



## **OPEN MEETING**

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

**Tuesday, January 12, 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 21, 2020 – Special Open Meeting (2021 Business Plan)
  - b. December 8, 2020 – Regular Open Meeting
  - c. December 29, 2020 – Special Open Meeting (Recording of Liens)
- 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 Achrekar –gave an update to the Open Forum comments from the December 8, 2020 board meeting.
- 8. Update from VMS – Director Rupert**

**9. United Board Appointment** (Introduce Candidates, Interview and Vote for one United Board Member to fill vacancy on United Board term ending in 2021)

**Candidates:**

Diane Casey  
David Meriwether  
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) Recommend to Deny Tree Removal Request: 100-G Via Estrada (Holden) - One Atlas Cedar
  - 2) Recommend to Approve Tree Removal Request: 312-A Avenida Seville Via Alhambra (Leu) - One Canary Island Pine tree
  - 3) Recommend to Approve Tree Removal Request: 360-A Avenida Castilla (Strousse) - One Weeping Fig
  - 4) Recommend to Approve Off-Schedule Trimming Request: 821-N Via Alhambra (Appell) - Two Canary Island Pines
- b. Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in November 2020, and such review is hereby ratified.
- c. Approve a Resolution to Update United Committee Appointments

**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 November 2020, and such review is hereby ratified.
- b. Entertain a Motion to Approve a Resolution for a Sublease Policy and Qualifiers for Subleasing Manors (**DECEMBER initial notification. 28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied**)

**13. New Business**

- a. Approve a Resolution to Update Board Officers (vacancy created when Anthony Liberatore resigned)

#### **14. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on December 29, 2020; next meeting January 26, 2021, 1:30 p.m. as a virtual meeting.
  - (1) Treasurer's Report
  - (2) United Finance Committee Report (will be issued under separate cover)
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – Director Gilmore. The Committee met on December 17, 2020; next meeting January 21, 2021 at 9:30 a.m. as a virtual meeting.
- c. Report of Member Hearings Committee – Director Achrekar. The Committee met on October 22, 2020; next meeting January 28, 2021 at 9:00 a.m. as a virtual meeting.
- d. Report of the Governing Documents Review Committee – President Margolis. The Committee met on December 17, 2020; next meeting January 21, 2021, 1:30 p.m. as a virtual meeting.
- e. Report of the Landscape Committee – Director Torng. The Committee met on December 10, 2020; next meeting February 11, 2021 at 9:30 a.m. as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on December 18, 2020; next meeting February 24, 2020, 9:30 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.
- h. Report of the Communication Committee – Director Ardani. The next committee meeting TBA.

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

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on December 16, 2020; next meeting February 17, 2021, 1:30 p.m. as a virtual meeting
- b. Report of the GRF Strategic Planning Committee—Director Torng. The Committee met on December 22, 2020 and December 30, 2020; next meeting TBA.

- c. Report of the Community Activities Committee – Director Addington. The Committee met on December 10, 2020; next meeting January 14, 2021, 1:30 p.m. as a virtual meeting.
- d. Report of the GRF Landscape Committee – Director Tornø. The Committee met on November 30, 2020; next meeting February 10, 2021 at 1:30 p.m.
- e. Report of the GRF Maintenance & Construction Committee – Director Randazzo. The Committee met in closed session on December 9, 2020; next meeting February 10, 2021, 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.

- f. Report of the Media and Communication Committee – Director Ardani. The Committee met on December 14, 2020; next meeting January 18, 2021, 1:30 p.m. as a virtual meeting.
- g. 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.
- h. Report of the Security and Community Access Committee – Director Armendariz. The Committee met on December 28, 2020; next meeting February 22, 2021 at 1:30 p.m. as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Addington. The Hearings were held on December 16, 2020; next hearings will be held January 20, 2021, at 9:00 a.m. as a virtual meeting.
- j. Report of the Disaster Preparedness Task Force – Director Achrekar. The Task Force met on November 24, 2020; next meeting TBA.
- k. Report of the Insurance Ad Hoc Committee—Director Achrekar. The Committee met on December 17, 2020; next meeting January 8, 2021 at 1:30 p.m. as a virtual meeting.

**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) November 25, 2020—Special Closed Meeting  
(Member Disciplinary Matters)*
- (b) December 8, 2020—Regular Closed Session*
- (c) December 14, 2020 – Special Closed Meeting  
(Contractual Matters)*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**

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UNITED SPECIAL BOARD MEETING  
MINUTES OF THE SPECIAL OPEN SESSION

Wednesday, October 21, 2020 – 12:00 p.m.  
Virtual Meeting

MEMBERS PRESENT: Sue Margolis, Chair; Carl Randazzo, Cash Achrekar, Brian Gilmore, Elsie Addington, Manuel Armendariz, Andre Torng, Reza Bastiani, Neda Ardani

MEMBERS ABSENT: Anthony Liberatore

STAFF PRESENT: Betty Parker, Jeff Parker, Ernesto Munoz, Jose Campos, Christopher Swanson

OTHERS: VMS – Juanita Skillman, Dick Rader

**Call to Order**

Director Margolis chaired the meeting and called it to order at 11:35 a.m.

**Acknowledgement of Media**

The meeting was streamed online via the website.

**Approval of Meeting Agenda**

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

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

None.

**Chair Remarks**

Director Margolis asked the following questions and staff responded throughout the meeting.

1. What is the unbudgeted insurance cost amount that will need to be paid to Beecher Carlson for the rest of 2020?
2. What are the estimated savings due to the Covid-19 with regards to Reserve Programs being placed on hold through most of 2020?
3. What is the run rate for October, November and December in 2020 for Reserve Programs?

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Director Randazzo commented on two issues: funding remaining in place for long term projects that have not been performed and the difference between invoiced and committed amounts.

Director Torng commented on the accrual versus cash basis accounting methods for invoices and availability of Maintenance resources to complete catch up work through the rest of the year.

### **Review United 2021 Business Plan, Adopted September 8, 2020**

Betty Parker, CFO, reminded the Board that the 2021 business plan included a \$700,000 operating surplus projection, of which \$400,000 is planned to be transferred to the Contingency Fund and \$300,000 is planned to be transferred into the Reserve Fund. The recommendation to the Board today is:

1. Keep all operating surplus in operations to pay for the additional insurance costs and not transfer any money into the Reserve or Contingency Funds.
2. Reduce the contribution of the Reserve Fund by \$10.00 per manor per month (PMPM), which is equivalent to roughly \$750,000, and increase the contributions to the Contingency Fund from \$0.00 to \$10.00 PMPM.
3. Reduce Reserve Fund threshold from \$10,600,000, adjusted for inflation to \$10,000,000, adjusted for inflation.
4. Revise Reserve Study to factor a 15-year paint program instead of a 10-year paint program.

Discussion ensued.

Director Randazzo commented on the removal of \$750,000 in contribution from the 2021 Business Plan. Additionally, Director Randazzo commented on proposed recommendations from VMS regarding the 2021 business plan.

Director Torng commented on the following:

1. The future plans of the Contingency Fund from a funding perspective and the desire of future United directors to understand Contingency Fund use.
2. The amount of detail contained in the Reserve Study and his desire for summary level information.
3. The Board requests recommendations from VMS and does not decide, but instead approves decisions. If something goes wrong, please do not say that the board approved it.
4. His desire for a list of savings in reserve fund programs in 2020.

Director Rader asked the following questions:



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1. Did the savings in the Reserve Fund take into account the 15 year paint program instead of the 10 year paint program?
2. On one of the files presented, it showed giant increases. Are we doing anything to look at this?
  - a. Director Rader offered the following suggestion for a multiyear strategic plan:
    - i. Determine how much insurance we want vs how much we can afford.
    - ii. Plan for budgeting for annual increases for insurance every year.
    - iii. Identify new sources of revenue instead of cutting services.

Director Armendariz commented on the following:

1. The reclassification of monthly Solar Energy Credits from Southern California Edison bills to the Contingency Fund.
2. Getting an update on the completion of reclasses from August 31, 2020 of replacement expenditures getting reclassified into the Reserve funds.

A motion was made by Director Armendariz and seconded by Director Gilmore, to ratify the September 8, 2020 approved 2021 business plan for United with a \$25.00 PMPM reduction in Reserve Fund contribution to offset the increase in insurance assessments to all members. Discussion ensued and by a vote of 6-3 the motion failed.

A motion was made by Director Addington, seconded by Director Achrekar, to accept staff's recommendation and decrease the reserve contributions by \$10.00 PMPM, and increase the contingency fund contribution from \$0.00 to \$10.00 PMPM. By a vote of 5-4, the motion passed.

A motion was made by Director Addington, seconded by Director Randazzo, to accept staff's recommendation and keep any operating surplus in the Operating Fund in 2020 to offset the unbudgeted non-property insurance expenses. By a vote of 7-0-1, the motion passed.

### **Board Member Comments**

None.

### **Adjournment**

The meeting adjourned at to closed session at 1:25 p.m.

DocuSigned by:  
  
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Sue Margolis, Chair

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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, December 8, 2020, 9:30 a.m.  
Open Session, Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

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

Others Present: VMS: Juanita Skillman  
Candidates: Ray Riahi, Norman Kahn, Geron Gray

**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**

President Margolis commented that the agenda will be approved at the end of the meeting.

**4. Approval of Minutes**

- a. October 9, 2020—Special Open Meeting (Meet the Candidates)
- b. October 13, 2020 – Regular Board Meeting
- c. November 3, 2020 – Special Open Meeting (Election Results)
- d. November 10, 2020 – Organizational Meeting (Appoint Board Officers)

Director Torng made a motion to approve the minutes of October 9, 2020--Special Open Meeting; October 13, 2020—Regular Board Meeting; November 3, 2020—Special Open

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Meeting (Election Results) and November 10, 2020—Organizational Meeting (Appoint Board Officers). The motion was seconded by Director Gilmore.

The attendance on the minutes of November 3, 2020 were corrected.

Hearing no objection, the minutes were approved as corrected.

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

President Margolis commented about COVID-19, breakdown of the budget, request for member input. The board is working to make things better for the community.

## **6. Open Forum**

Members made comments regarding the following:

- A Member commented about a ban on gas powered leaf blowers.
- A Member commented about assessments and the increase in insurance.
- A Member requested more lighting near the sidewalks around her manor.
- A Member commented about the fear of COVID-19 in the community and the need for books, magazines and puzzles in the laundry rooms.
- A Member commented about a chargeable service charge on his account.

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

- Jeff Parker-CEO and Siobhan Foster-COO responded to member comments regarding the increase in insurance, leaf blowers and street lighting.
- Director Achrekar commented about employee salaries.
- Director Armendariz questioned the enforcement of residents not wearing masks.

Jeff Parker-CEO answered questions from the board.

**8. Update from VMS** – VMS Director Skillman gave a report from the VMS Board meetings. She commented that employee compensation is under market value for our industry. There is a task force for the COVID-19 vaccine. Because of the increase in COVID-19 cases, she pleaded with resident to wear masks and keep social distancing. VMS Annual meeting will be held on December 16, 2020.

**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:**

Geron Gray  
Norman Kahn  
Ray Riahi

The candidates were given three minutes to give an opening statement. The candidates were given two minutes to answer questions from the Board. The board voted privately in the GoToMeeting Chat box and the votes were confirmed by the Corporate Secretary: Geron Gray (2), Ray Riahi (2), Norman Kahn (7). Grant Schultz

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announced the results and Norman Kahn was chosen as the United/VMS Board representative, term ending in 2023 at the VMS Annual Meeting.

## **10.CEO Report**

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

- COVID-19 Update. Orange County Health Care Agency (OCHCA) reported 82,887 confirmed COVID-19 cases in Orange County. The City of Laguna Woods reports 117 confirmed cases. The seven-day testing positivity rate in OC is 8.8% and 10.9% in the Southern California region.
- Vaccine Task Force
- Malware Network Update
- Construction Alert for El Toro Road
- Tree Trimming at RV Lot A
- Bulky Item Pick-up Saturday, December 18
- Transportation Holiday Schedule
- 2020 Census Response Rate

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

## **11. Consent Calendar**

### **11a. Recommendation from the Landscape Committee:**

- (1) Recommendation to Deny the Request for Tree Removal: 201-H Avenida Majorca (Lin) One Canary Island Pine Tree

#### **Resolution 01-20-70**

##### **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;

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**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.

