



OPEN MEETING

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

Tuesday, June 8, 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*

- 1. Call to Order / Establish Quorum – Sue Margolis, President**
- 2. Acknowledge Media**
- 3. Approval of Agenda**
- 4. Approval of the Meeting Minutes**
 - a. May 11, 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 to request to speak.***
- 7. Responses to Open Forum Speakers**
 - a. Director Addington – to give an update to the Open Forum comments from the May 11, 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) Recommendation to Approve the Request for Room Addition on Existing Front Patio and Enlarged Kitchen Window (690-A, Cordoba, 1A4R)
 - b. Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in May, 2021, and such review is hereby ratified.
 - c. **Recommendation from the United Finance Committee:**
 - (1) Approve a Resolution for Recording a Lien against Member ID# 947-445-00
 - (2) Approve a Resolution for Recording a Lien against Member ID# 947-399-24
 - (3) Approve a Resolution for Recording a Lien against Member ID# 947-376-74
 - (4) Approve a Resolution for Recording a Lien against Member ID# 947-444-03
 - d. Recommend to Approve Tree Removal Request: (64-F) - One Carolina Laurel Cherry tree
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 May 2021, such review is hereby ratified.
 - b. Entertain a Motion to Adopt a Resolution and the Revised Non-Emergency Maintenance Chargeable Services List (**MAY Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)
 - c. Entertain a Motion to Adopt a Revised Temporary Borrowing from Reserve Fund Authorization (**MAY Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)
12. **New Business**
 - a. Entertain a Motion to Approve a Resolution for Appointment of Officers to Update Assistant Treasurer ex Officio
 - b. Entertain a Motion to Introduce a Resolution for a Social Media Policy (**JUNE Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360**)
 - c. Entertain a Motion to Introduce a Resolution for Subletting Conditionally Permitted (**JUNE Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360**)

13. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on May 25, 2021; next meeting June 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 Addington. The Committee met on May 26, 2021; next meeting June 17, 2021 at 9:30 a.m. as a virtual meeting.
- c. Report of Member Hearings Committee – Director Achrekar. The Committee met on May 27, 2021; next meeting June 24, 2021 at 9:00 a.m. as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Addington. The Committee met on May 20, 2021; next meeting June 17, 2021, 1:30 p.m. as a virtual meeting.
- e. Report of the Landscape Committee – The Committee met on April 8, 2021; next meeting TBA.
- f. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on May 4, 2021; next meeting June 23, 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 April 21, 2021; next meeting June 23, 2021, 1:30 p.m. as a virtual meeting
- b. Report of the GRF Strategic Planning Committee—Director Torng. The Committee met on March 17, 2021; next meeting June 14, 2021, 9:30 a.m. as a virtual meeting.
- c. Report of the Community Activities Committee – Director Addington. The Committee met on May 13, 2021; next meeting June 10, 2021, 1:30 p.m. as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – The committee met on May 6, 2021; next meeting TBA.

- d. Report of the GRF Landscape Committee – Director Armendariz. The Committee met on March 10, 2021; next meeting June 9, 2021 at 1:30 p.m.
- e. Report of the GRF Maintenance & Construction Committee – Director Randazzo. The Committee met on June 9, 2021; next meeting August 11, 2021, 9:30 a.m. as a virtual meeting.
- f. Report of the Media and Communication Committee – Director Ardani. The Committee met on May 17, 2021; next meeting June 21, 2021, 1:30 p.m. as a virtual meeting.
- g. Report of the Mobility and Vehicles Committee – Director Addington. The Committee met on June 2, 2021; next meeting August 4, 2021, 1:30 p.m. as a virtual meeting.
- h. Report of the Security and Community Access Committee – Director Armendariz. The Committee met on April 26, 2021; next meeting June 28, 2021 at 1:30 p.m. as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on May 19, 2021; next hearings will be held June 16, 2021, at 9:00 a.m. as a virtual meeting.
- j. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on May 25, 2021; next meeting July 27, 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.*

