, zip			
Name	Relationship	Home number		
Email	Work number	Cell number		
Address	City, state, zip			
<b>Other information</b>				
Attorney's name	Phone			
Power of Attorney/Trustee's name	Phone			
Pet care contact name	Phone			
Doctor's name	Phone			
<b>Special Circumstances, please check the conditions that apply to you:</b>				
Dementia	Visually Impaired	Hearing Impaired	Non-Ambulatory	
Life-Support System	(equipment that requires electricity)	Do you have a caregiver?*		
*Do you have an approved caregiver application on file? For assistance contact Resident Services at 949-597-				

Note: California Civil Code Section 4041 requires owners to provide annual written notice to the association of the following. This includes contact information of the legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of an emergency or extended absence from the Unit. Emergency contact information may be given to hospital personnel upon request.

## Residency Restrictions Important Information – Please Read Carefully

Unit No.

Please note the following residency restrictions, including but not limited to:

### Sublessee Initial(s)

- ☐ ☐ Laguna Woods Village is an independent-lifestyle and age-restricted community (as defined by California Civil Code §51.3) that does not provide any form of healthcare or assisted living. Each resident is responsible for his/her own care and welfare.
- ☐ ☐ Appearance of the community is important, and residents are required to keep their balconies, patios, walkways and carports free from clutter.
- ☐ ☐ When moving into the community, residents are required to break down and stack moving boxes next to trash dumpsters for routine pickup. Please be advised that there are weight and volume restrictions. Call Resident Services at 949-597-4600 to arrange to have excessive moving material hauled away as a chargeable service. When moving out of the community, the seller is responsible for hauling away excessive materials/furniture.
- ☐ ☐ Members are required to check with Alterations before making any internal and external alteration. Alterations are prohibited without prior review and consent. Contact Alterations at 949-597-4616 or [alterations@vmsinc.org](mailto:alterations@vmsinc.org). Contractors' trash must not be put into community dumpsters.
- ☐ ☐ Relatives and other guests may stay overnight for a total of 60 days in any 12-month period. Relatives and guests may not stay in a resident's home during the absence of the resident.
- ☐ ☐ Board approval is required for all persons wishing to reside in the community. Contact Resident Services at 949-597-4600 before any change in residency status.
- ☐ ☐ The maximum number of persons allowed to occupy a unit is equal to the number of original construction bedrooms plus one. There are additional monthly fees for more than two occupants.
- ☐ ☐ Units may not be sublet for more than 12 months and not less than ~~90~~30 days.
- ☐ ☐ United is billed directly from the tax assessor and the shareholder/member reimburses the mutual through monthly assessments. Members of United are cautioned to prepare for property tax increases in monthly assessments.

I/We, the undersigned, have read the above and agree to comply with the rules of this community.

### Sublessee(s)

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date

Revised 10-21-2016

Rev 1 -28-2020



## Request to Sublet Cooperative

Unit No.

Pursuant to Article 7 of the occupancy agreement, the undersigned member hereby requests consent of the Mutual (hereinafter known as the "Corporation") to sublet the Unit indicated above, for a term not to exceed 12 months.

Member herein agrees that the sublease permit application shall be on a form provided by the Corporation which will require the sub-tenant to abide by the terms of the Occupancy Agreement during his/her sub-tenancy, and shall give to the Mutual an irrevocable power to dispossess or otherwise act for the Sublessor in case of default under the sublease. The liability of the Member for his/her obligations to the Corporation and to the Golden Rain Foundation of Laguna Woods, a California nonprofit corporation shall continue notwithstanding the fact that he/she may have sublet the dwelling unit with the consent of the Corporation. The Member shall also continue to be liable for all obligations under the Occupancy Agreement and shall be responsible to the Corporation for the conduct of the Sublessee. Consent to one subletting shall not obligate the Corporation to consent to any other subletting. Member's reason for requesting Corporation's consent to sublease as follows:

\*RESPONSE REQUIRED\*

### Sublessor(s)

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date

### AGREEMENT TO WAIVE RIGHT TO USE OF COMMUNITY FACILITIES

WHEREAS, the undersigned is a Member of the Golden Rain Foundation (the Foundation), and a Member of United Laguna Woods Mutual (the Mutual); and

WHEREAS, incident to membership in the Mutual, the undersigned has signed, or is acting as agent for the member who signed the Occupancy Agreement, entitling the Member to occupancy of a Unit in the Mutual as indicated above; and

WHEREAS, incident to membership in the Foundation and the Mutual, and said Occupancy Agreement, the Member is entitled to the use and enjoyment of said community facilities and services provided by the Foundation and the Mutual; and

WHEREAS, the undersigned intends that said Unit shall be occupied temporarily by Sublessee(s), and Sublessee(s) shall be entitled to use and enjoyment of facilities and services during his/their temporary occupancy of said Unit,

THEREFORE, the undersigned hereby waives all right to use and enjoyment of all those certain community facilities and services provided by Foundation and Mutual.

This agreement shall terminate upon termination of the occupancy by Sublessee, and/or upon transfer of Membership in Foundation or Mutual. No sublease shall exceed twelve months. Further, this agreement shall not alter any obligations of the undersigned, or any rights of the undersigned other than those herein arising from Membership in Foundation or Mutual, or from execution of said Occupancy Agreement.

### Sublessor(s)

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date



## **Notice To Co-Op Sublessors and Sublessees**

### **Time Limits for Subleasing Co-op Units**

The governing rules of United Laguna Woods Mutual limit the subleasing of any co-op units to a maximum of 12 months.

At the conclusion of the sublease period, Sublessee(s) is required to surrender their Sublessee Resident Identification Cards. Non-return of the cards will result in a \$25 fee and/or member disciplinary action. Failure to return decals will result in a \$125 fee for each vehicle.

#### **ACKNOWLEDGMENTS BY SUBLESSOR(S) AND SUBLESSEE(S):**

The undersigned have read the above and agree to abide by the governing rules of United Mutual pertaining to subleasing time limits.

#### **Sublessor(s)**

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date

#### **Sublessee(s)**

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date



## Permit to Sublease a Unit General Conditions

### 1. MEMBER RESPONSIBILITY

Village Management Services, Inc. ("VMS"), agent for the United Mutual Board of Directors assumes responsibility for obtaining Mutual Board approval and issuing Sublessee ID Cards. Payment for chargeable repair services is the responsibility of the Sublessor who must indicate on the enclosed Authorization for Maintenance Services Work form whether Sublessee may request such services. **Neither the Mutual, GRF nor VMS are parties to the terms of the lease between Sublessor and Sublessee, and will not be involved in resolving disputes between Sublessor and Sublessee.** All commissions payable to a Real Estate Professional and notification to the Real Estate Professional upon renewal or extension of a sublease are solely the Member's obligation. At the end of the sublease period, the Member is obligated to return all gate entry passes including ID cards, automobile decals, guest passes, business passes, and care provider passes or will be assessed a fee.

### 2. MUTUAL APPROVAL

**This Permit shall be effective only when approved in writing by an officer of the governing Mutual** and shall be limited to the term specified herein. Any extension or renewal of this Permit shall also require the written approval of Mutual, but Mutual shall not be obligated to approve such extension or renewal.

### 3. UNITED MUTUAL AND GOLDEN RAIN FOUNDATION RULES

This Permit is subject and subordinate to the terms and provisions of the current Governing Documents of the Nonprofit Mutual Benefit Corporations, which include the following:

- Articles of Incorporation; Bylaws; Rules and Regulations
- The Occupancy Agreement for Co-operative Units.
- Board-adopted Operating Rules – See Resident Handbook, Traffic Rules & Regulations, Architectural Guidelines, and Recreation SOP's.

In consideration of the benefits conferred by residency in the Mutual and use of the facilities managed by GRF, the Sublessee and each Co-occupant agree to comply with and be bound by the Governing Documents. Sublessee and each Co-occupant further acknowledge and agree that in the event of any alleged violation of the Governing Documents by the Sublessee or any Co-occupant, each understands that he or she shall be subject to a hearing by the Corporation's Board of Directors and may be assessed a monetary penalty or be the subject of other disciplinary action by the Corporation if the Board determines that an actual violation of the Governing Documents has occurred, or if there is a breach of the Permit.

### 3. SUBLESSORS' CONTINUED RESPONSIBILITY; SUBLESSEES' RESPONSIBILITY

Nothing contained herein shall relieve Sublessor of the performance of any obligation owed to Mutual or GRF under the Governing Documents. Sublessee shall not permit any visitor or guest of Sublessee to violate any obligation of Sublessee, and shall be responsible for fees and/or penalties incurred.

### 4. USE OF UNIT; OCCUPANCY

The Unit shall be used and occupied solely as a private residential dwelling and for no other purpose. No person shall reside in a Unit, other than those listed on the approved "Application for Permit to Sublease". No business or commercial venture may be conducted in the Unit. Section 51.3 of the California Civil Code restricts occupancy to those persons who meet the following criteria:

"Qualified Resident" - the Unit shall be occupied by a person who is 55 years of age or older.

"Co-occupant(s)" - All other persons residing in the Unit shall be at least 45 years of age unless such person is the spouse, cohabitant or a primary provider of economic or physical support to the Qualified Resident."

"Any primary provider of economic or physical support" - requires approval by the Mutual, after the application and submittal of required certification of need for such provider by the Sublessee. A physician's certification must be submitted on a form acceptable to the Mutual. Care Providers are not considered occupants, and do not enjoy the privileges of use of community facilities.

## **5. GRF SERVICES**

Sublessee and the Co-occupant(s) may use the facilities and receive the services made available by GRF to all Units. The facilities and services may be modified or discontinued by GRF at any time.