- (2) Recommendation to Approve the Request for Tree Removal: 2072-C Rhonda Granada (Covell) One Weeping Fig Tree

**Resolution 01-20-71**  
**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.

- 11b.** Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in November 2020 and such review is hereby ratified

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

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Discussion ensued among the directors.

President Margolis requested a change in the wording of agenda item 11b. "Accept the review of" the United Sub-Leasing and Transfer of Trust Documents Approved for November, 2020.

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

## **12. Unfinished Business**

**12a.** Consistent with its statutory obligations under Civil Code §5501, a sub-committee 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.

Directors Asgari and Gilmore commented that they reviewed the financials.

President Margolis requested this be sent back to staff for corrections.

## **13. New Business**

**13a.** Entertain a Motion to Approve the Resolution to Update United Committee Appointments

President Margolis reviewed the changes to the following resolution:

### **Resolution 01-20-72**

#### **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 Mehrair, Walt Ridley, Juanita Skillman

#### **Communications Committee**

**Neda Ardani, Chair**

Elsie Addington

**Cash Achrekar**

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**Finance Committee**

Azar Asgari, Chair  
Brian Gilmore  
Sue Margolis  
Carl Randazzo  
~~Elsie Addington~~  
~~Manuel Armendariz~~  
Advisor: Dick Rader

**Governing Documents Review Committee**

Anthony Liberatore, Chair  
Sue Margolis  
Manuel Armendariz  
Reza Bastani  
~~Neda Ardani~~  
~~Andre Torng~~  
Advisor: Dick Rader

**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  
~~Cash Achrekar~~  
Non-voting Advisor: Ken Deppe, Walter Ridley

**Members Hearing Committee**

Cash Achrekar, Chair  
Elsie Addington  
Reza Bastani  
Anthony Liberatore  
Manuel Armendariz  
~~Andre Torng~~  
~~Neda Ardani~~

**New Resident Orientation**

Per Rotation List



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**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

**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.

**Resolution 01-20-73**

**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**

Elsie Addington

Andre Torng

Cash Achrekar, Alternate

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

~~Andre Torng (United)~~

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**GRF Finance**

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

**Purchasing Ad Hoc Committee**

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

**GRF Landscape Committee**

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

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**Disaster Preparedness Task Force**

Cash Achrekar  
Andre Torng  
Reza Bastani, Alternate

**~~GRF Bylaw Ad Hoc Committee~~**

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

**Laguna Woods Village Traffic Hearings**

Neda Ardani  
Elsie Addington, ~~Alternate~~

**Town Hall Meetings**

As Needed

**Budget Ad Hoc Committee**

Brian Gilmore, Chair  
~~Azar Asgari~~  
~~Manuel Armendariz Carl~~  
~~Randazzo Reza Bastani~~  
~~Andre Torng~~

**Insurance Ad Hoc Committee**

~~Sue Margolis, Chair~~  
Cash Achrekar  
~~Anthony Liberatore~~  
~~Carl Randazzo~~  
~~Andre Torng~~  
~~Manuel Armendariz~~  
Non-Voting Advisors: Diane Fortner

**Software Ad Hoc Committee**

~~Andre Torng~~  
~~Sue Margolis~~

**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.

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

Discussion ensued among the directors.

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President Margolis called for the vote on the resolution as revised and the motion passed by a vote of 9-1-0 (Director Bastani opposed)

- 13b.** Entertain a Motion to Introduce a Resolution for a Sublease Policy and Qualifiers for Subleasing Manors (**DECEMBER initial notification. Must postpone 28 days to comply with Civil Code §4360**)

President Margolis read the following resolution:

**Resolution 01-20-xx**  
**Sublease Policy and Application Packet Qualifiers for Subleasing 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 28 days to comply with Civil Code Section 4360.

President Margolis made a motion to introduce a resolution for a Sublease Policy and Qualifiers for Subleasing Manors. The motion was seconded by Director Randazzo.

Discussion ensued among the directors.

Pamela Bashline answered questions from the board.

President Margolis called for the vote, with modifications to the Qualifiers for Subleasing Manors document to be submitted with corrections for the second reading, and the motion passed by a vote of 8-1-2 (Director Armendariz opposed, Director Achrekar and Tornig abstained).

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#### **14. Committee Reports**

- 14a.** Report of the Finance Committee / Financial Report – Director Asgari showed a presentation on the Treasurer’s Report and reviewed the resale and lease reports. The Committee met on November 24, 2020; next meeting will be December 29, 2020, 1:30 p.m. as a virtual meeting.
- 14b.** 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.
- 14c.** Report of Member Hearings Committee – Director Liberatore gave a report from Member Hearings. The Committee met on October 22, 2020; next meeting TBA.
- 14d.** Report of the Governing Documents Review Committee – President Margolis gave a report from the last Committee meeting. The Committee met on November 19, 2020; next meeting will be December 17, 2020, 1:30 p.m. as a virtual meeting.
- 14e.** 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.
- 14f.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met on November 20, 2020; next meeting December 18, 2020 at 9:30 a.m. as a virtual meeting.
- 14g.** Report of the Resident Advisory Committee – Director Bastani. The Committee met on March 12, 2020; next meeting TBA.

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

- 15a.** Report of the GRF Finance Committee – Director Gilmore gave highlights from the last Committee meeting. The Committee met on October 21, 2020; next meeting will be December 16, 2020, 1:30 p.m. as a virtual meeting.
- 15b.** Report of the Community Activities Committee – Director Addington gave highlights from the last Committee meeting. The Committee met on October 8, 2020; next meeting December 10, 2020, 1:30 p.m. as a virtual meeting.
- 15c.** Report of the GRF Landscape Committee – Director Torng. The Committee met on November 30, 2020; next meeting February 10, 2021 at 1:30 p.m. as a virtual meeting.
- 15d.** Report of the GRF Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee met on October 14, 2020; next meeting will be December 9, 2020, 9:30 a.m. as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee—Director Randazzo. The

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committee met on September 2, 2020; next meeting TBA.

- 15e. Report of the Media and Communication Committee – Director Ardani gave highlights from the last Committee meeting. The Committee met on October 19, 2020; next meeting will be December 14, 2020, 1:30 p.m. as a virtual meeting.
- 15f. Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last committee meeting. The Committee on October 7, 2020; next meeting will be February 3, 2021, 1:30 p.m. as a virtual meeting.
- 15g. 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.
- 15h. Laguna Woods Village Traffic Hearings – Director Ardani. The hearings were held virtually on October 21, 2020; next hearings December 16, 2020 at 9:00 a.m. as a virtual meeting.
- 15i. Disaster Preparedness Task Force – Director Achrekar. The Task Force met virtually on November 24, 2020; next meeting TBA.
- 15j. GRF Bylaw Ad Hoc Committee – President Margolis. The Committee met on September 16, 2020; next meeting TBA.

Director Achrekar reported on the Insurance Ad Hoc Committee. The next meeting will be held on December 17, 2020.

## **16. Future Agenda Items—none**

## **17. Director's Comments**

- Director Asgari commented about CEO responses to letter to the editor in the Globe newspaper.
- Director Armendariz commented about the GRF Bylaw revisions.
- Director Achrekar commented about employee compensation in the Treasurer's Report.

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

The meeting recessed at 12:05 p.m. into the Closed Session.

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

*During the October 13, 2020, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) September 8, 2020 – Regular Closed Session*

*(b) September 22, 2020 – Special Closed Meeting*

*Discussed Member Disciplinary Hearings and Case Report*

*Discussed Personnel Matters*

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*Discuss and Consider Contractual Matters*  
*Discussed and Considered Litigation and Legal Matters*

*During the October 29, 2020, Special Closed Meeting, the Board:*  
*Approval of Agenda*  
*Discussed Legal and Contractual Matters*

*During the November 18, 2020, Emergency Email Special Closed Meeting, the Board:*  
*Approval of Agenda*  
*Discuss and Review Legal and Contractual Matters*  
*Entertain a Motion to Approve the 2021 United Reserves Funding Plan (revised based on October 21, 2020 meeting)*

**19. Adjourn**

The meeting was adjourned at 2:43 p.m.

DocuSigned by:

*Neda Ardani*

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Neda Ardani, Secretary of the Board  
United Laguna Woods Mutual

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**OPEN SESSION**

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

**Tuesday, December 29, 2020, at 3:30 p.m.**  
24351 El Toro Road, Laguna Woods, California  
VIRTUAL MEETING

**The purpose of this meeting is to discuss items for recording of liens**

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Directors Present: Sue Margolis, Carl Randazzo, Azar Asgari, Andre Torng,  
Cash Achrekar, Elsie Addington, Manuel Armendariz

Directors Absent: Reza Bastani, Brian Gilmore, Neda Ardani

Staff Present: Siobhan Foster-COO, Betty Parker-CFO, Chris Swanson,  
Steve Hormuth, Cheryl Silva and Grant Schultz

Others Present: Juanita Skillman (VMS)

- 1. Call Meeting to Order / Establish Quorum – President Margolis**  
President Margolis called the meeting to order at 3:30 p.m. and established that a quorum was present.
- 2. Approval of the Agenda**  
Director Armendariz made a motion to approve the agenda. Director Randazzo seconded the motion and the motion was approved without objection.
- 3. Entertain a Motion to Approve Recording of Liens**
  - a. Approve a Resolution for Recording of Lien against Member ID# 947-434-02

**RESOLUTION 01-20-74**  
**Recording of a Lien**

WHEREAS, Member ID 947-434-02; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation

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of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-434-02 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.

b. Approve a Resolution for Recording of Lien against Member ID# 947-417-99

**RESOLUTION 01-20-75**

**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-417-99 and;

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

c. Approve a Resolution for Recording of Lien against Member ID# 947-400-09

**RESOLUTION 01-20-76**

**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-400-09 and;

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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.

d. Approve a Resolution for Recording of Lien against Member ID# 947-374-27

**RESOLUTION 01-20-77**  
**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-374-27 and;

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

e. Approve a Resolution for Recording of Lien against Member ID# 947-406-07

**RESOLUTION 01-20-78**  
**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-406-07 and;

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

f. Approve a Resolution for Recording of Lien against Member ID# 947-397-47

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**RESOLUTION 01-20-79**

**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-397-47 and;

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

g. Approve a Resolution for Recording of Lien against Member ID# 947-372-06

**RESOLUTION 01-20-80**

**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-06 and;

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

h. Approve a Resolution for Recording of Lien against Member ID# 947-407-49

**RESOLUTION 01-20-81**

**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-49 and;

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

- i. Approve a Resolution for Recording of Lien against Member ID# 947-369-11

**RESOLUTION 01-20-82**  
**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-369-11 and;

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

- j. Approve a Resolution for Recording of Lien against Member ID# 947-416-40

**RESOLUTION 01-20-83**  
**Recording of a Lien**

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

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

NOW THEREFORE BE IT RESOLVED, December 29, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-416-40 and;

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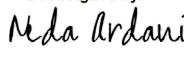
RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Armendariz made a motion to approve the resolutions to record liens. Director Addington seconded the motion and the motion was approved without objection.

**4. Director Comments--none**

**5. Adjournment**

The meeting was adjourned at 3:35 p.m.

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

## **RESOLUTION 01-21-XX**

### **Deny Removal of One Atlas Cedar Tree at 100-G Via Estrada**

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

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

**WHEREAS**, on December 10, 2020, the Landscape Committee reviewed a request to remove one Atlas Cedar tree received from the Member at 100-G, who cited the reasons as structural damage, litter/debris, dirt, needles, and reduction in the ability to use her outside patio, 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 structural damage, and thereby recommends denying the request for the removal of one Atlas Cedar tree located at 100-G Via Estrada.