- 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) May 11, 2021—Regular Closed Session

(b) May 26, 2021—Special Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters Discuss and Consider Legal and Litigation Matters

18. Adjourn



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

**Tuesday, May 11, 2021, 9:30 a.m.
Open Session, Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Ellyce Rothrock, Eileen Paulin, Chuck Holland, Pamela Bashline, Steve Hormuth, Grant Schultz and Cheryl Silva

Others Present: VMS: Norman Kahn, Juanita Skillman

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

President Margolis requested that agenda item 11c. be moved to new business as agenda item 12c.

Director Armendariz made a motion to approve the agenda as amended. Director Randazzo seconded the motion.

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

4. Approval of Minutes

- a. April 13, 2021 – Regular Open Meeting

Hearing no changes, the minutes of April 13, 2021, were approved without objection.

5. Report of the Chair

President Margolis commented this board takes their fiduciary duties very seriously. She discussed how the financials are handled, the balance in the reserve account and the results of the audit. Discussed the services provided with the member assessments.

6. Open Forum

Ellyce Rothrock read the member comments received.

Members made comments regarding the following:

- A Member requested a recycle bin to be placed in each laundry room.
- A Member commented about the transfer of funds from the operating and reserve funds.
- A Member commented about a water leak at his unit.

7. Responses to Open Forum Speakers

- Jeff Parker-CEO responded regarding the operating and reserve funds. Discussed how property taxes are paid. Staff will look into providing recycling bins in the laundry rooms.
- Jeff Parker-CEO responded about the water leak.
- Director Armendariz responded about HO6 insurance and upgrades being the members' responsibility.

President Margolis gave an update to the Open Forum comments from April 13, 2021 board meeting.

- The Board is reviewing the requirements to get a replacement stock certificate.

8. Update from VMS – Director Kahn

VMS Director Kahn gave a report from the VMS Board. He reported on the KPI's related to Laguna Woods Village.

Director Kahn answered questions from the board.

Director Kahn introduced Chuck Holland, Director of IT Services, to show a presentation on the Malware Incident:

- Malware Recovery Summary
- Overview of Malware Analogy

Chuck Holland answered questions from the board.

9. CEO Report

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

- According to the Orange County Health Care Agency (OCHCA) the COVID-19 cases continue to decline. Hospitalizations/ICU cases are as low as 80, which is

the lowest we have seen. There are 254,231 confirmed COVID-19 cases in Orange County—46 cases reported May 7. The City of Laguna Woods reports 413 confirmed cases and 50 deaths. The seven-day testing positivity rate in Orange County is 1.3%. The State of California has vaccinated 31,787,822 individuals so far. The last vaccine clinic for Laguna Woods Village will be held soon for the second vaccination. Orange County has moved to the less restrictive tier. The yellow tier allows increased our capacity in recreational facilities. The green tier will allow us to reopen without restrictions.

- In the process of planning for the reopening of all facilities and recreations activities.
- CFO recruitment has concluded and Jose Campos and Steve Hormuth will be promoted to the Finance Director position.
- Budget process begins the end of May and information has been sent out to the board members.
- Return of the Village Bazaar on Saturday, June 5, from 10 a.m. to 2 p.m.
- The library and history center reopened on May 5, 2021, by appointment with limited capacity.
- Fall Prevention Virtual Lecture by Laguna Woods Social Services, in partnership with MemorialCare Saddleback Medical Center and the Foundation of Laguna Woods Village, is hosting a free, virtual class on age-friendly care on Thursday, May 20, from 2 to 3 p.m.
- New resident orientation will be virtual. Contact Becky Jackson to make reservations. Next new resident orientation will be held on Friday, June 3.
- Next bulky item pickup will be held on the third Saturday of the month on May 15, 2021.

