



## **OPEN MEETING**

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

**Tuesday, March 9, 2021- 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. February 9, 2021 – Regular Open Meeting
- 5. Report of Chair**
- 6. Open Forum (Three Minutes per Speaker) - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can join the Zoom meeting by clicking on the link <https://zoom.us/j/95563492734> or 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 –to give an update to the Open Forum comments from the February 9, 2021 board meeting.
- 8. Update from VMS – Director Rupert**

**9. CEO Report**

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

**a. RECOMMENDATION FROM THE UNITED ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

- (1) Approve Variance Request to Retain Stair Lift on Common Area Staircase (61Q, Cadiz, 6A, Gothard)
- (2) Approve Variance Request for Loft Extension (188-B, Seville, 5, Torng)

**b. RECOMMENDATION FROM THE UNITED LANDSCAPE COMMITTEE:**

- (1) Recommendation to Approve Tree Removal Request: 533-G Via Estrada (Kim) – One Hollywood Juniper tree
- (2) Recommendation to Approve Tree Removal Request: 2030-A Avenida Castilla (Grant) – One Weeping Fig tree

**c. RECOMMENDATION FROM THE UNITED FINANCE COMMITTEE:**

- (1) Approve a Resolution for Recording of Lien against Member ID# 947-436-29
- (2) Approve a Resolution for Recording of Lien against Member ID# 947-375-12
- (3) Approve a Resolution for Recording of Lien against Member ID# 947-370-51
- (4) Approve a Resolution for Recording of Lien against Member ID# 947-424-56
- (5) Approve a Resolution for Recording of Lien against Member ID# 947-380-59

- d.** Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February, 2021, and such review is hereby ratified.

**11. Unfinished Business**

- a.** Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of November 2020, December 2020, and January 2021; such review is hereby ratified.
- b.** Resolution 01-21-13: Six-Month Variance Moratorium

**12. New Business--none**

### **13. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on February 23, 2021; next meeting March 30, 2021, 1:30 p.m. as a virtual meeting.
  - (1) Treasurer's Report
  - (2) United Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – Director Gilmore. The Committee met on February 18, 2021; next meeting March 18, 2021 at 9:30 a.m. as a virtual meeting.
- c. Report of Member Hearings Committee – Director Achrekar. The Committee met on February 25, 2021; next meeting March 25, 2021 at 9:00 a.m. as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Addington. The Committee met on February 18, 2021; next meeting March 18, 2021, 1:30 p.m. as a virtual meeting.
- e. Report of the Landscape Committee – Director Torng. The Committee met on February 11, 2021; next meeting March 11, 2021 at 9:30 a.m. as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on February 24, 2021; next meeting April 28, 2021, 9:30 a.m. as a virtual meeting.
- g. Report of the Communication Committee – Director Ardani. The next committee meeting TBA.

### **14. GRF Committee Highlights**

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on February 17, 2021; next meeting April 21, 2021, 1:30 p.m. as a virtual meeting
- b. Report of the GRF Strategic Planning Committee—Director Torng. The Committee met on December 30, 2020; the Customer Experience Subcommittee met on February 4, 2021; next meeting March 17, 2021 at 1:30 p.m. as a virtual meeting.
- c. Report of the Community Activities Committee – Director Addington. The Committee met on February 11, 2021; next meeting March 11, 2021, 1:30 p.m. as a virtual meeting.
- d. Report of the GRF Landscape Committee – Director Torng. The Committee

met on November 30, 2020; next meeting March 10, 2021 at 1:30 p.m.

- e. Report of the GRF Maintenance & Construction Committee – Director Randazzo. The Committee met on February 10, 2021; next meeting April 14, 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 February 22, 2021; next meeting March 15, 2021, 1:30 p.m. as a virtual meeting.
- g. Report of the Mobility and Vehicles Committee – Director Addington. The Committee met on February 3, 2021; next meeting April 7, 2021, 1:30 p.m. as a virtual meeting.
- h. Report of the Security and Community Access Committee – Director Armendariz. The Committee met on February 22, 2021; next meeting April 26, 2021 at 1:30 p.m. as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on February 17, 2021; next hearings will be held March 17, 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 January 26, 2021; next meeting March 30, 2021 at 9:30 a.m. as a virtual meeting.
- k. Report of the Insurance Ad Hoc Committee—Director Margolis. The Committee met on February 18, 2021; next meeting TBA.

**15. Future Agenda Items** – *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- a. 360 Investigation

**16. Directors' Comments**

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



**CLOSED SESSION NOTICE AND AGENDA**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) February 9, 2021—Regular Closed Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**18. Adjourn**

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

**Tuesday, February 9, 2021, 9:30 a.m.  
Open Session, Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Robbie Doncost, Ernesto Munoz, Pamela Bashline, Eileen Paulin, Grant Schultz and Cheryl Silva

Others Present: VMS: Juanita Skillman, Norman Kahn

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

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

**2. Acknowledge Media**

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

**3. Approval of Agenda**

Hearing no changes, the agenda was approved without objection.

**4. Approval of Minutes**

a. January 12, 2021 – Regular Open Meeting

Hearing no changes, the minutes of January 12, 2021, was approved without objection.

**5. Report of the Chair**

President Margolis commented that the efficiency of operations and customer service has been a priority for the board. COVID-19 and the malware slowed down

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 2 of 14

operations. The board is trying to keep staff and residents safe and cannot open the community center at this time. United assessments did not go up even though expenses went up due saved expenses due to the pandemic.

## **6. Open Forum**

Eileen Paulin read the member comments received.

Members made comments regarding the following:

- A Member requested additional carport care due to foliage droppings.
- A Member complained about the noise by construction work in the unit above his unit.

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

Director Achrekar reviewed responses to member comments from the last board meeting.

- Residents should call Resident Services regarding the laundry room.
- A contractor would need to be contracted to install a ramp at laundry room 42.
- The staff gave an apology regarding the financial mistake.
- The cost of insurance has increased for everyone in California. The board is looking into ways to cut costs.

Jeff Parker-CEO responded that the carports are cleaned three times a year. Staff will check with Compliance and Security regarding the noise complaint.

President Margolis commented please call Resident Services if you would like your carport cleaned.

## **8. Update from VMS – Juanita Skillman**

VMS Director Skillman gave a report from the VMS Board. She commented that the VMS Board is looking into employee compensation and retention.

Director Torng commented about worker's compensation and productivity.

Jeff Parker-CEO commented about worker's compensation rules and regulations.

## **9. CEO Report**

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

- COVID-19 Update. Orange County Health Care Agency (OCHCA) reported that number are going down. Under 1,000 new confirmed COVID-19 cases were reported. The hospitalization and IUC beds rate have decreased with 331 COVID cases in ICU. Orange County is in the purple tier which is the most restrictive tier. 39% cases per 100. Need to get down to 8% to go into the next tier.
- Update on COVID-19 vaccines. This weekend was the third round of vaccinations. We have vaccinated over 7,600 residents of ages 65 and older which is a great accomplishment. Another round of vaccinations will occur this Friday and Saturday. Using the Code Red System to contact residents about

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 3 of 14

vaccinations.

- Monday is President's Day Holiday and the holiday schedule is listed on the website.
- The next New Resident Orientation will be held on Wednesday March 10, 2021.
- New schedule for coin exchange is Thursday 8-12 United 1<sup>st</sup> & 3<sup>rd</sup> Thursday at Clubhouse 3.
- Tennis Center will be open during vaccinations, residents must park across the street at Clubhouse 2 and walk across the street.
- New pool hours are listed on the website and reservation are required.
- Next free Bulky Item pickup is Saturday, February 20, 2021.

## 10. Consent Calendar

### 10a. Approve a Resolution to Update the United Committee Appointments

#### **Resolution 01-21-08**

#### **United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, February 9, 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

Andre Torng  
Reza Bastani

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

#### **Communications Committee**

Neda Ardani, Chair  
Elsie Addington  
Cash Achrekar

#### **Finance Committee**

Azar Asgari, Chair  
Sue Margolis  
Carl Randazzo  
Andre Torng  
Diane Casey  
~~Brian Gilmore~~  
Advisor: Dick Rader

#### **Governing Documents Review Committee**

Elsie Addington, Chair  
Sue Margolis

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 4 of 14

~~Diane Casey~~  
~~Manuel Armendariz~~  
Reza Bastani  
Advisor: Dick Rader, ~~Juanita Skillman, Bevan Strom, Mary Stone~~

**Landscape Committee**

Andre Torng, Chair  
Brian Gilmore  
Neda Ardani  
Advisors: Theresa Frost, Mike Peters, Annie Zipkin,

**Maintenance and Construction Committee**

Carl Randazzo, Chair  
Reza Bastani  
Brian Gilmore  
~~Diane Casey~~  
~~Elsie Addington~~  
Non-voting Advisor: Ken Deppe, Walter Ridley

**Members Hearing Committee**

Cash Achrekar, Chair  
Elsie Addington  
Reza Bastani

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

Per Rotation List  
~~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 01-21-05, adopted January 12, 2021, is hereby superseded and canceled.

**RESOLVED FURTHER** the officers and agents of this Corporation are

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 5 of 14

hereby authorized, on behalf of the Corporation, to carry out this resolution.

**Resolution 01-21-09**  
**Golden Rain Foundation Committee Appointments**

**RESOLVED**, February 9, 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:

**Business Planning Committee**

Sue Margolis  
Manuel Armendariz  
Brian Gilmore, Alternate

**GRF Strategic Planning Committee**

Sue Margolis  
Andre Torng  
Cash Achrekar, Alternate  
~~Brian Gilmore, Alternate~~

**Customer Experience Subcommittee**

Andre Torng (United)

**Facilities Ad Hoc Committee**

Carl Randazzo (United)

**GRF Community Activities Committee**

Elsie Addington  
Andre Torng  
Cash Achrekar, Alternate

**GRF Finance**

Azar Asgari  
Carl Randazzo  
Diane Casey, Alternate  
~~Manuel Armendariz, Alternate~~

**GRF Landscape Committee**

Andre Torng  
Manuel Armendariz  
Azar Asgari, Alternate

**GRF Maintenance & Construction**

Carl Randazzo  
Brian Gilmore  
Reza Bastani, Alternate

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 6 of 14

**Clubhouse 1 Renovation Ad Hoc Committee**

Manuel Armendariz  
Carl Randazzo  
Sue Margolis, Alternate

**GRF Media and Communications Committee**

Neda Ardani  
Elsie Addington  
Cash Achrekar, Alternate

**GRF Mobility and Vehicles Committee**

Elsie Addington  
Reza Bastani  
Neda Ardani, Alternate

**GRF Security and Community Access**

Manuel Armendariz  
**Reza Bastani**  
Andre Torng, Alternate

**Disaster Preparedness Task Force**

**Diane Casey**  
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**

**Sue Margolis**  
**Brian Gilmore**  
Azar Asgari  
**Diane Casey**  
**Manuel Armendariz**

**Insurance Ad Hoc Committee**

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

**Purchasing Ad Hoc Committee**

Carl Randazzo  
Aza Asgari

**Software Ad Hoc Committee**



United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 7 of 14

Andre Tornig  
Sue Margolis

**Service Improvement Ad Hoc Committee**

Andre Tornig

**Investment Ad Hoc Committee**

Diane Casey

**RESOLVED FURTHER**, that Resolution 01-21-06, adopted January 12, 2021, 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.

**10b.** The Treasurer reviewed the financials and requested this item be removed because the results could not be ratified.

**10c. RECOMMENDATION FROM THE UNITED FINANCE COMMITTEE:**

(1) Approve a Resolution for Recording of Lien against Member ID# 947-413-50

**RESOLUTION 01-21-10**  
**RECORDING OF A LIEN**

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

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

**NOW THEREFORE BE IT RESOLVED**, February 9, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-413-50 and;

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

**10d.** Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in January, 2021 and such review is hereby ratified

Hearing no objection, the amended Consent Calendar was approved by unanimous consent.

**11. Unfinished Business**

**11a.** 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**)

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 8 of 14

**RESOLUTION 01-20-11**

**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 Laguna Woods Mutual must change the minimum rental period from 90 days to 30 days; the maximum number of units that are allowed to be rental units from 20% (1,265 units) to 25% (1,581); and that United Laguna Woods Mutual cannot require members occupy the unit prior to subleasing can no longer restrict a member from subleasing his unit for one year from the date of purchase;

**NOW THEREFORE, BE IT RESOLVED**, February 9, 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 canceled and replaced with this resolution that includes Exhibit A, Qualifiers for Subleasing Units; and

**RESOLVED FURTHER**, Resolution 01-10-222, adopted October 22, 2010, is hereby canceled; and

**RESOLVED FURTHER**, Resolution 01-17-92, adopted August 8, 2017, is hereby canceled; and

**RESOLVED FURTHER**, Resolution 01-16-87, adopted August 9, 2016, is canceled and eliminates the restriction of a member from subleasing a unit for one year from date of purchase; and

**RESOLVED FURTHER**, Resolution 01-96-33, adopted March 12, 1996, is hereby canceled, since it is no longer applicable; 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.

**Exhibit A**  
**QUALIFIERS FOR SUBLEASING UNITS**  
Resolution 01-21-11; February 9, 2021

1. A cap on the number of units that may be subleased at any one time in United's development equal to twenty five percent (25%) or 1,581 of the total units; and

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 9 of 14

2. A prohibition on subleases shorter in duration than thirty (30) days and no longer than twelve (12) months, subject to renewal; and
3. A prohibition on any member owning more than one membership/unit 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 unit listed for sale during any permitted period of dual ownership, (ii) the member must reasonably proceed to sell the unit 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 unit/membership shall be considered a member with respect to such unit/membership; and
4. The requirement that no member may sublease his/her unit 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 unit, 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 unit, 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 unit must, at all times, comply with all of the provisions of United's governing documents applicable to the residency, occupancy and use of units and United's development; and

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page **10** of **14**

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 unit 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 unit; and
15. The requirement that only a member of United named under an Occupancy Agreement has the right to sublease their entire unit; partial sublease of unit is prohibited.

DECEMBER Initial notification. 28-day notification for members review and comment to comply with Civil Code Section 4360 has been satisfied.

Pamela Bashline gave an update on the changes to the resolution.

Director Addington made a motion to approve a resolution for a Sublease Policy and Qualifiers for Subleasing Manors with corrections. The motion was seconded by Director Armendariz.

President Margolis did a roll-call vote and the motion passed by unanimous consent.

## **12. New Business**

### **12a. Entertain a Motion to Approve a Village Permit-less Manor Alterations Pilot Run**

#### **RESOLUTION 01-21-12** **COMPONENT REPLACEMENT PERMIT-LESS ALTERATION POLICY**

**WHEREAS**, the Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the shareholder alterations that are like for like replacements of existing components; and

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 11 of 14

**WHEREAS**, the purpose of the Permit-less Component Replacement Permit-less Alteration Policy is to allow the shareholder to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for like replacement of existing alteration components without the need of a mutual consent burden; and

**WHEREAS**, this policy will be effective for a trial period of six (6) months from the date of Board approval and will be evaluated after four months, for its usefulness.

**NOW THEREFORE, BE IT RESOLVED**, on **February 9**, 2021, the Board of Directors hereby approves the Component Replacement Permit-less Alterations Policy as attached to these minutes; and

**RESOLVED FURTHER**, that this policy will be evaluated in July 2021, to determine if the policy will remain in effect or be rescinded;

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

**RESOLUTION 01-21-13**  
**SIX-MONTH VARIANCE MORATORIUM**

**WHEREAS**, the Architectural Controls and Standard Committee recognizes Manor Alterations (a division of VMS, Inc. which represents the United Laguna Woods Mutual), is obligated to process variance requests to the United ACSC Committee for review and potential approval; and

**WHEREAS**, the purpose of the temporary Variance Moratorium is to allow sufficient relief to Manor Alterations to train new staff and better manage the current shareholder permit applications currently submitted to Manor Alterations; and

**WHEREAS**, this resolution would expire six (6) months after Board approval;

**NOW THEREFORE, BE IT RESOLVED**, on **February 9**, 2021, the Board of Directors hereby authorizes moratorium on all variance requests, effective **March 9, 2021** and for a six (6) month time period;

**RESOLVED FURTHER**, that Manor Alterations will inform manor owners, as they inquire to the potential of a variance request, of the temporary hold on variances and the pending expiration date of this Moratorium.

**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 Gilmore gave an update on this report and the changes he recommends.

Director Gilmore made a motion to approve a resolution component replacement permit-less alteration policy and six-month variance moratorium. Director Randazzo seconded the motion.

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 12 of 14

Discussion ensued among the directors.

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

**12b. Temporary Discontinuance of the Resident Advisory Committee (oral report)**

President Margolis commented that the Resident Advisory Committee will be handled by directors on a rotation basis to answer questions that come up from residents.

**13. Committee Reports**

**13a.** 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 January 26, 2021; next meeting will be March 30, 2021, 1:30 p.m. as a virtual meeting.

**13b.** Report of the Architectural Control and Standards Committee – Director Gilmore. The committee met on February 2, 2021; next meeting February 18, 2021, at 9:30 a.m. as a virtual meeting.

**13c.** Report of Member Hearings Committee – Director Achrekar gave a report from Member Hearings. The committee met on January 28, 2021; next meeting February 25, 2021, at 9:00 a.m. as a virtual meeting.

**13d.** Report of the Governing Documents Review Committee – Director Addington gave a report from the last Committee meeting. The committee met on January 21, 2021; next meeting will be February 18, 2021, 1:30 p.m. as a virtual meeting.

**13e.** Report of the Landscape Committee – Director Torng gave a report from the last Committee meeting. The committee met on December 10, 2020; next meeting will be February 11, 2021, at 9:30 a.m. as a virtual meeting.

**13f.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last committee meeting. The committee met on December 18, 2020; next meeting February 24, 2021, at 9:30 a.m. as a virtual meeting.

**13g.** Report of the Communication Committee – Director Ardani. The next committee meeting TBA. Director Ardani showed a slide regarding the Resident Advisory Committee showing the emails of the directors that can be contacted when residents have questions regarding resident issues.

**14. GRF Committee Highlights**

**14a.** Report of the GRF Finance Committee – Director Asgari gave highlights from the last committee meeting. The committee met in closed session on January 15, 2021; next meeting will be February 17, 2021, 1:30 p.m. as a virtual meeting.

**14b.** Report of the GRF Strategic Planning Committee – Director Torng gave highlights

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 13 of 14

from the last committee meeting. The committee met on December 30, 2020; next meeting TBA. The Customer Service Subcommittee met to set goals to make this community a better place.

**14c.** Report of the Community Activities Committee – Director Addington gave highlights from the last committee meeting. The committee met on January 14, 2021; next meeting February 11, 2021, 1:30 p.m. as a virtual meeting.

**14d.** 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.

**14e.** Report of the GRF Maintenance & Construction Committee – Director Randazzo gave highlights from the last committee meeting. The committee met on December 9, 2020; next meeting will be 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.

**14f.** Report of the Media and Communications Committee – Director Ardani gave highlights from the last committee meeting. The committee met on January 18, 2021; next meeting will be February 22, 2021, 1:30 p.m. as a virtual meeting.

**14g.** Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last committee meeting. The committee on February 3, 2021; next meeting will be April 7, 2021, 1:30 p.m. as a virtual meeting.

**14h.** 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.

**14i.** Report of the Laguna Woods Village Traffic Hearings – Director Ardani. The hearings were held virtually on January 20, 2021; next hearings February 17, 2021, at 9:00 a.m. as a virtual meeting.

**14j.** Report of the Disaster Preparedness Task Force – Director Achrekar. The Task Force met virtually on January 26, 2021; next meeting March 30, 2021, at 9:30 a.m. as a virtual meeting.

**14k.** Report of the Insurance Ad Hoc Committee – Director Achrekar. The Committee met on January 7, 2021; next meeting February 18, 2021.

Director Asgari gave a presentation on Revenue & Expenses ending 12/31/2020.

**15. Future Agenda Items—none**

**16. Director's Comments**

- VMS Director Skillman thanked the members of the board volunteering their time helping with the vaccine distribution at Clubhouse 7.

United Laguna Woods Mutual  
Regular Board Meeting  
February 9, 2021  
Page 14 of 14

- Director Randazzo commented that information should be sent to the residents about the change in protocol for the vaccine distribution this weekend.
- Director Asgari asked the President to make a schedule on who would like digital and/or hard copy agenda packets. In addition, the search engine on the website is not working.
- Director Armendariz put together a list of budget short-comings. He would like it cleaned up before the CFO leaves.
- Director Ardani commented about CodeRed notifications for vaccine distribution and asked what information will be published for the Resident Advisory service.

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

The meeting recessed at 11:15 a.m. into the Closed Session.

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

*During the January 12, 2021, Regular Closed Session, the Board:*

*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 Member Disciplinary Matters*

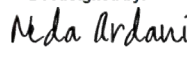
*Discussed Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discussed and Considered Litigation and Legal Matters*

**18. Adjourn**

The meeting was adjourned at 1:53 p.m.

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





## STAFF REPORT

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**DATE:** March 9, 2021  
**FOR:** United Board  
**SUBJECT:** Variance Request: Mrs. Patricia A. Gothard of 61-Q (Cadiz, 6A)  
Retain Stair Lift on Common Area Staircase

---

### **RECOMMENDATION**

United ACSC recommends the Board approve the request to retain a stair lift on the entry staircase with the following conditions as stated in Appendix A.

### **BACKGROUND**

On June 18, 2020 Manor Alterations were notified by staff in the Compliance Dept. of a report of an unauthorized installation of a stairlift. Staff investigated the report and issued a correction notice the same day for the unauthorized installation of an alteration stairlift.

Between June 18, 2020 and January 31, 2021, Staff from both Social Services and Manor Alterations, worked with Ms. Gothard to produce enough documentation to submit a variance to retain the stairlift.

Mrs. Gothard of 61-Q Calle Cadiz, a Cadiz style unit, requests Board approval of a variance to retain a stair lift at the staircase leading to the entry of her unit.

The staircase is designated as Common Area and shares common walls with Units A, D, N and Q. However, the staircase only provides access to Units N and Q, and is not a part of the access path to units A or D.

There are no Standard or Architectural plans on file for such an alteration.

Due to the location falling on Common Area, Staff requires Board approval prior to issuing a Mutual Consent for the alterations.

Variance Application, plans and specifications have been submitted for review (Attachment 1 and 2).

### **DISCUSSION**

Mrs. Gothard is asking to retain an outdoor Acorn model 130 stairlift to provide easier accessibility to her 2<sup>nd</sup> floor unit located at 61-Q. The staircase measures 16' long with 16 risers; the width of the staircase is 53 inches (45" from railing to railing).

The plans submitted, show the stair lift on the right side of the staircase (Unit Q's side), using a rail system fastened to the existing steel pan and lightweight concrete staircase; no wall penetrations are required.

The stair lift folds to an approx. 12¼" width when not in use. Idle state is at either the top or bottom landing of the staircase.

Civil Code §4600 (b)(3)(F) provides for a Homeowners Association to grant Common Area for the Exclusive Use of a Member to accommodate a disability. Staff recommends approval of the request to install the stair lift.

Additional conditions have been added that require: a permanent electrical receptacle will be required to be installed in the entry area to Unit 'Q'; a City permit will be required to ensure building code and that maximum power loads are not exceeded for the unit; the stair lift will be uninstalled at the owner's cost should the unit be sold or Membership to the unit change, as well as upon request from the Mutual.

There is currently no open Mutual Consent for Unit 61-Q.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes.