**NOW THEREFORE BE IT RESOLVED**, January 12, 2021, the Board of Directors denies the request for the removal of one Atlas Cedar 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 01-21-XX**

### **Approve Removal of One Canary Island Pine Tree at 312-A Avenida Castilla**

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

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

**WHEREAS**, on December 10, 2020, the Landscape Committee reviewed a request to remove one Canary Island Pine tree received from the Member at 312-A, who cited the reasons as structural damage, a fallen pine cone broke his alteration skylight, and the tree was planted too close to the unit, and;

**WHEREAS**, the Committee determined that the tree does meet the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Canary Island Pine tree located at 312-A Avenida Castilla.

**NOW THEREFORE BE IT RESOLVED**, January 12, 2021, the Board of Directors approves the request for the removal of one Canary Island Pine tree;

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

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## **RESOLUTION 01-21-XX**

### **Approve Removal of One Weeping Fig Tree at 360-A Avenida Castilla**

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

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

**WHEREAS**, on December 10, 2020, the Landscape Committee reviewed a request to remove one Weeping Fig tree received from the Member at 360-A, who cited the reasons as structural damage to the exterior wall and also to the inside of the unit, and;

**WHEREAS**, the Committee determined that the tree does meet the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Weeping Fig tree located at 360-A Avenida Castilla.

**NOW THEREFORE BE IT RESOLVED**, January 12, 2021, 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 01-21-XX**

### **Approve the Off-Schedule Trimming of Two Canary Island Pine Trees at 821-N Via Alhambra**

**WHEREAS**, on December 10, 2020, the Landscape Committee reviewed a request for the off-schedule trimming of two Canary Island Pine trees received from the Member at 821-N, who cited the reasons as litter/debris, falling pine cones, clogged gutters which require cleaning several times a year, and;

**WHEREAS**, the Committee is recommending accepting staff's recommendation to approve the off-schedule trimming of one of the trees and to trim the second tree due to the nominal cost to work on an adjacent tree, and recommends approving the request for the off-schedule trimming of two Canary Island Pine trees located at 821-N Via Alhambra.

**NOW THEREFORE BE IT RESOLVED**, January 12, 2021, the Board of Directors approves the request for the off-schedule trimming of two Canary Island Pine trees;

**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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## Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending December 31, 2020.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature E. Addington  
Print Name Elsie Addington  
Title Director United Mutual  
Date 1-6-21

UNITED LAGUNA WOODS MUTUAL

Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Membership Trust Transfer Review Confirmation Checklist

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

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

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

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

**UNITED LAGUNA WOODS MUTUAL**

Signature *Elsie Addington*

Print name Elsie Addington

Title Director United Mutual

Date 1-6-21

**UNITED LAGUNA WOODS MUTUAL**

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



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

**RESOLVED**, January 12, 2021, 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

Elsie Addington

Cash Achrekar

**Finance Committee**

Azar Asgari, Chair

Brian Gilmore

Sue Margolis

Carl Randazzo

Advisor: Dick Rader

**Governing Documents Review Committee**

Elsie Addington, Chair

~~Anthony Liberatore, Chair~~

Sue Margolis

Manuel Armendariz

Reza Bastani

Advisor: Dick Rader

**Landscape Committee**

Andre Torng, Chair

~~Anthony Liberatore~~

Brian Gilmore

Neda Ardani

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

**Maintenance and Construction Committee**

Carl Randazzo, Chair

Reza Bastani

Elsie Addington

Brian Gilmore

Non-voting Advisor: Ken Deppe, Walter Ridley

**Members Hearing Committee**

Cash Achrekar, Chair  
Elsie Addington  
Reza Bastani  
~~Anthony Liberatore~~

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

Reza Bastani, Chair  
Cash Achrekar  
~~Anthony Liberatore~~  
Manuel Armendariz  
Non-voting Advisors: Kay Anderson, Nancy Lannon, Barbara Siry

**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 01-20-72, adopted December 8, 2020, is hereby superseded and canceled.

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

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

**RESOLVED**, January 21, 2021, 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**

Elsie Addington  
Andre Torng  
Cash Achrekar, Alternate

**GRF Finance**

Azar Asgari  
Carl Randazzo  
Manuel Armendariz, Alternate

**Purchasing Ad Hoc Committee**

Carl Randazzo  
Azar Asgari

**GRF Landscape Committee**

Andre Torng  
Manuel Armendariz  
Azar Asgari, 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

**Disaster Preparedness Task Force**

Cash Achrekar  
Andre Torng  
Reza Bastani, Alternate

**Laguna Woods Village Traffic Hearings**

Neda Ardani  
Elsie Addington, Alternate

**Town Hall Meetings**

As Needed

**Budget Ad Hoc Committee**

Brian Gilmore, Chair  
Azar Asgari

**Insurance Ad Hoc Committee**

Sue Margolis, Chair  
Cash Achrekar  
Anthony Liberatore  
Non-Voting Advisors: Diane Fortner

**Software Ad Hoc Committee**

Andre Torng  
Sue Margolis

**RESOLVED FURTHER**, that Resolution 01-20-73, adopted December 8, 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 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 October 22, 2010, the Board adopted Resolution 01-10-222, establishing a twenty (20%) percent cap on the number of allowable subleases at any point in time.

On March 20, 2013, the Board approved qualifiers that must be met for members to sublease units. The qualifiers include, but are not limited to placing a cap on the number of units that may be subleased at any one time and establishing 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 are not limited to: prohibit short-term rentals for less than thirty (30) days; 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 subleasing of a 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 have been amended to conform to the number of rental homes limited to no less than twenty five 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 October 22, 2010 the Board adopted Resolution 01-10-222 regarding rental limitations that must be superseded and cancelled in order to comport with AB 3182.

On March 20, 2013, the Board approved qualifiers that must be met for members to sublease units. The qualifiers include, but are 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 requires changes to the current lease procedures.

On November 19, 2020, The Governing Documents Review Committee directed staff to consolidate Resolution 01-10-222, 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.

On December 17, 2020, the Governing Documents Review Committee requested select changes to the proposed resolution to be returned to the committee prior to resubmittal to the Board of Directors on January 12, 2021.

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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.

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## 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

Rev 1-28-2020



## 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

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***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.

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## 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>				
<div style="display: flex; justify-content: space-between;"> <div>Dementia Life-Support System (equipment that requires electricity)</div> <div>Visually Impaired Hearing Impaired</div> <div>Non-Ambulatory Do you have a caregiver?*</div> </div>				
<i>*Do you have an approved caregiver application on file? For assistance contact Resident Services at 949-597-</i>				

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

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## 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.



**RESOLUTION 01-10-222**

**WHEREAS**, by way of Article 7 of the General Conditions of the United Laguna Hills Mutual's Occupancy Agreement, Members are prohibited from subletting their manors without the prior written consent of the Corporation; and

**WHEREAS**, the General Conditions do not restrict the time period for any subletting agreement; and

**WHEREAS**, by way of Resolution U-84-84 (with HUD concurrence) the Board of Directors of this Corporation established a maximum subleasing term of six (6) months within any twelve (12) month period, but it did not place a limit on the number of manors that may be subleased at any given time; and

**WHEREAS**, most private lenders to cooperative owners/purchasers, as well as the Department of Housing and Urban Development, FHA, Fannie Mae, Freddie Mac and other governmental agencies require a certain minimum percentage of the units within a project to be owner-occupied before they will make or insure loans; and

**WHEREAS**, the Board of Directors of this Corporation has a fiduciary duty to preserve the value of manors in United, and if potential new members were unable to obtain loans to purchase a cooperative share in the Mutual, the value of the existing cooperative shares would likely decrease;

**NOW THEREFORE BE IT RESOLVED**, October 22, 2010, that the Board of Directors of this Corporation hereby reaffirms its policy that allows a member to sublease the manor for six (6) months, whether or not consecutive, in any twelve (12) month period and hereby places a 20% cap (1,265 units) at any given time on the total number of subleases allowable in the Mutual; and

**RESOLVED FURTHER**, that Resolution 01-10-198, adopted September 22, 2010 is hereby rescinded; and

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

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## **Resolution 01-17-92**

### **Qualifiers for Subleasing Manors regarding Short Term Rentals**

**WHEREAS**, the governing documents of United Laguna Woods Mutual (“United”) require and contemplate owner-occupancy. United’s Bylaws and Occupancy Agreement require Members, and no others, to reside in the Manors (also referred to as “dwelling units” or “units” in certain of United’s governing documents), unless otherwise approved by the Board. (Bylaws, Article III; Occupancy Agreement, Article 5 & 7.) Specifically, Members are prohibited from subletting a Manor without prior written consent of United. (Occupancy Agreement, Article 7); and

**WHEREAS**, under United’s governing documents (which include, without limitation, the Bylaws, Occupancy Agreement, operating rules and Board resolutions, United members may sublease their Manors, subject to certain sublease qualifiers; and

**WHEREAS**, Resolution 01-13-50 contains fifteen sublease Qualifiers which are intended to, among other things, help maintain and promoted the unique age restricted and stock cooperative nature of United’s community (collectively, the “Qualifiers” and each, a “Qualifiers”); and

**WHEREAS**, it is the policy and procedure of the Board to approve sublease applications so long as Members meet the qualifiers attached to Resolution 01-13-50 (as Exhibit A); and

**WHEREAS**, among other Qualifiers, Resolution 01-13-50 provides: “Subleases may be no shorter in duration than 90 days and no longer than 12 months;” and

**WHEREAS**, the Board has experienced a recent increase in sublease applications. Many of the applications have been submitted by “investors,” i.e., individuals who have expressed no intent to occupy their manor. Frequently, within days after the close of escrow, some new members submitted a request to sublet their manor, and have continuously sublet. In some circumstances, the new members have never resided in the community; and

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

**WHEREAS**, rules and regulations are generally considered reasonable if they are rationally related to the protection, preservation and proper operation of the property and the purposes of the corporation as set forth in its governing instruments, and are fair and nondiscriminatory. (*Friars Village Homeowners Assn. v. Hansing* (2013) 220 Cal. App. 4<sup>th</sup> 405, 405); and

**NOW THEREFORE, BE IT RESOLVED**, August 8, 2017, that the Board of

Directors hereby amends qualifiers #2 for Subleasing Manors, violations of which are subject to the Schedule of Monetary Penalties;

“No manor may be advertised for sublease shorter in duration than 90 days in any print media (such as newspapers, magazines, local bulletins boards, etc.) and/or on any website (including without limitation Airbnb, VRBO social media, listing service and/or any other hosting platform).”

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



### **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**, 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**, Resolution 01-13-50 adopted March 20, 2013 be amended to comport with AB 3182, and Resolution 01-10-222 adopted October 22, 2010, 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.

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**RESOLUTION 01-21-xx**  
**APPOINTMENT OF OFFICERS**

**RESOLVED**, on January 12, 2021, pursuant to United Laguna Woods 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
xxx	1 <sup>st</sup> Vice President
Reza Bastani	2 <sup>nd</sup> Vice President
Neda Ardani	Secretary
Azar Asgari	Treasurer

**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 01-20-68, adopted November 10, 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.