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

10. Consent Calendar

10a. Recommendation from the United Architectural Control and Standards Committee:

- (1) Recommendation to Approve the Request for Bathroom Addition in Existing Enclosed Atrium Alteration (Shahnazi, 2085-B, Cordoba Pacifica, AB04-1)

RESOLUTION 01-21-27 **Variance Request**

WHEREAS, Mr. Ali Shahnazi of 2085-B Ronda Granada, a Cordoba style unit, requests Board approval of a variance to install a non-standard Bathroom Addition in the existing alteration enclosed atrium.; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on April 5, 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 April 19, 2021.

NOW THEREFORE BE IT RESOLVED, on May 11, 2021, the Board of Directors hereby approves the request to a variance to install a non-standard Bathroom Addition in the existing alteration enclosed atrium;

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 2085-B Ronda Granada and all future Mutual members at 2085-B Ronda Granada;

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.

10b. Recommendation from the United Landscape Committee:

- (1) Recommendation to Approve Landscape Revisions Request: 703-C Avenida Sevilla (Passehl) – One Bottle Brush Tree

RESOLUTION 01-21-28
Approve Removal
of One Bottle Brush Tree
703-C Avenida Sevilla

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 April 8, 2021, the Landscape Committee reviewed a request to remove Bottle Brush tree from the Member at 703-C, who cited the reasons as overgrown and structural damage, 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 Bottle Brush tree located at 703-C Avenida Sevilla.

NOW THEREFORE BE IT RESOLVED, May 11, 2021, the Board of Directors approves the request for the removal of one Bottle Brush tree;

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby

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

10c. Recommendation from the United Finance Committee:

- (1) Approve a Resolution for Recording of Lien against Member ID# 947-377-81

RESOLUTION 01-21-29
RECORDING OF A LIEN

WHEREAS, Member ID 947-377-81; 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, May 11, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-377-81 and;

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

- (2) Approve a Resolution for Recording of Lien against Member ID# 947-402-20

RESOLUTION 01-21-30
RECORDING OF A LIEN

WHEREAS, Member ID 947-402-20; 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, May 11, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-402-20 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 April, 2021 and such review is hereby ratified.

10e. Recommendation from the United Maintenance & Construction Committee:

- (1) Recommendation to Deny a Reimbursement for an Alteration Heater/AC System Repair

Director Armendariz made a motion to approve the Consent Calendar. Director Addington seconded the motion.

Discussion ensued among the directors.

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

11. Unfinished Business

11a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of November 2020, December 2020, January 2021, February 2021, March 2021 and April 2021; such review is hereby ratified.

Directors Asgari and Casey commented they reviewed the financials and made a motion to approve the financials for the months of November 2020, December 2020, January 2021, February 2021, March 2021 and April 2021.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 8-1-2 (Director Armendariz opposed, Directors Bastani and Gilmore abstained)

11b. Discuss and Consider Resale Process Efficiencies—Proposed Amendment to Financial Qualifications Policy and Other Efficiencies.

Director Addington read the changes in following resolution:

RESOLUTION 01-21-32 **Financial Qualifications Policy**

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

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

WHEREAS, on February 18, 2021, the Governing Documents Review Committee discussed a list of goals for the coming year, which includes the Community Services Division’s review and streamlining of the resale application process where applicable; and

WHEREAS, on March 18, 2021, the Community Services Division presented potential resale process efficiencies to the Governing Documents Committee for consideration; and

WHEREAS, on March 18, 2021, the Governing Documents Review Committee recommended that the Board of Directors consider the implementation of the resale process efficiencies; one of which would result in an adjustment to Income Requirement of the Financial Qualifications Policy as follows:
Prospective Shareholders shall submit from a recognized Credit Reporting Agency (e.g. Equifax, TransUnion, Experian) **a full credit report if FICO score is less than 700 or FICO score is 700 or higher with an outside mortgage. Submit a credit summary report if FICO score is 700 or higher without an outside mortgage. These reports must be dated within 60 days prior to the application submittal.**

NOW THEREFORE BE IT RESOLVED, **May 11, 2021** the Board of Directors of this Corporation hereby introduces the amendment to the Financial Qualifications as outlined in this resolution; and

RESOLVED FURTHER, that Resolution 01-20-63, adopted October 13, 2020, is hereby suspended in its entirety and canceled; 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.