## **6. MUTUAL, GRF FEES**

Sublessee shall be responsible to promptly pay when due, all charges and fees incurred by Sublessee, Co-occupant, guest or invitee for use of facilities or for services rendered by the Mutual or GRF.

## **7. ASSIGNMENT AND SUBLETTING PROHIBITED**

Sublessee shall not assign a Permit or any interest therein and shall not sublet the Unit or any part thereof or any right or privilege appurtenant thereto or permit any other person to occupy or use the premises or any portion thereof without prior written consent of Sublessor and Mutual. A consent to one assignment, subletting, occupation or use by any other person shall not be deemed to be a consent to any subsequent assignment, subletting, occupation or use by any other person. Any such assignment or subletting without such consent shall be void and, at the option of Mutual and/or Sublessor, shall constitute a breach of the Permit. The interest of Sublessee in a Permit shall not be assignable by operation of law without written consent of the Mutual.

## **8. ALTERATIONS, REPAIRS AND MAINTENANCE**

Sublessee(s) understand that the Unit shall not be altered, repaired or changed without prior written consent of Sublessor and Mutual. Unless otherwise provided by written agreement, all alterations, improvements and changes that may be required shall be done either by or under the direction of Mutual; shall be the property of Sublessor; and shall remain upon and be surrendered with the Unit. Sublessee's personal property is not insured by Sublessor or Mutual.

## **9. RIGHT OF ENTRY**

Sublessee shall permit the Mutual, Sublessor and their respective agents and representatives to enter into and upon the Unit at all reasonable times for the purposes of (a) inspection, responding to emergencies, and responding to emergency situations; (b) maintaining the building in which the Unit is situated and (c) making repairs, alterations, or additions to any portion of said building, including the erection of scaffolding, props or other mechanical devices. Sublessee shall not be entitled to any abatement of rent payable by Sublessee hereunder or to any rebate of rent to Sublessee or damages for any loss of occupation or quiet enjoyment of the premises on account of any such entry by Mutual or Sublessor.

## **10. LIABILITY FOR DAMAGES**

As a material part of the consideration to be rendered to Sublessor under this Permit, Sublessee hereby waives, to the maximum extent permitted by law, all claims against Sublessor and Mutual for damages to personal property in, upon or about said Unit and for injuries to persons in, upon or about said premises from any cause arising at any time.

## **LIABILITY FOR DAMAGES (CONTINUED)**

Sublessee shall hold Sublessor, the Mutual, GRF, and VMS harmless from any liability on account of any damage or injury to person or personal property arising from the use of the Unit by Sublessee arising from the failure of Sublessee to keep the Unit in good condition as provided herein or failure to perform or observe any of Sublessee's obligations under this Permit. Neither Sublessor, the Mutual, GRF, nor VMS shall be liable to Sublessee for any damage caused by any act or negligence of any other occupant of the same building or by any Member or occupant of adjoining or contiguous property. Sublessee shall pay for all damages to the Unit and to the building in which the Unit is located, as well as all damage to other occupants thereof caused by Sublessee's misuse or neglect of the premises, equipment, apparatus or appurtenances. All damage or injury done to the Unit or to the building in which the Unit is located by Sublessee or by any person who may be in or upon the building or the Unit with the consent of Sublessee shall be paid for by Sublessee.

### **11. DESTRUCTION OF PREMISES**

In the event of any total or partial destruction of the Unit during the term of this Permit from any cause, either Mutual or Sublessor may terminate this Permit by written notice to Sublessee and without liability to Sublessee except that Sublessor shall refund any rent which may have been paid in advance by Sublessee for any period subsequent to the date of any such termination.

### **12. EMINENT DOMAIN**

In the event that the real property upon which the Unit is located or any part thereof shall be acquired by any public body, agency or other entity having the power of eminent domain, whether by voluntary sale, threat of condemnation or by judgment of a court in condemnation proceedings, either Mutual or Sublessor may terminate this Permit upon written notice to Sublessee and without liability to Sublessee except that Sublessor shall refund any rent which may have been paid in advance by Sublessee for any period subsequent to the date of any such termination.

### **13. MUTUAL'S RIGHTS AND REMEDIES**

In the event of any breach of this Permit by Sublessee, Mutual shall have the same rights and remedies to enforce this Permit as are available to Sublessor hereunder and may be exercised by Mutual without regard to any exercise thereof by Sublessor and without liability either to Sublessor or Sublessee arising out of or relating to the exercise of such rights and remedies by Mutual. Additionally, the Mutual shall have the same rights to dispossess the Sublessee or otherwise act for the Sublessor as may be necessary or appropriate in the event of any breach of the Permit or the Sublessee's failure to vacate following expiration of the Permit term. The Mutual shall also have the right to bring an unlawful detainer action against the Sublessee after proper notice has been given as provided in California Civil Code Section 1946 or any successor statute thereto.

### **14. TIME IS ESSENCE; WAIVER**

Time is of the essence under this Permit. The waiver by Sublessor, Mutual or either of them, of any breach of any term, covenant or condition of this Permit shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of same of any other rent shall not be construed to be a waiver of any breach by Sublessee of any term, covenant or condition of this Permit. The remedies given herein to Sublessor and to Corporation shall be cumulative and the exercise of any one remedy by Sublessor or by the Mutual shall not prohibit exercise of any other remedy available.

## 15. SUBORDINATION

This Permit is subject and subordinate to the Governing Documents and to any and all covenants, conditions, restrictions, underlying leases, occupancy agreements, mortgages or deeds of trust which may now affect the real property of which the premises form a part, or the underlying leases or occupancy agreements, and to all renewals, modifications, consolidations, replacements and extensions thereof. It is further agreed that this Permit may, at the option of Sublessor and the lender, if any, be made subordinate to any covenants, conditions, restrictions, underlying leases, occupancy agreements, mortgages or deeds of trust which may hereafter affect the real property of which the subleased Unit form a part or affect the underlying leases or occupancy agreements. Sublessee or its successors in interest shall execute and deliver upon the demand of Sublessor or Mutual any and all instruments desired by Sublessor or Mutual subordinating this Permit in the manner requested by Sublessor or Mutual to such covenants, conditions, restrictions, occupancy agreement, mortgage or deed of trust. Mutual is hereby irrevocably appointed and authorized as agent and attorney-in-fact of Sublessee to execute all such subordination instruments in the event Sublessee fails to execute said instruments within five days after notice from Sublessor or Mutual demanding the execution thereof. Said notice may be given in the manner provided herein for giving notice.

## 16. NOTICES

Any notice to Sublessor, Sublessee or Mutual shall be given by personal service or by registered or certified mail addressed to: Sublessor: at the address indicated on the Application form; to Sublessee: at the Unit; and to Mutual: Physical Address: 24351 El Toro Road, Laguna Woods, CA. 92637 or Mailing Address: PO Box 2220, Laguna Hills, CA 92654 -2220

## 17. PARTIES BOUND

The terms and provisions contained herein, subject to the provisions governing assignment, shall apply to and bind the heirs, successors, personal representatives and assigns of all of the parties hereto.

## 18. ATTORNEY'S FEES

If any legal action or proceeding is commenced by either party or Mutual to enforce any part of this Permit, the prevailing party shall recover in addition to all other relief, reasonable attorney's fees and costs.

### Sublessor(s)

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date

### Sublessee(s)

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date



## Laguna Woods Village®

### Notice

**To:** Employees, contractors employed by the Laguna Woods Village associations, members and prospective purchasers of dwelling units at Laguna Woods Village, Laguna Woods

**From:** Village Management Services Inc.

**Subject:** Disclosure notice: Laguna Woods Village buildings constructed with asbestos-containing construction materials

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Health & Safety Code 25915.2 and 25915.5 require the mutual to provide annual notice about the existence of asbestos-containing materials (ACM) in nonresidential public buildings in the mutual to all employees and contractors performing work within said buildings, and to all members of the mutual.

In addition, the mutual is required to disclose to new owners, within 15 days of acquiring title to a unit, the existence of asbestos-containing material in nonresidential public buildings within the mutual.

Village Management Services Inc., as employer, and as agent, for the associations that own or manage the buildings at Laguna Woods Village, Laguna Woods, for their members, hereby notifies all its employees, contractors and all mutual members and transferees, that some buildings within Laguna Woods Village have been surveyed and found to contain asbestos.

The analytical method used to determine asbestos content was polarized light microscopy/dispersion staining. Since the community has an active asbestos operations and maintenance program, testing is ongoing. Because of the high cost to conduct a complete asbestos survey and analysis of all buildings, surveys are conducted only upon repair, remodel, addition to or removal of a building or part of a building suspected to contain asbestos materials, as required by labor codes. The certificates of analysis for any testing received to date are available to employees, contractors, owners and tenants and transferees for review and photocopying from the Laguna Woods Village Human Resources/Safety Office, 24351 El Toro Road, Laguna Woods, CA., between 9 a.m. and 5 p.m., Monday through Friday.

The following buildings in Laguna Woods Village, Laguna Woods, were constructed prior to 1979 and thus *may* contain asbestos in one or more construction materials: All community facilities buildings (with the exception of Clubhouse 7, the mini-gym at Clubhouse 1, the broadband services building, the Laguna Woods Village Community Center, the vehicle maintenance building, and a portion of the warehouse—all constructed after 1979), including clubhouses and outbuildings, library, maintenance warehouse building, stables, gatehouses, garden center buildings, all detached laundry buildings and residential buildings numbers 1 through 5543 inclusive.