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# Financial Report

Preliminary as of November 30, 2020



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$39,156
Non-assessment Revenue	\$1,601
Total Revenue	\$40,757
Total Expense	\$36,473
Net Revenue/(Expense)	\$4,284

# Financial Report

Preliminary as of November 30, 2020



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$27,887
Non-assessment Revenue	\$943
Total Revenue	\$28,830
Total Expense <sup>1</sup>	\$28,306
Operating Surplus	\$524

1) excludes depreciation

# Financial Report

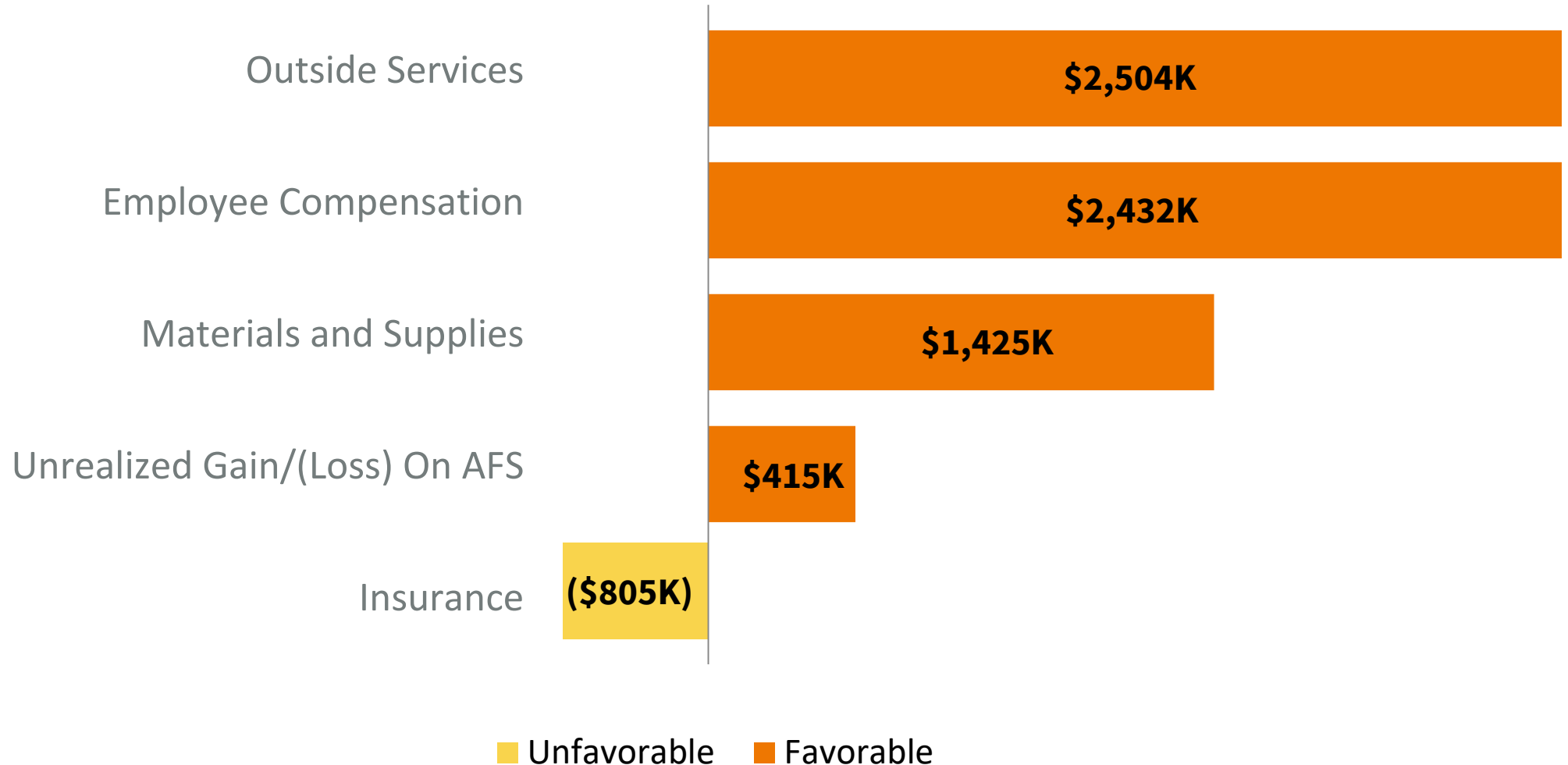
Preliminary as of November 30, 2020



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$39,156	\$38,649	\$507
Non-assessment Revenue	\$1,601	\$1,644	(\$43)
Total Revenue	\$40,757	\$40,293	\$464
Total Expense	\$36,473	\$42,090	\$5,617
Net Revenue/(Expense)	\$4,284	(\$1,797)	\$6,081