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

Pamela Bashline, Community Services Manager gave an overview of the staff report. Staff recommends approval of the updated Financial Qualifications Policy amending the income requirements section to require FICO scores less than 700 to submit a full credit report and FICO scores 700 or higher to submit a credit summary report only in the membership application package.

Director Addington made a motion to adopt a resolution updating the Financial Qualifications Policy. Director Armendariz seconded the motion.

Discussion ensued among the directors.

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

This item was moved to new business

11c. Entertain a Motion to Approve a Revised Temporary Borrowing from Reserve Fund Authorization

12. New Business

- 12a. Entertain a Motion to Approve the 2021 Annual Election Schedule and Approve a Resolution Appointing the Inspector of Elections

RESOLUTION 01-21-31 **Approve Inspector of Election Services**

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

WHEREAS, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

NOW THEREFORE BE IT RESOLVED, May 11, 2021, that the Board of Directors of United Laguna Woods Mutual hereby approves single-sourcing a contract to UniLect Corporation to perform inspector of election services for the 2021 annual Meeting of the Members; and

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

Staff recommends the board approve the proposed 2021 election schedule, set the annual Meeting of Members, and appoint UniLect Corporation as the Inspector of Elections for the election of directors.

President Margolis made a motion to approve the 2021 election schedule and approve the resolution to appoint the inspector of election. The motion was seconded by Director Armendariz.

Discussion ensued among the directors.

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

- 12b. Entertain a Motion to Introduce a Resolution and the Revised Non-Emergency Maintenance Chargeable Services List.

Director Randazzo read the following resolution:

RESOLUTION 01-21-XX **Non-Emergency Maintenance Chargeable Services**

WHEREAS, the Board established a “Chargeable Maintenance Services Policy” by way of Resolution 01-04-28; and

WHEREAS, the Board amended the policy on June 12, 2007 to remove single fixture stoppages as a chargeable service; and

WHEREAS, the Board amended the policy further by way of Resolution 01-17-104 to establish a charge of \$50.00 for a Missed Maintenance Appointment to be charged to resides who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

WHEREAS, the Board added additional services by way of Resolution 01-20-22 to include non-emergency maintenance chargeable services to authorized member alterations; and

WHEREAS, in order to provide a complete list of non-emergency maintenance chargeable services, the list has been revised again to account for services that have been provided to members for many years, that weren't previously on the chargeable services list; and

WHEREAS, additional non-emergency maintenance chargeable services have been included for appliances, electrical, carpentry, plumbing and painting, as referenced on the attached, approved list.

NOW THEREFORE BE IT RESOLVED, June 8, 2021, that the Board of Directors hereby approves the attached new policy and list of non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service charge for all Maintenance chargeable services shall remain \$10; and

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$50 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

RESOLVED FURTHER, that Resolution 01-20-22 adopted on April 10, 2020 is hereby superseded and cancelled; and

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

MAY Initial Notification

Must postpone 28-days for member review and comment to comply with Civil Code §4360.

Director Randazzo made a motion to introduce a resolution to revise non-emergency maintenance chargeable services list for 28-day review. Director Addington seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 6-1-4 (Director Bastani opposed, Directors Ardani, Azar, Gilmore, Torng abstained).

- 12c. Entertain a Motion to Approve a Revised Temporary Borrowing from Reserve Fund Authorization (MAY Initial Notification—Must postpone 28-days for member review and comment to comply with Civil Code §4360)**

RESOLUTION 01-21-XX
Temporary Borrowing by Operating Fund from The Reserve Fund

WHEREAS, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short-term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920.