*Disclosure notice: Asbestos-containing construction materials continued on next page*

*Disclosure notice: Asbestos-containing construction materials continued from previous page*

At the time most of the buildings in Laguna Woods Village were constructed, asbestos-containing materials met local codes as well as state and federal regulations and were extensively used in *many* building products, including but not limited to: ceiling tile, floor tile/linoleum and mastic, textured wall surfaces, sprayed acoustical ceilings, fire doors, structural fireproofing, pipe/boiler insulation, attic insulation and heating duct material/insulation.

According to the National Cancer Institute and the Environmental Protection Agency, any asbestos in these materials does not present a threat to health so long as the asbestos is not disturbed and does not become airborne.

However, because breathing asbestos has been known in some instances to cause cancer and other forms of lung disease, sanding, scraping, drilling, sawing, crushing, tearing/breaking up or otherwise disturbing asbestos-containing materials presents a potential health risk. Therefore, you are directed not to perform such tasks in areas with ACM present or suspected unless the area/materials have been tested and found not to contain asbestos or if specifically assigned or contracted to do such work and it is in accordance with all federal, state, and local laws as well as internal guidelines called for in the asbestos operations and maintenance plan and other company safety and environmental policies and procedures.

Village Management Services Inc. employees whose work orders require them to construct, repair, maintain or otherwise disturb construction materials that may contain asbestos are hereby directed to follow the current regulations and policies noted above and to wear the required protective equipment, prior to performing such work. Questions concerning instructions and equipment should be directed to the HR/Safety Supervisor at 949-597-4321.

It is illegal to place asbestos materials or debris in Laguna Woods Village trash dumpsters. Such materials must be disposed of separately in accordance with state and county regulations to avoid fines. Contact the HR/Safety Supervisor at 949-597-4321 for details.

If you become aware of any asbestos-containing material becoming damaged or otherwise disturbed, please contact Laguna Woods Village Customer Service at 949-597-4600, or the HR/Safety Supervisor at 949-597-4321.

January 1, 2016  
Village Management Services Inc.





### **QUALIFIERS FOR SUBLEASING MANORS**

Resolution 01-13-50; Adopted March 20, 2013

Resolution 01-17-92; Amended August 8, 2017

1. A cap on the number of manor that may be subleased at any one time in United's development equal to twenty-five percent (25%) of the total manors; and
2. A prohibition on subleases shorter in duration than ~~90 (90)~~ thirty (30) days; and
3. A prohibition on any member owning more than one membership/manor in United, and/or being identified as the "member" under more than one Occupancy Agreement, at any one time, except as provided for and subject to certain conditions under United's Interim Dual Ownership Agreement (as provided in Resolutions U-02-164, 01-10-222 and 01-03-147), including but not limited to the requirements that (i) a member may not sublease a manor listed for sale during any permitted period of dual ownership, (ii) the member must reasonably proceed to sell the manor listed for sale within six (6) months from the member's signing of the Interim Dual Ownership Agreement, (iii) the Board is prohibited from approving any individual member's request for an Interim Dual Ownership Agreement more frequently than one (1) time in any two (2) year period and (iv) with respect to dual ownership, both trustees and beneficiaries under any trust having any ownership interest in a manor/membership shall be considered a member with respect to such manor/membership; and
4. The requirement that no member may sublease his/her manor if delinquent in carrying charges or assessments at the time of the proposed/intended sublease, except with Board approval and subject to an assignment of rents (as set forth in Resolutions U-91-73 and U-01-10); and
5. The requirement that all sublessees meet the age requirements for occupancy and residency as required and established under United's governing documents and California Civil Code Section 51.3 (and any successor statute); and
6. The requirement that members and/or sublessees provide to United, as set forth in United's governing documents and pursuant to yearly renewal requirement obligations, the following information with respect to each sublessee of the member's manor, on such form(s) as United may prescribe from time to time: full name; age and birth date; statistical information; identity verification; written agreement to comply with United's governing documents; telephone number; and other information and documentation required by United under its Application for Permit to Lease Premises and any related documents; and

7. The requirement that the member pay certain fees related to the sublease of the member's manor, including without limitation fees related to lease permits processing; lease permits, lease permit extensions, lease permit renewals, secured deposits of third-party charges and application costs; and
8. The requirement that the member transfer his/her rights to use the common areas, facilities and amenities of United's development to the member's sublessee, and that the member and his/her sublessee comply with any and all prohibitions and/or restrictions established by Golden Rain Foundation ("GRF") with respect to the use of GRF's common amenities and facilities; and
9. The requirement that sublessees of a member's manor must, at all times, comply with all of the provisions of United's governing documents applicable to the residency, occupancy and use of manors and United's development; and
10. The right of United to levy fines and impose discipline against a member for the violation of United's governing documents by the member's sublessee, and/or, to the extent permitted by United's Bylaws and applicable laws, to impose discipline against the sublessee for such violation; and
11. A non-exclusive grant to United of the member's rights to enforce United's governing documents against the member's sublessee if the member fails to gain the sublessee's compliance, including but not limited to the ability of United to evict the sublessee under an unlawful detainer action; and
12. An assignment of rents in favor of United in the event the member is delinquent in the payment of their carrying charges and/or assessments, as provided in United's Occupancy Agreement, and the requirement that the sublessee pay his/her rent payments to United upon United's notice and demand of such assignment; and
13. The requirement that the member be financially liable to United for any damage within the member's manor or other portions of United's development caused by the sublessee; and
14. The requirement that the member be the responsible party to obtain any required approval from United for any and all proposed alterations, additions, improvements and modifications to the member's manor; and
15. The requirement that only a member of United named under an Occupancy Agreement has the right to sublease their entire manor.

**Restrict Sub-Letting for One Year After Purchase**

Resolution 01-16-87; Adopted August 09, 2016

**WHEREAS**, the United Occupancy Agreement, Article 5, Use of Premises, states that the Member agrees to reside in, occupy and use the dwelling unit in conformity with California Civil Code 51.3; and

**WHEREAS**, the United Board believes that owner occupancy contributes to the stability and vitality of the community; and

**WHEREAS**, the United Board wishes to uphold the owner occupancy requirements in the Occupancy Agreement by limiting the number of dwelling units that are not owner occupied.

**NOW THEREFORE BE IT RESOLVED**, August 9, 2016, Members (i.e., persons obtaining membership on and after the date of this resolution) are restricted from subleasing their unit for one year after purchase of the unit; and

**RESOLVED FURTHER**, the one-year prohibition against sub-leasing rule does not apply to successor trustees who become Members after the death of the trustor, provided the unit was already in the rental pool prior to the death of the trustor; such individuals can sub-lease their units immediately upon becoming a Member; and

**RESOLVED FURTHER**, that the managing agent is hereby directed to disseminate this information to the realty community serving Laguna Woods Village; and

**RESOLVED FURTHER**, that this policy shall be put into effect August 9, 2016; and

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

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## **RESOLUTION 01-21-xx**

### **Sublease Policy and Application Packet Qualifiers for Subletting Manors**

**WHEREAS**, pursuant to its governing documents, the Board of Directors has the power and authority to adopt reasonable operating rules; and

**WHEREAS**, Assembly Bill 3182 becomes effective January 1, 2021 and United is prepared to comport with legislation which eliminates all “unreasonable restrictions” on rentals within the community; and

**WHEREAS**, that Assembly Bill 3182 dictates that United cannot require members occupy the unit prior to subleasing;

**NOW THEREFORE, BE IT RESOLVED**, January 12, 2021, that the Board of Directors hereby amends the Sublease Policy and Qualifiers for Subletting Manors in order to comport with Assembly Bill 3182;

**RESOLVED FURTHER**, that Resolution 01-13-50 adopted March 20, 2013, Resolution 01-16-87 adopted August 9, 2016, and Resolution 01-17-92 adopted August 8, 2017 are hereby superseded and cancelled; and

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

DECEMBER Initial notification. Must postpone 30 days to comply with Civil Code Section 4360.

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# Financial Report

Preliminary as of October 31, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$35,597
Non-assessment Revenue	\$1,487
Total Revenue	\$37,084
Total Expense	\$33,017
Net Revenue/(Expense)	\$4,067

# Financial Report

Preliminary as of October 31, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$25,352
Non-assessment Revenue	\$880
Total Revenue	\$26,232
Total Expense <sup>1</sup>	\$25,589
Operating Surplus	\$643