A Neighbor Awareness Notice has been sent to Unit 61-N on February 8, due to shared access to the units by the stairway in question.

There are three indoor stair lifts installed at Seville (two-story) units within United Mutual. Two outdoor units have been previously approved by the Board by Variance, one in 2008, located at 212-P and one in 2019, located at 836-O (Attachment 3). Both of these previous approvals were for the same Cadiz floor plan.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 61-Q.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Reviewed By:** Gavin Fogg, Inspections Supervisor  
Robbi Doncost, Manor Alterations Manager

#### **ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Attachment 1: Scope of Work  
Attachment 2: Variance Request, January 28, 2019  
Attachment 3: Photos  
Attachment 4: Map  
Attachment 5: Resolution 01-21-xx Variance Request

## APPENDIX A

### CONDITIONS OF APPROVAL

1. A permanent electrical receptacle shall be installed in the entry area to Unit 'Q' to provide power to the stairlift to maintain battery charge. The receptacle shall meet minimum requirements from the manufacturer as well as comply with the California Building Code, California Electrical Code, and appropriate local codes.
2. The Alteration Stair lift must be removed upon sale/change of Membership of the unit or in the event that the Mutual Shareholders of Unit **61-Q** are no longer a permanent resident of the unit and all associated costs will be the sole responsibility of the Mutual Shareholders of Unit **61-Q**.
3. Upon notice from a representative for Unit **61-N** or United Mutual, the stair lift may be required to be removed temporally within a reasonable time to accommodate maintenance or accessibility needs of the neighboring unit. Any costs incurred will be the responsibility of the Mutual Shareholders of Unit **61-Q**.
4. No improvement shall be installed, constructed, modified or altered at Unit **61-Q**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholders ("Shareholder ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
5. A Variance for Alterations has been granted at **61-Q** for Installing Chair Lift on the exterior staircase, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
6. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **61-Q** and all future Mutual Shareholders at **61-Q**.
7. Parking of contractors or other invitees' vehicles is prohibited in covered resident

parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

8. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
9. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
10. Shareholder hereby consents to and grants to the Mutual and the Maintenance and Construction Department, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
11. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
12. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.

13. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
21. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

23. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.

## ATTACHMENT 1

### Scope of Work, Dwelling and Site Information

#### Owner Information:

Patricia Gothard

61 Calle Cadiz

Unit Q

Laguna Woods, CA 92637

#### Location:

Access Stairs to (2) Dwellings, Units N & Q

#### Configuration:

Right Hand Straight (Standing at the bottom, looking up)

#### Scope of Work:

Installation of an Acorn Model 130 Stairlift on the exterior steps located at address above.

Unit is affixed to the tread of the steps.

Unit is plugged into an existing 110 outlet to charge 2 each 12 volt batteries.

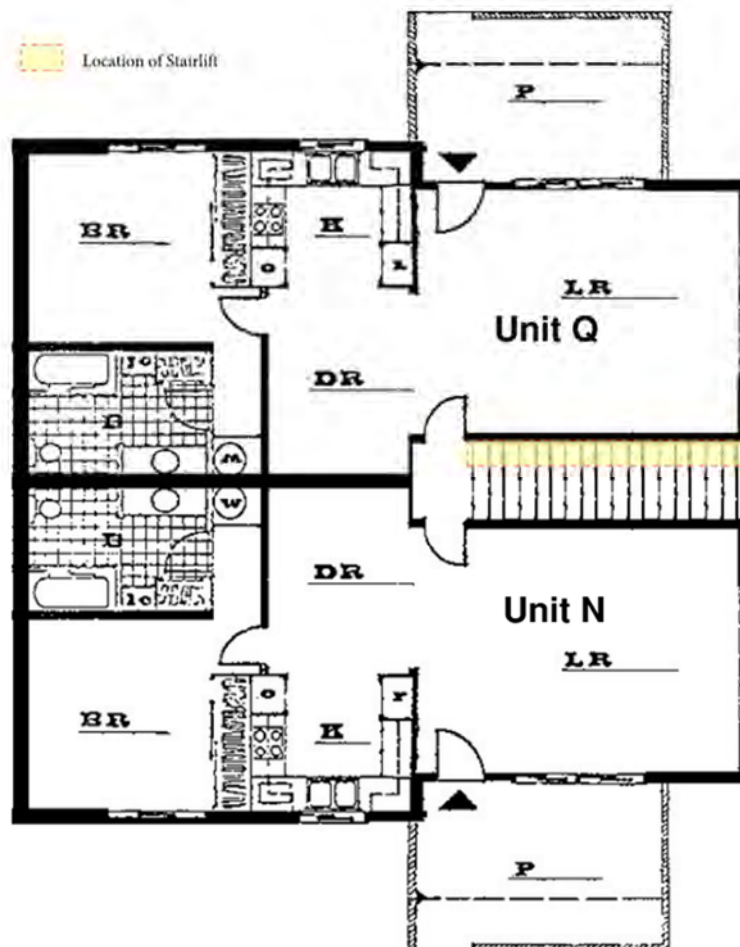
#### Stairwell:

Width - 53 Inches

Steps - 16 Risers

#### Step Construction:

Concrete



Hello!

This is Jeff Gothard, son of Patricia at 61 Calle Cadiz Unit Q

I have attached what I could locate to this email.

<<

**Brooks Stairlift SuperGlide model 130 T700 Outdoor**

Serial number 150002235615

(With Class 2 batteries)

Installed at home of

Patricia Gothard

61 Calle Cadiz Unit Q

Laguna Woods CA

**Install measurements:** (see accompanying photo)

SuperGlide Seat handle to wall - 37"

SuperGlide Seat handle to opposite handrail- 34"

Distance between stairway handrails - 45"

Climber Track to opposite wall - 42"

Track width - 5"

Track to closest wall - 5 1/2"

Overall stairway width wall to wall - 52"

\*Seat of Super Glide can be easily removed to temporarily accommodate moving of furniture/large items up or down stairwell at any time, with advanced notice.>>

***Jeffrey Gothard***

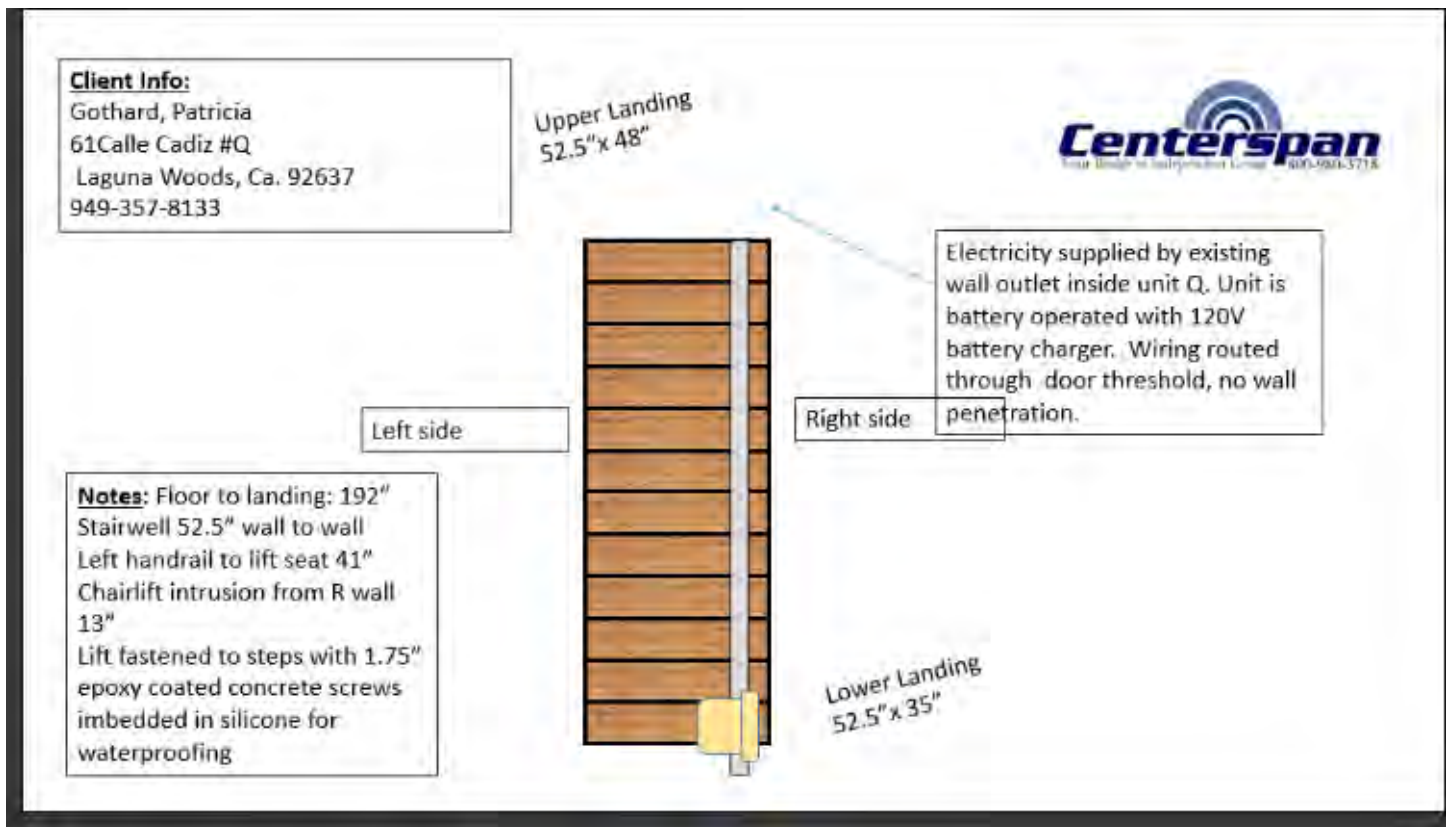
Creative Director,

Gothard Media Services

**Transform Your Ideas into Images!**



1. Missing details provided as to if the existing stairlift and remaining staircase, top/bottom landing pass building code. The applicant should be providing supporting documents showing all existing building code or any applicable ADA requirements are being met by the alteration. (I.e., evidence the alteration stairlift has not created a building code violation). **[These details must come from the installer]**
2. Installation details of how the electrical supply is provided to the stairlift. Where is the source, what and how modifications were made to the existing unit to provide power to that location. **[Power is from Unit 61 Q and is plugged into the wall inside] – does this mean a hole was drilled from staircase through wall to interior to run the cord? Confirm it is plugged into a regular outlet or is it hardwired?**  
**Per Patricia, a thin power cord runs underneath the screen and wood door and is connected to a regular wall outlet when the battery needs to be recharged. No holes were drilled for the power cord.**
3. Installation details of how the track/stairlift is attached/anchored to the staircase, what methods used to ensure waterproof integrity of the flooring/framing. **[The Stairlift is NOT exposed to weather, as it is inside of a completely covered stairwell serving only the 2 units on that side of the building, the track is securely bolted directly to the actual steps of the stairway, as per manufacturer's recommendations] – we need the manufacturer's recommendations. This would include size of bolts used to anchor the track, along with caulking/epoxying methods for penetrations through the wood-frame/light weight concrete staircase.**



Pete Chamberlin  
 Centerspan Medical

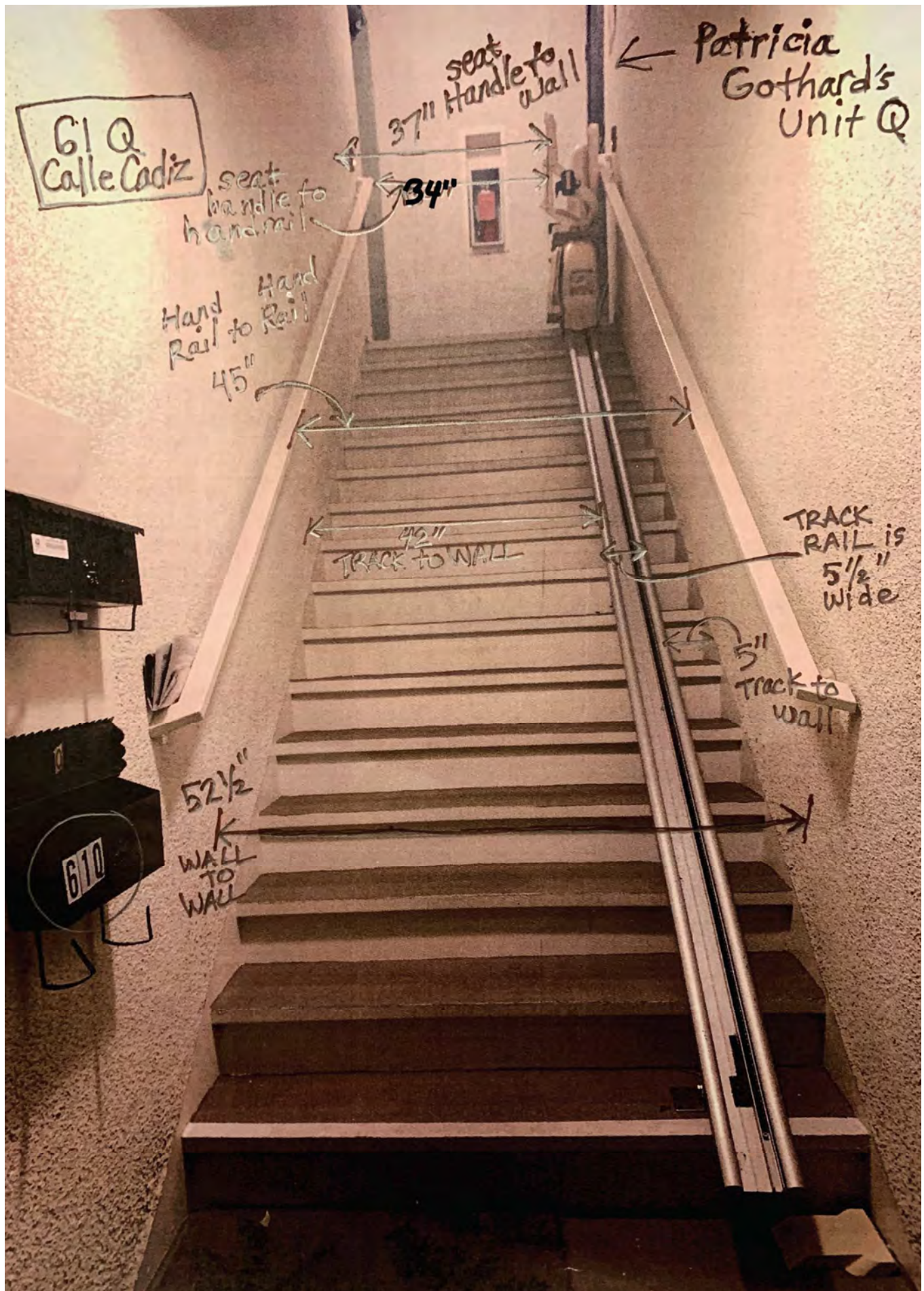


Current  
Staircase  
61-Q



Example  
original  
staircase







# **BROOKS SUPERGLIDE 130 T700 OUTDOOR**

**MANUFACTURED BY BROOKS STAIRLIFTS**

INSTALLER

POWER SUPPLY (PSU)

"CLASS 2"

BATTERIES

DRIVE

MAX SPEED

INPUT 100-240 VAC, 50/60Hz

OUTPUT 28 VDC, 1.5 A

24 VDC (2 X 12 VDC, 7 Ah)

RACK AND PINION

27 fpm (0.15 m/sec)

SERIAL #



150002235615

DATE OF  
MANUF.



Acorn Stairlifts

Acorn 130

FCC ID: 2AFDQ-ACORN130

## **WARNING**

RATED LOAD "ONE PERSON ONLY" AT MAX. WEIGHT 300lbs (127kg)  
TESTED TO: ASME A 18.1 - 2014 ASME A 17.5 - 2014

Controller for elevating devices for people with physical disabilities  
Contrôleur d'appareil élévateur pour personne handicapée  
Certified for Electrical safety only  
Certifié du point de vue sécurité électrique seulement



CSA B44.1  
ASME A 17.5  
CSA B355



  
**Centerspan**  
Home Accessibility Solutions & Commercial Construction

**Toll Free: (800) 980-3718**

**Office: (631) 482-9423**

**[www.centerspanmedical.com](http://www.centerspanmedical.com)**

Variance Request Form

SA \_\_\_\_\_

Model:		Plan:		Date: July 7, 2020	
Member Name: Patricia Gothard		Signature: <i>Patricia A. Gothard</i>			
Phone: [REDACTED]		E-mail: [REDACTED]			
Contractor Name/Co: Pete Chamberlin		Phone: [REDACTED]		E-mail: [REDACTED]	
Owner Mailing Address: <small>(to be used for official correspondence)</small> 61-Q Calle Cadiz, Laguna Woods CA 92637					

Description of Proposed Variance Request ONLY:

INSTALLATION OF A BROOKS SUPERGLIDE 130T700 OUTDOOR  
STAIRLIFT.

Dimensions of Proposed Variance Alterations ONLY:

FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

<b>Alteration Variance Request</b>	<b>Complete Submittal Cut Off Date:</b>
Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	Meetings Scheduled: Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____





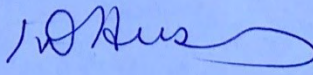
01/26/2021

Patricia Gothard  
61 Calle Cadiz  
Unit Q  
Laguna Woods CA 926373946

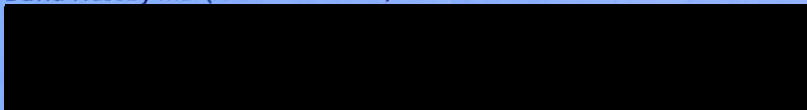
To Whom It May Concern:



Sincerely,

*David G Huseby MD* 

David Huseby MD (NPI:1164552717) Internal Medicine



Provider: David G Huseby 01/26/2021 05:55 PM  
Document generated by: David Huseby 01/26/2021

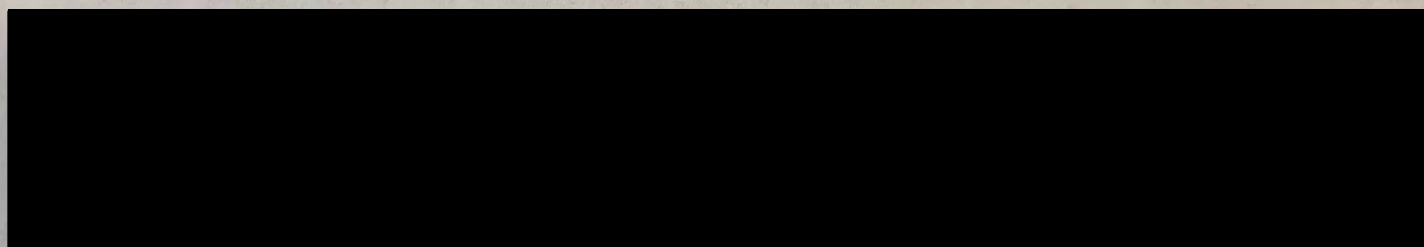
VA



U.S. Department of Veterans Affairs  
VA Long Beach Healthcare System

Community Based Outpatient Clinic  
23719 Moulton Parkway  
Laguna Hills, CA 92653  
(949) 587-3700

To whom it may concern,



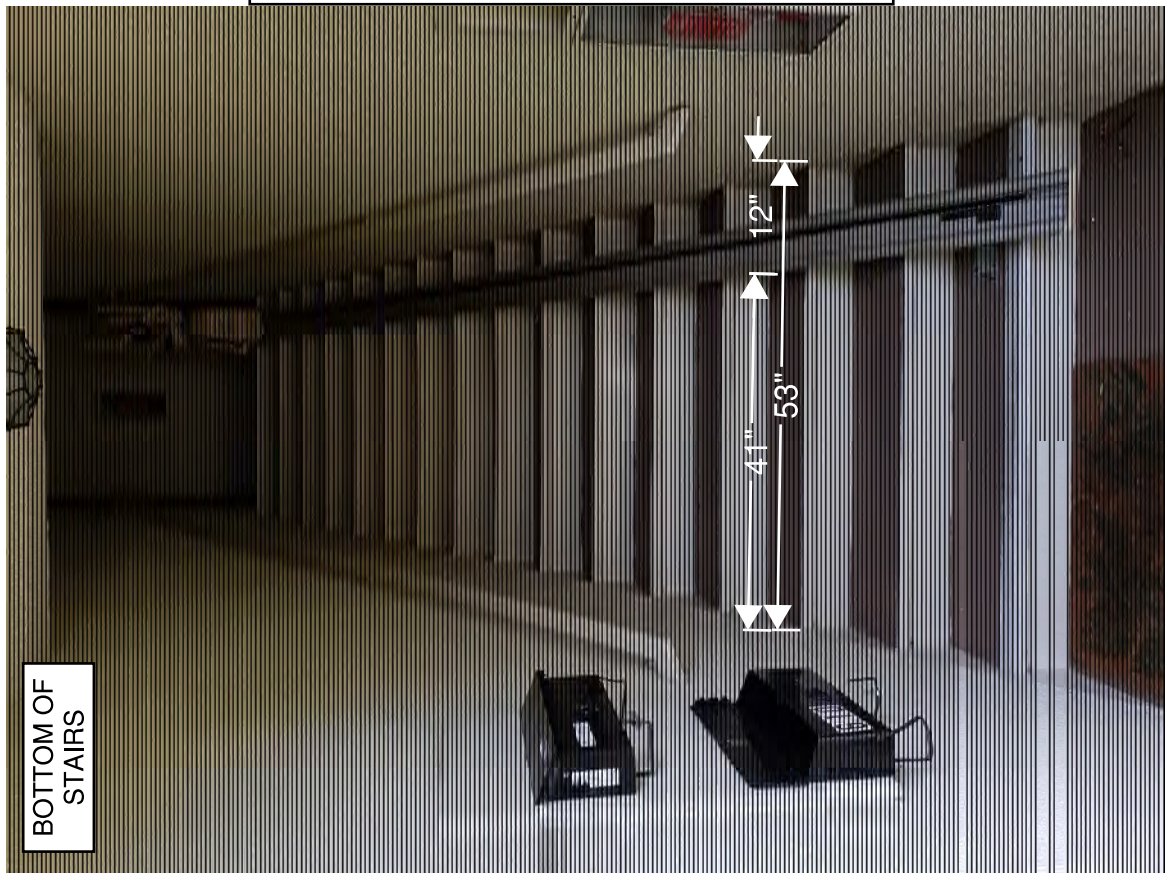
Geoffrey Simmons, RN

A handwritten signature in dark ink, appearing to read "Geoffrey Simmons", followed by a long horizontal line.