WHEREAS, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting.

WHEREAS, it has become necessary to transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax assessments are collected and the corresponding amounts are required to be paid and also due to short term cash flow shortfalls in the operating fund.

WHEREAS, the amount of funds needed to be transferred from the reserve fund to the operating fund has been determined to be \$6,100,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be provided by future property tax assessment collections and positive cash flow results from operations.

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the operating fund to repay the \$6,100,000 to the reserve fund in three months and therefore a special assessment will not be needed.

NOW THEREFORE BE IT RESOLVED, May 11, 2021 that the transfer of up to \$6,100,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds in three months, but no later than one year from this date, is hereby authorized.

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

MAY Initial Notification

Must postpone 28-days for member review and comment to comply with Civil Code §4360.

Staff recommends the board approve the Finance Committee's endorsement to adopt a policy of temporarily borrowing monies from the reserve fund to pay for operating expenditures consistent with the Davis Stirling Act and Civil Code Section 5515. Payback of the borrowed monies to the advancing fund is not to exceed three months.

Director Armendariz made a motion to introduce a policy of temporarily borrowing monies from the reserve fund to pay for operating expenditures. Director Randazzo seconded the motion.

Discussion ensued among the directors.

Steve Hormuth answered questions from the board.

President Margolis called for the vote and the motion passed by a vote of 6-5-0 (Director Torng, Bastani, Asgari, Ardani, Gilmore opposed).

Jeff Parker-CEO commented that the main focus of this item is to be consistent with the Davis Stirling Act by approving a resolution whenever money is borrowed from one fund to another fund.

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 April 27, 2021; next meeting will be May 25, 2021, 1:30 p.m. as a virtual meeting.
- 13b.** Report of the Architectural Control and Standards Committee – Director Gilmore. The committee met on April 19, 2021; next meeting May 20, 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 April 22, 2021; next meeting May 27, 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 April 15, 2021; next meeting will be May 20, 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 April 8, 2021; next meeting TBA.

- 13f. Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last committee meeting. The committee met on April 28, 2021; next meeting June 23, 2021, at 9:30 a.m. as a virtual meeting.
- 13g. Report of the Communication Committee – Director Ardani. The next committee is TBA.

14. GRF Committee Highlights

- 14a. Report of the GRF Finance Committee – Director Asgari gave highlights from the last committee meeting. The committee met on April 21, 2021; next meeting will be June 23, 2021, 1:30 p.m. as a virtual meeting.
- 14b. Report of the GRF Strategic Planning Committee – The committee met on March 17, 2021; next meeting TBA.
- 14c. Report of the Community Activities Committee – Director Addington gave highlights from the last committee meeting. The committee met on April 8, 2021; next meeting May 13, 2021, 1:30 p.m. as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee – The committee met on May 6, 2021; next meeting TBA.
- 14d. Report of the GRF Landscape Committee – Director Armendariz. The committee met on March 10, 2020; next meeting June 9, 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 April 14, 2021; next meeting will be June 9, 2021, 9:30 a.m. as a virtual meeting.
 - (1) Clubhouse 1 Renovation Ad Hoc Committee—Director Randazzo. The committee met on March 23, 2021; next meeting TBA.
- 14f. Report of the Media and Communications Committee – Director Ardani gave highlights from the last committee meeting. The committee met on April 19, 2021; next meeting will be May 17, 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 April 7, 2021; next meeting will be June 2, 2021, 1:30 p.m. as a virtual meeting.
- 14h. Report of the Security and Community Access Committee – Director Armendariz. The committee met on April 26, 2021; next meeting June 28, 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 April 21, 2021; next hearings May 19, 2021, at 9:00 a.m. as a virtual meeting.
- 14j. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met virtually on March 30, 2021; next meeting May 25, 2021, at 9:30 a.m. as a virtual meeting.
- 14k. Report of the Insurance Ad Hoc Committee – Director Margolis. The Committee met on February 18, 2021; next meeting will be held on May 14, 2021.