1) excludes depreciation



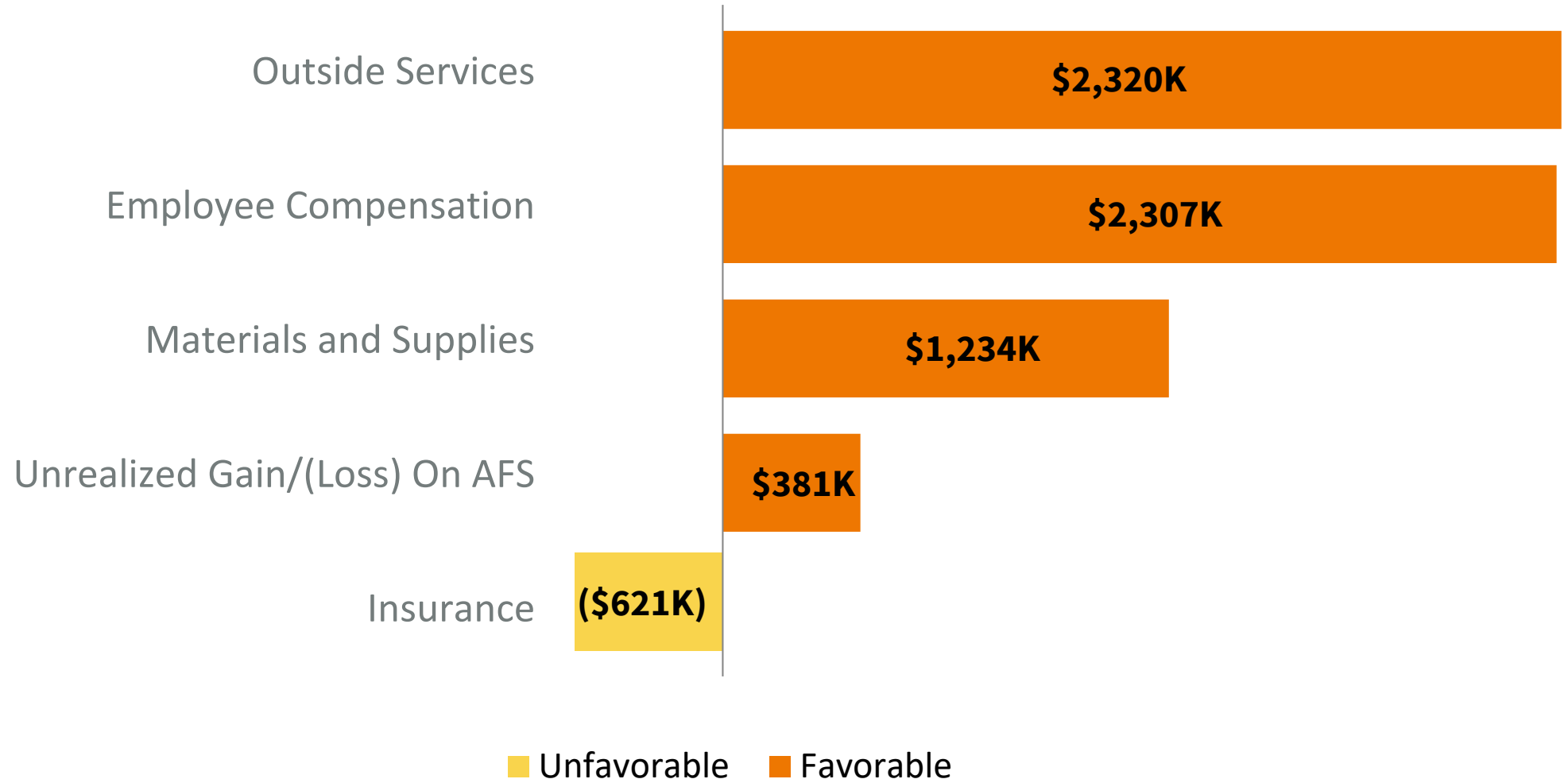
# Financial Report

Preliminary as of October 31, 2020

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$35,597	\$35,136	\$461
Non-assessment Revenue	\$1,487	\$1,495	(\$8)
Total Revenue	\$37,084	\$36,631	\$453
Total Expense	\$33,017	\$38,310	\$5,293
Net Revenue/(Expense)	\$4,067	(\$1,679)	\$5,746