# Financial Report

Preliminary as of November 30, 2020

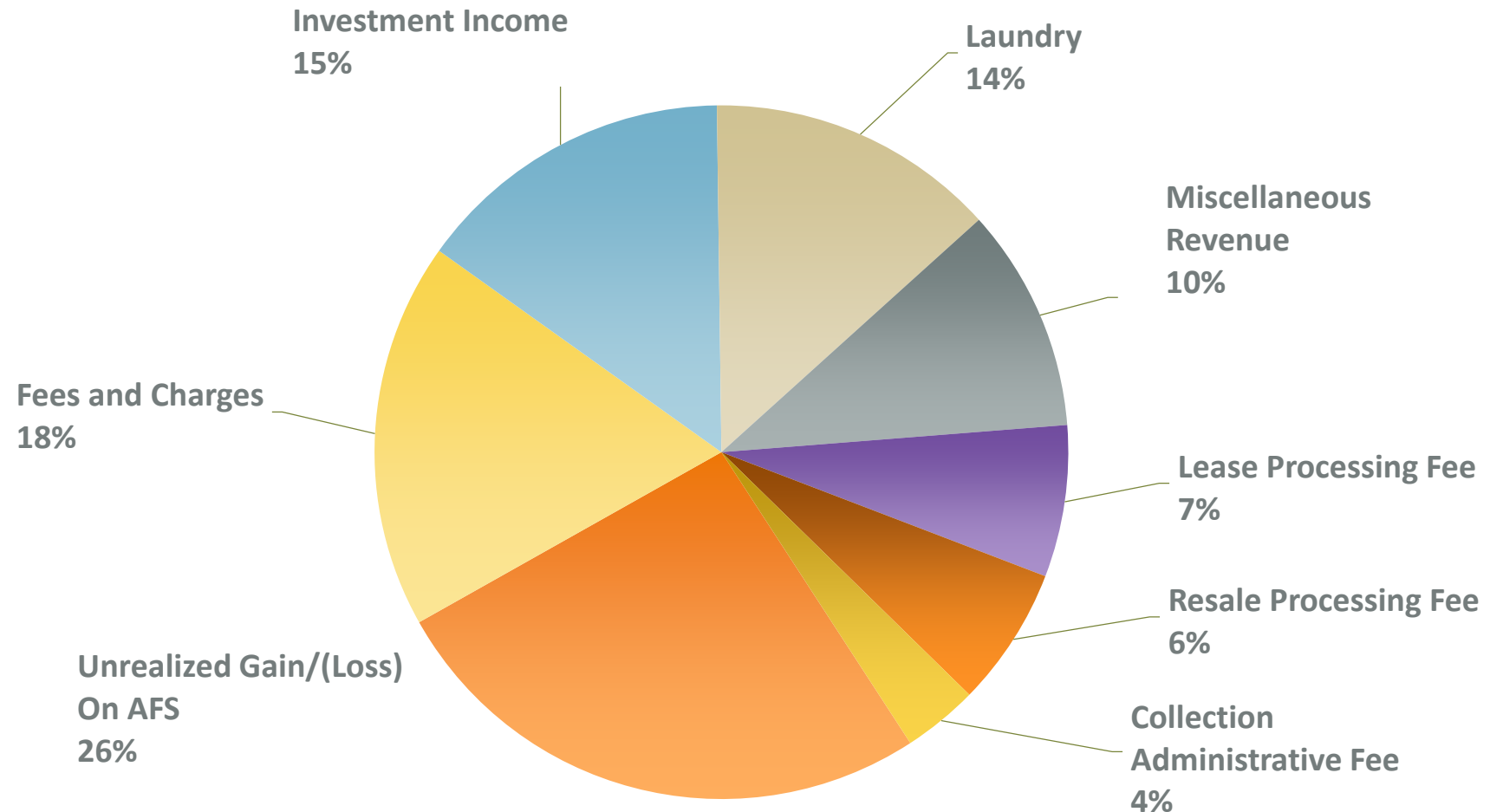




# Financial Report

Preliminary as of November 30, 2020

## Total Non Assessment Revenues \$1,600,699

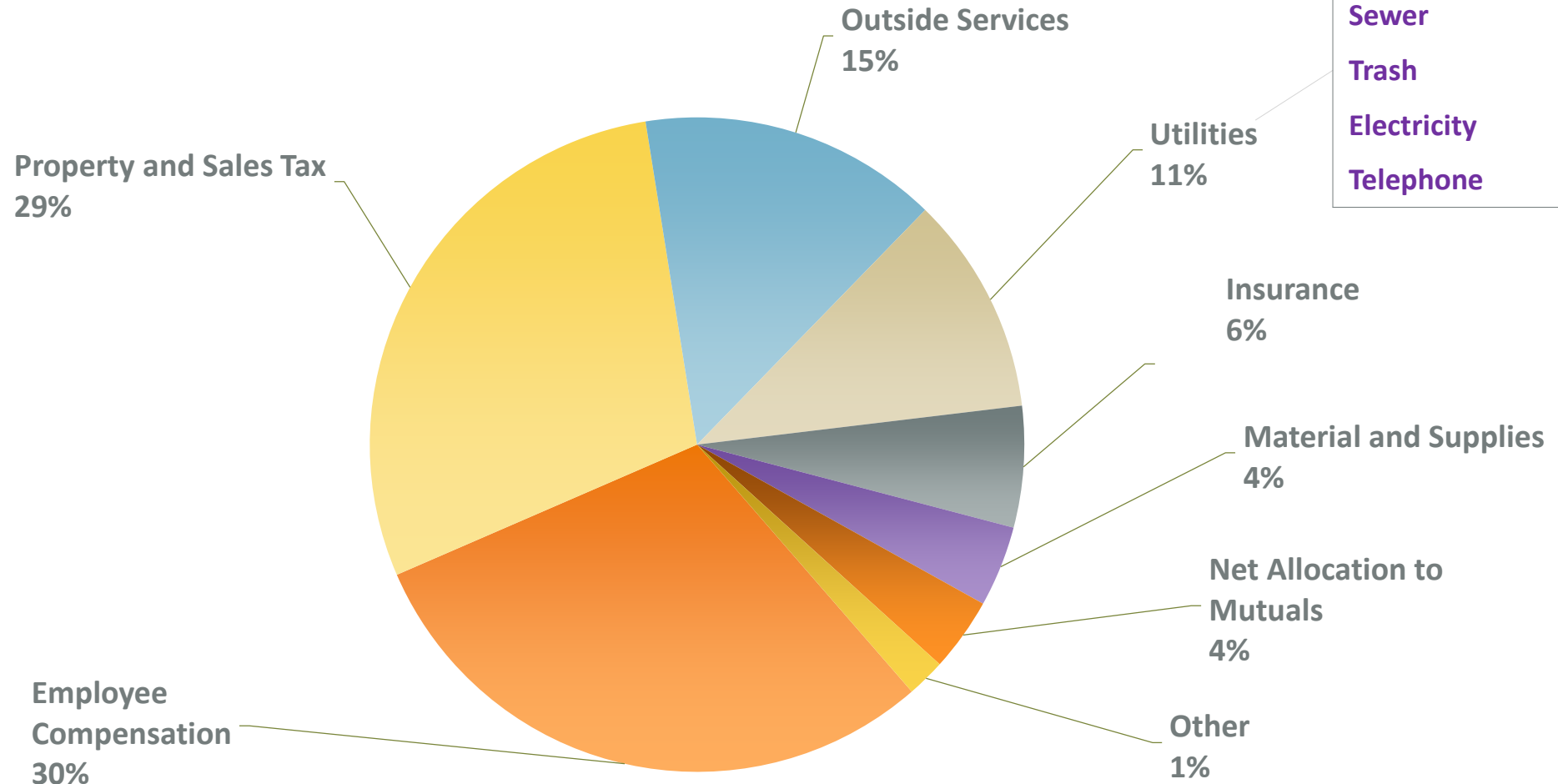


# Financial Report

Preliminary as of November 30, 2020



## Total Expenses \$36,473,322

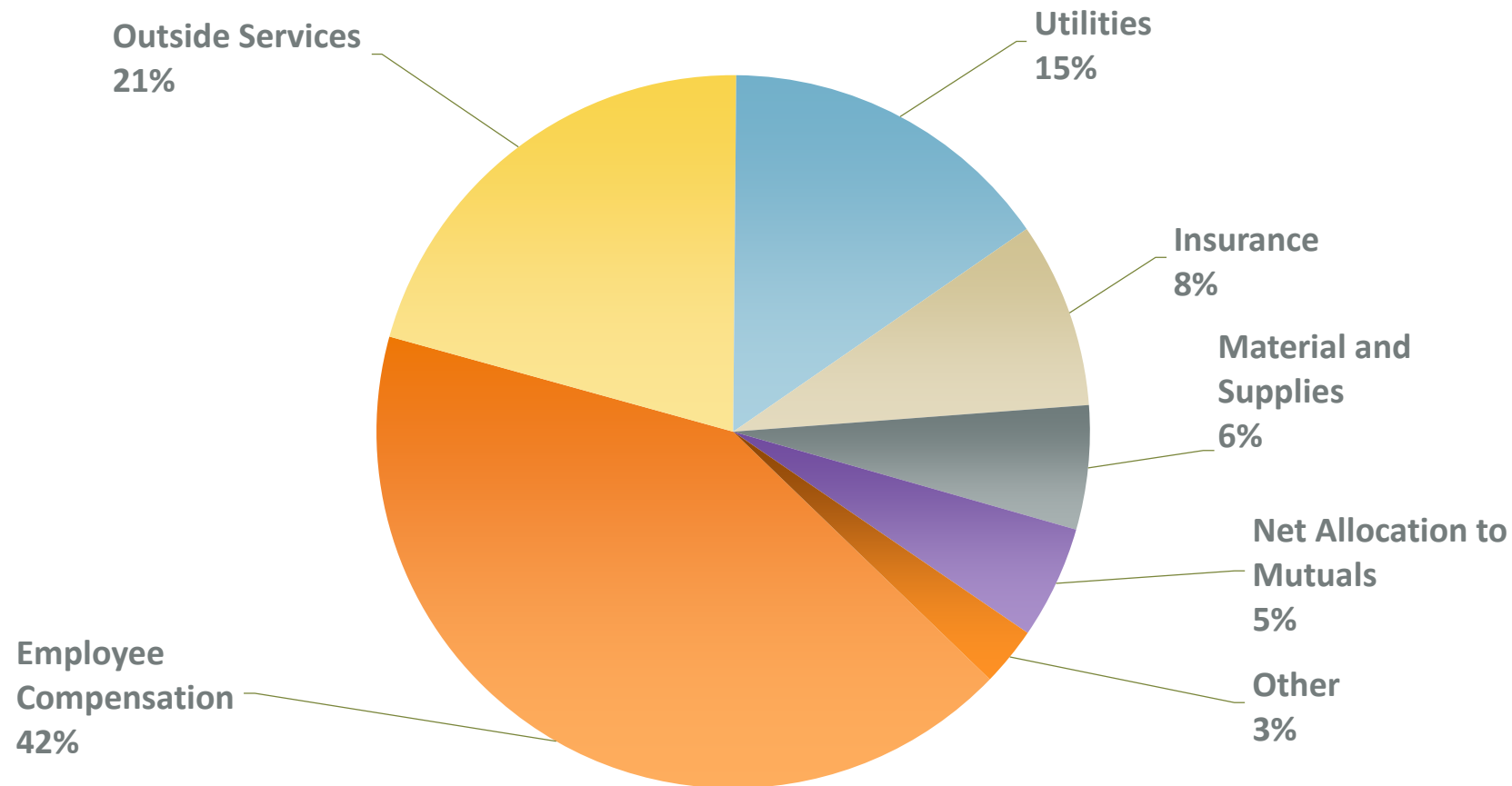


Water	\$1,836,238
Sewer	\$1,632,030
Trash	\$399,360
Electricity	\$78,747
Telephone	\$494

# Financial Report

Preliminary as of November 30, 2020

## Total Expenses Excluding Property and Sales Tax \$25,898,973



# Financial Report

Preliminary as of November 30, 2020

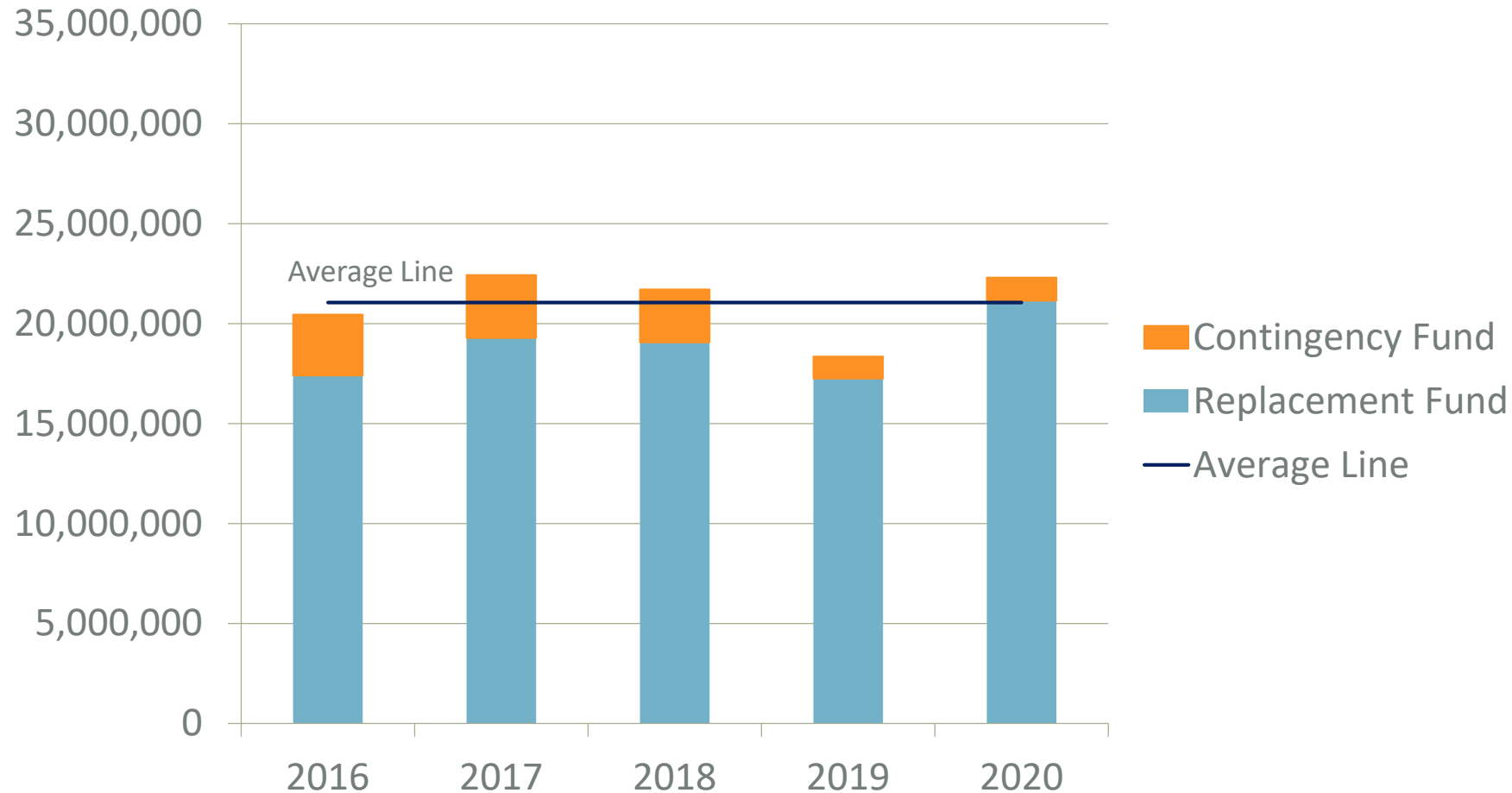


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/20	\$1,107	\$17,256
Contributions & Interest	734	11,193
Expenditures	(686)	(7,299)
Current Balances: 11/30/20	\$1,155	\$21,150

# Financial Report

Preliminary as of November 30, 2020

## FUND BALANCES – United Mutual

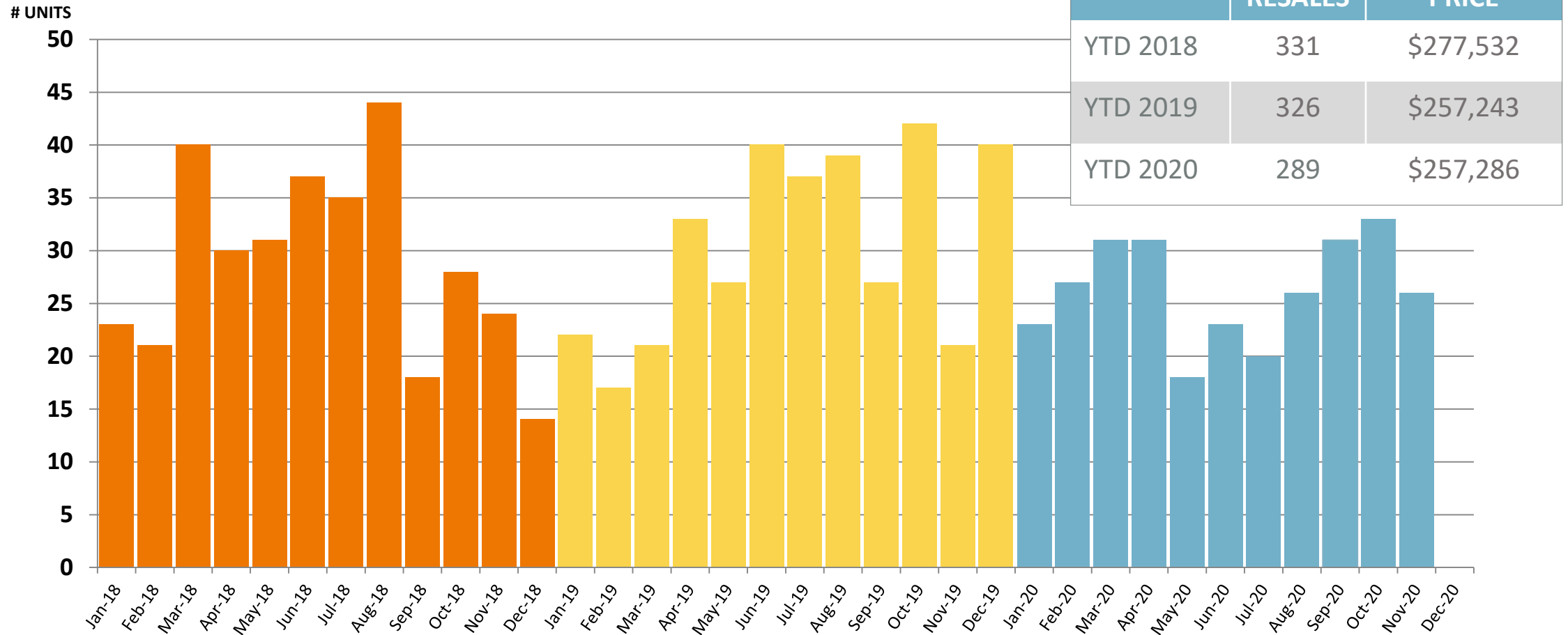


# Financial Report

Preliminary as of November 30, 2020



## RESALE HISTORY – United Mutual



**United Laguna Woods Mutual**  
**Statement of Revenues & Expenses - Preliminary**  
**11/30/2020**  
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$2,535	\$2,489	\$46	\$27,888	\$27,380	\$508	\$25,709	\$29,869
2	Additions to restricted funds	1,024	1,024		11,269	11,269		11,337	12,294
3	Total assessments	3,560	3,514	46	39,157	38,649	507	37,047	42,163
Non-assessment revenues:									
4	Merchandise sales	(1)	2	(2)	6	18	(13)	6	20
5	Fees and charges for services to residents	7	45	(38)	287	494	(207)	541	540
6	Laundry	9	23	(13)	216	248	(32)	235	270
7	Investment income	17	32	(15)	238	353	(115)	404	385
8	Unrealized gain/(loss) on AFS investments	34		34	415		415	274	
9	Miscellaneous	47	48	(1)	439	530	(92)	507	579
10	Total non-assessment revenue	114	149	(36)	1,601	1,644	(43)	1,967	1,794
11	Total revenue	3,673	3,663	10	40,757	40,293	464	39,014	43,957
Expenses:									
12	Employee compensation and related	1,060	1,186	126	10,897	13,330	2,432	12,805	14,548
13	Materials and supplies	69	259	190	1,456	2,881	1,425	2,916	3,141
14	Cost of goods sold							50	
15	Utilities and telephone	340	352	12	3,947	3,998	51	3,936	4,326
16	Legal fees	12	29	17	242	321	79	208	350
17	Professional fees	4	6	2	50	115	65	139	122
18	Equipment rental	6	1	(5)	28	15	(13)	23	17
19	Outside services	534	717	184	5,397	7,900	2,504	8,485	8,638
20	Repairs and maintenance	3	4	1	25	43	18	32	47
21	Other Operating Expense	17	17	1	107	184	77	161	201
22	Income taxes		2	2		23	23	3	25
23	Property and sales tax	944	926	(18)	10,574	10,186	(388)	10,343	11,112
24	Insurance	309	125	(184)	2,184	1,378	(805)	1,299	1,504
25	Investment expense		3	3	5	34	29	29	37
26	Uncollectible Accounts	1	5	4	(1)	55	56	39	60
27	(Gain)/loss on sale or trade		(1)	(1)	54	(7)	(61)	2	(8)
28	Depreciation and amortization	17	17		182	182		191	198
29	Net allocation to mutuals	142	131	(11)	1,325	1,452	127	1,124	1,584
30	Total expenses	3,456	3,780	324	36,473	42,090	5,617	41,784	45,902
31	Excess of revenues over expenses	\$217	(\$117)	\$334	\$4,284	(\$1,797)	\$6,081	(\$2,770)	(\$1,945)