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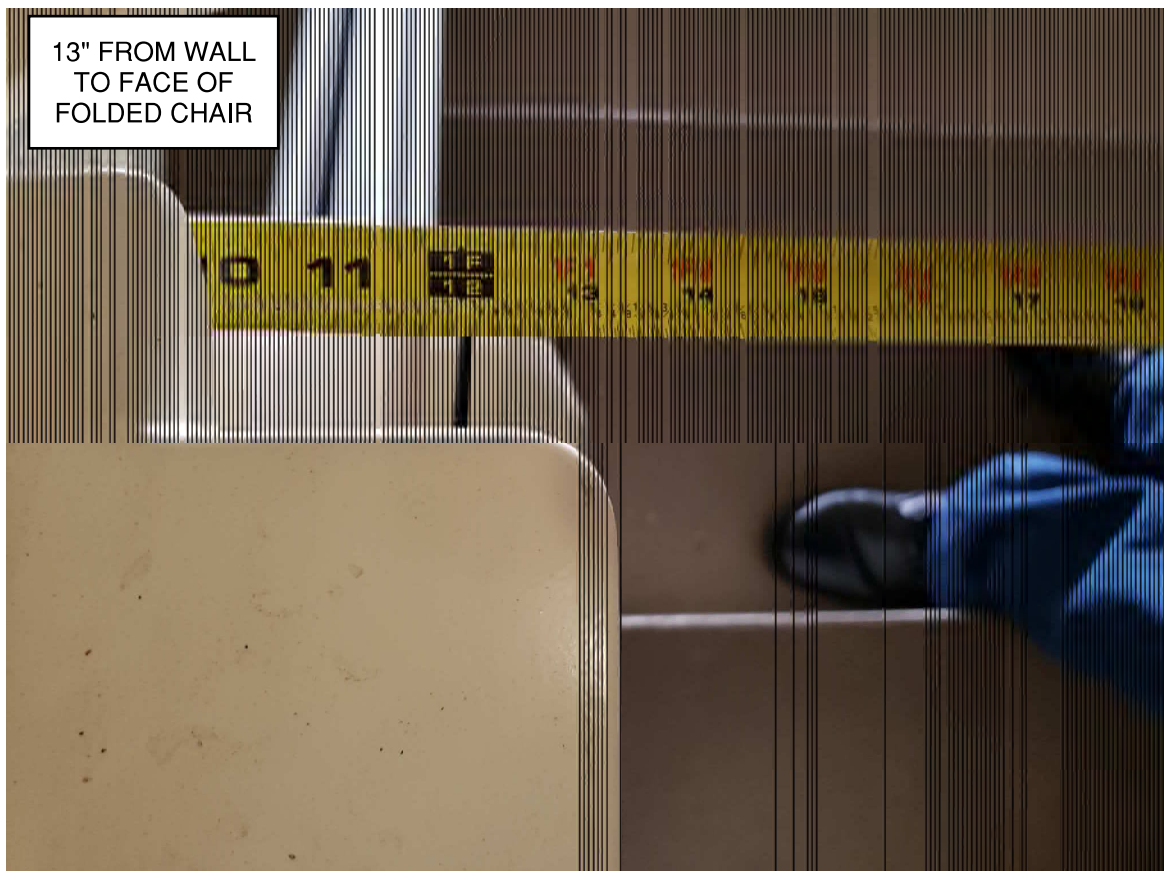
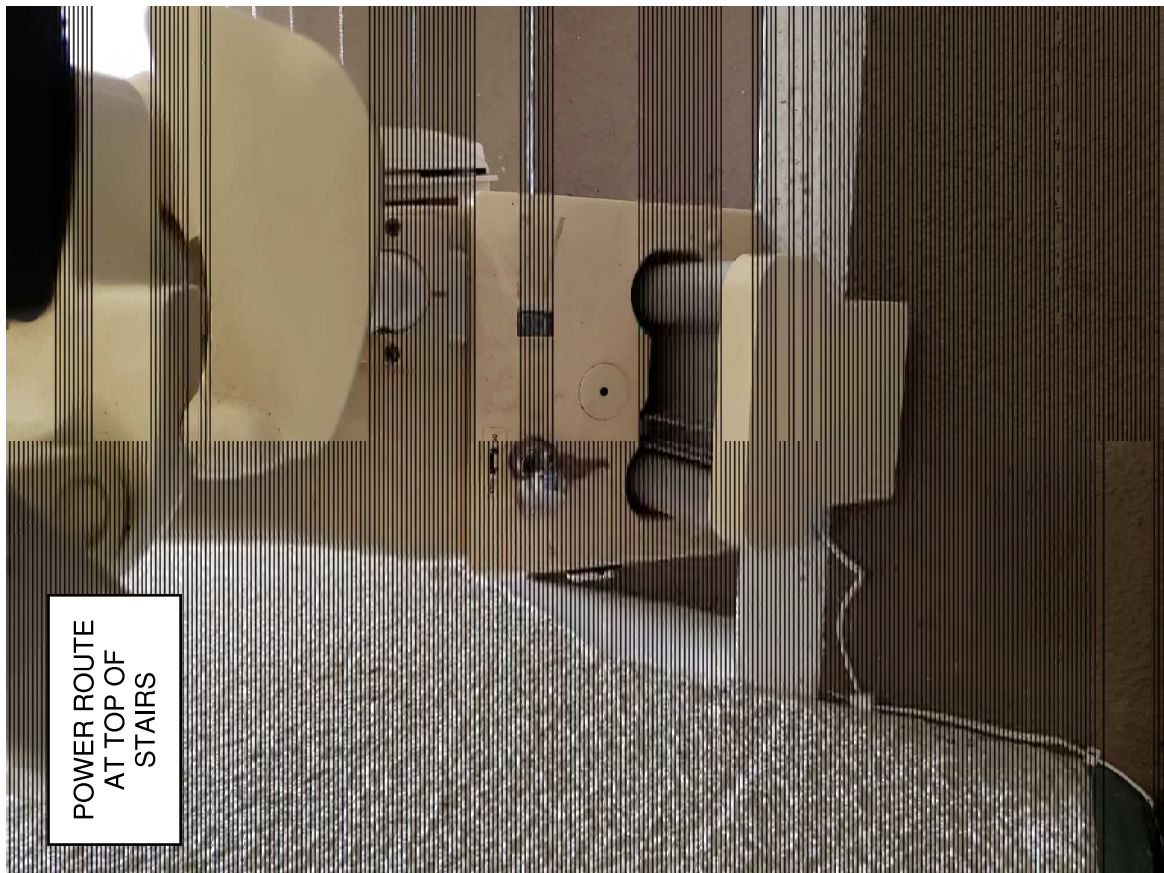


ATTACHMENT 3

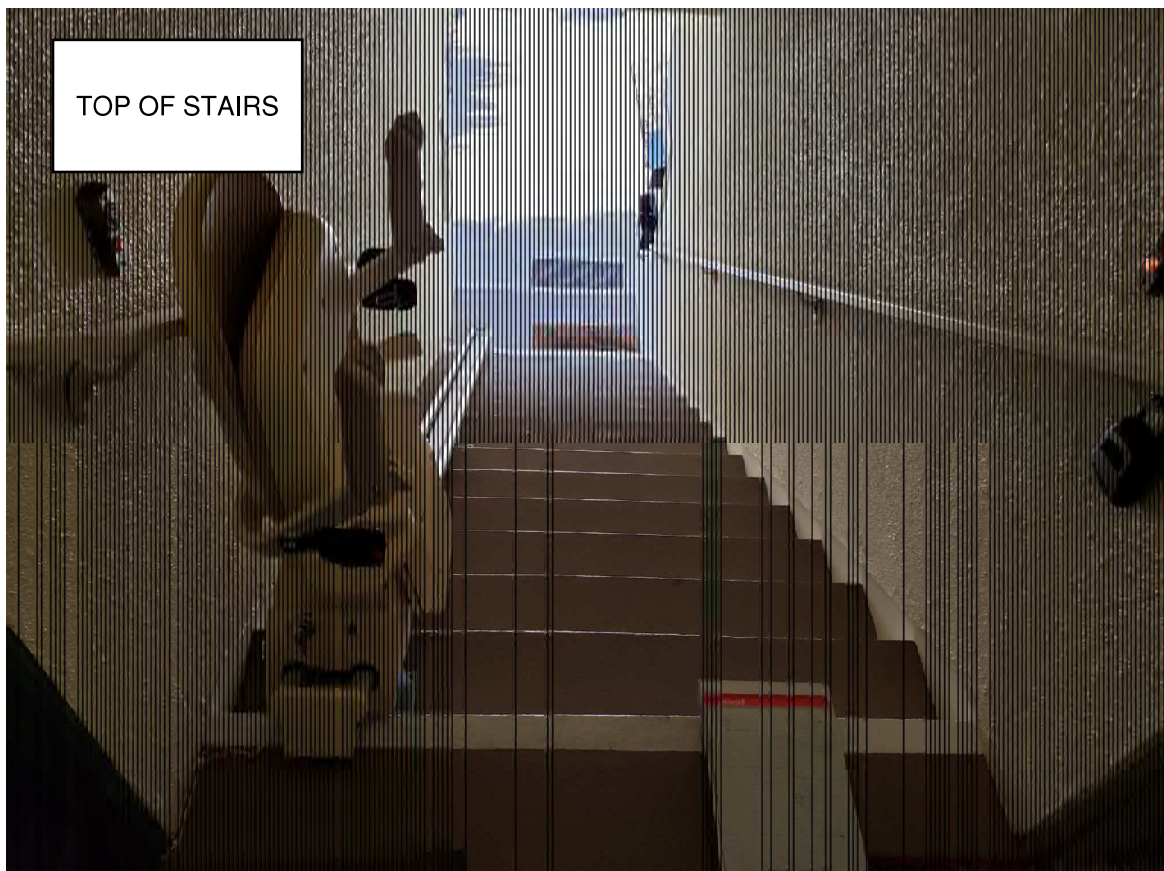




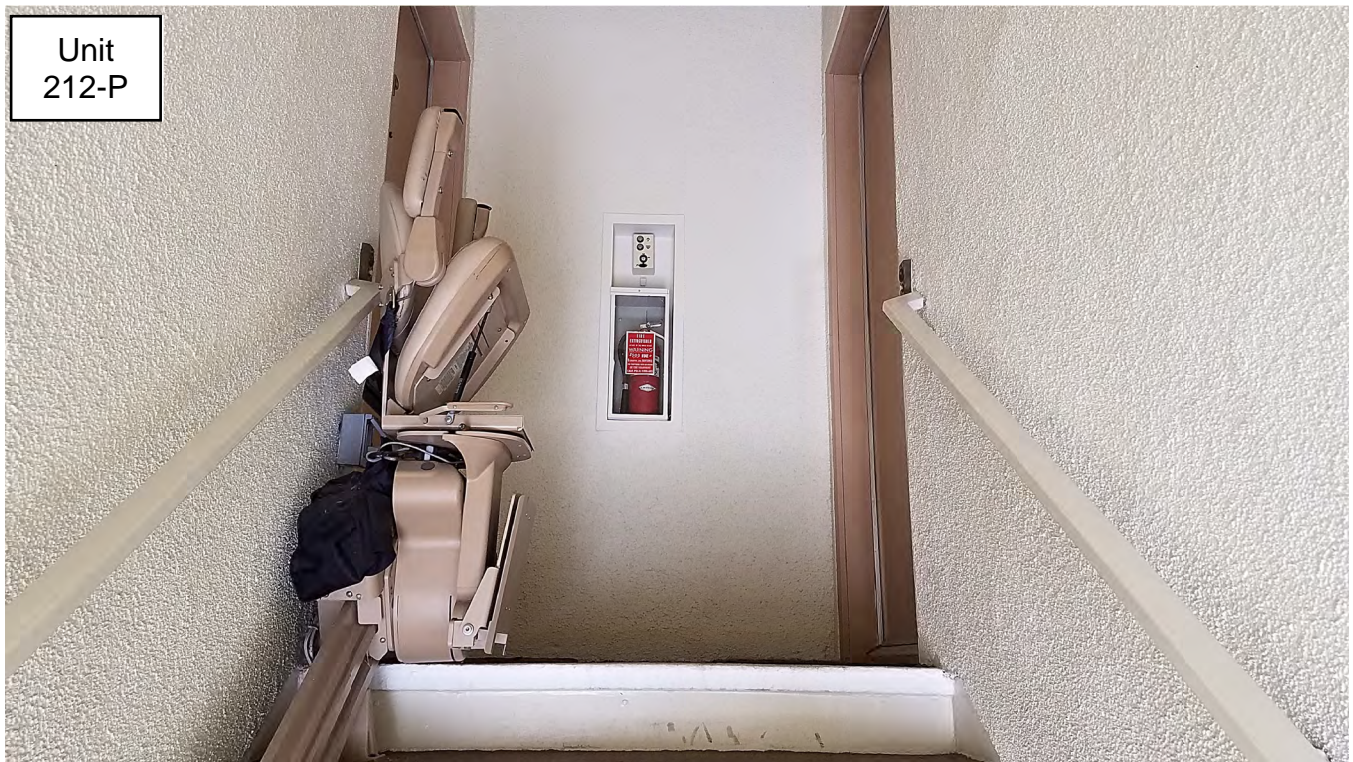














# ATTACHMENT 4



**RESOLUTION 01-21-XX**  
**Variance Request**

**WHEREAS**, Mrs. Patricia Gothard of 61-Q Calle Cadiz, a Cadiz style unit, is requesting Board approval of a variance to retain a stair lift on the entry staircase; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on February 8, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 18, 2021.

**NOW THEREFORE BE IT RESOLVED**, on March 9, 2021, the Board of Directors hereby approves the request to retain a stair lift on the entry staircase;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 61-Q Calle Cadiz and all future Mutual members at 61-Q Calle Cadiz;

**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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## STAFF REPORT

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**DATE:** March 9, 2021  
**FOR:** United Mutual Board  
**SUBJECT:** Variance Request: Mr. Andre Torng of 188-B Avenida Majorca  
(Seville, 5) Loft Extension

---

### **RECOMMENDATION**

United ACSC recommends the Board approve the request to construct a loft extension with the following conditions as stated in Appendix A.

### **BACKGROUND**

Mr. Torng of 188-B Avenida Majorca, a Seville style unit, requests Board approval of a variance to construct a second story interior loft extension.

There are no Standard or Architectural plans on file for such an alteration.

Plans and specifications have been submitted for review (Attachment 1) with Variance application provided in Attachment 2.

### **DISCUSSION**

The proposed loft extension will not alter the existing footprint of the unit. The conversion consists of extending the current Loft area above the existing Living Room by 6 feet. The overall increase in floor area is 100 square feet.

Electrical plans were not available for review. Additional electrical outlets to be added will comply with all applicable state and local codes. A City of Laguna Woods electrical permit is a requirement of this approval.

The loft extension is an interior alteration and does not impact the exterior of the unit. The alteration will not visually impact any adjacent neighbors. New structural posts will be installed along with a portion of new concrete slab/footing to accommodate the additional floor space being added to the second floor (See attachment 1).

A loft extension variance has been granted previously at both 235-A and 235-D Calle Aragon in 1997.

There is currently one open Mutual Consent for demolition for standard (over-the-counter) alterations at Unit 188-B. Plans provided show additional alterations of kitchen remodel, bathroom remodel, etc., which are able to be approved with a standard (over-the-counter) Mutual Consent.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes. A City of Laguna Woods building permit is a requirement of this approval.

All costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 188-B.

A Neighbor Awareness Notice has been sent to Units, 188-A, 188-C, and 188-D on February 8, due to the potential noise and parking impacts.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Reviewed By:** Gavin Fogg, Inspections Supervisor  
Robbi Doncost, Manor Alterations Manager

#### **ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Attachment 1: Scope of Work  
Attachment 2: Variance Request, January 19, 2021  
Attachment 3: Photos  
Attachment 4: Map  
Attachment 5: Resolution 01-21-xx Variance Request

**CONDITIONS OF APPROVAL**

## Conditions of Approval:

1. No improvement shall be installed, constructed, modified or altered at Unit **118-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholders ("Shareholder ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Variance for Alterations has been granted at **188-B** for **Loft Extension**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **188-B** and all future Mutual Shareholders at **188-B**.
4. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
5. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
6. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
7. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof

Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Shareholder's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.

8. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
9. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
10. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
11. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
12. Additional electrical outlets to be added will comply with all applicable state and local codes. A City of Laguna Woods electrical permit is a requirement of this approval.
13. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
14. Shareholder hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
15. Shareholder shall be responsible for all activity by contractors, subcontractors,

material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

16. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
17. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
18. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Shareholder or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Shareholder; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Shareholder's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Shareholder agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance

Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.

21. Any remaining Conformance Deposit is refundable if the Shareholder notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Shareholder's address of record with the Mutual. Under no circumstances shall Shareholder be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Shareholder within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
22. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
24. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
25. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
26. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
27. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
28. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
29. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
30. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop

work notice, loss of privileges and/or severe fines to the Shareholder. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

31. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.

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## ATTACHMENT 1

### Scope of Work, Dwelling and Site Information

#### Owner Information:

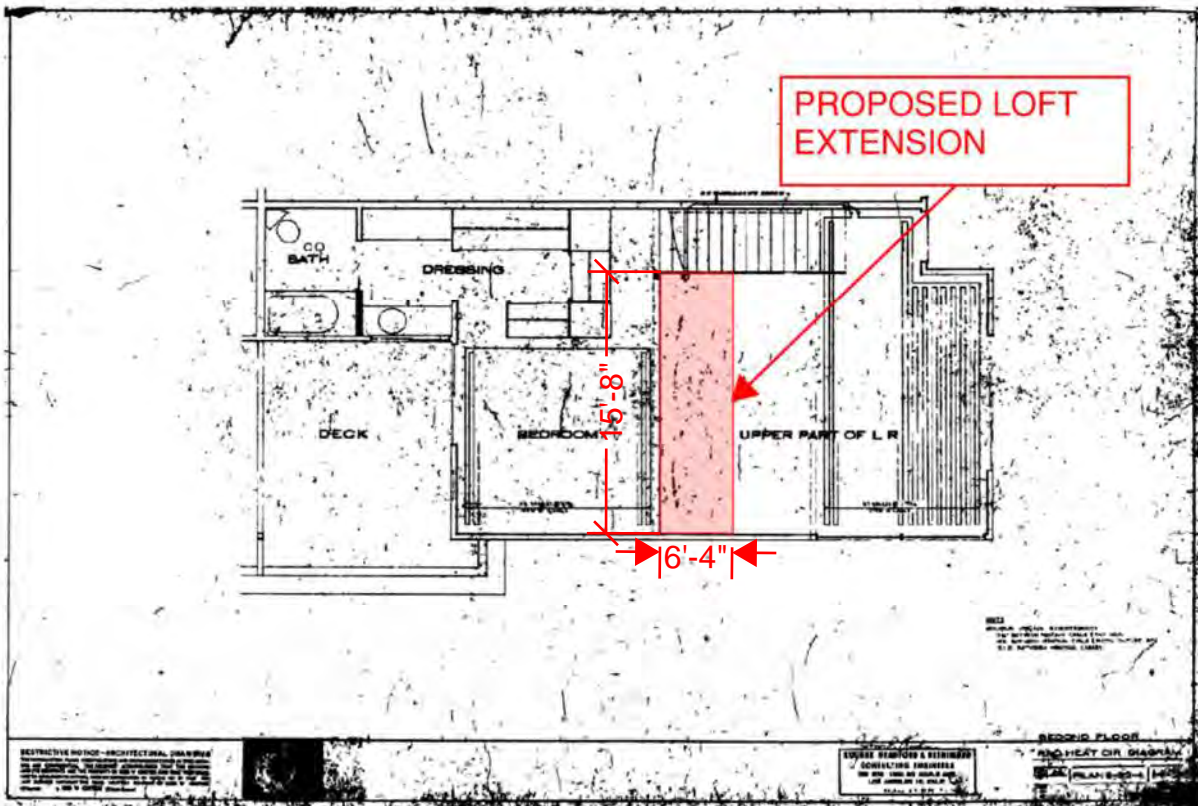
Andre Tornø  
188 Avenida Majorca  
Unit B  
Laguna Woods, CA 92637

#### Location:

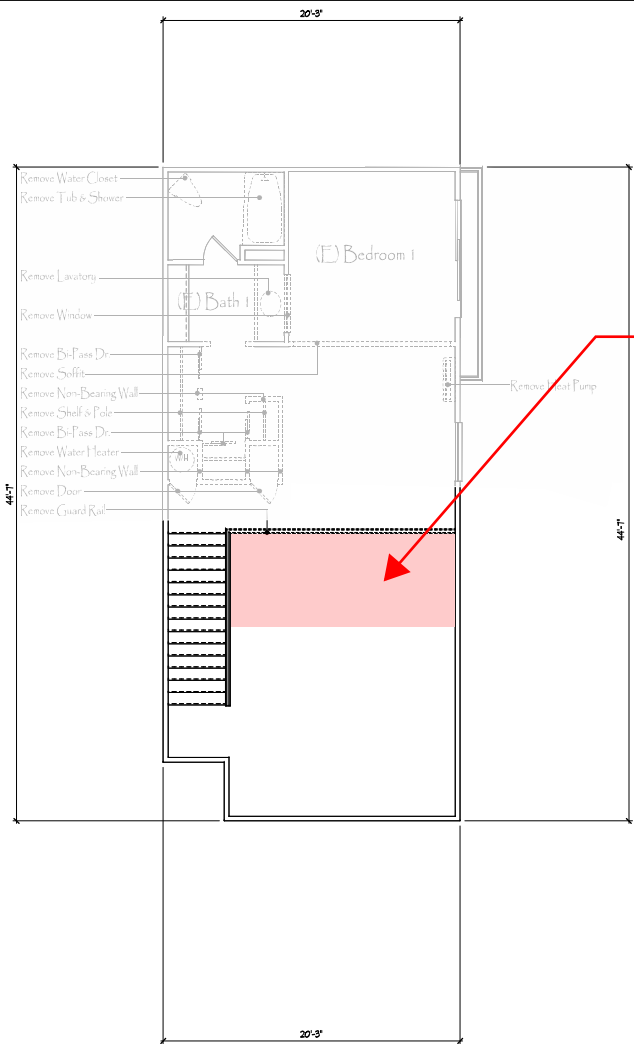
Interior, Second Floor

#### Scope of Work:

Construction of Loft extension



2ND FLOOR - AS-BUILT PLAN  
(REVERSE)