# Financial Report

Preliminary as of October 31, 2020

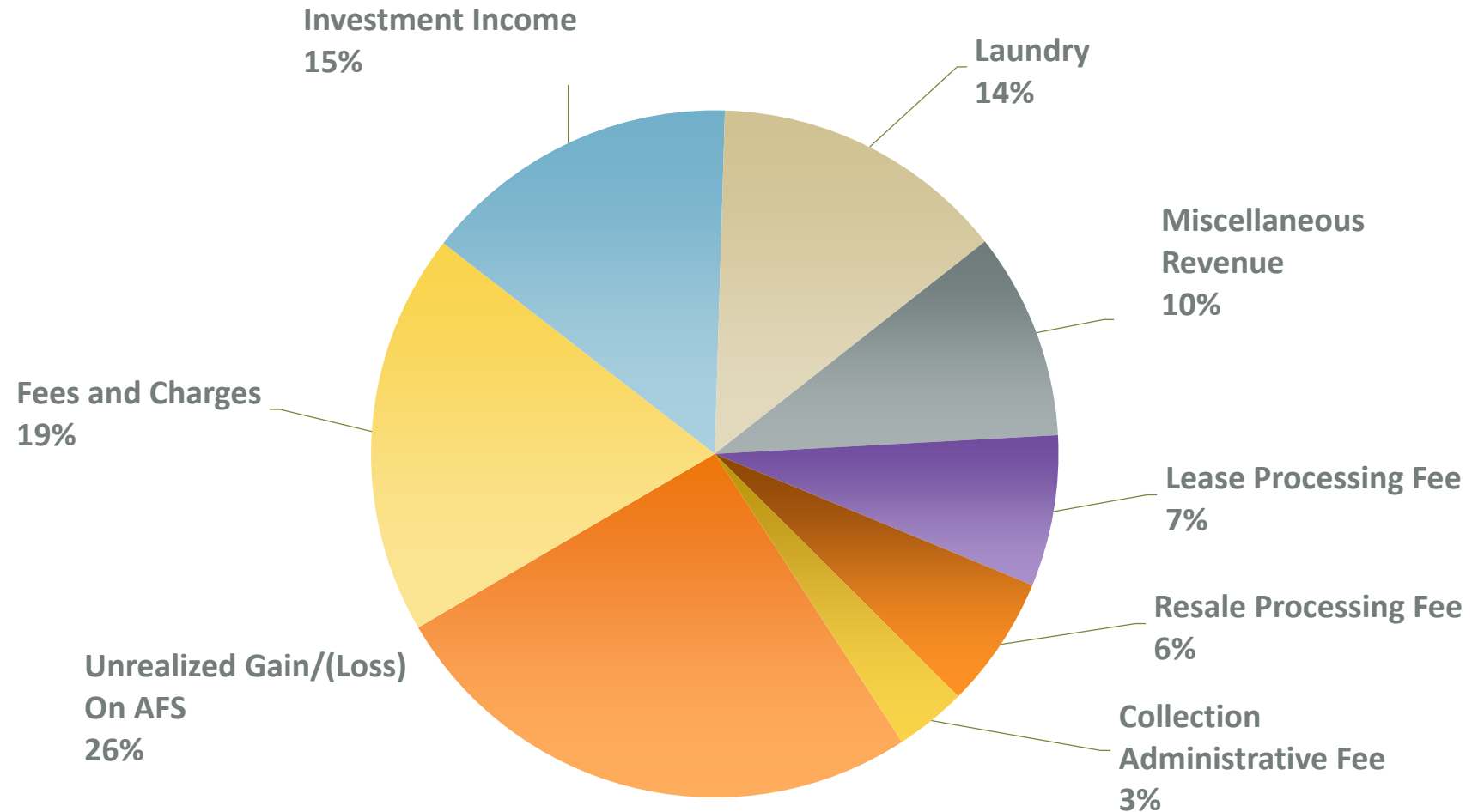


# Financial Report

Preliminary as of October 31, 2020



## Total Non Assessment Revenues \$1,487,104

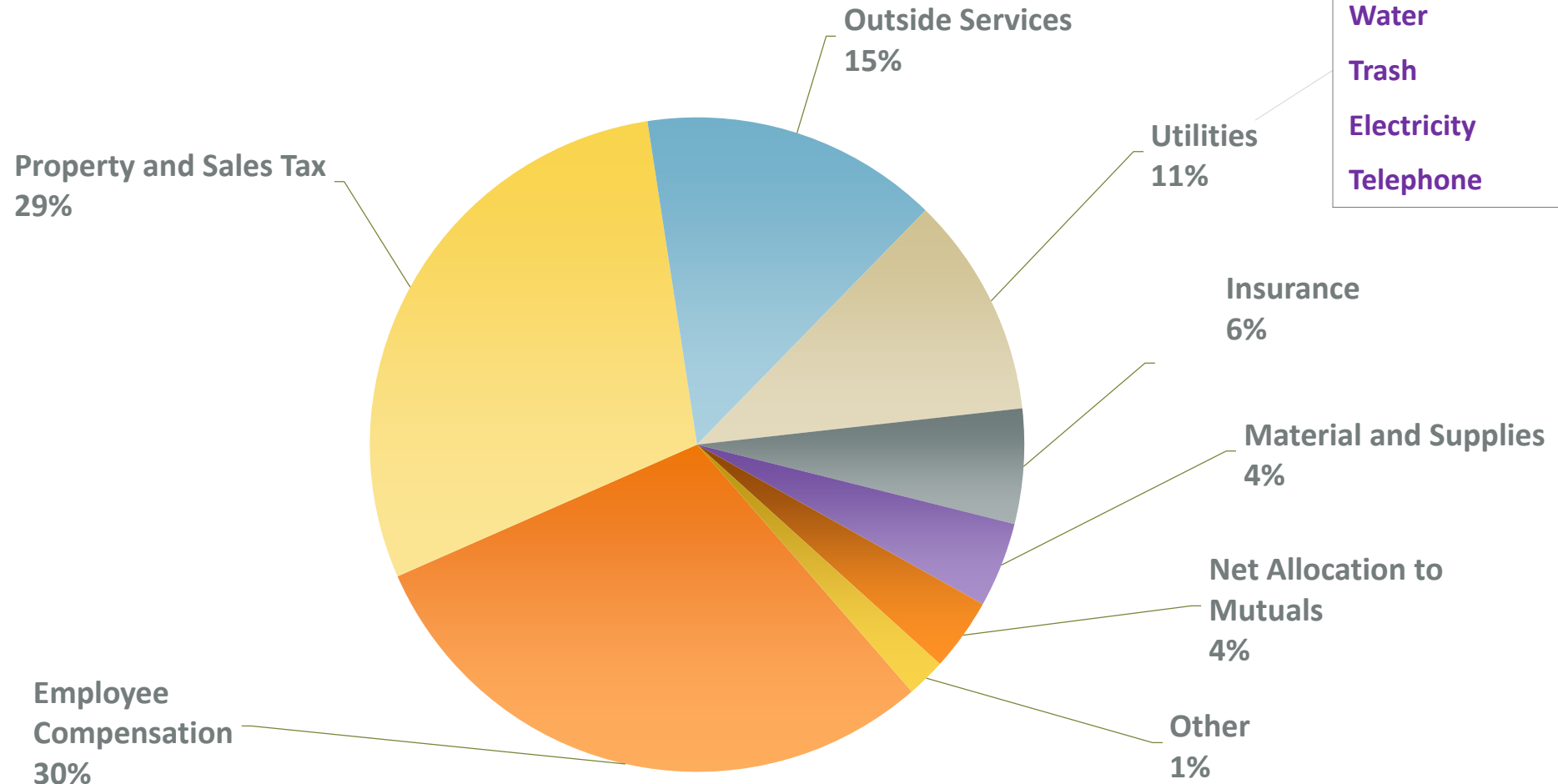


# Financial Report

Preliminary as of October 31, 2020



## Total Expenses \$33,017,322



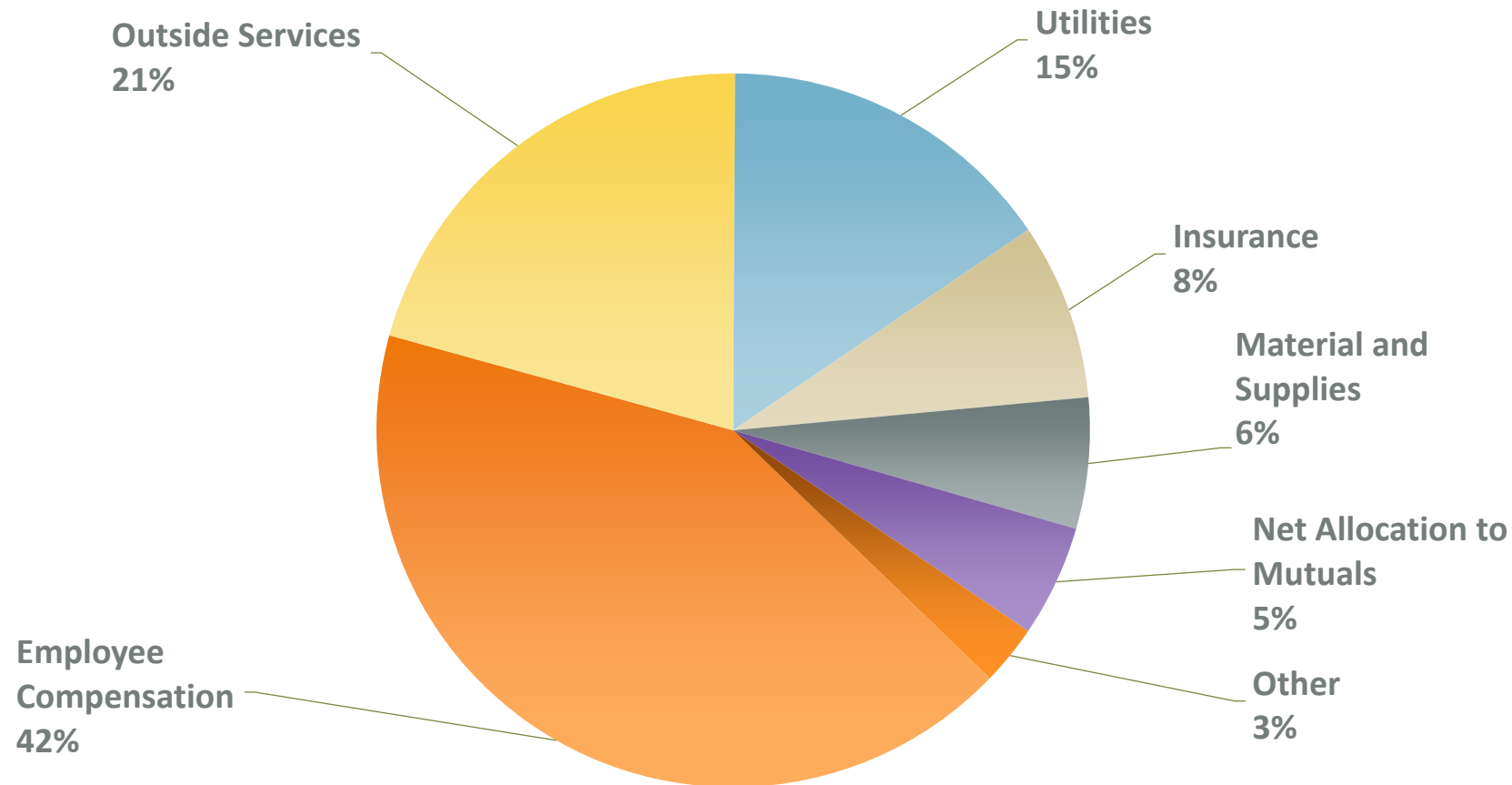
Sewer	\$1,485,492
Water	\$1,689,427
Trash	\$362,516
Electricity	\$69,018
Telephone	\$494

# Financial Report

Preliminary as of October 31, 2020



## Total Expenses Excluding Property and Sales Tax \$23,386,569



# Financial Report

Preliminary as of October 31, 2020

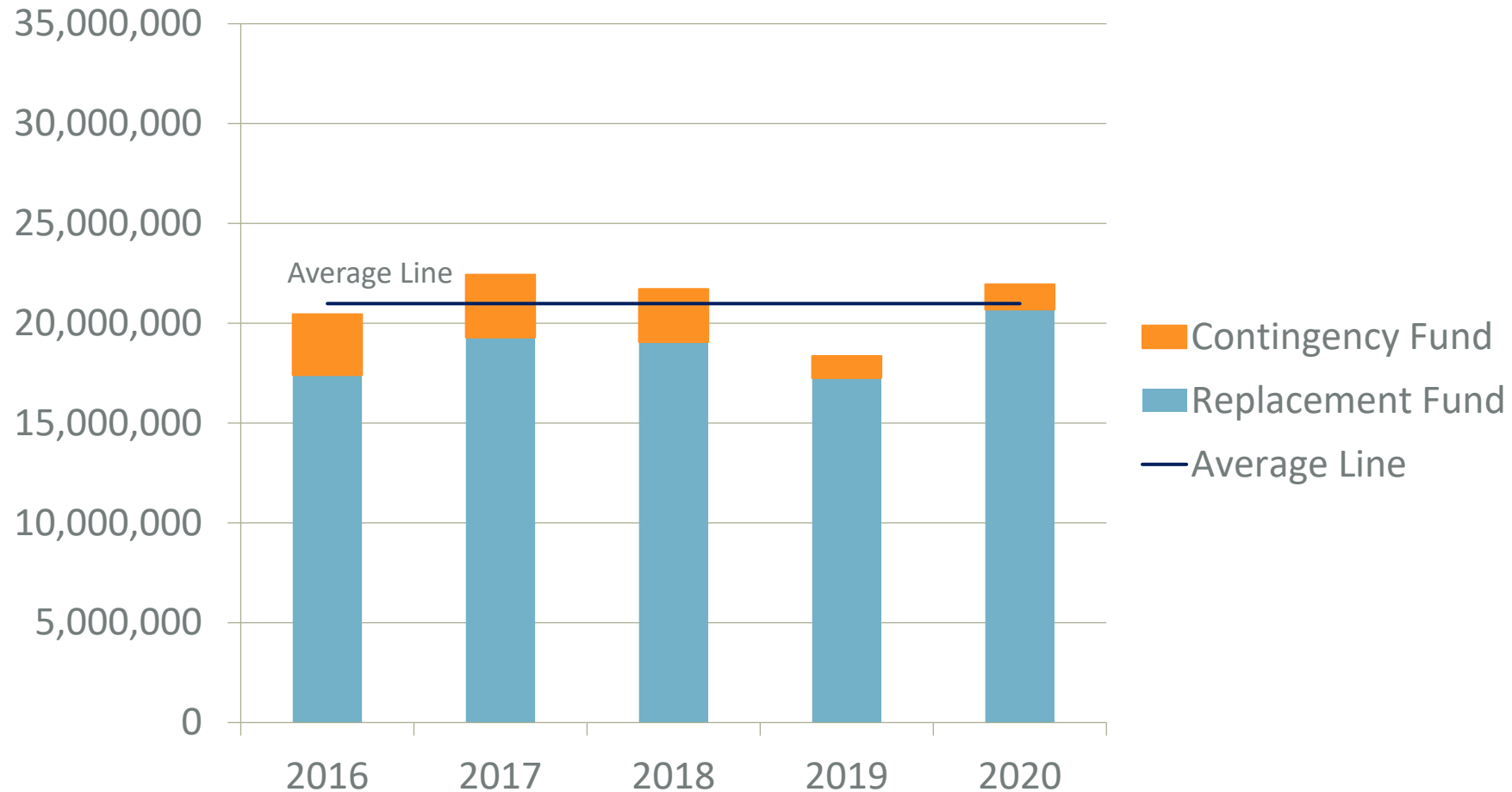


NON OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/20	\$1,107	\$17,256
Contributions & Interest	668	10,184
Expenditures	(505)	(6,758)
Current Balances: 10/31/20	\$1,270	\$20,682