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

### SUMMARY

United financial results were better than budget by \$6,081K as of November 30, 2020, primarily due to timing of programs and program adjustments related to the COVID-19 pandemic. Explanations for categories with significant variances are found below.

### REVENUE

► **Operating Assessments** [Line 1](#) \$508K

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](#) (\$207K)

Unfavorable variance resulted from less revenue than budgeted for non-essential interior component replacement programs put on hold due to COVID-19 pandemic.

► **Investment Income** [Line 7](#) (\$115K)

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](#) \$415K

Favorable variance due to reporting of Unrealized Gain on Available for Sale Investments. A monthly entry is made to reflect investment market conditions, which fluctuate.

### EXPENSE

► **Employee Compensation and Related** [Line 12](#) \$2,432K

Favorable variance resulted from staff furloughs. Several employees were furloughed primarily in M&C departments due to the ongoing COVID-19 pandemic. 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](#) \$1,425K

Favorable variance resulted in several areas of operation due to 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.





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

► **Outside Services** Line 18 \$2,504K

**Waste Line Remediation \$1,377K**

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 \$377K**

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 \$236K**

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 \$164K**

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. Of the scheduled 275 units, only 175 units have been completed.

**Pest Control \$163K**

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. 14 of the 21 buildings and 4 carports that were scheduled to be fumigated this year were successfully completed.

**Wall Replacement \$154K**

On March 10<sup>th</sup>, 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.



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

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.

► **Property and Sales Tax** [Line 22](#) (\$388K)

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](#) (\$805K)

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.

# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

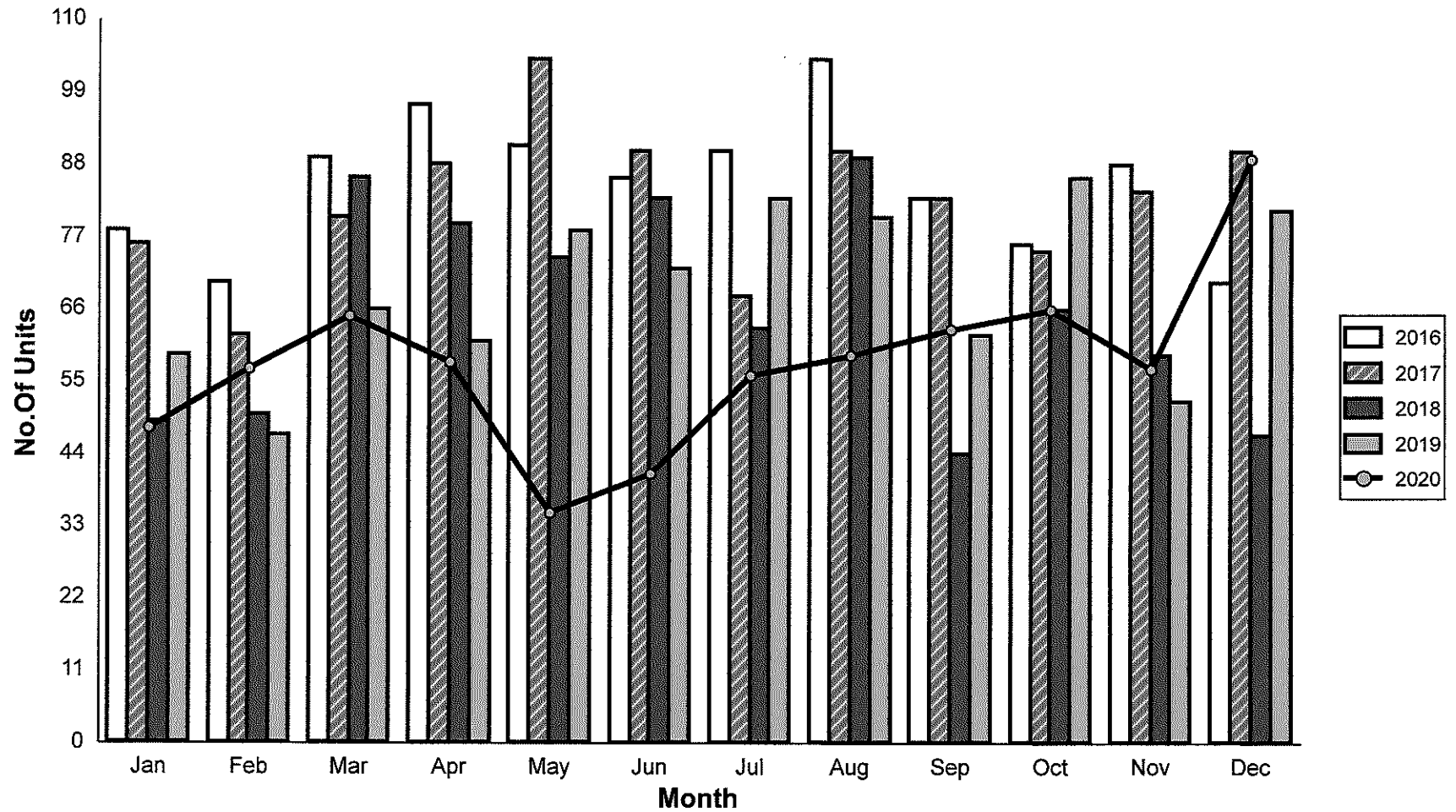
REPORT PERIOD

December, 2020

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	48	59	\$16,125,300	\$18,540,250	\$335,944	\$314,242
February	57	47	\$18,886,210	\$14,770,050	\$331,337	\$314,256
March	65	66	\$21,969,916	\$23,445,712	\$337,999	\$355,238
April	58	61	\$18,200,321	\$20,041,551	\$313,799	\$328,550
May	35	78	\$10,277,500	\$23,975,536	\$293,643	\$307,379
June	41	72	\$12,315,399	\$21,298,290	\$300,376	\$295,810
July	56	83	\$20,514,748	\$27,170,573	\$366,335	\$327,356
August	59	80	\$21,522,228	\$26,206,000	\$364,784	\$327,575
September	63	62	\$22,132,600	\$20,171,980	\$351,311	\$325,355
October	66	86	\$20,852,800	\$26,648,300	\$320,812	\$309,864
November	57	52	\$17,923,188	\$18,653,350	\$314,442	\$358,718
December	89	81	\$28,727,361	\$27,517,600	\$322,779	\$339,723
<b>TOTAL</b>	694.00	827.00	\$229,447,571	\$268,439,192		
<b>MON AVG</b>	57.00	68.00	\$19,120,631	\$22,369,933	\$329,463	\$325,339

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



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# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

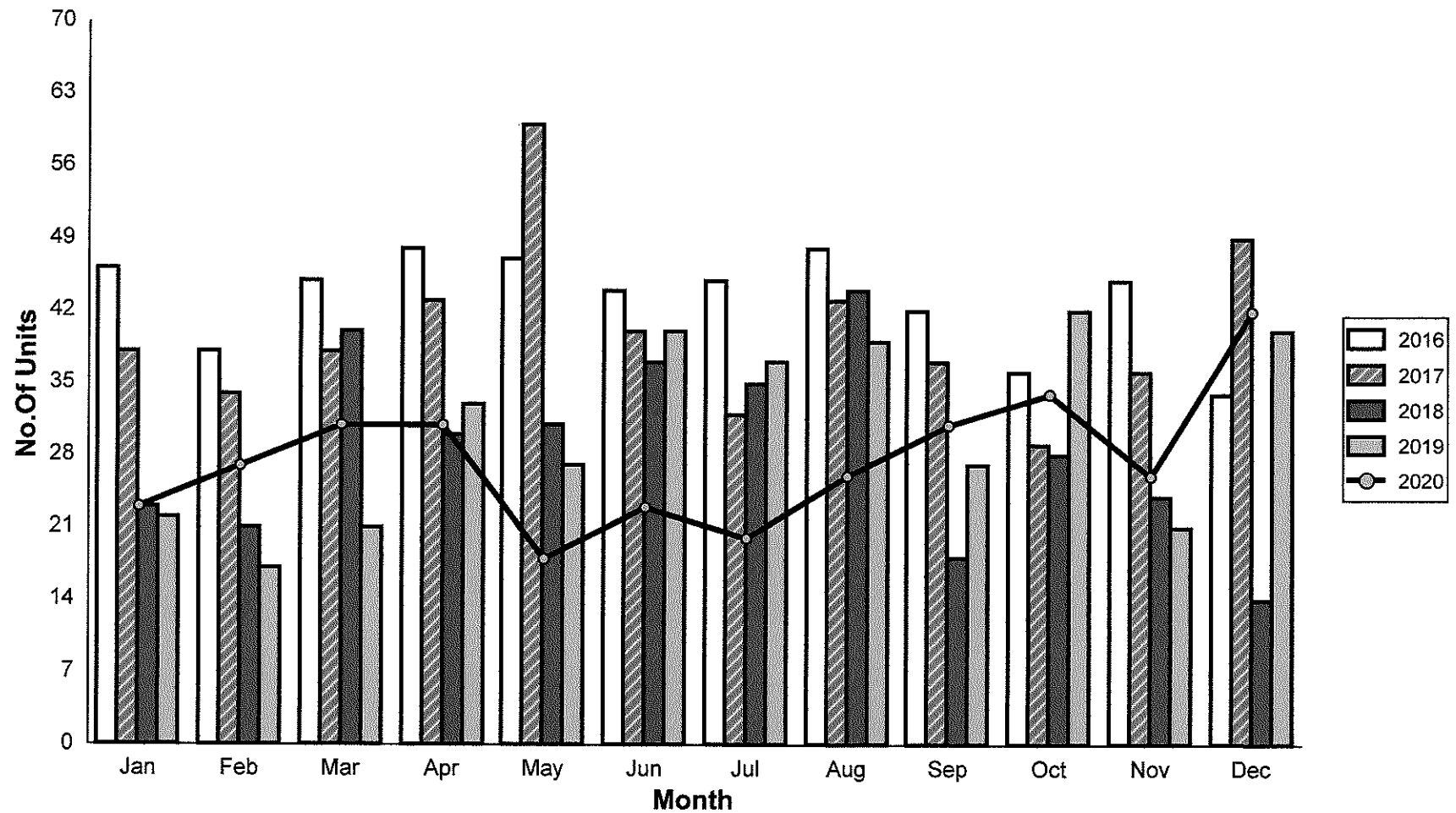
December, 2020

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	23	22	\$6,100,300	\$5,282,150	\$265,230	\$240,098
February	27	17	\$6,375,200	\$4,256,150	\$236,119	\$250,362
March	31	21	\$7,863,500	\$6,355,000	\$253,661	\$302,619
April	31	33	\$7,209,488	\$9,292,051	\$232,564	\$281,577
May	18	27	\$4,523,500	\$6,380,503	\$251,306	\$236,315
June	23	40	\$6,174,899	\$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	\$9,982,400	\$10,220,400	\$293,600	\$243,343
November	26	21	\$6,469,388	\$5,065,500	\$248,823	\$241,214
December	42	40	\$10,743,560	\$9,175,800	\$255,799	\$229,395
<b>TOTAL</b>	<b>332.00</b>	<b>366.00</b>	<b>\$85,400,535</b>	<b>\$92,862,644</b>		
<b>MON AVG</b>	<b>27.00</b>	<b>30.00</b>	<b>\$7,116,711</b>	<b>\$7,738,554</b>	<b>\$257,153</b>	<b>\$254,922</b>
<b>% CHANGE - YTD</b>	<b>-9.3%</b>		<b>-8.0%</b>		<b>0.9%</b>	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