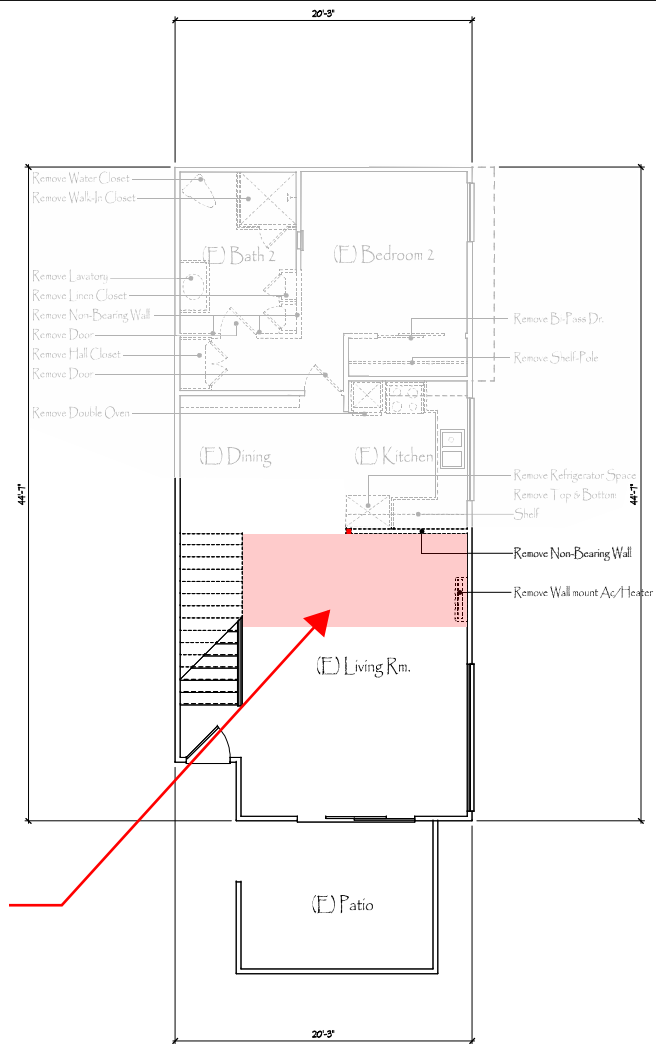


**EXISTING/DEMO SECOND FLOOR PLAN**  
 SCALES: 1/4"=1'-0"

**PROPOSED  
 VARIANCE SCOPE  
 LOFT EXTENSION  
 (100 SQ. FT.)**

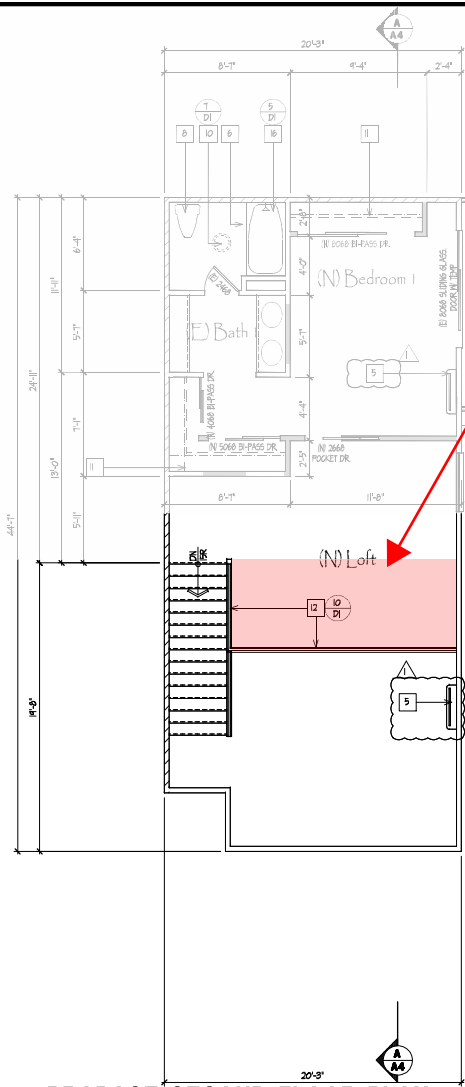
**PROPOSED  
 VARIANCE SCOPE  
 LOFT EXTENSION  
 (ABOVE)**

SQUARE FOOTAGE	
(E) BASE FLOOR	1324 sq ft
PROPOSE ADDITION	100 sq ft
<b>TOTAL</b>	<b>1424 sq ft</b>
<small>FOR ARCHITECTS USE ONLY - DIMENSIONS TAKEN TO FACE OF STUD.</small>	



**EXISTING/DEMO FIRST FLOOR PLAN**  
 SCALES: 1/4"=1'-0"

FLOOR PLAN KEY	
DEMO DROP CEILING	
NOT PART OF SCOPE OF WORK	
DROP CEILING	
DEMO WALL	
EXISTING WALL TO REMAIN	
NEW WALL	



**PROPOSE SECOND FLOOR PLAN**  
 SCALES: 1/4"=1'-0"

**PROPOSED  
 VARIANCE SCOPE  
 LOFT EXTENSION  
 (100 SQ. FT.)**

**EXISTING  
 POST TO  
 REMAIN**

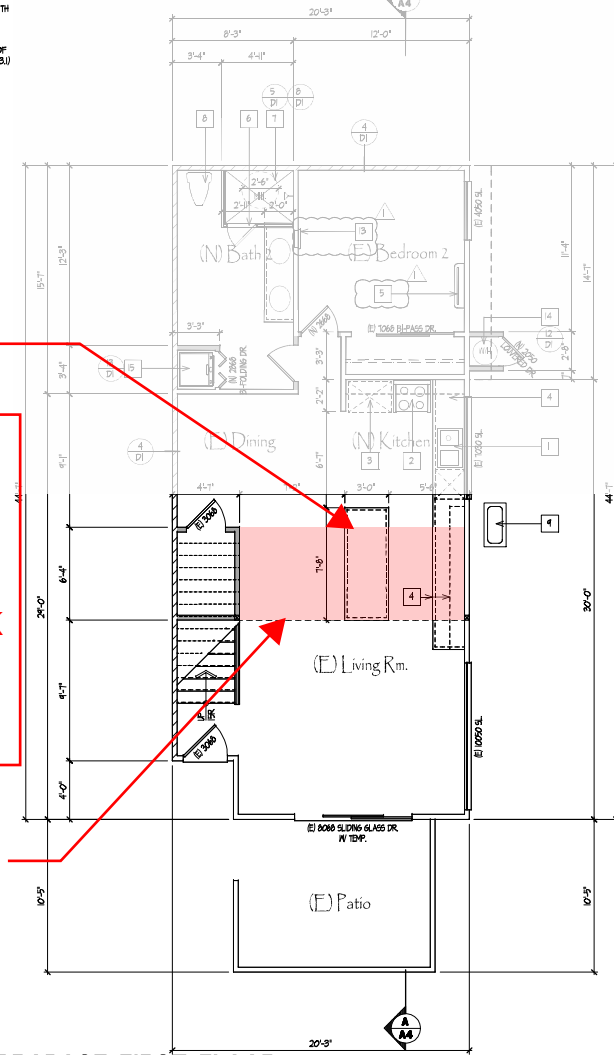
**INDICATE  
 ELECTRICAL  
 OUTLETS AND  
 FIXTURES TO BE  
 ADDED. ALL  
 ELECTRICAL WORK  
 IS TO COMPLY  
 WITH STATE AND  
 LOCAL CODES.**

**PROPOSED  
 VARIANCE SCOPE  
 LOFT EXTENSION  
 (ABOVE)**

SQUARE FOOTAGE	
(E) BASE FLOOR	1324 sq ft
PROPOSE ADDITION	100 sq ft
<b>TOTAL</b>	<b>1424 sq ft</b>

FOR ARCHITECTS USE ONLY - DIMENSIONS TAKEN TO FACE OF SYMBOL

NOTE:  
 WALLS SEPARATING DWELLING UNITS AND SLEEPING UNITS IN THE SAME BUILDING SHALL BE CONSTRUCTED AS FIRE PARTITIONS IN ACCORDANCE WITH CBC SECTION 708. WHEREAS PENETRATIONS OF WALL ASSEMBLIES SHALL COMPLY WITH CBC SECTION 741.  
 CALIFORNIA GREEN BUILDING STANDARDS CODE REQUIRES REPLACEMENT OF ALL EXISTING NON-COMPLIANT PLUMBING FIXTURES. (CBC 301.1)(CBC 301.3.1)



**PROPOSE FIRST FLOOR**  
 SCALES: 1/4"=1'-0"

**FLOOR PLAN NOTES**

- DOUBLE SINK WITH GARABAGE DISPOSAL TO REMAIN
- SLIDE-IN ELECTRIC COOKTOP RANGE WITH EXHAUST HOOD AND CONVENTIONAL OVEN BELOW (VENT TO OUTSIDE) RANGE HOOD TO VENT A MINIMUM OF 100 CFM TO REMAIN
- 3M REFRIGERATOR SPACE (PROVIDE PLUMBING REQUIRED IN WALL FOR ICE MAKER) TO REMAIN
- LINE OF CABINET/SHELF ABOVE & BELOW REFER TO INTERIOR ELEVATIONS TO REMAIN
- MIN-SPLIT AIR CONDITIONER/ELECTRIC HEAT (LG PTAC MODEL L18302G) OR APPROVED EQUAL
- SHOWER RESISTANT SHOWER ENCLOSURE-FULLY TEMPERED OR LAMINATED SAFETY GLASS TO REMAIN
- HAND MADE SHOWER PLAN SEE PLAN FOR SIZE
- WATER CLOSET (MAXIMUM 120 GALLONS PER FLUSH) TO REMAIN
- MIN-SPLIT CONDENSER
- 12" SOLAR TUBE WITH RIGID TUBING (MAXIMUM 100' MAX TUBING) OR APPROVED EQUAL
- SHED AND POLE
- GLASS GUARDRAIL 42" INSTALL PER MANUFACTURE SPEC.
- WALL HEATER
- 40 GAL. ELECTRIC WATER HEATER REFER TO DETAIL
- PROVIDE SEISMIC STRAPS AT POINTS WITHIN THE UPPER AND LOWER ONE-THIRD OF ITS VERTICAL DIMENSION. LOWER STRAP LOCATED TO HANG FROM 4" DISTANCE ABOVE CONTROLS.
- PLACE INH ON 2" HIGH RIGID PLATFORM
- PROVIDE P.T. RELIEF VALVE TO OUTSIDE OR APPROVED DRAIN
- PROVIDE WATER HEATER CATCH PAN SHALL BE 12" IN DEPTH (CBC 301.3)
- STACK WASH/DRYER
- 100' SHOWER

NOTE:  
 HABITABLE ROOMS SHALL NOT BE LESS THAN 7'-0" IN ANY HORIZONTAL DIMENSION (CBC R304.2)  
 GEMENT FIBER-CEMENT FIBER-MAT REINFORCED GEMENT GLASS MAT GYPSUM OR FIBER REINFORCED GYPSUM BACKING SHALL BE USED AS A BASE FOR WALL TILE IN TUBS AND SHOWER AREAS AND WALL AND CEILING PANELS IN SHOWER AREAS (CBC 2501, CBC R102.4.2)  
 SHOWER STALLS AND BATH TUB SHALL BE FINISHED WITH A NON-ABSORBENT SURFACE FOR A MINIMUM OF 6'-0" ABOVE THE FLOOR

		FIXTURE SCHEDULE					DESCRIPTION
ITEM	FIXTURE	COLD WATER	HOT WATER	WASTE	VENT	STORM DRAIN	
1	BATH/TUB/SHOWER COMBO	3/4"	3/4"	2"	1-1/2"	-	SELECTION TWO BY OWNER
2	LAVATORY	1/2"	1/2"	2"	1-1/2"	-	12" SPACED AT 60" ON CENTER
3	WATER CLOSET	3/4"	3/4"	2"	1-1/2"	-	12" SPACED AT 60" ON CENTER
4	SHOWERHEADS	3/4"	3/4"	2"	1-1/2"	-	12" SPACED AT 60" ON CENTER
5	KITCHEN FAUCETS	3/4"	3/4"	2"	1-1/2"	-	12" SPACED AT 60" ON CENTER

FLOOR PLAN KEY	
DEMOLITION	[Symbol]
NOT PART OF SCOPE OF WORK	[Symbol]
DROP CEILING	[Symbol]
DEMOLITION WALL	[Symbol]
EXISTING WALL TO REMAIN	[Symbol]
NEW WALL	[Symbol]

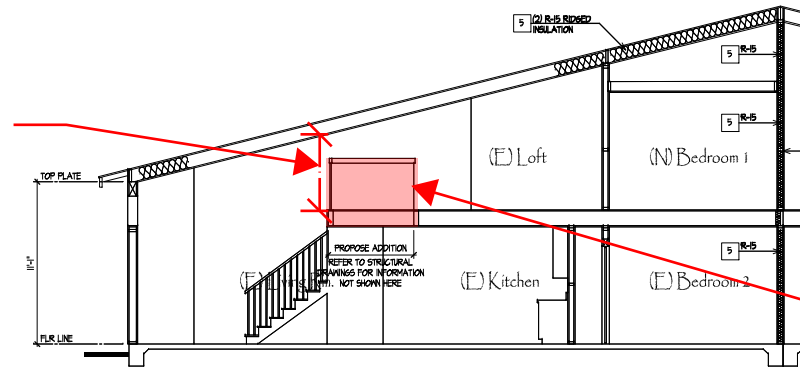
1-20-2020 BUILDING DEPT.

PLOT DATE: 12/21/2020

188-B AVENIDA MATORCA  
 LAGUNA WOODS, CA 92657

**A2**

VERIFY MINIMUM  
CEILING HEIGHT  
PER BUILDING  
CODE AND  
INDICATE ON  
SECTION

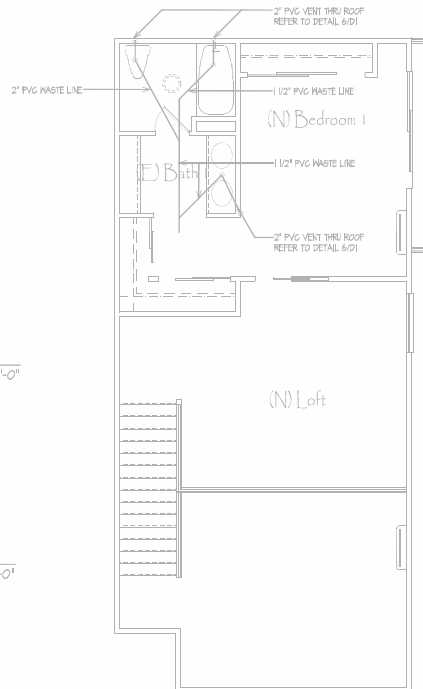


#### SECTION NOTES

- 1 ROOF MATERIAL TO MATCH EXISTING
- 2 ROOF SHEATHING
- 3 EXTERIOR FINISH TO MATCH EXISTING
- 4 2 X CEILING JOISTS (REFER TO FRAMING PLAN)
- 5 INSULATION
- 6 HEADER (REFER TO FRAMING PLAN)
- 7 CONTINUOUS DOUBLE 2X TOP PLATE
- 8 2 X BLOCK AT MID-HEIGHT
- 9 2 X P.T.D.F. SILL PLATE
- 10 CONCRETE SLAB (REFER TO STRUCTURAL FOUNDATION PLAN)

PROPOSED  
VARIANCE SCOPE  
LOFT EXTENSION  
(100 SQ. FT.)

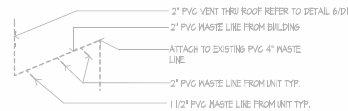
#### UNIT SECTION CUT 'A'



#### FLOOR PLUMBING ISOMETRIC

WASTE AND VENT

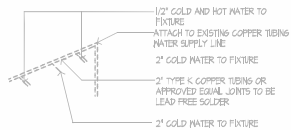
SCALE: 1/4"=1'-0"



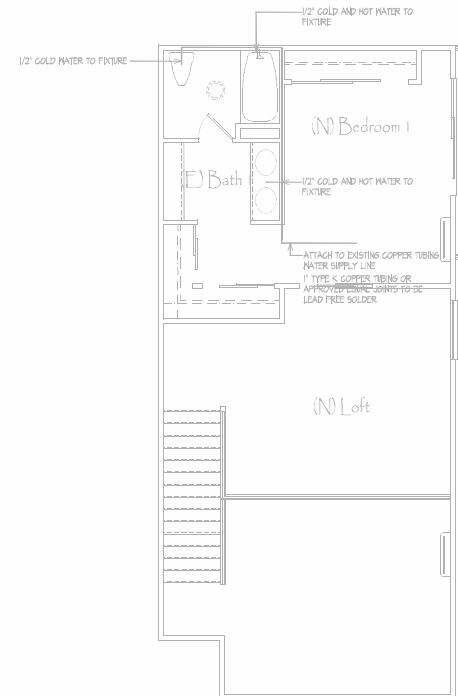
#### FLOOR PLUMBING ISOMETRIC

WATER

SCALE: 1/4"=1'-0"



SCALE: 1/4"=1'-0"



NOTE:  
PROVIDE WALL CLEANOUTS AT SINK IN ACCORDANCE WITH APPLICABLE  
SECTIONS OF UPC PIPING SHALL BE SEISMICALLY BRACED IN  
ACCORDANCE WITH SMOCA GUIDELINES FOR SEISMIC RESTRAINT

#### SECOND FLOOR PLUMBING PLAN

WASTE AND VENT

SCALE: 1/4"=1'-0"

NOTE:  
PIPING SHALL BE SEISMICALLY BRACED IN ACCORDANCE WITH  
SMOCA GUIDELINES FOR SEISMIC RESTRAINT

#### SECOND FLOOR PLUMBING PLAN

WATER SUPPLY

SCALE: 1/4"=1'-0"

design  
FIXAR ESPANOLA

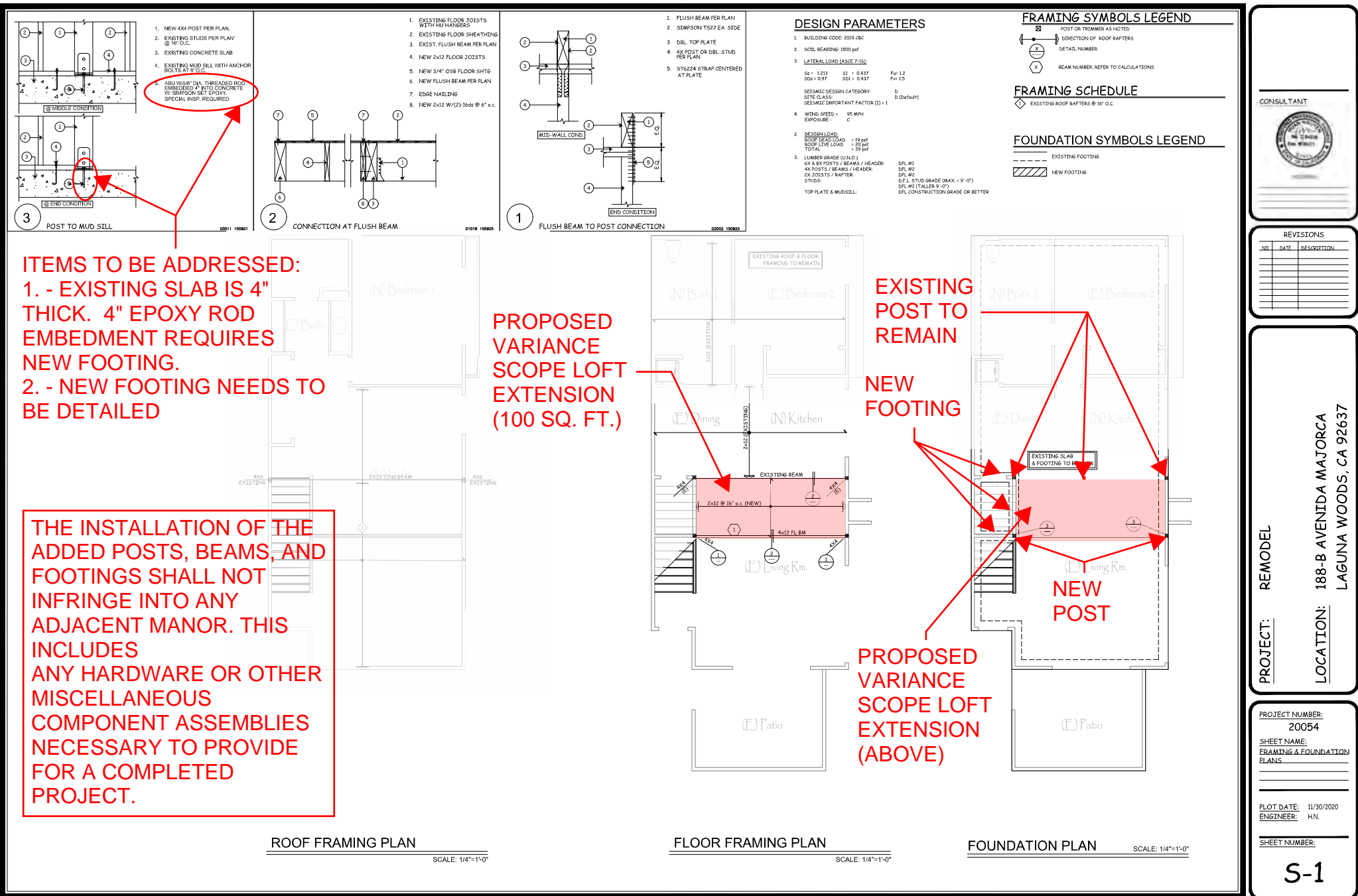
1-20-2020 BUILDING DEPT.



PLOT DATE: 12/21/2020

188-B AVENIDA MATORCA  
LAGUNA WOODS, CA 92657

A4







MANOR # 188-B

☐ ULWM☐ TLHM

## Variance Request Form

SA \_\_\_\_\_

Model: SEVILLE	Plan:	Date: 01-19-2021
Member Name: Alice Torng	Signature:	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: FHI Constructions Inc.,	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: (to be used for official correspondence) 188-B Avenida Majorca, Laguna Woods, CA 92637		

## Description of Proposed Variance Request ONLY:

Extend out the existing loft about 6 feet over the ground level main floor area.

Dimensions of loft extension shall not exceed dimensions of proposed variance alteration as listed below - 15'8"W X 6'4"D X 8'10"H

## Dimensions of Proposed Variance Alterations ONLY:

15'8"W X 6'4"D X 8'10"H

## FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

## Alteration Variance Request

## Check Items Received:

- ☐ Drawing of Existing Floor Plan
- ☐ Drawing of Proposed Variance
- ☐ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: \_\_\_\_\_

## Complete Submittal Cut Off Date:

## Meetings Scheduled:

Third AC&amp;S Committee (TACSC): \_\_\_\_\_

United M&amp;C Committee: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

☐ Denied☐ Approved☐ Tabled☐ Other \_\_\_\_\_



### ATTACHMENT 3



FRONT ELEVATION



SIDE ELEVATION





LIVING ROOM



LIVING ROOM FROM BOTTOM OF STAIRS





LIVING ROOM FROM BOTTOM OF STAIRS



LIVING ROOM

ATTACHMENT 4





**RESOLUTION 01-21-XX**  
**Variance Request**

**WHEREAS**, Mr. Andre Torng of 188-B Avenida Majorca, a Seville style unit, is requesting Board approval of a variance to construct a loft extension; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on February 8, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 18, 2021.

**NOW THEREFORE BE IT RESOLVED**, on March 9, 2021, the Board of Directors hereby approves the request to construct a loft extension;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 188-B Avenida Majorca and all future Mutual members at 188-B Avenida Majorca;

**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**

### **Approve Removal of One Hollywood Juniper at 533-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 February 11, 2021, the Landscape Committee reviewed a request to remove one Hollywood Juniper tree from the Member at 533-G, who cited the reasons as structural damage, litter/debris, and overgrowth, and;

**WHEREAS**, the Committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Hollywood Juniper tree located at 533-G Via Estrada.

**NOW THEREFORE BE IT RESOLVED**, March 9, 2021, the Board of Directors approves the request for the removal of one Hollywood Juniper 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 2030-A Via Mariposa E.**

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

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

**WHEREAS**, on February 11, 2021, the Landscape Committee reviewed a request to remove one Weeping Fig tree from the Member at 2030-A, who cited the reasons as structural damage and overgrowth, and;

**WHEREAS**, the Committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Weeping Fig tree located at 2030-A Via Mariposa E.

**NOW THEREFORE BE IT RESOLVED**, March 9, 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**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-436-29; 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**, March 3, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-436-29 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**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-436-29; 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**, March 3, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-436-29 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**

#### **Recording of a Lien**

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

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

**NOW THEREFORE BE IT RESOLVED**, March 3, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-370-51 and;

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

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

### **Recording of a Lien**

**WHEREAS**, Member ID 947-424-56; 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**, March 3, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-424-56 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**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-380-59; 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**, March 3, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-380-59 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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## 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 February 28, 2021.

☒ 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 *Etsie Addington*  
Print Name *Etsie Addington*  
Title *Director*  
Date *2-24-21*

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 February 28, 2021.