# Financial Report

Preliminary as of October 31, 2020

## FUND BALANCES – United Mutual

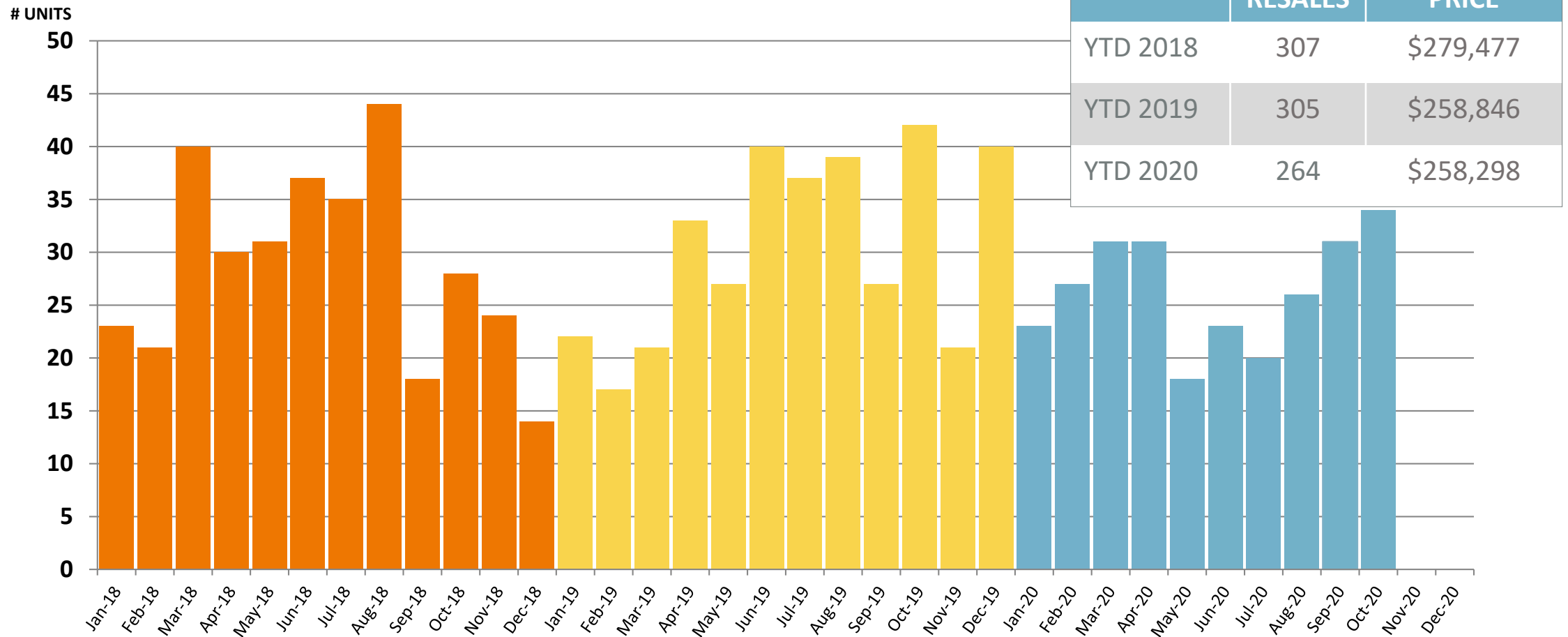


# Financial Report

Preliminary as of October 31, 2020



## RESALE HISTORY – United Mutual





**United Laguna Woods Mutual**  
**Statement of Revenues & Expenses - Preliminary**  
**10/31/2020**  
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
<b>Revenues:</b>									
Assessments:									
1	Operating	\$2,535	\$2,489	\$46	\$25,352	\$24,891	\$461	\$23,372	\$29,869
2	Additions to restricted funds	1,024	1,024		10,245	10,245		10,306	12,294
3	Total assessments	3,560	3,514	46	35,597	35,136	461	33,679	42,163
Non-assessment revenues:									
4	Merchandise sales	1	2	(1)	6	17	(10)	6	20
5	Fees and charges for services to residents	19	45	(26)	281	450	(169)	491	540
6	Laundry	24	23	1	206	225	(19)	211	270
7	Investment income	17	32	(15)	221	321	(100)	371	385
8	Unrealized gain/(loss) on AFS investments	(68)		(68)	381		381	274	
9	Miscellaneous	34	48	(14)	391	482	(91)	471	579
10	Total non-assessment revenue	27	150	(122)	1,487	1,495	(8)	1,824	1,794
11	Total revenue	3,587	3,663	(76)	37,084	36,630	454	35,502	43,957
<b>Expenses:</b>									
12	Employee compensation and related	1,101	1,219	118	9,837	12,144	2,307	11,723	14,548
13	Materials and supplies	100	259	159	1,387	2,622	1,234	2,758	3,141
14	Utilities and telephone	345	364	20	3,607	3,646	39	3,554	4,326
15	Legal fees	35	29	(6)	230	292	62	187	350
16	Professional fees		7	7	46	109	63	131	122
17	Equipment rental	6	1	(5)	22	14	(8)	20	17
18	Outside services	592	717	126	4,863	7,183	2,320	7,080	8,638
19	Repairs and maintenance	3	4	1	23	39	16	29	47
20	Other Operating Expense	11	16	6	91	167	76	135	201
21	Income taxes		2	2		21	21	3	25
22	Property and sales tax	963	926	(37)	9,631	9,260	(371)	9,165	11,112
23	Insurance	345	125	(220)	1,874	1,253	(621)	1,127	1,504
24	Investment expense		3	3	5	31	26	29	37
25	Uncollectible Accounts	(6)	5	11	(2)	50	52	22	60
26	(Gain)/loss on sale or trade		(1)	(1)	54	(6)	(60)	2	(8)
27	Depreciation and amortization	17	17		165	165		173	198
28	Net allocation to mutuals	117	133	16	1,183	1,321	138	1,020	1,584
29	Total expenses	3,628	3,828	200	33,017	38,310	5,293	37,158	45,902
30	Excess of revenues over expenses	(\$41)	(\$165)	\$124	\$4,067	(\$1,680)	\$5,746	(\$1,656)	(\$1,945)



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

### SUMMARY

United financial results were better than budget by \$5,746K as of October 31, 2020, primarily due to timing of programs and program adjustments related to the COVID-19 pandemic. Explanations for categories with significant variances are found below.

### REVENUE

#### ► **Operating Assessments** [Line 1](#) \$461K

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](#) (\$169K)

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.

#### ► **Investment Income** [Line 7](#) (\$100K)

Unfavorable variance is primarily due to less revenue being generated from Discretionary investment dividends as opposed to interest bearing Discretionary investment bonds. The investment strategy changes from individual bond and treasury bill holdings to index funds was initiated after 2020 budgets were approved. The interest generated from bond holdings within the current index funds is reinvested by the index fund manager growing the value of the investment, with the growth reflected in line 8.

#### ► **Unrealized gain/(loss) on AFS Investments** [Line 8](#) \$381K

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.

#### ► **Miscellaneous Revenue** [Line 9](#) (\$91K)

Unfavorable variance due to fewer fees collected during facility closures since mid-March, including resident violations and late fees. Unfavorable variance furthered by less resale processing fees, due to fewer resales. The budget assumed 305 sales YTD; however, 264 manors were sold through the reporting period.



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

**EXPENSE**

► **Employee Compensation and Related** [Line 12](#) \$2,307K

Favorable variance resulted from staff furloughs. Several employees were furloughed primarily in M&C departments due to the ongoing COVID-19 pandemic. Monthly variance is expected to flatten as furloughed employees returned to work in August. Additional savings occurred in general plumbing and tree trimming due to outsourcing; creating savings in labor hours.

► **Materials and Supplies** [Line 13](#) \$1,234K

Favorable variance resulted in several areas of operation due to timing of expenditures. Non-essential replacement programs such as interior components, appliances, carpentry, and paint were put on hold due to the COVID-19 pandemic thru July. Work restarted in August.

► **Outside Services** [Line 18](#) \$2,320K

**Waste Line Remediation** \$1,185K

Favorable variance resulted from timing and work being put on hold due to COVID-19 pandemic. On June 10<sup>th</sup>, the M&C Committee directed staff to move forward with this project for buildings where the shareholders have agreed to the remediation work.

**Countertops/Floors/Shower Enclosures** \$331K

Favorable variance resulted from work placed on hold due to COVID-19 pandemic. Work restarted in August. No inspections were done from March through August, leading to fewer qualifications for replacement of flooring and tile, and thus less abatements ordered.

**Landscape Modification** \$242K

Favorable variance due to timing of scheduled work compared to budget spread and bids coming in significantly lower than expected; Landscape revitalization project for gates 1 and 5 was awarded to Shoreline Landcare in September.

**Electrical Systems** \$187K

Favorable variance resulted from work put on hold due to COVID-19 pandemic. Work resumed on August 18 in units where the shareholder has authorized the contractor to enter.



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

**Wall Replacement \$162K**

On March 10th, the Board approved a funding reduction of \$125K from the planned 2020 budget. The remaining budget amount of \$40K will be used to fabricate and install a minimum of 300 linear feet of fence. The contractor is currently fabricating the Shepherd's Crook Fencing. The equestrian trail on Moulton Parkway will be included in the work to be completed this year.

Offset:

**Tree Maintenance (\$199K)**

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

**Plumbing Service (\$167)**

More outsourced plumbing work was required than anticipated. Certain aspect of work, such as excavating work deeper than 3.5 feet, pipe restoration on complex situations, and afterhours support is outsourced.

► **Other Operating Expense** [Line 20](#) \$76K

Favorable variance resulted due to the closure of facilities on March due to the COVID-19 pandemic; primarily attributable to uniforms, postage, training, and mileage & meals.