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## Resales Report United Laguna Woods Mutual December, 2020

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
12/29/2020	20-C	1	\$259,000	Majorca	HomeSmart Evergreen	HomeSmart Evergreen	Granite Escrow
12/28/2020	64-B	1	\$375,000	Granada	eXp Realty of California	Century 21 Rainbow	Granite Escrow
12/23/2020	86-H	1	\$285,000	Majorca	Regency Real Estate	Hallmark West Real Estate	Corner Escrow Inc.
12/17/2020	86-R	1	\$222,000	Casa Blanca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/21/2020	90-C	1	\$139,000	Cadiz	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
12/17/2020	111-F	1	\$249,000	Barcelona	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/28/2020	176-B	1	\$290,000	San Sebastian	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/28/2020	195-F	1	\$438,000	Granada	HomeSmart Evergreen	Coldwell Banker	Escrow Options Group
12/07/2020	211-A	1	\$145,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/01/2020	225-Q	1	\$230,000	Casa Blanca	Century 21 Rainbow	Mark Carlson, Broker	Corner Escrow Inc.
12/30/2020	230-D	1	\$362,500	Seville	Surterre Properties, Inc.	Surterre Properties, Inc.	Blue Pacific Escrow
12/23/2020	242-F	1	\$200,000	Barcelona	Laguna Premier Realty, Inc	Prea Realty	Granite Escrow
12/04/2020	243-E	1	\$320,000	Barcelona	Regency Real Estate	Century 21 Masters	Granite Escrow
12/21/2020	245-D	1	\$310,000	Cordoba	Century 21 Rainbow	Realty Benefit	Corner Escrow Inc.
12/09/2020	280-P	1	\$128,160	Cadiz	Realty One Group	Manuel Robledo, Broker	Corner Escrow Inc.
12/09/2020	368-D	1	\$265,000	Majorca	Coldwell Banker	Regency Real Estate	Granite Escrow
12/09/2020	370-E	1	\$280,000	Granada	HomeSmart Evergreen	New Star Realty & Investment	Corner Escrow Inc.
12/15/2020	391-B	1	\$140,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/07/2020	422-C	1	\$280,000	Barcelona	Legacy 15 Real Estate	Remeo Realty	Platinum One
12/22/2020	432-B	1	\$435,000	Cordoba	Coldwell Banker	Douglas Elliman of California, Inc	Granite Escrow
12/16/2020	626-O	1	\$200,000	Casa Linda	Surterre Properties, Inc.	Surterre Properties, Inc.	Generations Escrow
12/18/2020	646-C	1	\$338,000	Cordoba	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/23/2020	661-D	1	\$186,500	Casa Contenta	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow

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Prepared by Community Services Department as of: 01/04/2021

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# Resales Report

## United Laguna Woods Mutual

### December, 2020

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
12/09/2020	680-B	1	\$209,900	Casa Contenta	Regency Real Estate	Century 21 Rainbow	Corner Escrow Inc.
12/11/2020	724-B	1	\$210,000	La Corona	California Freedom Real Estate	Asbury	Generations Escrow
12/22/2020	764-O	1	\$120,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/23/2020	769-B	1	\$520,000	La Corona	HomeSmart Evergreen	HomeSmart Evergreen	Blue Pacific Escrow
12/07/2020	800-C	1	\$225,000	La Corona	Vantage Real Estate	No Broker	Granite Escrow
12/22/2020	824-D	1	\$420,000	Seville	Prea Realty	Ardent Realty	Corner Escrow Inc.
12/28/2020	829-D	1	\$215,000	Casa Contenta	EHM Real Estate	eHomes	Granite Escrow
12/09/2020	861-D	1	\$170,000	Castilla	HomeSmart Evergreen	Regency Real Estate	Escrow Options Group
12/29/2020	879-P	1	\$202,000	Casa Contenta	Incline Realty	First Team Real Estate	Escrow Options Group
12/09/2020	905-A	1	\$235,000	Casa Linda	FSBO	No Broker	Generations Escrow
12/07/2020	929-N	1	\$304,000	Casa Linda	Sotheby's International Realty	Sotheby's International Realty	Blue Pacific Escrow
12/18/2020	934-N	1	\$220,000	Casa Linda	Bennion Deville Homes	Century 21 Rainbow	Generations Escrow
12/08/2020	2008-H	1	\$186,500	Monterey	HomeSmart Evergreen	Westwood Real Estate	Escrow Options Group
12/17/2020	2059-B	1	\$215,000	San Sebastian	Kristi Roberts Group	Surterre Properties, Inc.	Granite Escrow
12/31/2020	2104-Q	1	\$440,000	Casa Linda	H & M Realty Group	First Team Real Estate	Corner Escrow Inc.
12/21/2020	2156-D	1	\$189,000	Monterey	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/09/2020	2186-O	1	\$180,000	Castilla	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/31/2020	2190-N	1	\$225,000	Casa Linda	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
12/10/2020	2216-C	1	\$180,000	Casa Contenta	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow

Number of Resales: 42

Total Resale Price: \$10,743,560

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Prepared by Community Services Department as of: 01/04/2021

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Agenda Item #14a(3)

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# **Resales Report** **United Laguna Woods Mutual** **December, 2020**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
Average Resale Price:			\$255,799				
Median Resale Price:			\$225,000				

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## Monthly Resale Report United Mutual

PREPARED BY  
Community Services Department

Dec-20

Month	NUMBER OF REALES				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	\$9,982,400	\$10,220,400	\$8,556,100	\$7,898,500	\$293,600	\$243,343	\$305,575	\$272,362
November	26	21	24	37	\$6,469,388	\$5,065,500	\$6,194,000	\$9,793,900	\$248,823	\$241,214	\$258,083	\$264,700
December	42	40	14	49	\$10,743,560	\$9,175,800	\$3,368,300	\$12,579,440	\$255,799	\$229,395	\$240,593	\$256,723
<b>TOTAL</b>	332	366	345	481	\$85,400,535	\$92,862,644	\$95,388,540	\$122,803,216				
<b>MON AVG</b>	28	31	29	40	\$7,116,711	\$7,738,554	\$7,949,045	\$10,233,601	\$257,153	\$254,922	\$274,454	\$255,039
<b>% CHANGE-YTD</b>	-9.3%	6.1%	-28.3%	-7.1%	-8.0%	-2.6%	-22.3%	3.4%	0.9%	-7.1%	7.6%	11.1%

% Change calculated (This Year - Last Year)/Last Year

Percent calculation only includes YTD figures in black.



# MONTHLY LEASING REPORT

Report Period:  
December-2020

LEASES IN EFFECT					Total this year	Total last year	Total Expirations	New Monthly Transactions		
MONTH	3 Months	6 Months	12 Months	Renewed				Leases	Renewals	Extensions
January	35	44	174	362	615	562	22	20	33	0
February	39	41	173	360	613	565	20	26	36	0
March	36	39	173	368	616	567	64	26	29	4
April	15	30	177	361	583	549	31	22	38	3
May	9	20	177	357	563	553	41	18	47	3
June	14	25	166	379	584	574	23	41	31	4
July	18	24	170	383	595	572	20	31	51	3
August	18	23	175	378	594	583	33	25	39	5
September	18	25	177	381	601	578	33	21	42	3
October	11	23	172	363	569	577	53	26	22	3
November	5	18	158	335	516	581	36	23	20	2
December	3	12	147	318	480	593	49	24	21	5
Monthly Average	18.4	27.0	169.9	362.1	577.4	571.2	35.4	25.3	34.1	2.9

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

New Leases = Units Sublet

Percentage Leased	480	/	6323	=	7.6%
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**OPEN MEETING**

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

Thursday, December 17, 2020 - 9:30 AM  
Laguna Woods Village Community Center (Virtual GoToMeeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Brian Gilmore, Elsie Addington, Carl Randazzo, Neda Ardani,  
Reza Bastani

**DIRECTORS PRESENT:** Steve Parson

**COMMITTEE MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Walter Ridley, Mike Mehrair, Juanita Skillman

**STAFF PRESENT:** Gavin Fogg, Robbi Doncost, Lauryn Varnum, Leslie Cameron

**1. Call to Order**

Chair Gilmore called the meeting was called to order at 9:30am.

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Chair Gilmore moved to accept the agenda. Director Randazzo seconded. The committee approved the agenda as presented.

Director Bastani requested an internal meeting between Chair Gilmore, Staff Officer Robbi Doncost, and Staff Member Gavin Fogg at an alternate time to discuss questions regarding his Mutual Consent Application. Staff Members and Chair Gilmore agreed to schedule a separate internal meeting.

**4. Approval of Meeting Report for October 15, 2020**

The committee approved the meeting report.

Director Randazzo requested future meeting reports include an increase in detail.



Director Randazzo and Chair Gilmore requested to be included in the creation of the agenda for the proposed Asbestos Meeting between an AQMD representative, a third-party vendor, and Laguna Woods.

#### **5. Chair's Remarks**

Chair Gilmore discussed having the ability to opt out of receiving paper copies of agendas, requesting he receive electronic copies only. Director Addington and Advisor Ridley both seconded this request.

#### **6. Member Comments - (Items Not on the Agenda)**

None.

#### **7. Manor Alterations Division Update**

Staff Officer Robbi Doncost updated current status of submissions and inquiries within Manor Alterations ("MA"). Currently the Department is severely understaffed, and is working with HR to bring on additional staff in previously approved positions. An org chart was provided to the Committee for review and indication of the request to increase MA staff by 7 new positions. Current appropriate staff has received updated training on asbestos materials.

Mr. Doncost discussed the effects of the malware attack which resulted in the loss of all files, emails, and floorplans compiled prior to October 21. Not all files have been restored nor can be stored in the Stellar ticketing program.

Mr. Doncost discussed the continuation of the "triage system" in order to prioritize processing applications that correlate to the health and safety of residents in advance of other applications until the Division is whole again.

Director Randazzo proposed amending the classification of alterations which require city permits and Mutual Consents. Discussion ensued in regard to the ownership and use of the owners' plans. The City of Laguna Woods at present will not release plans to VMS for their files due to professional copyright infringement restrictions.

#### **Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

None.

#### **8. Status of Mutual Consents**

Mr. Doncost presented the status of the Mutual Consents in that the division is overwhelmed with applications both incoming and in process. Progress is continuing but lag times and communications are falling further behind.



Director Randazzo discussed residents experiencing delays in approvals.

Mr. Doncost and Mr. Fogg discussed the status and varying completions of residents submitted applications.

Mr. Doncost discussed the timeline of months for bringing on additional staff within Manor Alterations. The reasons involve not only the procurement and interviewing of candidates but also the training of new staff to function effectively in the systems.

### **Items for Discussion**

#### **9. Standard Plans & Classifications**

Mr. Doncost discussed gathering costs from third party vendors to create Standard Details. The existing drawings would be marked up for bidding.