- ☒ Staff report
- ☒ Financial qualifications met
- ☒ Attorney opinion letter
- ☒ Membership certificate; death certificate (if applicable)
- ☒ Credit report, FICO score
- ☒ N/A Background check
- ☒ Emergency / CodeRed form
- ☒ N/A 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 confirm to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature Elsie Addington

Print Name Elsie Addington

Title Director

Date 2/24/21

UNITED LAGUNA WOODS MUTUAL

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



## STAFF REPORT

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**DATE:** March 9, 2021  
**FOR:** Board of Directors  
**SUBJECT:** Resolution 01-21-13: Six Month Variance Moratorium

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### **RECOMMENDATION**

Receive and file this informational report.

### **BACKGROUND**

On February 9, 2021, the board approved Resolution 01-21-13 authorizing a moratorium on all variance requests, effective March 9, 2021 and for a six (6) month time period. Resolution 01-21-13 was approved by a vote of 10-0-1 (Director Armendariz abstained).

The main purpose of the Variance Moratorium is to allow sufficient relief to the Manor Alterations Division in the acquisition and training of new staff to better manage the current backlog of shareholder permit applications. The temporary moratorium would have a six (6) month duration and terminate at the end of the six (6) months after Board approval. As a condition of approval, the Manor Alterations Division would continue to process and complete all current submitted variance requests made prior to March 9, 2021, to the ACSC.

### **DISCUSSION**

Resolution 01-21-13 is attached to this staff report for informational purposes.

**Prepared By:** Siobhan Foster, COO

**Reviewed By:** Robbi Doncost, Manor Alterations Manager  
Ernesto Munoz, Director of Maintenance & Construction

**Committee Routing:** United Architectural Control & Standards Committee

### **ATTACHMENT**

ATT 1: Resolution 01-21-13



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**RESOLUTION 01-21-13**  
**SIX-MONTH VARIANCE MORATORIUM**

**WHEREAS**, the Architectural Controls and Standard Committee recognizes Manor Alterations (a division of VMS, Inc. which represents the United Laguna Woods Mutual), is obligated to process variance requests to the United ACSC Committee for review and potential approval; and

**WHEREAS**, the purpose of the temporary Variance Moratorium is to allow sufficient relief to Manor Alterations to train new staff and better manage the current shareholder permit applications currently submitted to Manor Alterations; and

**WHEREAS**, this resolution would expire six (6) months after Board approval;

**NOW THEREFORE, BE IT RESOLVED**, on **February 9**, 2021, the Board of Directors hereby authorizes moratorium on all variance requests, effective **March 9, 2021** and for a six (6) month time period;

**RESOLVED FURTHER**, that Manor Alterations will inform manor owners, as they inquire to the potential of a variance request, of the temporary hold on variances and the pending expiration date of this Moratorium.

**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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# Financial Report

Preliminary as of January 31, 2021



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$3,773
Non-assessment Revenue		\$76
Total Revenue		\$3,849
Total Expense		\$3,315
Net Revenue/(Expense)		\$534

# Financial Report

Preliminary as of January 31, 2021



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$2,811
Non-assessment Revenue	\$121
Total Revenue	\$2,932
Total Expense <sup>1</sup>	\$2,589
Operating Surplus	\$343

1) excludes depreciation

# Financial Report

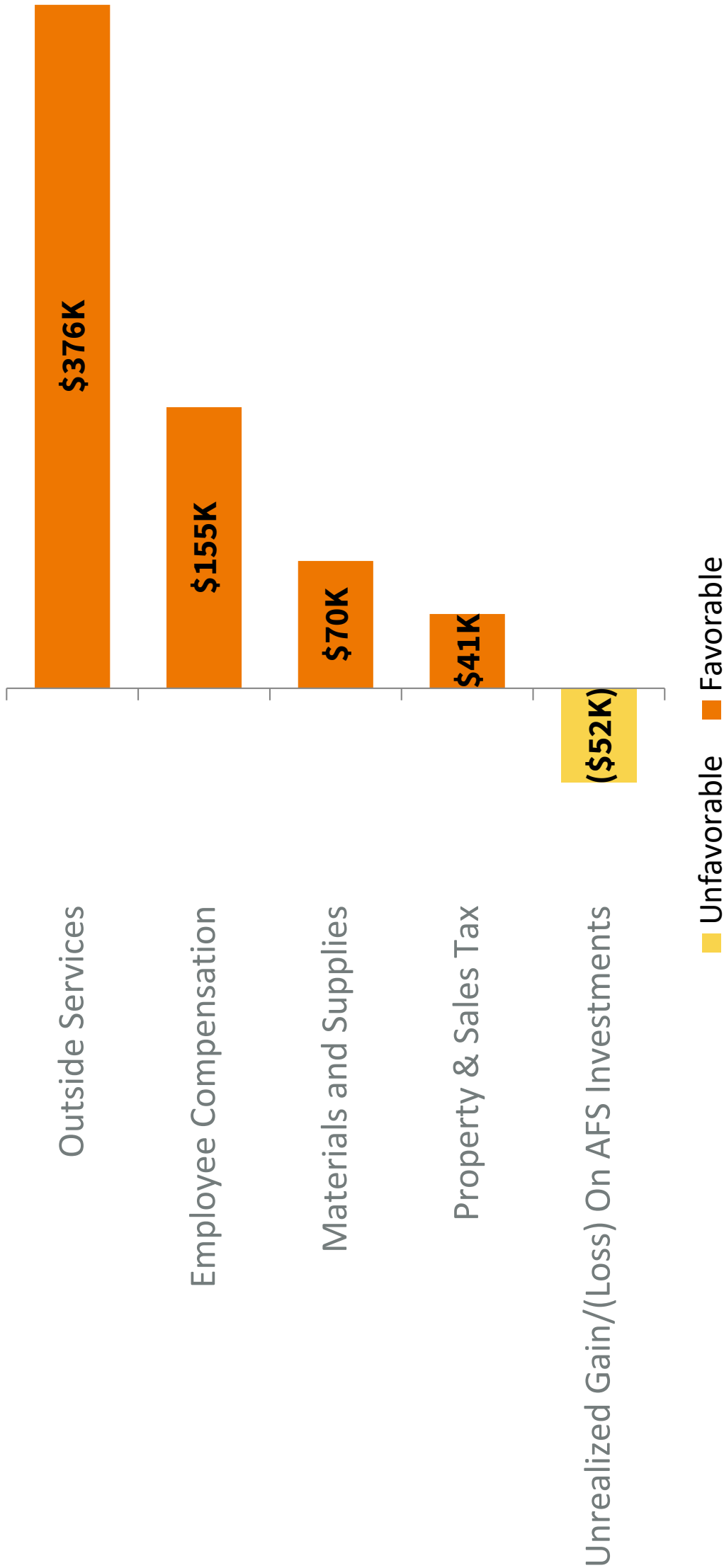
Preliminary as of January 31, 2021

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$3,773	\$3,771	\$2
Non-assessment Revenue	\$76	\$139	(\$63)
Total Revenue	\$3,849	\$3,910	(\$61)
Total Expense	\$3,315	\$4,003	\$688
Net Revenue/(Expense)	\$534	(\$93)	\$627



# Financial Report

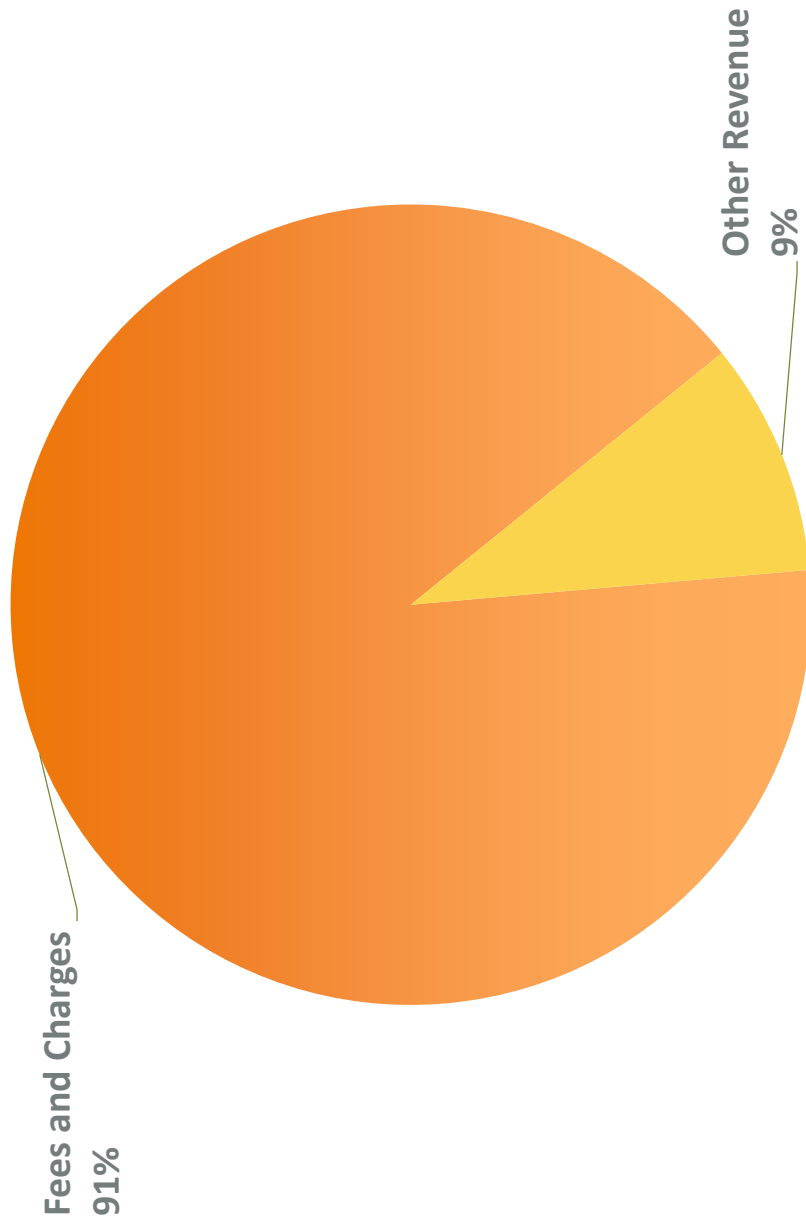
Preliminary as of January 31, 2021



# Financial Report

Preliminary as of January 31, 2021

**Total Non Assessment Revenues \$76,491**

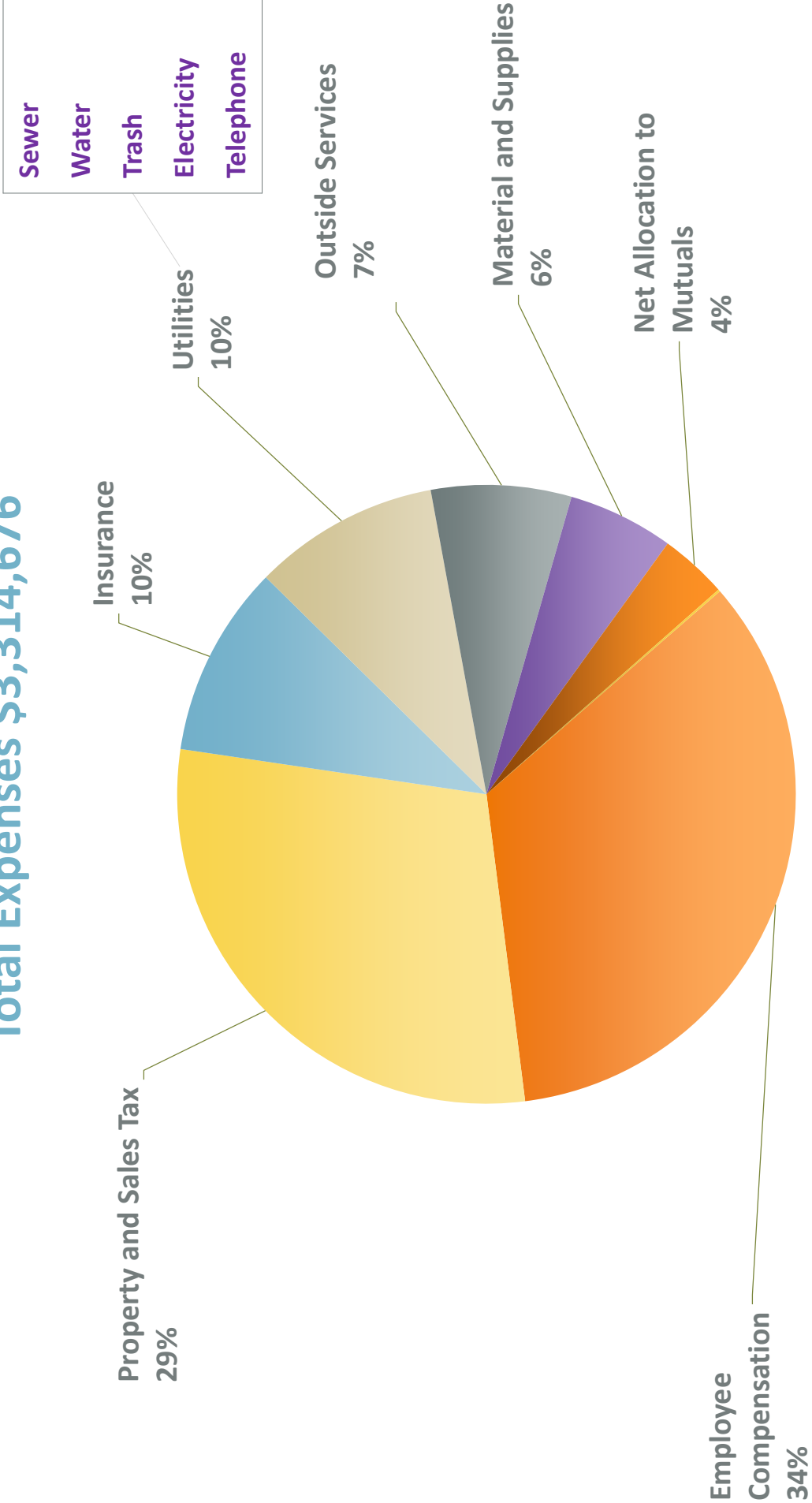


# Financial Report

Preliminary as of January 31, 2021



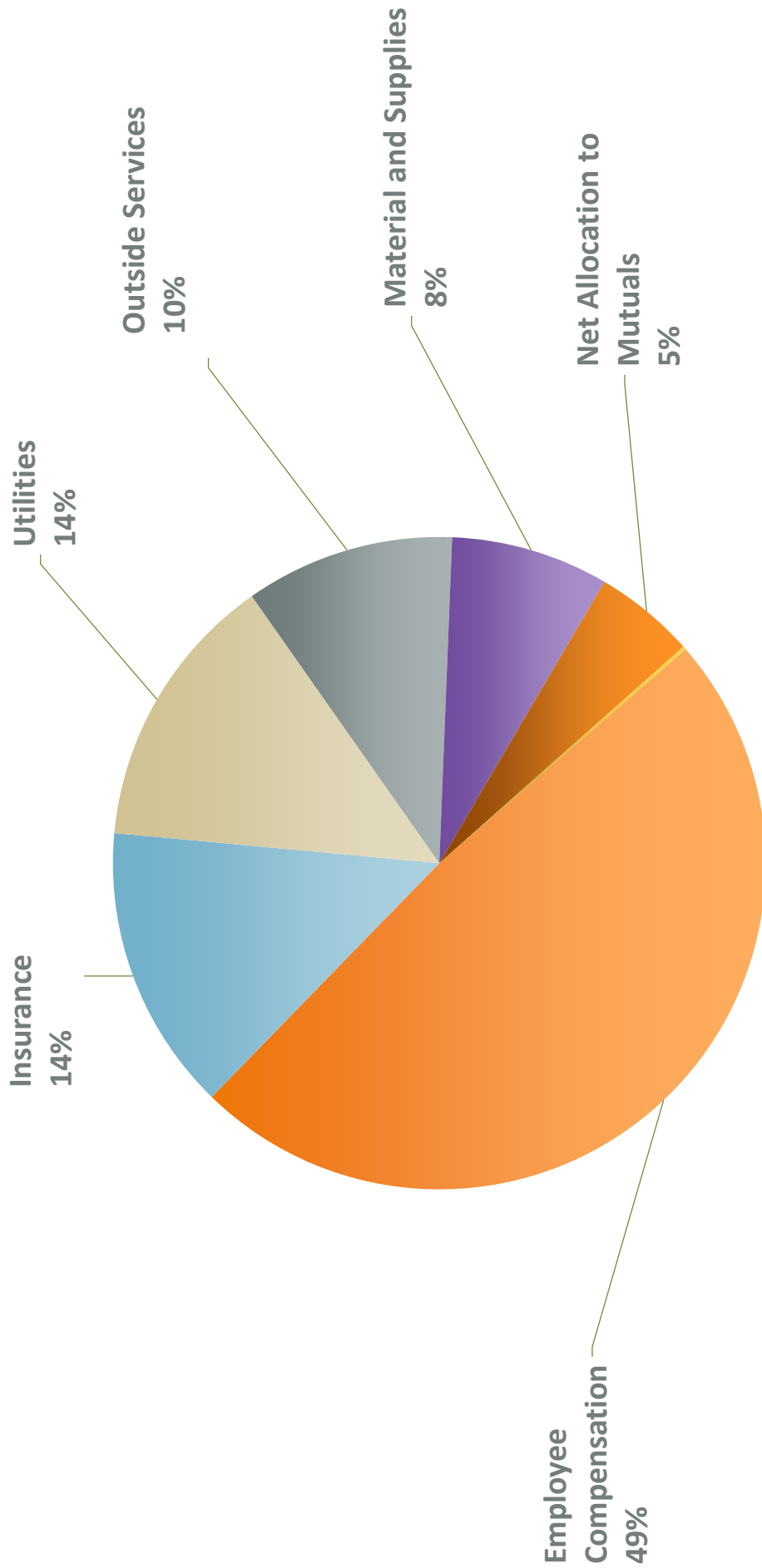
Total Expenses \$3,314,676



# Financial Report

Preliminary as of January 31, 2021

## Total Expenses Excluding Property and Sales Tax \$2,342,354



# Financial Report

Preliminary as of January 31, 2021

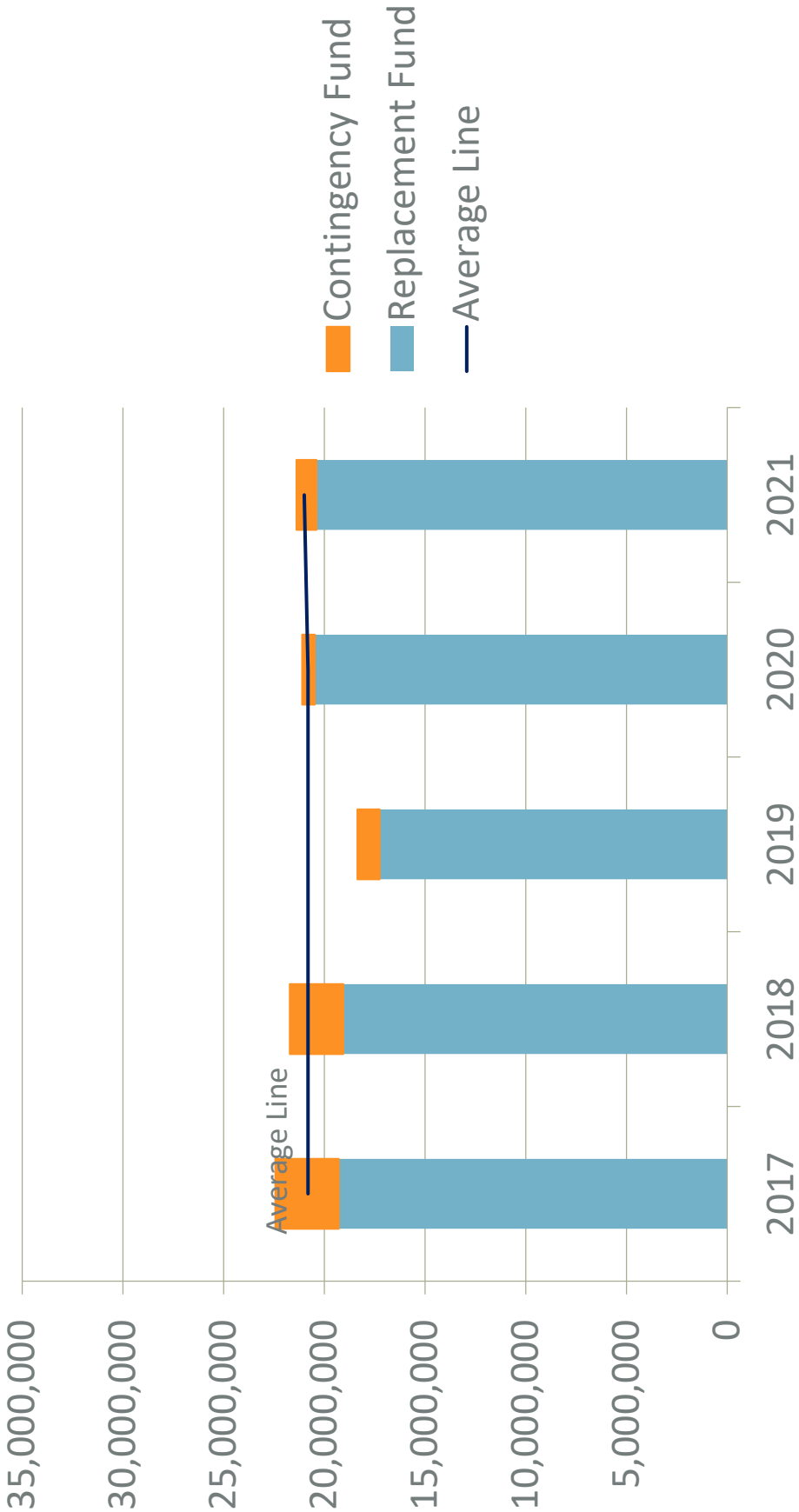


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/21	\$921	\$20,250
Contributions & Interest	62	855
Expenditures	11	(720)
Current Balances: 1/31/21	\$994	\$20,385