► **Property and Sales Tax** [Line 22](#) (\$371K)

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

► **Insurance** [Line 23](#) (\$621K)

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.

► **Net Allocation to Mutuals** [Line 28](#) \$138K

Favorable variance due to fewer interdepartmental allocations than anticipated.



FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Tuesday, November 24, 2020 – 1:30 p.m.  
Virtual GoToMeeting

**MEMBERS PRESENT:** Azar Asgari, Chair, Sue Margolis, Andre Torng, Carl Randazzo

**OTHERS PRESENT:** Anthony Liberatore, Reza Bastani, Brian Gilmore, Cash Achrekar, Manuel Armendariz, VMS – Juanita Skillman, Cynthia Rupert, Dick Radar

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Betty Parker, Steve Hormuth, Christopher Swanson

**Call to Order**

Director Asgari chaired the meeting and called it to order at 1:31 p.m.

**Acknowledgement of Media**

The meeting was streamed live on the Laguna Woods Village website.

**Approval of Agenda**

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

**Approval of Meeting Report for October 27, 2020**

A motion was made and carried unanimously to approve the meeting report as written.

**Chair's Remarks**

Director Asgari commented on her assuming the position of Treasurer, thanked Director Gilmore for his work as the former Treasurer, and asked that the committee continue their help in reviewing the financial results of the corporation.

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

None.

**Department Head Update**

Betty Parker, Chief Financial Officer, provided an overview of the department head report including updates on the 2021 budget, the 2021 Collection & Lien Enforcement Policy, Civil Code Sections 5500/5510, Insurance, the Reserve Bank Account, and Investments.

Director Randazzo requested an update on bank fee negotiations. Staff commented on an upcoming treasury review scheduled for December 7, 2020 with bank representatives.

**Review Preliminary Financial Statements dated October 31, 2020**

The committee reviewed Financial Statements for October 31, 2020. Questions were asked by the committee and responded to by staff. Requests for additional information included County reimbursement for COVID relief expenditures, collection administrative fee, updated appliance counts, energy savings data, and schedule of payments for insurance.

**Update on Insurance**

Ms. Parker provided details on insurance during Department Head Update. No further questions or comments were received from the committee.

**Update on Reserve Bank Account**

Steve Hormuth, Controller, stated the Reserve Bank Account was active with payments scheduled to be issued that day.

**Endorsements from Standing Committees**

None.

**Future Agenda Items**

Solar System Update  
Mutual Responsible Appliances

**Committee Member Comments**

None.

**Date of Next Meeting**

Tuesday, December 29, 2020 at 1:30 p.m. and will be held virtually.

**Recess to Closed Session**

The meeting recessed to closed session at 3:30 p.m.

**DRAFT**

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Azar Asgari, Chair

# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

October, 2020

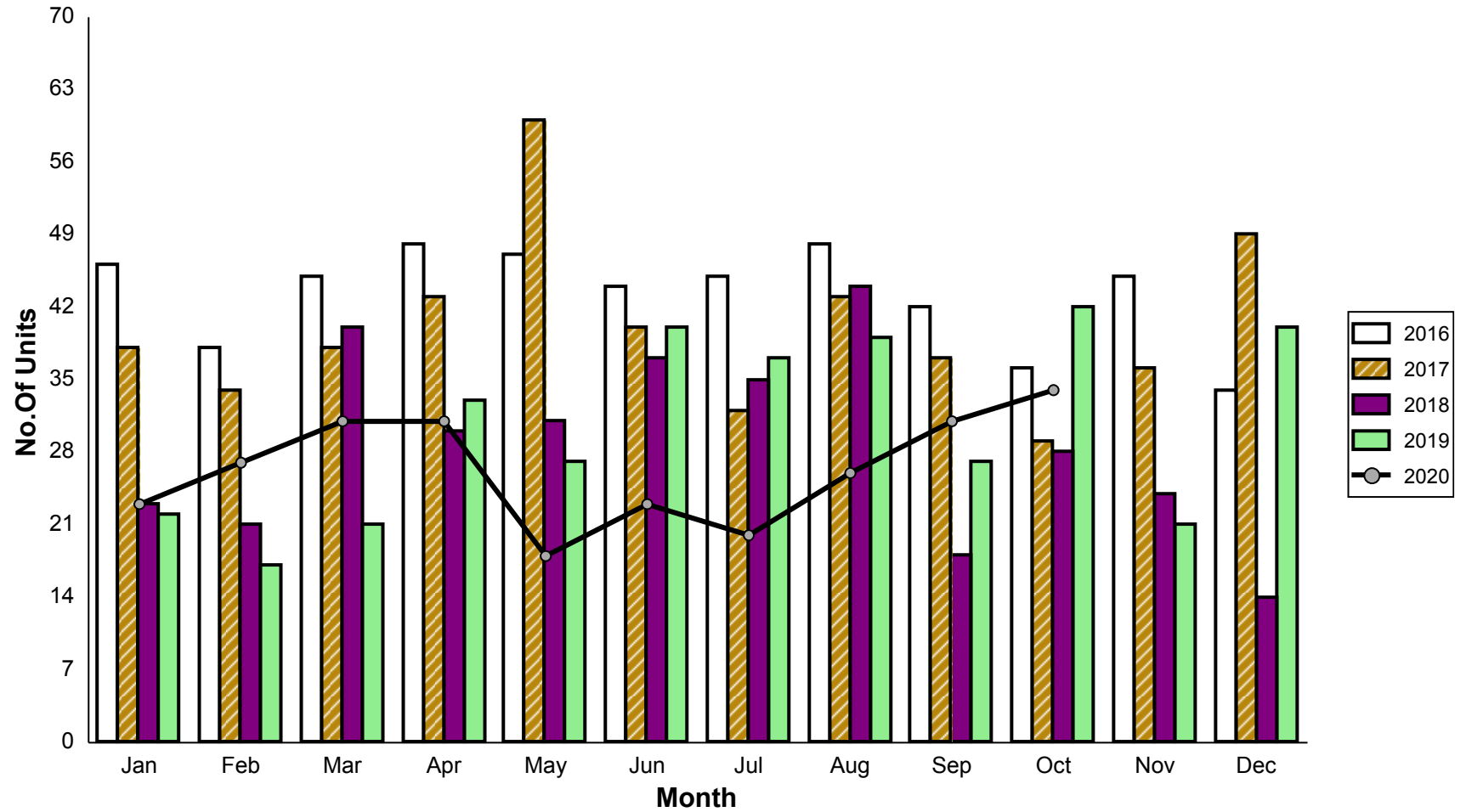
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	22	\$6,100,300	\$5,282,150	\$265,230	\$240,098
February	27	17	\$6,375,200	\$4,256,150	\$236,119	\$250,362
March	31	21	\$7,863,500	\$6,355,000	\$253,661	\$302,619
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	20	37	\$5,274,500	\$9,189,800	\$263,725	\$248,373
August	26	39	\$6,909,300	\$10,018,600	\$265,742	\$256,887
September	31	27	\$7,774,500	\$7,328,900	\$250,790	\$271,441
October	34	42	\$10,042,400	\$10,220,400	\$295,365	\$243,343
November		*		\$5,065,500		* \$241,214
December		*		\$9,175,800		* \$229,395
<b>TOTAL</b>	264.00	305.00	\$68,247,587	\$78,621,344		
<b>MON AVG</b>	26.00	30.00	\$6,824,759	\$7,862,134	\$258,298	\$258,846
<b>% CHANGE - YTD</b>	-13.4%		-13.2%		-0.2%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

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## Resales - 5 Year Comparison



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## Resales Report United Laguna Woods Mutual October, 2020

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/09/2020	12-D	1	\$315,000	Valencia	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/29/2020	36-C	1	\$273,000	Majorca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/19/2020	57-Q	1	\$240,000	Casa Blanca	Century 21 Rainbow	HOMZ Real Estate	Granite Escrow
10/09/2020	58-A	1	\$365,000	Barcelona	Century 21 Rainbow	Laguna Woods Village Realty	Granite Escrow
10/16/2020	100-E	1	\$317,500	Majorca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/22/2020	110-H	1	\$234,000	Majorca	Century 21 Award	Realty Quest	Corner Escrow Inc.
10/30/2020	111-A	1	\$258,000	Barcelona	Regency Real Estate	Century 21 Rainbow	Corner Escrow Inc.
10/01/2020	228-C	1	\$355,000	Seville	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Granite Escrow
10/05/2020	238-E	1	\$175,000	Granada	RE/MAX One	Mark Carlson, Broker	Corner Escrow Inc.
10/09/2020	259-C	1	\$398,000	Seville	Laguna Premier Realty, Inc	Coast to Canyon Real Estate	Corner Escrow Inc.
10/14/2020	323-E	1	\$259,000	Barcelona	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/16/2020	361-O	1	\$160,000	Casa Blanca	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
10/30/2020	386-E	1	\$365,000	Granada	Berkshire Hathaway	Coldwell Banker	Granite Escrow
10/29/2020	410-A	1	\$350,000	Valencia	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
10/08/2020	432-C	1	\$397,000	Cordoba	Century 21 Rainbow	Village Real Estate Services	Corner Escrow Inc.
10/08/2020	526-A	1	\$312,000	Majorca	Coldwell Banker	Regency Real Estate	Granite Escrow
10/16/2020	570-B	1	\$464,000	Cordoba	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/14/2020	577-A	1	\$354,000	San Sebastian	Presidential Real Estate	Windem Real Estate	Granite Escrow
10/01/2020	614-A	1	\$349,000	Castilla	BHHS California Properties	Realty Quest	Corner Escrow Inc.
10/15/2020	667-A	1	\$403,000	Valencia	H & M Realty Group	Century 21 Rainbow	Corner Escrow Inc.
10/05/2020	781-P	1	\$164,000	Casa Contenta	Laguna Woods Village Realty	First Team Real Estate	Granite Escrow
10/29/2020	839-B	1	\$399,900	Seville	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/14/2020	858-Q	1	\$188,000	Castilla	Century 21 Rainbow	New Star Realty & Investment	Corner Escrow Inc.