Director Randazzo discussed the classifications system and revisions to existing policies for permitted alterations. Some future revisions will be considered.

#### **10. Review Camera Investigation Procedure**

Mr. Doncost presented current camera investigation procedure. Mr. Doncost proposed a Standardized Cost to all residents.

Director Randazzo discussed the collection of fees in advance of work causing delays. Director Randazzo supported the implementation of a Standardized Cost.

Mr. Fogg clarified the fee collection process and confirmed the fee collection bears no weight upon timing as the chargeable service is paid through their monthly assessment. Mr. Fogg discussed that the fee is determined based on the scope of work.

Chair Gilmore proposed additional discussion on this agenda item at a later date.

#### **11. Demolition & Renovation Mutual Consents Reviewed Simultaneously Presently Implemented**

Mr. Doncost discussed implementation of review process in order to expedite timelines of approval. Mr. Doncost confirmed this policy has shortened application review timelines, and aides the completeness of the approval as the totality of work is considered.

#### **12. Contractor's Meeting & Future Communication Methodology**

Mr. Doncost summarized the contractor's meeting minutes in which better, more frequent communication is requested.

Director Randazzo discussed ongoing communication and meetings with contractors, inquiring as to the schedule of meetings and the content. Director Randazzo suggested a monthly notice via email, suggested meetings multiple times per year.



Chair Gilmore discussed active participation by members of United ACSC in agenda creation for further meetings.

### **13. Items of Potential “Over-Reach”**

Mr. Doncost summarized the memorandum and reaffirmed that the HOA is only concerned with the compliance of governmental rules and regulations as established by the City, CalOSHA, and SCAQMD.

Director Randazzo discussed a third-party vendor evaluation with to verify and properly interpret the state’s asbestos laws. Director Randazzo discussed the potential discrepancy between prior asbestos policies and current policies.

Director Addington discussed prior meetings with third party vendors that informed the state’s current asbestos policies. Director Addington suggested inquiring if AQMD has a pool of speakers for public outreach to address VMS with specific topics to review.

Mr. Fogg discussed that current asbestos policies are consistent with AQMD regulations as instructed in his asbestos training course, and recommended by the environmental consultant.

### **14. Goals of Manor Alterations for 2021**

Due to time constraints, Chair Gilmore proposed further discussion of goals to be continued at a later time.

### **15. Goals of United ACSC for 2021**

Chair Gilmore presented information relating to Manor Alterations and ACSC. Topics include potential revision of Mutual Consent Permitting process, revisiting the AQMD policies regarding asbestos, streamlining communication between residents, contractors, agents, and VMS.

Director Randazzo discussed re-evaluating the timeline of goals proposed by Chair Gilmore suggesting these goals were more achievable with an extended timeline of a few months.

Chair Gilmore discussed seeking legal counsel to receive code compliant drawings from the City of Laguna Woods.

Director Bastani discussed record keeping of vendor performance made available to the community.

Advisor Skillman discussed the historical importance of accurate record keeping and distribution. Advisor Skillman clarified that previous Board members have proposed a vendor performance log which resulted in legal ramifications within the community.

### **Items for Future Agendas:**

Standard Plans Update of Markup for Future Cost Estimates

Goals of Manor Alterations for 2021





Revision of document package provided for Mutual Consent and Demo Application

**Concluding Business:**

**16. Committee Member Comments:**

None.

**17. Date of Next Meeting – January 21, 2020**

**18. Adjournment at 12:02 p.m.**

X \_\_\_\_\_

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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**OPEN MEETING**

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

**Thursday, December 10, 2020 – 9:30 A.M.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Andre Torng, Anthony Liberatore, Brian Gilmore, Neda Ardani

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

**ADVISORS PRESENT:** Theresa Frost, Mike Peters, Annie Zipkin, Stephanie Sugar

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

**1. Call to Order**

Called to order at 9:35 a.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Director Gilmore made a motion to approve the agenda with the additional item. The committee was in unanimous support.

**4. Approval of the Meeting Report for October 8, 2020**

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

**5. Chair's Remarks**

Chair Torng shared his goals for the community and for the committee.

1. Improve communication in landscape policies and procedures;
2. Improve key performance indices such as workload, efficiencies, and effectiveness;

3. Improve quality program with help from Neighborhood Landscape Watchers
4. Maximize returns on landscape expenses

Director Liberatore said any residents reporting on Landscaping need to have some training because they will not know what staff has been asked to do. Chair Torng stated that's the purpose of Goal #1; communicate on landscape policies and procedure. Director Torng will help residents communication on what staff has to do.

## **6. Department Head Update**

Mr. Wiemann stated that pesticides for rodents has been outlawed in California because rats are eating poison and then an owl eats them and then they also get poisoned. We are investigating other options. We are looking at a gel birth control for rats which makes them sterile for 30 days. It is difficult to determine the effectiveness. We are testing at the stables, clubhouses, and garden centers. We are trying to break the breeding cycle of the rats. We need to work on people keeping fruit trees pruned as they are a food source for the rats.

When the Village was created, some Canary island pines were planted closely together. We were directed to put together numbers and costs to see how many trees we could remove. We will bring those costs to a future meeting.

M&C said most of the issues they have with pipes go away once the pipes are lined and then the problem is gone. M&C will contact Landscape with any roots in pipes issues.

Landscape two-week schedules are on the website. We are working up to a 3- and 4-week schedules. Schedules are a target but there is a lot of variability due to many factors.

Advisor Zipkin asked if Mr. Wiemann has looked at trapping rats and he said yes but it is very labor intensive. There is not enough staff to do it that way.

Advisor Zipkin asked if he has tried vinegar as a weed killer. He stated that a test was done and it is smelly. Also, cucuya grass is aggressive and it burns down and then recovers within a week.

Director Torng asked if Mr. Wiemann knows what other communities are doing about rodents. Mr. Wiemann reported that there is an agronomic expert on board and we also ask suppliers when different types of pesticides become available.

Chair Torng would like all information regarding landscape on the website. And, to put a disclaimer on schedules to let Members know that schedules can vary within a few days. The goal is to have residents have less questions because they can see information on the website.

Mr. Wiemann requested that Members call Resident Services with any landscape issues so items can be tracked so requests or issues may be addressed and also so any ongoing problems may be tracked.

Consent:

None

Reports

**7. Project Log**

Mr. Wiemann reviewed the project log with the committee and answered some questions.

He stated that three contracts renewals, one for landscape maintenance, one for tree maintenance, and one for slope maintenance, will be going to the United Board for approval. He promised to send the reports to Director Torng as soon as a date was known and the reports and contracts were complete.

A report showing ticket response times will be provided at to the committee at a future meeting.

The data collection for cycle completion is time consuming and labor intensive, so it is compiled quarterly, Mr. Wiemann will provide year-end data at the next meeting.

A graph or chart showing the most frequent landscape requests will be provided to the committee in the future.

**8. Landscape Ticket Response Report (FUTURE)**

**9. Landscape Cycle Completion Data Report (FUTURE)**

Items for Discussion and Consideration

Mr. Wiemann explained that the yellow stake program has been discontinued due to lack of documentation and abuse. The concept is still alive, with residents asked to fill out a Landscape Request Form with any non-standard requests.

**10. Tree Removal Request: 100-G Via Estrada (Holden) - One Atlas Cedar**

Director Liberatore made a motion to accept staff's recommendation and deny the request to remove the tree. Director Ardani seconded. The committee was in unanimous support.

**11. Tree Removal Request: 312-A Avenida Seville Via Alhambra (Leu) - One Canary Island Pine tree**

Director Gilmore made a motion to accept staff's recommendation and approve the request to remove the tree. Director Ardani seconded. The committee was in unanimous support.

**12. Tree Removal Request: 360-A Avenida Castilla (Strousse) - One Weeping Fig**

Director Liberatore made a motion to accept staff's recommendation and approve the request to remove the tree. Director Gilmore seconded. The committee was in unanimous support.

**13. Off-Schedule Trimming Request: 821-N Via Alhambra (Appell) - Two Canary Island Pines**

Chair Torng made a motion to trim both trees off-schedule since staff recommended trimming one of the trees and the cost to trim the second tree at the same time is nominal. Advisor Zipkin seconded. The committee was in unanimous support.

**14. Discuss Alternatives and Cost of a Fence Around the Monkey Puzzle Trees**

Mr. Wiemann stated that some residents are concerned about the large cones which fall from the Monkey Puzzle trees. There is a sign there now with a warning of falling pinecones. Mr. Wiemann reported that no one has been hurt to his knowledge in the fifty years the trees have been there.

The committee decided unanimously to leave the signage and to not put a fence around the trees.

**15. Review United Mutual Landscape Committee Charter**

Mr. Wiemann stated that any changes made to the Charter must be approved by Counsel and then brought back to a future meeting for approval.

Director Gilmore made a motion to create a sub-committee, headed up by Director Gilmore, to review the Charter and bring it to a future meeting for approval. Director Torng also wants to join this sub-committee to review whether the Landscape Committee should "oversee" or "monitor" the Landscape performance, and bring the agreement to a future meeting for approval. Director Ardani seconded. Director Liberatore was opposed. The motion passed.

Future Agenda Items

**16. Review United Landscape Manual**

**17. Landscape Staffing Levels, Efficiency, Effectiveness Levels**

**Added:**

- Landscape Staff shortage, progress report
- Cul-de-Sac Landscape activity quality review
- Contract project progress update, quality check, payment report
- Review project Must/Need/Wish list, long range plans
- Review performance improvement recommendations
- Quality Check help from Neighborhood Landscape Watcher program
- Water usage monitor and improvement
- Landscape Equipment requirement review

Concluding Business:

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

Dick Rader (270-D) *"Have we considered offering part time jobs to college students to help with landscape worker shortage? They can work low risk jobs that don't require much training."*

Eric and Chris Kodama (234-A) *"Good morning! My husband and I live at 234 Calle Aragon Unit A. Black mold was removed from the master bedroom closet and windows two years ago. My unit's pipes have recently been relined, but the unit's humidity remains high, often over 60% without running a dehumidifier. My husband and I would like to request water wise landscaping as a possible remedy for the excess moisture still around our unit, especially on the east side. Thank you for your consideration."*

**19. Response to Member Comments**

Mr. Wiemann responded to Mr. Rader and let him know that the gardeners do need quite a bit of training and it is not a low-risk job. Also, there are no part-time landscaping positions and our contract with the Union requires that all the landscapers to be Union.

Mr. Wiemann asked his irrigation specialist go out and look at 234-A. The specialist indicated that there was no indication of over-watering at this unit. Mr. Wiemann has contacted the Moisture Intrusion Department to investigate the problem. Regarding the water-wise landscaping request, the entire building would need to be done, not just the one unit.

**20. Committee Member Comments**

Director Gilmore made a PowerPoint presentation with some landscaping concerns (PowerPoint presentation attached).

Mr. Wiemann reported that he will look at the locations in the PowerPoint presentation and get them taken care of.

Mr. Wiemann stated that he is working on the mowers slowing down and doing better work. In the past, they have always been told it is just about quantity and getting as much done as possible, so the Supervisors and Foremen are working on training the mower operators to slow down a bit in order to do a better job.

The horse trails were trimmed, mulched, and graded last week.

Advisor Frost said she recognized there needs to be a shift in quantity to quality. How can we help move that forward?

Director Gilmore asked how to help with reporting problems. Mr. Wiemann stated that all problems or requests need to be called into Resident Services so a ticket is created and each request may be addressed and tracked.

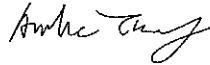
Advisor Zipkin asked how often Mr. Wiemann gets out to look at the community. Mr. Wiemann stated that he gets out as often as possible but he has two managers with 40-50 years of landscape management that monitor the work on a day-to-day basis.

Mr. Wiemann will provide the committee year-end data for the February meeting.

Chair Torng said he may want to move to monthly meetings. Discussion ensued. This topic will be added to a future agenda.

**21. Date of Next Meeting – Thursday, February 11, 2021 at 9:30 a.m.**

**22. Adjournment at 11:45 a.m.**



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Andre Torng, Chair