# Financial Report

Preliminary as of January 31, 2021

## FUND BALANCES – United Mutual





# Financial Report

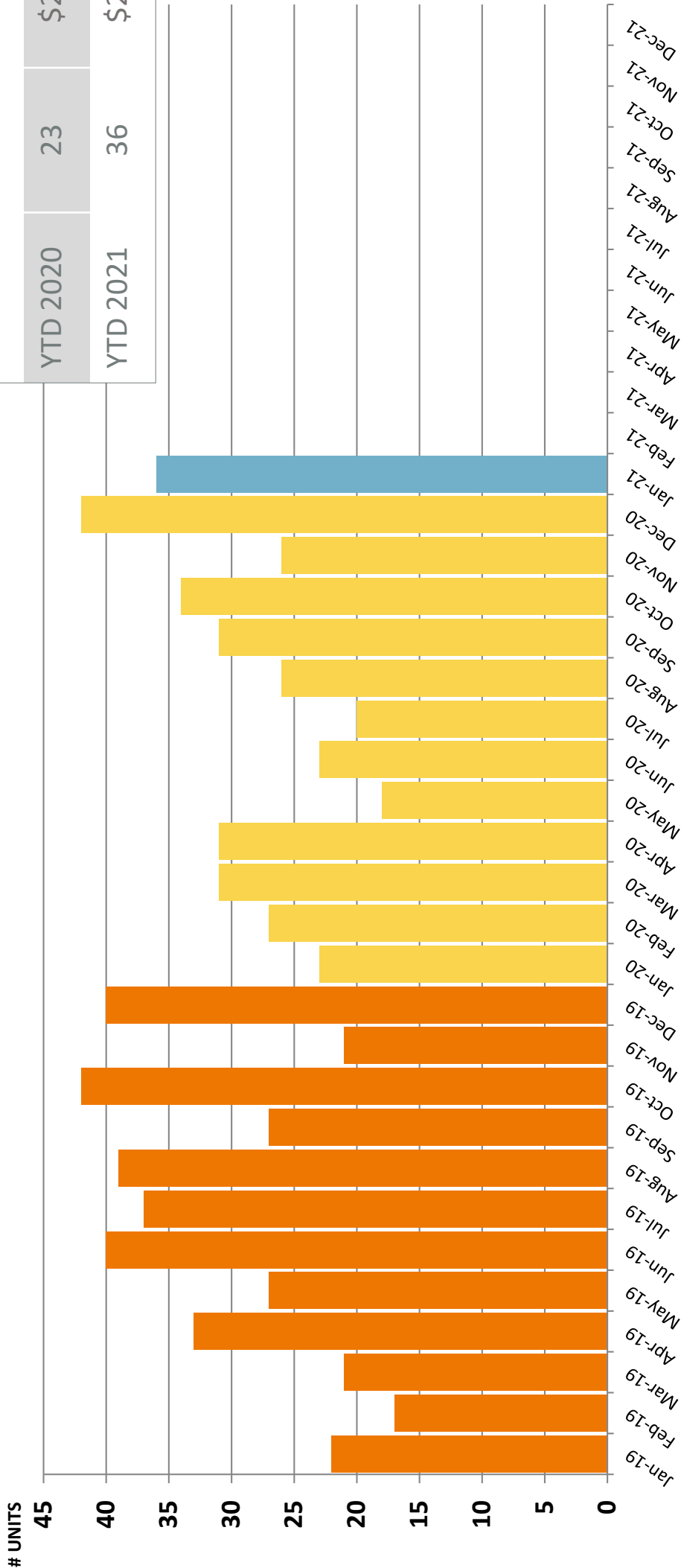
Preliminary as of January 31, 2021

## RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS  
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	22	\$240,098
YTD 2020	23	\$265,230
YTD 2021	36	\$260,754



**United Laguna Woods Mutual**  
**Statement of Revenues & Expenses - Preliminary**  
**1/31/2021**  
(\$ IN THOUSANDS)

	CURRENT MONTH			YEAR TO DATE			PRIOR YEAR ACTUAL	TOTAL BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
Revenues:								
Assessments:								
1 Operating	\$2,811	\$2,810	\$1	\$2,811	\$2,810	\$1	\$2,535	\$33,721
2 Additions to restricted funds	961	961		961	961		1,024	11,535
3 Total assessments	3,773	3,771	1	3,773	3,771	1	3,560	45,256
Non-assessment revenues:								
4 Merchandise sales							3	
5 Fees and charges for services to residents								629
6 Laundry	69	52	17	69	52	17	99	270
7 Investment income	3	23	(20)	3	23	(20)	25	234
8 Unrealized gain/(loss) on AFS investments	8	20	(12)	8	20	(12)	13	125
9 Miscellaneous	(52)	45	(52)	(52)	45	(52)	38	541
10 Total non-assessment revenue	48	139	3	48	139	3	177	1,799
	76		(63)	76		(63)		
11 Total revenue	3,849	3,910	(61)	3,849	3,910	(61)	3,737	47,055
Expenses:								
12 Employee compensation and related	1,140	1,295	155	1,140	1,295	155	1,192	15,045
13 Materials and supplies	183	253	70	183	253	70	158	3,087
14 Utilities and telephone	323	315	(8)	323	315	(8)	263	4,359
15 Legal fees	3	29	26	3	29	26	18	350
16 Professional fees	(24)	6	29	(24)	6	29	2	116
17 Equipment rental	3	2	(2)	3	2	(2)	20	20
18 Outside services	243	619	376	243	619	376	174	9,229
19 Repairs and maintenance	3	4	1	3	4	1	2	49
20 Other Operating Expense	5	16	11	5	16	11	12	206
21 Property and sales tax	972	1,013	41	972	1,013	41	937	12,158
22 Insurance	332	320	(13)	332	320	(13)	176	3,838
23 Investment expense								11
24 Uncollectible Accounts	(3)		3	(3)		3	10	30
25 Depreciation and amortization	16		(16)	16		(16)	17	
26 Net allocation to mutuals	117	132	15	117	132	15	133	1,484
27 Total expenses	3,315	4,003	689	3,315	4,003	689	3,095	49,981
28 Excess of revenues over expenses	\$534	(\$93)	\$627	\$534	(\$93)	\$627	\$642	(\$2,926)



## Statement of Revenues & Expenses - Preliminary Variance Explanations as of January 31, 2021

### SUMMARY

United financial results were better than budget by \$627K as of January 31, 2021, primarily resulting from timing. Explanations for categories with significant variances are found below.

### REVENUE

► **Unrealized gain/(loss) on AFS Investments** [Line 8](#) (\$52K)

Unfavorable variance due to timing of Unrealized Gain on Available for Sale Investments. Budget is spread out quarterly.

### EXPENSE

► **Employee Compensation and Related** [Line 11](#) – \$155K

Favorable variance resulted primarily in M&C departments and Landscape due to timing and limited services during COVID-19 pandemic. Impacted areas include ground maintenance, paint programs, electrical, and carpentry services.

► **Materials and Supplies** [Line 12](#) – \$70K

Favorable variance resulted in several areas of operations such as interior components, appliances, and plumbing due to timing of expenditures. Although budgeted throughout the year, expenditures will occur later.

► **Outside Services** [Line 17](#) – \$376K

**Waste Line Remediation** – \$175K

Favorable variance due to timing of scheduled work compared to budget spread. Work is in progress and to date, 5 buildings are completed.

**Building Structures** – \$104K

Favorable variance due to timing of scheduled work compared to budget spread.

**Plumbing Services** – \$95K

Favorable variance due to timing of expenditures. Invoices are expected in Q1.

► **Property and Sales Tax** [Line 21](#) \$41K

Favorable variance resulted due to lower supplemental property taxes than anticipated.



OPEN MEETING

**FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION**

Tuesday, February 23, 2021 – 1:30 p.m.  
Virtual Meeting

**MEMBERS PRESENT:** Azar Asgari – Chair, Sue Margolis, Carl Randazzo, Andre Torng,  
Diane Casey Advisor: Dick Rader

**OTHERS PRESENT:** Manuel Armendariz, Elsie Addington

VMS – Juanita Skillman

**MEMBERS ABSENT:** Brian Gilmore

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

**Call to Order**

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

**Acknowledgment of Media**

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

**Approval of Agenda**

By consensus, the agenda was approved as presented.

**Approval of the Regular Meeting Report of January 26, 2021**

By consensus, the committee meeting report was approved as presented.

**Chair Remarks**

Director Asgari thanked the Finance Committee members and the VMS Finance staff for finding a solution to receiving the financial information before our finance committee session, noting the importance of financial data being overseen by their entrusted directors. She further noted that receiving this finance information complies with Civil 5500 which may result in the ratifying of the finance report in a timely manner.

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

Director Torng requested Financials Services send operating statements to the Landscape Department and included for review by the Landscape Committee.

### **Department Head Update**

Betty Parker, Chief Financial Officer, provided updates on the 2021 process, financial statement audit and insurance broker services.

### **Review Preliminary Financial Statements dated January 31, 2021**

The Committee reviewed financial statements for January 31, 2021 and questions were addressed. A motion was made and carried unanimously to remove all line items on the supplemental status report that reflect zero remaining encumbrances. Director Asgari requested that an explanation of funds transfers be placed onto a future agenda for discussion.

### **Compensation and Outside Services**

The Committee reviewed a new ad hoc report that details a comparative history of compensation and outside services by month over the past few years.

### **Discuss Supplemental Property Tax Process**

The Committee was presented with a sample supplemental tax assessment calculation to show why owners have an increase in their assessment upon transfer of title and how the timing of those assessments related to the Orange County Tax Assessor tax year.

### **Bank Fees**

Staff summarized the review of bank fees and the following action items: 1) bank fee reductions of unit prices per transactions; 2) initiatives to increase electronic payments in accounts receivable (EZPay) and accounts payable (ACH); and 3) obtaining comparative service pricing.

### **Budget Task Force**

Director Margolis provided an update on the next Budget Task Force meeting and encouraged input from the everyone.

### **Future Agenda Items**

Bank Fees (closed session)  
Budget Task Force  
Explanations of Fund Transfers  
United Investment Policy

### **Committee Member Comments**

Advisor Rader commented on insurance.

### **Date of Next Meeting**

Tuesday, March 30, 2021 at 1:30 p.m. and will be held virtually.

### **Recess to Closed Session**

The meeting recessed to closed session at 3:26 p.m.

**DRAFT**

---

Azar Asgari, Chair

# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

February, 2021

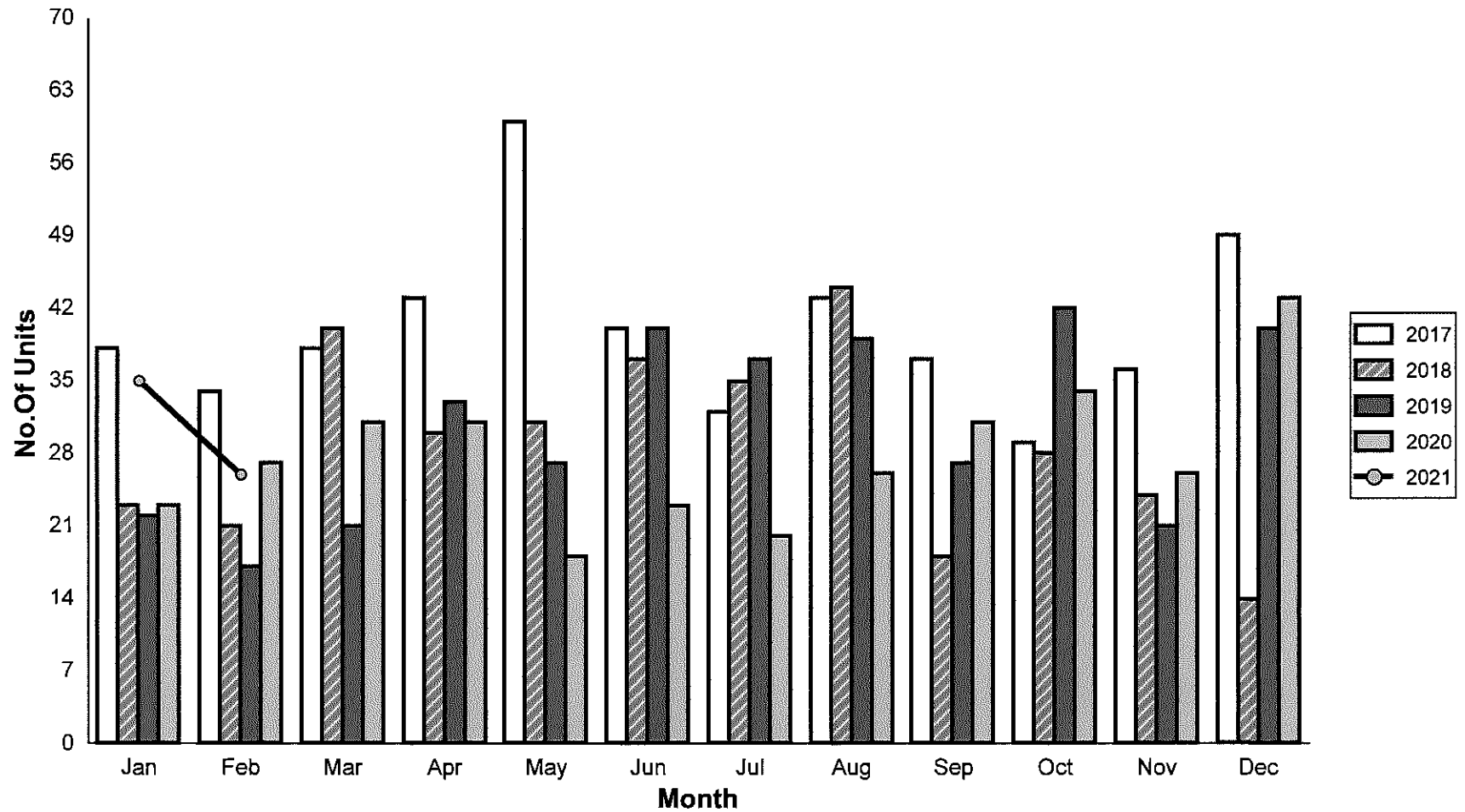
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	35	23	\$8,997,153	\$6,100,300	\$257,062	\$265,230
February	26	27	\$6,846,600	\$6,375,200	\$263,331	\$236,119
March		* 31		* \$7,863,500		* \$253,661
April		* 31		* \$7,209,488		* \$232,564
May		* 18		* \$4,523,500		* \$251,306
June		* 23		* \$6,174,899		* \$268,474
July		* 20		* \$5,274,500		* \$263,725
August		* 26		* \$6,909,300		* \$265,742
September		* 31		* \$7,774,500		* \$250,790
October		* 34		* \$9,982,400		* \$293,600
November		* 26		* \$6,469,388		* \$248,823
December		* 43		* \$10,896,560		* \$253,408

TOTAL	61.00	50.00	\$15,843,753	\$12,475,500		
MON AVG	30.00	25.00	\$7,921,877	\$6,237,750	\$260,196	\$250,674
% CHANGE - YTD	22.0%		27.0%		3.8%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Resales - 5 Year Comparison



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# Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

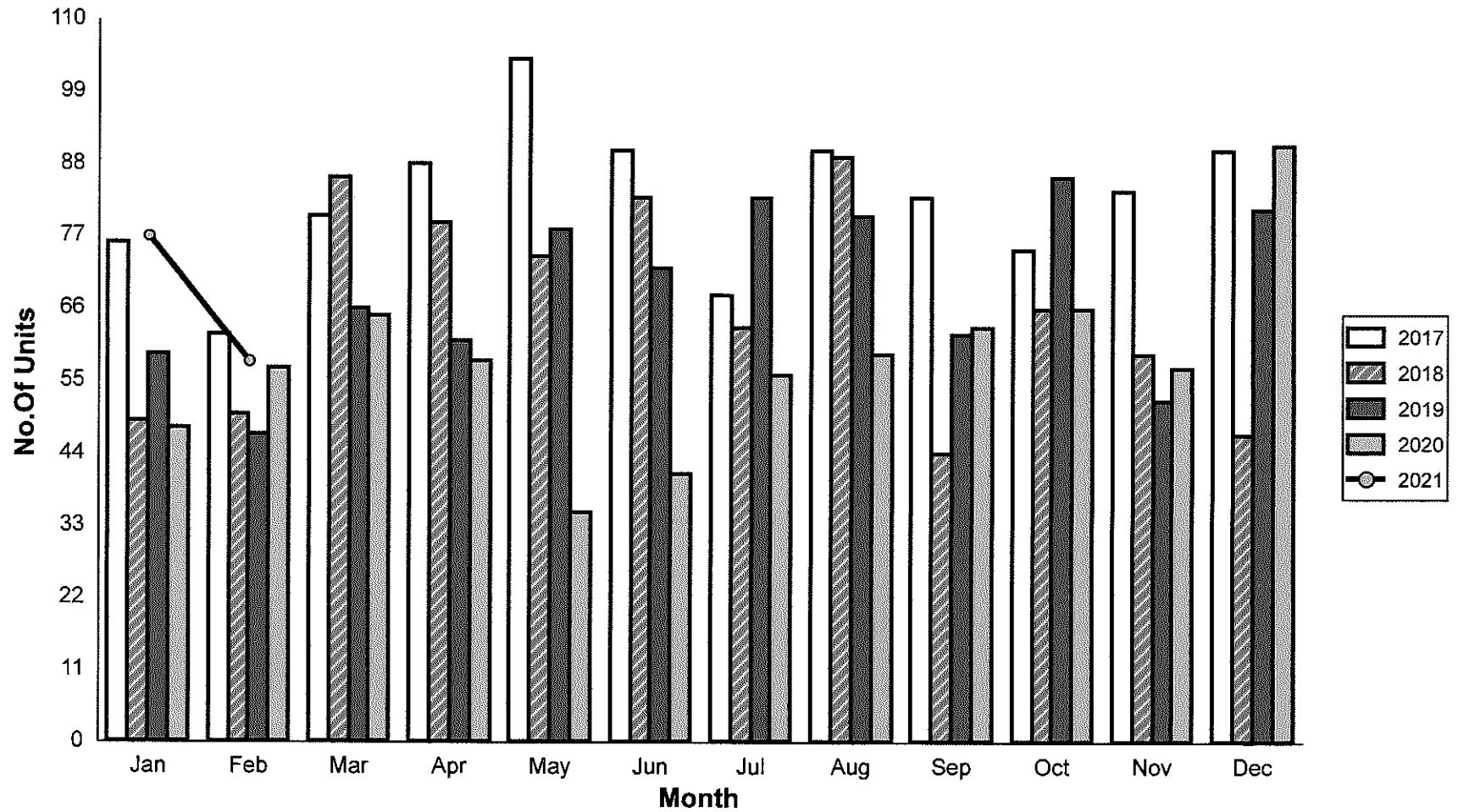
February, 2021

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	77	48	\$25,440,878	\$16,125,300	\$330,401	\$335,944
February	58	57	\$18,806,125	\$18,886,210	\$324,244	\$331,337
March	*	65	*	\$21,969,916	*	\$337,999
April	*	58	*	\$18,200,321	*	\$313,799
May	*	35	*	\$10,277,500	*	\$293,643
June	*	41	*	\$12,315,399	*	\$300,376
July	*	56	*	\$20,514,748	*	\$366,335
August	*	59	*	\$21,522,228	*	\$364,784
September	*	63	*	\$22,132,600	*	\$351,311
October	*	66	*	\$20,962,800	*	\$317,618
November	*	57	*	\$17,923,188	*	\$314,442
December	*	91	*	\$29,495,361	*	\$324,125
<b>TOTAL</b>	<b>135.00</b>	<b>105.00</b>	<b>\$44,247,003</b>	<b>\$35,011,510</b>		
<b>MON AVG</b>	<b>67.00</b>	<b>52.00</b>	<b>\$22,123,502</b>	<b>\$17,505,755</b>	<b>\$327,322</b>	<b>\$333,640</b>

\* Amount is excluded from percent calculation

Year to-date totals now include Mutual Fifty.

## Resales - 5 Year Comparison



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## Resales Report

### United Laguna Woods Mutual

### February, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/12/2021	18-D	1	\$245,000	Majorca	Keller Williams Real Estate	Agent, Inc	Granite Escrow
02/12/2021	35-T	1	\$175,000	Casa Blanca	Coldwell Banker Residential	Bastman Properties	Granite Escrow
02/09/2021	77-A	1	\$165,900	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/19/2021	86-A	1	\$247,500	Majorca	Keller Williams Real Estate	Keller Williams Real Estate	Blue Pacific Escrow
02/22/2021	100-T	1	\$227,500	Casa Blanca	Regency Real Estate	Regency Real Estate	Blue Pacific Escrow
02/12/2021	157-A	1	\$220,000	Madrid	Century 21 Rainbow	REMAX 2000	Corner Escrow Inc.
02/04/2021	214-P	1	\$138,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/23/2021	255-N	1	\$185,000	Casa Blanca	Village Real Estate Services	eXp Realty of California	Granite Escrow
02/11/2021	301-B	1	\$249,000	Madrid	FSBO	John Aust Realty	Generations Escrow
02/22/2021	397-A	1	\$445,000	Seville	Douglas Elliman of California, Inc	Douglas Elliman of California, Inc	Blue Pacific Escrow
02/12/2021	400-B	1	\$160,000	Cadiz	Coldwell Banker Residential	Coldwell Banker	Generations Escrow
02/10/2021	408-B	1	\$336,000	Valencia	Century 21 Rainbow	HomeSmart Evergreen	Granite Escrow
02/22/2021	423-C	1	\$235,000	San Sebastian	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/05/2021	431-B	1	\$369,000	Cordoba	Berkshire Hathaway	HomeSmart Evergreen	Granite Escrow
02/17/2021	510-A	1	\$259,900	San Sebastian	Keller Williams Real Estate	Keller Williams Real Estate	Blue Pacific Escrow
02/04/2021	533-A	1	\$265,000	Granada	HomeSmart Evergreen	First Team Real Estate	Corner Escrow Inc.
02/03/2021	558-C	1	\$180,000	Majorca	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
02/25/2021	592-D	1	\$390,000	Granada	Century 21 Award	Remax College Park	Corner Escrow Inc.
02/09/2021	600-E	1	\$265,000	Granada	EHM Real Estate	First Team Real Estate	Granite Escrow
02/01/2021	751-C	1	\$235,000	Valencia	Century 21 Rainbow	Laguna Premier Realty, Inc	Granite Escrow
02/17/2021	756-G	1	\$248,000	Granada	Keller Williams Real Estate	Coldwell Banker Residential	Corner Escrow Inc.
02/03/2021	816-O	1	\$300,000	Casa Linda	CENTURY 21	HomeSmart Evergreen	Granite Escrow
02/23/2021	840-B	1	\$274,900	Casa Linda	Laguna Premier Realty, Inc	First Team Real Estate	Blue Pacific Escrow

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Prepared by Community Services Department as of: 03/02/2021

Page 1 of 2

Agenda Item # 13a(3)

Page 5 of 8

**Resales Report  
United Laguna Woods Mutual  
February, 2021**

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
02/05/2021	921-E	1	\$411,000	Granada	Laguna Premier Realty, Inc	Prea Realty	Granite Escrow
02/04/2021	2011-D	1	\$320,000	Cordoba	Century 21 Rainbow	Residential Agent Inc.	Granite Escrow
02/09/2021	2214-D	1	\$299,900	Seville	Incline Realty	Regency Real Estate	Corner Escrow Inc.