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Prepared by Community Services Department as of: 11/03/2020

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Agenda Item #14a(3)

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## Resales Report

### United Laguna Woods Mutual

### October, 2020

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
10/30/2020	867-B	1	\$227,000	Casa Linda	Berkshire Hathaway	HomeSmart Evergreen	Generations Escrow
10/13/2020	884-B	1	\$320,000	Castilla	Coldwell Banker	HomeSmart Evergreen	Generations Escrow
10/06/2020	891-N	1	\$140,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/30/2020	926-O	1	\$300,000	Casa Linda	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
10/09/2020	946-E	1	\$245,000	Monterey	ReMax Premier Realty	ReMax Premier Realty	Blue Pacific Escrow
10/09/2020	2010-A	1	\$455,000	Cordoba	Janeen Etter Broker	Berkshire Hathaway	Granite Escrow
10/02/2020	2030-B	1	\$290,000	Seville	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
10/19/2020	2041-C	1	\$243,000	San Sebastian	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
10/01/2020	2062-A	1	\$259,000	Valencia	Realty Quest	Coldwell Banker Residential	Corner Escrow Inc.
10/13/2020	2085-C	1	\$280,000	Cordoba	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
10/30/2020	2211-B	1	\$188,000	Casa Contenta	First Team Real Estate	Village Real Estate	Granite Escrow

Number of Resales: 34

Total Resale Price: \$10,042,400

Average Resale Price: \$295,365

Median Resale Price: \$295,000

## Monthly Resale Report United Mutual

PREPARED BY  
Community Services Department

Oct-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	\$6,174,899	\$10,297,790	\$11,021,400	\$10,744,150	\$268,474	\$257,445	\$297,876	\$268,604
July	20	37	35	32	\$5,274,500	\$9,189,800	\$9,541,300	\$7,887,100	\$263,725	\$248,373	\$272,609	\$246,472
August	26	39	44	43	\$6,909,300	\$10,018,600	\$11,285,100	\$11,310,367	\$265,742	\$256,887	\$256,480	\$263,032
September	31	27	18	37	\$7,774,500	\$7,328,900	\$4,632,500	\$9,461,900	\$250,790	\$271,441	\$257,361	\$255,727
October	34	42	28	29	\$10,042,400	\$10,220,400	\$8,556,100	\$7,898,500	\$295,365	\$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	264	305	307	395	\$68,247,587	\$78,621,344	\$85,826,240	\$100,429,876				
MON AVG	26	31	31	40	\$6,824,759	\$7,862,134	\$8,582,624	\$10,042,988	\$258,298	\$258,846	\$279,477	\$253,904
% CHANGE-YTD	-13.4%	-0.7%	-22.3%	-10.0%	-13.2%	-8.4%	-14.5%	1.1%	-0.2%	-7.4%	10.1%	12.1%

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

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**OPEN MEETING**

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

Thursday, November 19, 2020 – 1:30 p.m.  
VIRTUAL MEETING

Laguna Woods Village Community Center  
24351 El Toro Road, Laguna Woods, CA 92637

**MEMBERS PRESENT:** Manuel Armendariz and Sue Margolis

**MEMBERS ABSENT:** Anthony Liberator and Reza Bastani

**ADVISORS PRESENT:** None

**ADVISORS ABSENT:** None

**OTHERS PRESENT:** None

**STAFF PRESENT:** Francis Gomez, Blessilda Wright, Paul Nguyen, and  
Jennifer Zion

**CALL TO ORDER**

President Margolis called the meeting to order at 1:30 p.m.; no quorum was present.

**ACKNOWLEDGEMENT OF PRESS**

The media was not present.

**APPROVAL OF THE AGENDA**

Due to a lack of a quorum the agenda was not approved.

**APPROVAL OF MEETING REPORTS**

Due to a lack of a quorum the October 15, 2020 meeting report was not approved and postponed to the next meeting.

**CHAIR'S REMARKS**

None

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

There were no member comments.

**RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS**

None.

**REPORTS**

None

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Operating Rules Guidebook**

Francis Gomez, Operations Manager, provided an update on the Operating Rules Guidebook. The Committee members made comments and asked questions.

### **AB3182: Mandatory Rental Amendments**

President Margolis discussed AB3182. The Committee members made comments and asked questions.

The Committee directed Staff to consolidate Resolution 01-13-50 Qualifiers for Subleasing Manors, Resolution 01-17-92 Qualifiers for Subleasing Manors regarding Short Term Rentals and Resolution 01-16-87 Restrict Sub-Letting for One Year After Purchase to align with the changes required by Assembly Bill 3182.

### **Committee Member Comments**

None

### **Future Agenda Items**

- Roles, responsibilities and protocols
- Mission, vision, and strategic directives
- Review GRF Denotation Policy
- Discuss standardizing Village-wide working groups which aren't specific to certain Mutual a uniformed structure and scope of work
- Requirements for heirs to become members
- Committee Advisor Qualification Procedure and Policy
- Establish Legal Support Requirement Resolution

### **Date of Next Meeting**

The next meeting is scheduled for Thursday, December 17, 2020 at 1:30 p.m. via virtual meeting.

### **Adjournment**

With no further business before the Committee, the Chair adjournment the meeting at 1:52 p.m.

***Susan Margolis***

Susan Margolis (Nov 20, 2020 15:51 PST)

Sue Margolis, President, DATE

Nov 20, 2020



**OPEN MEETING**

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

**Thursday, October 8, 2020 – 9:30 A.M.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

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

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

**ADVISORS PRESENT:**

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

**1. Call to Order**

Called to order at 9:40 a.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Chair Armendariz made a motion to add approving funds for resident request from 239-D as an agenda item under “Unfinished Business.” The committee was in unanimous support.

Director Addington made a motion to approve the agenda with the additional item. Chair Armendariz seconded. The committee was in unanimous support.

**4. Approval of the Meeting Report for June 11, 2020**

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

**5. Chair’s Remarks**

Chair Armendariz stated that in spite of the pandemic, the Landscape Department is doing a good job.

## **6. Department Head Update**

Mr. Wiemann stated that staff is now switching mowing to biweekly now that fall is approaching. There is an increase in requests for improving the turf and this is the time of year when turf is worked on. A fair portion of these requests are for weeds in the turf area. Staff is aware of these issues and will address them in due time. There are only four pesticide applicators and they are currently focusing on the rodent issues.

Consent:  
None

Reports:

## **7. Project Log**

Mr. Wiemann reviewed the Project Log with the committee; all projects are on schedule.

Unfinished Business:

## **8. Request for Funds to Repair Landscaping at 239-D**

Chair Armendariz made a motion for Landscape staff to repair the bare areas left after Shepherds Crooks were installed near 239-D. There were no objections.

Items for Discussion and Consideration:

### **9. Request for Tree Removal – 201-H Avenida Majorca (Lin) – One Canary Island Pine**

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

### **10. Request for Tree Removal – 2072-C Rhonda Granada (Covell) – One Weeping Fig**

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

## **11. Discuss Future Turf Reduction Locations**

Mr. Wiemann reviewed four possible areas for turf reduction in United Mutual. Chair Armendariz made a motion to approve, for this calendar year, removing the turf at two of the proposed areas and replace the turf with drought tolerant plantings; Area One is a greenbelt across from Building 960, 250, and 251 Calle Aragon and is approximately 910 square feet and Area Two which is 800 square feet and is on the side of Building 960. Director Liberatore seconded. The committee was in unanimous support. The remaining two areas will be redesigned by staff and presented next fiscal year.



**12. Discuss Procedures to Remove Trees Planted in Groves to Help with Fire Safety and Possible Damage to Underground Pipes**

Mr. Wiemann reported that the Orange County Fire Authority has never indicated that the trees are a fire hazard in Laguna Woods Village.

The committee requested that staff draft a policy regarding the removal of trees growing in groves and present their recommendation at a future meeting.

**13. Discuss Discontinuing New Plantings Close to Units for Fire Control**

Discussion ensued. Mr. Wiemann reported the plantings next to building don't usually interfere with the sewer lines. In the past, roots grew into the pipe joints but now that the pipes are lined with epoxy that is not happening any longer. Also, staff or this committee must approve any new plantings and would not allow plantings too close to the units. The Orange County Fire Authority recommends plants be two feet from residences if they are in a high fire risk area but United is not in a high fire risk area.

Mr. Wiemann stated that he will request that the Maintenance Department let Landscape Staff know when they have a root issue with pipes for staff to review.

Items for Future Agendas:

Concluding Business:

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

None.

**15. Response to Member Comments**

None.

**16. Committee Member Comments**

Director Addington stated that Eugenia bushes used to be abundant but then a plague attacked them and they no longer exist. She said we must be careful about something like that in the Village.

Director Liberatore stated that he is amazed at the variety of trees in the Village. He is happy with this committee and that we listen to each other.

Chair Armendariz stated that this was a good meeting with a lot of material. He has had some Members complain to him about the turf.

Mr. Wiemann reported that there are occasional turf infections. Rat control is a high priority right now as well as pre-emergent spraying to control weeds.

**17. Date of Next Meeting – December 10, 2020**

**18. Adjournment at 10:46 a.m.**

***DRAFT***

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Manuel Armendariz, Chair