Number of Resales: 26

Total Resale Price: \$6,846,600

Average Resale Price: \$263,331

Median Resale Price: \$248,500

## Monthly Resale Report United Mutual

PREPARED BY  
Community Services Department

Feb-21

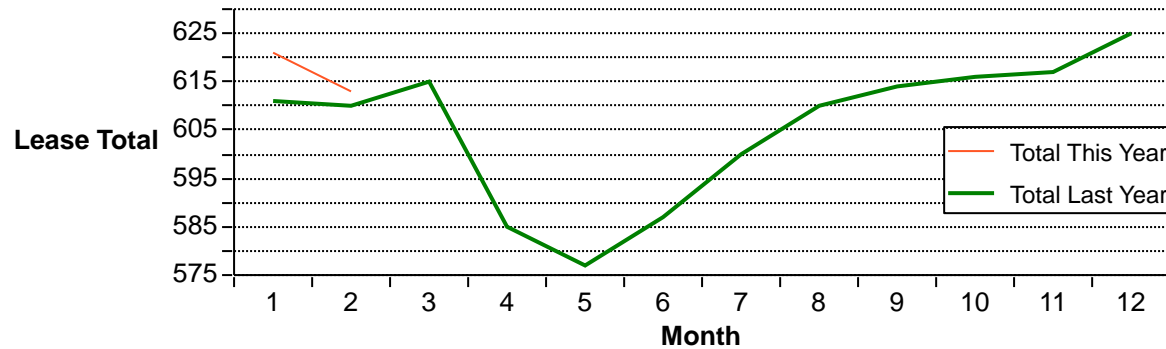
Month	NUMBER OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2021	2020	2019	2018	2021	2020	2019	2018	2021	2020	2019	2018
January	35	23	22	23	\$8,997,153	\$6,100,300	\$5,282,150	\$6,014,390	\$257,062	\$265,230	\$240,098	\$261,495
February	26	27	17	21	\$6,846,600	\$6,375,200	\$4,256,150	\$6,059,250	\$263,331	\$236,119	\$250,362	\$288,536
March	0	31	21	40	\$0	\$7,863,500	\$6,355,000	\$11,156,600	\$0	\$253,661	\$302,619	\$278,915
April	0	31	33	30	\$0	\$7,209,488	\$9,292,051	\$8,824,600	\$0	\$232,564	\$281,577	\$294,153
May	0	18	27	31	\$0	\$4,523,500	\$6,380,503	\$8,735,000	\$0	\$251,306	\$236,315	\$281,774
June	0	23	40	37	\$0	\$6,174,899	\$10,297,790	\$11,021,400	\$0	\$268,474	\$257,445	\$297,876
July	0	20	37	35	\$0	\$5,274,500	\$9,189,800	\$9,541,300	\$0	\$263,725	\$248,373	\$272,609
August	0	26	39	44	\$0	\$6,909,300	\$10,018,600	\$11,285,100	\$0	\$265,742	\$256,887	\$256,480
September	0	31	27	18	\$0	\$7,774,500	\$7,328,900	\$4,632,500	\$0	\$250,790	\$271,441	\$257,361
October	0	34	42	28	\$0	\$9,982,400	\$10,220,400	\$8,556,100	\$0	\$293,600	\$243,343	\$305,575
November	0	26	21	24	\$0	\$6,469,388	\$5,065,500	\$6,194,000	\$0	\$248,823	\$241,214	\$258,083
December	0	42	40	14	\$0	\$10,743,560	\$9,175,800	\$3,368,300	\$0	\$255,799	\$229,395	\$240,593
<b>TOTAL</b>	61	50	39	44	\$15,843,753	\$12,475,500	\$9,538,300	\$12,073,640				
<b>MON AVG</b>	31	25	20	22	\$7,921,877	\$6,237,750	\$4,769,150	\$6,036,820	\$260,197	\$250,675	\$245,230	\$275,016
<b>% CHANGE-YTD</b>	22.0%	28.2%	-11.4%	-39.7%	27.0%	30.8%	-21.0%	-30.9%	3.8%	2.2%	-10.8%	14.8%

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

Percent calculation only includes YTD figures in black.



## Monthly Active Leasing Report 2021 Period 2 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased	% Leased Last Year	% Change	Total Renewals	Total Expirations
2021	January	19	30	165	407	621	611	9.8	9.7	0.1	27	30
2021	February	12	26	177	398	613	610	9.7	9.6	0.1	18	29
2021	March						615					
2021	April						585					
2021	May						577					
2021	June						587					
2021	July						600					
2021	August						610					
2021	September						614					
2021	October						616					
2021	November						617					
2021	December						625					

*Data is dynamic and changes month over month.*



**OPEN MEETING**

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

Thursday, February 18, 2021 - 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, Andre Torng

**DIRECTORS PRESENT:**

**COMMITTEE MEMBERS ABSENT:** None

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

**STAFF PRESENT:** Ernesto Munoz, Gavin Fogg, Robbi Doncost, Richard DeLeFuentes, Lauryn Varnum,

**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**

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

**4. Approval of Meeting Report for Thursday January 21, 2021 & Tuesday February 2, 2021**

The committee approved the meeting reports as presented by acclamation.

**5. Chair's Remarks**

Chair Gilmore gave his remarks to keeping the ACSC meeting on topic and completed within the proposed 2-hour timeframe.

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



None.

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

Staff Officer Doncost provided an update on the implementation of the newsletter correspondence, Permit-Less Alteration form provided via email for further review, website updates are in progress with Marketing Division, and the onboarding of new staff is having a great effect in the reduction of wait times in both phone call and email inquiries.

### **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.*

### **Status of Mutual Consents:**

## **8. Snapshot of Current & Past Permit Inquiries**

Mr. Doncost highlighted the Open and In Progress permits issued by Manor Alterations both current and previous years. Mr. Doncost discussed the decrease in backlogged inquiries due to increase in staff. Chair Gilmore and Director Randazzo inquired as to the classification, and Director Torng clarified the distinction between “open” and “outstanding”, and offered to assist in tracking and assimilation of data.

### **Variance Requests:**

#### **A. Variance Request – Ms. Patricia Gothard of 61-Q (Calle Cadiz, 6A) – Request to Retain Stair Lift on Common Area Stair Case**

Discussion ensued regarding the Variance Request. A member provided comments in opposition of the Variance Request, Staff Officer DeLaFuente explained the Conditions of Approval, including a dedicated electrical outlet required at the outside wall of the Manor.

A motion was passed to approve the Variance Request and recommend approval to the United Board with the condition the lift meets fire and building code.

#### **B. Variance Request – Mr. Andre Torng of 188-B (Avenida Majorca, 5) – Request to Complete a Loft Extension**

Discussion ensued regarding the Variance Request. Staff Officer DeLaFuente explained the conditions of approval. Advisor Ridley inquired as to the addition of electrical outlets, Director Torng agreed to the inclusion of outlets as necessary to meet code.

A motion was passed to approve the Variance Request and recommend approval to the United Board with the condition it is compliant with the electrical code regarding new outlets in living space.



### **Items for Discussion:**

#### **9. Asbestos Meeting – Proposed Date: February 26, 2021 at 2:00PM**

Mr. Doncost confirmed that AQMD had denied the request to present at the proposed meeting. He confirmed AQMD recommended interested parties visit their website, attend outreach programs, and review the FAQ section of their website.

Discussion ensued and Chair Gilmore read Rule 1403 and the Federal Register 40 CFR, part 61 and could not find the numbers cited on the MA forms. Chair Gilmore also cited the MA Form stating the ACM in an area of <100 sq ft, which seems to be in conflict with other information and a question was raised about greater than 100 sq ft? Staff Officer Ernesto Munoz recommended submitting all questions directly to the IHS consultant scheduled to present. A discussion ensued about where the 0.1% limit comes from. CALOSHA was cited by staff, which Chair Gilmore questioned after reading CalOSHA regulations which state 1%. Chair Gilmore requested MA to forward to the committee their citations stating the 0.1% limit.

Director Randazzo stated a lack of faith in the capability of the IHS consultant slated to speak. Chair Gilmore requested to receive a copy of the IHS consultant's professional resume. Staff agreed. Mr. Doncost recommended that the Asbestos Summit meeting be allowed to continue as schedule. Chair Gilmore and with the consent of the committee recommended to postpone the Asbestos Meeting until a later time with the request CEO Jeff Parker reach out to a member of the AQMD.

Staff Officer Gavin Fogg stated that the point count method was acceptable. Director Randazzo requested MA notify contractors of this policy.

#### **10. Permit-Less Proposal Implementation**

Mr. Doncost discussed the draft of the form, and encouraged feedback from all members of the ACSC. Chair Gilmore requested to have the form distributed to the ACSC members for further comment to receive response within 2 days.

Director Randazzo provided feedback and suggestions for revising the form, and questions regarding the website implementation.

Chair Gilmore inquired as to when the form would be available within the website. Mr. Doncost stated the email address had been created, and Manor Alterations would be meeting with the appropriate division to advance the website revisions and technical support changes. He suggested a realistic timeline would be approximately 2-3 weeks. The ACSC Members expressed concern with the timeline of initiation. A motion to extend the "effective date" was deferred until the ACSC deemed necessary.

#### **11. Ongoing Communication with 3<sup>rd</sup> Party Vendors and Community Members**

Discussion delayed until next ACSC meeting.



## **12. KPI Report Generation**

Director Torng explained the process of documenting, measuring, and evaluating KPIs. Director Torng proposed the initiation of a software program to automate this process. Director Randazzo suggested delaying this process until Manor Alterations has addressed the backlog of inquiries. Director Torng offered to provide insight and assistance into the creation of this review process, which Mr. Doncost approved.

## **13. Budget & Staffing Report**

Discussion delayed until next ACSC meeting.

## **14. Procedures Alignment Plan**

Discussion delayed until next ACSC meeting.

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

Standard Details Update Cost Estimates

Ongoing Communication with 3<sup>rd</sup> Party Vendors and Community Members

Budget & Staffing Report

Procedures Alignment Plan

### **Concluding Business:**

## **15. Committee Member Comments:**

None.

## **16. Date of Next Meeting – March 18, 2021**

## **17. Adjournment at 11:33 AM.**

**DRAFT**

X \_\_\_\_\_

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

**OPEN MEETING**

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

Thursday, February 18, 2021 – 1:30 p.m.  
VIRTUAL MEETING

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

**MEMBERS PRESENT:** Chair - Elsie Addington, Sue Margolis, Diane Casey and  
Reza Bastani

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Dick Rader, Juanita Skillman and Mary Stone

**ADVISORS ABSENT:** Bevan Strom

**OTHERS PRESENT:** None

**STAFF PRESENT:** Francis Gomez, Pamela Bashline, Paul Nguyen, and Tina  
Moran

**CALL TO ORDER**

Chair Addington called the meeting to order at 1:32 p.m.

**ACKNOWLEDGEMENT OF PRESS**

The media was not present.

**APPROVAL OF THE AGENDA**

Director Bastani made a motion to approve the agenda as presented. By unanimous vote the motion carried.

**APPROVAL OF MEETING REPORTS**

Director Margolis made a motion to approve the meeting report from the January 21, 2021 meeting.

By unanimous vote the motion carried.

**CHAIR'S REMARKS**

Chair Addington welcomed Director Diane Casey to the Committee. Chair Addington also discussed procedures of the meeting. Sue Margolis, Dick Rader, Diane Casey requested staff not to send physical copies of the agenda packet to their residence.

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

Mary Stone made a comment that the Minutes from July 2020 were not posted on the website.



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

None.

## **REPORTS**

### **Operating Rules Guidebook**

Francis Gomez, Compliance Manager, presented the Operating Rules Guidebook. The Committee members made comments and asked questions.

Director Margolis made a motion to post the updated version to the website and continue discussion next month.

By unanimous vote, the motion carried.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Goals for 2021:**

Chair Addington, presented the Goals for 2021. The Committee members made comments and asked questions.

Without objection, the Committee assigned the following tasks:

- Make documentation supportable and easy to use – Francis Gomez
- Create simplified, one-page explanations of applicable rules to go in residents' resale packages, leasing packages, etc., such as the percent resolution on subleasing and the like-for-like permit-less alterations IF it becomes permanent. Applicable resolutions should be referenced but not spelled out – add to Future Agenda Items
- Review financial qualifications for members – add to Future Agenda Items
- Streamline the resale application process where applicable – Pamela Bashline and Tina Moran
- Review active resolutions and make sure they're accessible from the web – Francis Gomez
- Ensure deleted or otherwise inoperable resolutions are deleted from the active files and put in the appropriate archive – Francis Gomez
- Review current SOPs for directors and revise as needed – Sue Margolis, Mary Stone, Juanita Skillman

### **Committee Member Comments**

Mary Stone requested the Committee Charter.

### **Future Agenda Items**

By consensus, the Committee requested that “Operating Rules Guidebook” update on “Director SOP”, “Review Financial Qualification for members”, One page explanation of resident procedure and Streamline Member Resale Application process to be added to

future agenda items.

- **Date of Next Meeting**

The next meeting is scheduled for Thursday, March 18, 2021 at 1:30 p.m. via virtual meeting.

**Adjournment**

With no further business before the Committee, the Chair adjournment the meeting at 3:04 p.m.

***Elsie Addington***

[Elsie Addington \(Feb 22, 2021 17:03 PST\)](#)

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Elsie Addington, Chair

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**OPEN MEETING**

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

**Thursday, February 11, 2021 – 9:30 A.M.**

**VIRTUAL MEETING**

**Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

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

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

**ADVISORS PRESENT:** Theresa Frost, Annie Zipkin

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

**1. Call to Order**

Called to order at 9:30 a.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Director Ardani made a motion to approve the agenda. The committee was in unanimous support.

**4. Approval of the Meeting Report for December 10, 2020**

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

**5. Chair's Remarks**

Chair Torng stated there are issues on the Report from the last meeting but aren't on today's agenda.

Happy Lunar New Year to everyone! A fifteen-day celebration.

Our goal is to keep residents informed through communication and Directors informed through Key Performance Index Reports.

Our landscape is working hard to provide us with services.

We have KPI (Key Performance Index) reports in this meeting to measure how procedures are working. In the future, we would like to have leading KPI reports and trailing KPI reports.

We are starting the budgeting process for 2022. We will review what the budget includes and how the money is are spent. The committee can provide better support if it knows what and how money is spent.

## **6. Department Head Update**

Mr. Wiemann stated that the landscape department is fully staffed. This includes eight staff positions contracted out for grounds maintenance who work for Third and United Mutuals in Section 1.

We have only lost about a week so far due to the rain. We are looking into seasonal help but that needs to be worked out with the Union.

Advisor Frost asked about staff Standard Operating Procedures (SOP) training. Mr. Wiemann explained there are internal SOPs for new employees. The mulch yard, nursery, and pesticide section get follow all regulations and are regularly inspected by County officials. He explained processes staff must go through to comply with all rules and regulations. We keep safety and maintenance records on all our equipment. Safety is our priority.

Chair Torng requested updates on what training is being done.

Advisor Zipkin asked if there is horticultural training so landscape is pruned and maintained correctly. Mr. Wiemann stated that staff does maintenance but not manicuring of the landscape. We don't have enough staff for manicured landscaping.

The Landscape Manual is a living document and will be updated periodically. Staff will check that all the resolutions regarding landscaping are updated.

We are working on FAQs which will be posted onto the website to help answer some common resident questions. Chair Torng suggested maybe resident compliments be posted on the website also.

Mr. Wiemann reported that preliminary reports show January was the lowest ticket count of any January in the last few years.

### Consent:

None

### Reports

## **7. Project Log**

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

Chair Torng requested actual vs budget comparison, work schedule, inspection report, and invoice/payment audit report

**8. KPI Report: Resident Requests Report (Tickets)**

Mr. Wiemann reviewed the report with the committee and answered some questions.

Chair Torng commented on Leading KPIs such as workload, efficiency, and effectiveness related. Chair Torng request these KPIs in the future.

**9. KPI Report: Shrub Bed Maintenance Cycles**

Mr. Wiemann reviewed the report with the committee and answered some questions.

**10. Performance Improvements:**

**a. Mulching Mowers versus Bagging Mowers**

Mr. Wiemann reviewed the report with the committee and answered some questions.

Chair Torng requested a financial analysis including cost/benefit and returns analysis; Mr. Wiemann stated that this is a resident satisfaction issue. Chair Torng stated that he would be able to provide a monetary value.

**b. Increasing Service Levels**

Mr. Wiemann reviewed the report with the committee and answered some questions.

Chair Torng requested cost/benefit comparison among previous, current, and proposed future levels. Mr. Wiemann stated that this is a resident satisfaction issue. Chair Torng stated that he would be able to provide a monetary value.

**11. El Toro Water District Bill (For Informational Purposes Only)**

Mr. Wiemann reported that an analysis of the United portion of the water bill will be part of the next meeting.

Items for Discussion and Consideration

**12. Landscape Request: 329-D (Zhao) – Potted Plants in Garden**

Chair Torng made a motion to table this request and to meet with the Member to discuss some alternatives. Director Ardani seconded. The committee was in unanimous support.

Chair Torng and Mr. Wiemann agreed to visit the residence in-person.



**13. Tree Removal Request: 533-G Via Estrada (Kim) – One Hollywood Juniper**

Chair Torng made a motion to accept staff's recommendation and approve this request. The committee was in unanimous support.

**14. Tree Removal Request: 2030-A Avenida Castilla (Grant) - One Weeping Fig**

Chair Torng made a motion to accept staff's recommendation and approve this request. The committee was in unanimous support.

Future Agenda Items

**15. Updates Made to United Landscape Manual**

**16. Landscape Equipment Review**

**17. Accident Report (if available)**

**18. Cul-de-sac Landscape Activity Quality Review (Committee)**

**19. Water Usage Report**

Concluding Business:

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

**Dick Rader (270-D)** *"When we had meetings in the community building, the audience would gradually dwindle as the meeting progressed. This is likely happening with our virtual committee meetings as well."*

*"I raise this point because, contrary to past practice, the landscape committee has assigned member comments to the last item on its agenda."*

*"Since the landscape chairman's emphasis is on resident services and better communication with residents, it would seem important to move member comments to the first part of the meeting. Otherwise, residents will have to wait to the end of the meeting to hear committee responses to their comments."*

*"There is no other alternative currently than for members to listen to the entire committee meeting."*

*"This is because, to my knowledge, the only meetings that are saved and available for resident retrospective review are board meetings. In contrast, committee meeting recordings are for the benefit of the secretary and once the meeting minutes are completed, the Granicus recording is not saved. This again emphasizes why it would be in the best interest of our residents to move member comments to the beginning of the meeting to insure maximum participation and allow individuals to hear committee responses to their concerns."*

**Jeri Miller (2030-C)** *"Can someone please explain to me why I have mud in front of my house where there used to be grass? All throughout this pandemic, I have seen the landscapers taking care of the golf course even when it was closed. I saw some workers taking care of the golf course on Sunday. I was aware my homeowner's dues supplemented the golf course but am stunned it takes precedent over my residence. I have been trying for 3 years to get some traction on the landscape. I am so tired of*

*tracking mud in my home. I would like permission to take care of it myself since the corporation has ignored us. All the neighbors in this area would sign off on us taking care of this area. albeit, the portion of our dues that should be taken off our monthly obligation since we are not getting any service anyway."*

#### **21. Response to Member Comments**

Chair Torng said he will address Mr. Rader's comment with staff and will take it into account when planning subsequent meetings.

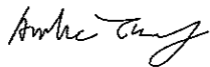
Mr. Wiemann indicated that staff has met with Ms. Miller and let her know that the trees do not allow the turf to grow underneath. Chair Torng stated he will contact this resident.

#### **22. Committee Member Comments**

None.

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

**24. Adjournment at 11:40 a.m.**



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Andre Torng, Chair

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## **OPEN MEETING**

### **REPORT OF REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, February 24, 2021 - 9:30 a.m.  
Virtual On-line Meeting**

**MEMBERS PRESENT:** Carl Randazzo – Chair, Brian Gilmore, Diane Casey, Reza Bastani, Brian Gilmore

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Ken Deppe

**OTHERS PRESENT:** Manuel Armendariz

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Laurie Chavarria, Robbi Doncost, Chris Naylor, Chris Laugenour

#### **1. Call to Order**

Chair Randazzo called the meeting to order at 9:31 a.m.

#### **2. Acknowledgement of Media**

Chair Randazzo noted that this meeting was broadcasting on Granicus and is being recorded.

#### **3. Approval of the Agenda**

The agenda was approved as written.

#### **4. Approval of the Meeting Report – December 18, 2020**

The meeting report was approved as written.

#### **5. Chairman's Remarks**

Chair Randazzo welcomed everyone to the M&C Committee meeting and remarked on the agenda items to be discussed during today's meeting as well as the schedule for the upcoming vaccinations.

Chair Randazzo closed his remarks by reminding everyone second vaccination shots will

be given out this week. He reminded everyone to follow the safety protocols and wash your hands, do not touch your face, wear a mask in public, stay safe and try not to be a statistic.

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

- There were no member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz introduced the Manor Alterations Manager and the Senior Management Analyst who will be addressing items on today's agenda. Mr. Munoz updated the Committee on the files and software that were lost due to the Malware attack but are slowly being recreated and repurchased; the maintenance programs that are subject to postponement through May but that will move forward without delay starting in June; and stated that the new Damage Restoration Manager who will start this week.

### **Consent:**

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

The consent calendar was approved without objection.

## **8. Maintenance Expenditures and Variance Explanations**

### **9. Program's Report**

### **10. Solar Production Report**

### **11. Copper Pipe Supply Line Leak Report**

### **Reports:**

## **12. Additional Staffing Request for Manor Alterations**

Chair Randazzo questioned why this agenda item was added to the M&C Committee agenda. Staff Officer Ernesto Munoz responded and introduced Manor Alterations Manager Robbi Doncost.

Chair Randazzo stated that this agenda item should be tabled. He asked for a motion to table this agenda item until the Architectural Control and Standards Committee had a chance to review the report first.

Director Bastani made a motion to table this agenda item until it was reviewed and endorsed by the Architectural Control and Standards Committee. No objections were received. This item has been tabled until further notice.

### **Items for Discussion and Consideration:**

#### **13. Electric Vehicle Report**

Staff Officer Ernesto Munoz provided an update on the SCE Charge Ready 2 program that provides rebates for new installations of electric vehicle charging stations. The Senior Management Analyst summarized the electric vehicle and golf cart report which shows the percentage of electric vehicles in United Mutual and the cul-de-sac they are located in.

Discussion ensued regarding the reimbursement allowed by SCE's new program; level II chargers; voltage for fast level III chargers; the cost per charging port; maintenance costs; and other associated costs with the charge ready 2 program; possible locations for the EV charging stations; and the operations and maintenance costs that will apply after installation.

By consensus, staff was directed to email a map of the laundry rooms that may qualify for the program for the Committee to review in person and determine the best locations for EV charging stations.

#### **14. Ramp Request at Laundry Room 74**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding cost for engineering; ADA specifications; height of the stairs leading to the laundry room; use of a contractor for this work as a design build project; and an expenditure cap to control the project cost.

By consensus, staff was directed to move forward with the ramp installation using a single contract to provide design and construction services as long as the total cost does not exceed \$10,000.

If the bids received for this work exceed \$10,000 staff will bring this back to the Committee for further direction.

#### **15. Project Log & Possible Improvements**

Chair Randazzo asked for a recap of the virtual meeting that was held in January to discuss project log improvements. Staff Officer Ernesto Munoz summarized the information already provided regarding each program or project in the log and asked for any additional information that the Committee would like to see included.

Chair Randazzo will discuss potential changes to the project log with President Margolis and get back to Mr. Munoz.

## **16. Update on Paint Program Schedule with MS Project (oral discussion)**

Staff Officer Ernesto Munoz discussed the paint program schedule and that staff is working on the anticipated 2021 schedule using the MS Project software, as directed.

Discussion ensued regarding schedules for the other 14 years of the paint program cycle.

Staff will present the 2021 schedule when it is ready.

## **17. Review of Laundry Room Maintenance Protocol and PM Program (oral discussion)**

Staff Officer Ernesto Munoz and Maintenance Services Manager Ian Barnette summarized the appliance removal protocol and the preventive maintenance program that services all 175 laundry rooms. The General Services Director, Chris Laugenor provided information on the cleaning protocols and the cleaning schedule for the laundry room and the machines themselves.

Discussion ensued regarding the repairs found during the PM checkup; the majority of repeat service calls not related to repairs; the reduction of machines in low use areas; how unbalanced machines could be related to unlevel equipment; residents who hand wash laundry and only use dryers; how estimates are projected with no counters on the dryers; the janitorial cleaning schedule for COVID; repairs that should be reported by janitorial staff when found and the use of propane dryers instead of electric dryers.

Staff was asked to analyze the dryer usage in laundry room 226 to determine if another dryer is warranted.

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

- Revisions to Non-Emergency Maintenance Chargeable Services
- Paint Program Schedule with MS Project
- Solutions for Clogged Gutters/Downspouts
- ~~Copper Pipe Supply Line Leak Report (February, April, August & December)~~
- ~~Strategic Locations of Electric Vehicle Charging Stations in the Village~~
- Develop a Responsibility Matrix for Residential Unit Components
- Drainage Improvements to Prevent Foundation Issues

### **Concluding Business:**

## **18. Committee Member Comments**

There were no Committee Member Comments

## **19. Date of Next Meeting: April 28, 2021**



**20. Recess:**

The meeting was recessed at 11:21 a.m.

**DRAFT ONLY**  
(electronically signed with approval)

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Carl Randazzo, Chair





FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, February 17, 2021 – 1:30 p.m.  
Virtual Meeting

MEMBERS PRESENT: James Hopkins, Chair; Gan Mukhopadhyay, Egon Garthoffner, Steve Parsons, Robert Mutchnick, Azar Asgari, Carl Randazzo, Al Amado, Advisor: Rosemarie diLorenzo

MEMBERS ABSENT: None

STAFF PRESENT: Betty Parker, Steve Hormuth, Jose Campos, Christopher Swanson, Chris Laugenour, Dan Hoxie, Dan Yost

OTHERS:

VMS – Diane Phelps, Judith Troutman, Stefanie Brown, Juanita Skillman, Norman Khan

GRF – Bunny Carpenter, Sue Stephens, Yvonne Horton, Bert Moldow, Joan Milliman, Maggie Blackwell

United – Sue Margolis, Cash Achrekar, Elsie Addington, Diane Casey, United Advisor – Dick Rader

Third – Debbie Dotson, John Frankel

Select Audit Task Force – Peggy Moore

Sageview Advisory Group – Dan Quirk

**Call to Order**

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:35pm.

**Acknowledgement of Media**

The meeting was streamed online via Granicus.

**Approval of Meeting Agenda**

The meeting agenda was approved without exception.

**Approval of the Regular Meeting Report of December 16, 2020**

The meeting report was approved without exception.

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

Director Moldow commented on the microgrid proposal that is to be submitted to the GRF M&C committee. Director Hopkins requested that this item be placed onto future agenda items for discussion.

**Chair Remarks**

None.

**Department Head Update**

Betty Parker, CFO, commented on the timing of financials for the first reporting period of the year.

**Review Preliminary Financial Statements dated January 31, 2021**

The committee reviewed the financial statements dated January 31, 2021. Questions were addressed and requests were made for follow up information, including: update on crime policy renewal, month-to-month comparison on balance sheet, and timing of vendor invoices.

**Presentation of Investment Portfolio by SageView Advisory Group, LLC.**

Dan Quirk, representative from SageView Advisory Group, LLC., provided an overview of the portfolio performance for each of the separate accounts: GRF, United, and Third. Results were presented through December 31, 2020 along with a brief update on January 2021. Mr. Quirk also explained the strategy behind reducing corporate bond exposures in Q2 last year.

In response to board member inquiries, Mr. Quirk recommended introducing a 10% equity position in the portfolios to help alleviate inflationary risk. Ms. Parker noted that the Investment Policy for each corporation will be put on subsequent finance committee agendas for review of this recommendation.

Dick Rader requested a total rate of return from inception of the accounts. Mr. Quirk stated that this is not part of the standard reporting but will provide what is available.

**Recess to Closed Session**

The committed recessed into Closed Session at 3:30 p.m

**Call to Order from Recess**

The meeting called back to order at 5:36 p.m

**Obsolete Equipment Policy**

Chris Laugenour, General Services Director, presented a staff report recommending changes to the current Obsolete Equipment Policy, requiring all obsolete items and vehicles to be directly sent to a professional auctioneer without internal sales to the community.

Director Garthoffner requested that obsolete vehicles be identified and reviewed prior to sale. Mr. Laugenour noted that this information will be presented to the Mobility & Vehicles Committee prior to disposition.

Director Hopkins stated that he would like to review the Vehicle Replacement Policy as one of the financial goals this year.

A motion was made, seconded, and carried unanimously to recommend the board approve the recommended obsolete equipment policy revisions at their next open session board meeting.

**Future Agenda Items**

GRF Investment Policy

GRF Vehicle Replacement Policy

Microgrid Financial Impact

**Committee Member Comments**

Director DiLorenzo commented on the different level of reporting, past versus present, for the Expenditure Report presentation.

**Date of Next Meeting**

Wednesday, April 21, 2021 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 6:05 p.m.

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James Hopkins, Chair

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## **OPEN MEETING**

### **REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE**

Thursday, February 11, 2021 – 1:30 p.m.  
Virtual GoToMeeting

**MEMBERS PRESENT:** Jon Pearlstone, Chair, Bunny Carpenter, Yvonne Horton, Ryna Rothberg, Andre Torng, Elsie Addington, Debbie Dotson, Reza Karimi, Dennis Boudreau, Juanita Skillman

**MEMBERS ABSENT:** Ed Tao

**OTHERS PRESENT:** Bert Moldow, Dick Rader

**STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Jackie Kupfert

#### **Call to Order**

Chair Pearlstone called the meeting to order at 1:32 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

A motion was made, and by consensus, the agenda was approved.

#### **Approval of Committee Report for January 14, 2021**

A motion was made, and by consensus, the report was approved.

#### **Chair's Remarks**

Chair Pearlstone stated this committee is completing projects with limited resources at this time. He is working with staff to obtain financial analysis on shared costs which will be presented at future CAC meetings. Chair Pearlstone stated the goal is to find common ground for a recommendation to the board.

#### **Report of the Recreation and Special Events Director**

Mr. Gruner stated vaccination distribution started a few weeks ago with staff working closely with Memorial Care. COVID numbers are trending down however Orange County is still in the purple tier.



Mr. Gruner stated the Garden Center billing will be issued out shortly which will include the Garden Center operating rules. The operating rules will also be emailed. Garden Center tree trimming and weeding will begin and staff will remind gardeners to be attentive to their individual plots. The Garden Center 2 gate reactivation is proceeding. The foreUp tee time reservation system will be implemented soon at the golf course. This system implementation was delayed due to the Malware incident. This new program is expected to save staff time. Golf Maintenance has undergone managerial changes including a new contract service for 90 days. The interim superintendent and interim foreman are working together with Mr. McCray, Golf Operations Manager, to ensure a smooth transition as all tee times are booked each day equating to 400 rounds per day with residents only as guests are not allowed at this time. The Equestrian Ad Hoc committee is meeting bi-monthly which assisted with operations at the Equestrian Center. The following Equestrian Center updates were stated: new trees were planted for shade near the stalls; additional lighting will be added in arena area and near the hot walker; staff received bids for the arena footing project; new boarders are moving in which may fill all the stalls by March. Mr. Gruner stated the Performing Arts Center interior lighting has been reviewed and will be replaced along with a new HVAC system and the refurbishing of the curtains. The driving range project is under review with the M&C Committee with an onsite meeting to occur in the next two weeks. Some of the Recreation facilities are still without computers with IT working diligently on returning them soon. The Performing Arts Center will be prioritized so staff may continue processing refunds for past concerts.

Director Torng inquired as to cost savings at golf maintenance and would like to see the cost efficiency comparison.

Advisor Boudreau stated the golf course looks good and inquired as to M&C meeting discussion regarding all clubhouse filtration systems. Mr. Gruner stated installation of ionic system for safety is being reviewed.

Director Addington stated the Garden Center 2 gate feeds out to Via Campo Verde and when the gate is operational, it may create a traffic hazard. The Garden Center 2 speed bumps have not been addressed. Mr. Gruner stated he will contact Chris Laugenour regarding the speed bumps. Director Horton stated they are bolted in and can be removed, but need a way to ensure drivers are slowed down within Garden Center 2.

Staff was directed to include Garden Center 2 Speed Bumps under Items for Future Agendas.

Director Karimi inquired as to number of vaccines offered to our residents this week. Mr. Gruner stated 600 doses are available for this Friday only. These past weekend allotments conclude the first round for those meeting the criteria set forth. The second round will commence next weekend. Once both rounds are complete, approximately 8500 residents will be fully vaccinated. Director Karimi inquired as to following state and county recommendations versus opening amenities. Mr. Gruner stated Laguna Woods Village must still follow state and county guidelines on reopening as the virus can still be transmitted. Mr.

Gruner stated Media and Communications has done a great job informing the public. Director Torng inquired as to if tennis and the driving range will remain open Saturday. Mr. Gruner stated yes, these amenities will remain open on Saturday. Advisor Skillman stated the Friday ebblast this afternoon informed residents regarding vaccines and appointment changes. The information was sent via email through MyChart from Memorial Care.

Director Torng inquired as to volunteering for tee time software testing. Mr. Gruner stated he will contact Director Torng should that need arise.

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

A resident was called to speak regarding safe and prompt reopening of amenities.

Staff was directed to contact the resident.

A resident was called to speak regarding vaccination allotments for both first and second dosage.

Director Carpenter stated she spoke with Ms. Paulin and those that have received the first dose will receive the second dose. Mr. Gruner concurred.

### **CONSENT**

Director Torng inquired as to website posting of the open activities list.

Staff was directed to resend the email to all committee members and include the open activities list in next CAC agenda packet.

A motion was made, and by consensus, the consent calendar was approved.

### **REPORTS**

None.

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Updated Outdoor Activity List** – Mr. Gruner stated no changes to date, but staff will review more offerings once Orange County is downgraded to the red or yellow tier. The Recreation Department will need to hire more staff as we lost approximately 60 staff members due to layoffs.

Director Horton stated many local stables have riding programs open at this time and requested to open with experienced riders only to ensure the GRF horses are exercised. Mr.

Gruner stated 2020 presented many reasons as to why we did not reopen our program, but the riding program is expected to open within the next couple of weeks.

Discussion ensued.

Motion was made to move item #16 Pickleball Lighting Update to item #13a.

Motion passed unanimously.

**Shared Fee/Financial Analysis Update** - Chair Pearlstone stated those interested will meet after CAC to continue discussions on Recreation analysis. Mr. Gruner stated some areas cannot be analyzed due to accessibility, but staff continues to review what is available.

Director Addington, Director Torng, Director Horton, Advisor Boudreau and Dick Rader would like to join the monthly meetings on a rotational basis.

**July 4, 2021 Alternative Entertainment Committee** – Mr. Gruner stated this is an informal working group to discuss July 4, 2021 and inquired as to moving forward with this group.

Chair Pearlstone inquired with Director Carpenter as to moving forward as an informal committee. Director Carpenter stated to please move forward as an informal committee with the following members: Director Carpenter, Director Karimi, Director Dotson, Advisor Skillman and Director Brown (VMS Board).

Director Horton will be an alternate member.

Mr. Gruner stated next meeting date will be set once new tiers are announced.

**Pickleball Lighting Update** – Mr. Gruner stated quotes were obtained for additional pickleball court lighting. He stated this project will be a fundraising project through Village Community Fund (VCF).

Joan Brown, Pickleball club president, was called to speak regarding the request for additional lighting.

Discussion ensued.

Staff was directed to obtain all necessary signatures for approval.

Motion was made to support the pickleball lighting fundraising project.

Motion passed unanimously.

## **ITEMS FOR FUTURE AGENDAS**

**Removal of Garden Center 1 Office Building** - Mr. Gruner stated this project would require demolition of building.

**Long Range Plans for Outdoor Activities** – Mr. Gruner stated this project has not moved forward due to cost. Director Horton stated this type of outdoor fitness equipment is not often used and may not be a sound investment. Director Torng concurred. Chair Pearlstone stated the current outdoor fitness area offered is successful.

Chair Pearlstone directed staff to leave this item under Items for Future Agendas.

**Garden Center 2 Access Gate** – Staff was directed to keep this item under Items for Future Agendas.

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Director Rothberg wished everyone a Happy Chinese New Year.

Director Addington stated good meeting and thanked all in attendance.

Director Horton stated we need to move forward on new arena footing at Equestrian Center and kudos to the nursery for planting new trees at the Equestrian Center.

### **Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the GoToMeeting platform on Thursday, March 11, 2021.

### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:10 p.m.

DRAFT

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Jon Pearlstone, Chair

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**OPEN MEETING**  
**THE GOLDEN RAIN FOUNDATION**  
**MEDIA AND COMMUNICATIONS COMMITTEE**  
Monday, February 22, 2021, at 11:30 a.m.  
Laguna Woods Village Community Center  
Virtual Meeting  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**MEMBERS PRESENT:** Chair Joan Milliman; Directors Elsie Addington, Neda Ardani, Maggie Blackwell, Lynn Jarrett, Annie McCary and Ryna Rothberg; Advisors Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternates Bunny Carpenter and Deborah Dotson

**MEMBERS ABSENT:** Advisor Theresa Frost

**OTHERS PRESENT:** None

**STAFF PRESENT:** Eileen Paulin, Chuck Holland, Susan Logan-McCracken, Paul Ortiz and Ellyce Rothrock

1. **Call to Order**  
Meeting was called to order at 11:30 a.m. and a quorum established by Chair Milliman.
2. **Acknowledgement of Media**  
None present.
3. **Approval of the Agenda**  
Approved by unanimous consent.
4. **Approval of Meeting Report from January 18, 2021**  
Approved
5. **Chair's Remarks**  
Chair commended Ms. Rothrock on the latest issue of the Village Breeze (February/March 2021) and discussed a few of its highlights. She also commended Mr. Ortiz and his team for the broadcasts they produce on Village

Television. She also commended the numerous ways the Media and Communications Department communicates with residents—through targeted emails such as the Friday “What’s Up in the Village” email blast, the CodeRED emergency system and the Laguna Woods Village Globe.

Chair Milliman announced that The Broadband Group’s report will be repeated at the GRF Board meeting on Tuesday, March 2.

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

Ms. Paulin read questions from Richard Rader, who asked:

- Are there committee meetings available for retrospective review by residents either by video or voice?
- Is there a way to ensure that PowerPoint slides can be presented on Granicus so that they are not blurred and thus unreadable?
- Is it possible to post agenda packets for committee meetings on the TeamUp calendar so that everything is in one place—date, time, agenda and agenda packet?

**7. Director’s and Staff Responses to Member Comments**

Ms. Paulin answered Mr. Rader’s first question, stating it depends on the committee and whether that meeting is recorded.

Ms. Paulin answered the second question, stating that we’re moving open meetings to a Zoom platform, which will allow residents to come on and ask questions and receive answers live. Mr. Holland added that the goal is to move all committee meetings to the Zoom platform beginning with the March meetings.

Ms. Paulin stated that she will forward the third question to the corporate secretary.

**REPORTS:**

**8. Media and Communications Report – Eileen Paulin**

Ms. Paulin discussed:

- Moving committee meetings to a Zoom platform
- The 2020 year-in-review presentation at the next VMS Board meeting
- The February/March 2021 issue of the Village Breeze
- The new board training series
- Board of Directors handbooks
- Vaccination clinics in Clubhouse 7
- Utilization of the CodeRED system for the vaccination clinics

Ms. Paulin mentioned favorable media coverage on the vaccination clinics including one CBS report by Michele Gile.



**9. Broadband Update – Eileen Paulin and Chuck Holland**

Ms. Paulin stated that the GRF Board made the decision to rerun and discuss The Broadband Group's report at the next board meeting.

Mr. Holland presented the year-end financials for Broadband Services, Media Services, the TV Studio and Media and Communications Administration within the Media and Communications Department. He went over revenues and expenses in each of the divisions.

Director Carpenter asked about payment for advertising and a discussion on the standard industry process ensued.

Mr. Holland commended Broadband Services staff who worked throughout the year while having to adjust to PPE and other pandemic working conditions.

Director Ardani asked about the transition to the Zoom platform and a discussion on how this will enable members to participate live in committee meetings ensued.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

**ITEMS FOR FUTURE AGENDAS:**

**CONCLUDING BUSINESS:**

**13. Committee Member Comments**

Director McCary commended the Media and Communications team on the February/March 2021 issue of the Village Breeze.

Director Jarrett and Advisor Skillman mentioned social media policies in the works.

Director Ardani asked about the vaccine clinic this weekend. Ms. Paulin stated that upcoming clinics at the Village will focus on second doses and encouraged everyone age 65 and over to register on Othena.com if they haven't already received their first dose.

**14. Date of Next Meeting – March 15, 2021, at 1:30 p.m.**

**15. Adjournment**

12:37 p.m.

  
Joan Milliman, Chair  
Media and Communications Committee

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**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
MOBILITY AND VEHICLES COMMITTEE**

**Wednesday, February 3, 2021 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Don Tibbets, Egon Garthoffner, Joan Milliman, Craig Wayne, Reza Karimi, Elsie Addington, Reza Bastani, Margaret Bennett

**ADVISORS:**

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Juanita Skillman, Bunny Carpenter

**STAFF PRESENT:** Siobhan Foster, Francisco Perez, Elizabeth Cortez, Kelli Newton

**1. Call to Order**

Chair Tibbetts called the meeting to order at 1:30 p.m.

**2. Acknowledgment of Media**

No media was present.

**3. Approval of the Agenda**

Agenda was approved by acclimation.

**4. Approval of Meeting Report for October 7, 2020**

The Regular Meeting Report of October 7, 2020 was approved by acclimation.

**5. Chair's Remarks**

None

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

None

**7. Response to Member Comments**

None

**Reports:**

**8. Director's Report**

Ms. Cortez provided the committee with an overview of the Transportation programs and its ridership trends for the year 2020. Due to Covid-19 restrictions, ridership for all three programs decreased after March 2020. The Fixed Route and Journey slightly increased after August 2020 and stayed stable the rest of the year. Director Karimi requested a financial report accompany ridership information for the three programs – fixed-route, Boost and Journey including the cost of service and cost per user.

Also included in the director's report, is a copy of the Mobility and Vehicles Committee Charter revised by the committee in August 2018 and a list of the 2021 approved vehicles for purchase.

**Items for Future Agendas:**

**9. Obsolete Equipment Policy Amendment**

Staff presented to the committee the Obsolete Equipment Policy with the proposed amendments to the policy. The recommended amendments include the utilization of a private auction company for the disposal and sale of obsolete equipment.

After discussion, Director Addington motioned to accept staff's recommendation of the amended Obsolete Equipment Policy. Director Karimi second the motion. Chair Tibbetts called for a vote, the motion was passed to recommend to the GRF board the amended policy by unanimous consent.

**10. New Vehicle Replacement Request**

Staff presented to the committee a recommendation to replace a GRF vehicle under the approved Miscellaneous - 2021 Vehicle Purchase budget. The vehicle is assigned to the Concrete and Repair department and was identified by the Fleet Maintenance division as needing extensive transmission and catalytic converter repairs that exceed the value of the vehicle. After discussion, Director Addington made the motion to recommend to the GRF board the replacement of a GRF vehicle under the approved Miscellaneous 2021 Vehicle Purchase budget, director Bennett second the motion. Chair Tibbetts called for a vote, the motion was passed by unanimous consent.

**Items for Future Agendas:**

- 11. Alternative Fuel Vehicles
- 12. DOJ 5310 Grant

**Concluding Business:**

**13. Committee Member Comments**

Director Garthoffner suggested to the committee to review the vehicle inventory and replacement schedule at the next committee meeting in April 2021.

**14. Date of Next Meeting – Wednesday, April 7, 2021**

**15. Adjournment**

The meeting was adjourned at 2:27 p.m.

*Don Tibbetts*

Don Tibbetts (Feb 24, 2021 10:56 PST)

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Don Tibbetts, Chair  
GRF Mobility & Vehicles Committee

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REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Regular Meeting of the Security and Community Access Committee was held on Monday, February 22, 2021 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts – Chair, , Cush Bhada, Reza Bastani, Margaret Bennett, Maggie Blackwell, Manuel Armendariz, Craig Wayne (arrived at 1:38 P.M.), and Bert Moldow (arrived at 1:40 P.M.),

**MEMBERS ABSENT:** Andre Torng

**ADVISORS PRESENT:** Larry Cunningham and Frank Tybor (left at 1:43 P.M.)

**ADVISORS ABSENT:** None

**OTHERS PRESENT:** John Frankel and Bunny Carpeter

**STAFF PRESENT:** Carlos Rojas, and Jennifer Zion

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:32 p.m.

**ACKNOWLEDGEMENT OF PRESS**

The Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda as presented.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the December 28, 2020 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts had no comments.

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

Director Torng (389-Q) emailed regarding ongoing issue with neighbor with cars parked in open parking, with pass. He was told that this neighbor is not in violation of policy and that there was nothing that could be done.

Dick Radar (270-D) emailed and asked about re-instating criminal statistics.

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



Carlos Rojas, Chief of Security, responded to Director Torng that it is under review. Margaret Bennet wants to policy reviewed. Cunningham discussed the downside of the cost savings from the RFID, there is no visual to know a car belongs in the Village.

By consensus, the Committee directed staff to obtain information and cost for a one-time Laguna Woods Village decal.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Chief Rojas explained that there is a Good Neighbor Captin meeting tomorrow, February 23<sup>rd</sup>. He is also in the process of updating the Good Neighbor Captian list.

### **RV Update**

Chief Rojas informed the Committee that right now, there are 1 space available for RV Lot A and 2 spaces for RV Lot B. He explained that they will probably be 100% full soon.

### **Noteworthy Incidents**

Chief Rojas presented noteworthy incidents. There is a new Gate Ambassador Supervisor that started this week and will be hiring for a supporting scheduler role. Chief Rojas also informed the Committee updates with the vaccine clinic.

### **Security Statistics**

Chief Rojas reported on the statistics for the Security Department that includes Social Services and the Compliance Division. Reports are attached to the official minutes of this meeting.

Chief Rojas went through reports and explained certain statistics to the Committee. The Committee commented and asked questions.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Emergency Equipment Update**

Chief Rojas updated the Committee on the Emergency Equipment questions from the last meeting. The Committee commented and asked questions.

### **Security Officers at Specialty Events**

Chief Rojas informed the Committee that the Voluntary Security Officers at Specialty Events Resolution was approved by the Board.

### **Garden Center Security Update**

Chief Rojas reported to the Committee that he and the Director of Recreation did a walkthrough in both Garden Centers. As of right now, Security will add Foot Patrol and Patrol Checks to save on costs. Also, when people terminate their plot, there will Security there to escort them out.

### **Gate Access System (RFID)**

Chief Rojas reported to the Committee the cost of the RFID's. The Committee commented and asked questions.

### **Fire Avert Devices**

Chief Rojas presented the Fire Avert Devices. Chief Rojas gave some back history. He proposed that a pilot program of (6) units, costing no more than \$930 be presented to the Board. The Committee commented and asked questions

Director Armendariz made a motion to approve the Fire Avert Devices pilot program. Director Bhada seconded the motion.

By a vote of (5-2-0), (Director Moldow and Advisor Cunningham), the motion passed

### **ITEMS FOR FUTURE AGENDAS**

None

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Advisor Cunningham comments on the poor quality of audio on the meeting.

#### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, April 26, 2021, at 1:30 p.m. in a virtual meeting.

#### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:39 p.m.

*Don Tibbetts*

Don Tibbetts (Feb 25, 2021 09:44 PST)

Don Tibbetts, Chair

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