15. Future Agenda Items

- 15a. 360 Investigation

16. Director's Comments

- Director Asgari and Randazzo commented that Bert Moldow has passed and he will be deeply missed.
- Director Achrekar commented about a Member with an electrical panel problem.
- Director Ardani commented about how long it takes to close tickets.
- Director Armendariz commented about the temporary borrowing of funds.
- Director Asgari asked about the required deposit for members selling their units.
- Jeff Parker-CEO commented we are no longer requiring the escrow deposit. The purpose of the deposit was to speed up the escrow process when the buyer wanted to close escrow in 30-days or less.
- Jeff Parker-CEO commented about the staffing shortage.
- Director Bastani asked about the board member terms that for re-election this year. He commented about manor alterations.
- Director Randazzo commented about manor alteration standards. He commented about the vaccinations. He asked about Zoom functionality.
- Director Tornig commented about landscape complaints and closing landscape tickets.
- Director Addington commented on conduct of one of the directors.

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

The meeting recessed at 12:13 p.m. into the Closed Session.

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

During the April 13, 2021, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) March 9, 2021 – Regular Closed Session

Discussed and Considered Litigation and Legal Matters

Discuss Board Disciplinary Matters

Discuss and Consider Contractual Matters
Discussed Personnel Matters
Discuss Member Disciplinary Matters

18. Adjourn

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

DocuSigned by:
Neda Ardani
33AA1B659E4B444

Neda Ardani, Secretary of the Board
United Laguna Woods Mutual



STAFF REPORT

DATE: June 8, 2021
FOR: United Mutual Board
SUBJECT: Variance Request: Mr. Ernest McGee of 690-A (Cordoba, 1A4R)
Room Addition on Existing Front Patio and Enlarged Kitchen Window

RECOMMENDATION

United Mutual Architectural Control & Standards Committee recommends the Board approve the request for a room addition on the front patio and an enlarged kitchen window with the conditions stated in Appendix A.

BACKGROUND

Mr. McGee of 690-A Avenida Sevilla, a Cordoba style manor, requests Board approval of a variance to add a room in the existing front patio and enlarge the kitchen window.

Due to there being no existing Standard for a room addition adjacent to the living room on a 1A4 (Cordoba) floor plan, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

DISCUSSION

Mr. McGee is proposing to create a room on the left side of his existing enclosed front patio by retaining the existing walls, windows, and roof, pouring a new concrete slab to raise the floor to match the rest of the unit and installing a new wood framed wall with stucco to match the existing wall. Walls and ceiling will be insulated.

The 12' x 11'-9" room addition would be entered through a 5' wide by 6'-8" tall pair of barn doors connecting it to the living room. In addition, a new 6' x 4' window will be installed to replace the existing 4' x 4' kitchen window.

The manor has an existing Variance and permit for a roof on the front patio from 2001. At the time of purchase in 2020 by Mr. McGee, the front patio had been refinished as shown in the included photos (Attachment 3), including the entry door and windows. There are no records of permits for these additional improvements.

Staff recommends approval of this request due to finding no impairment of the structural integrity, mechanical systems, or drainage of the surrounding units or lessening of structural support.

Currently, there is one open Mutual Consent for Unit 690-A for an interior remodel of the manor. It was approved on January 13, 2021, and is currently under construction.

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

A Neighbor Awareness Notice was sent to Units 690-B, 691-A, 691-B, 691-C, 691-D, 914-A, 914-D, 915-A and 915-D on May 19, 2021 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

Variances for room additions on the living room side of the front patio have been approved in August 2002 and March 2017. Additionally, whole patio room additions can be approved via Architectural Standard plan 8 for Cordoba AB04 models and breakfast room additions approved via Architectural Standard plan 4 for 1A4 models.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 690-A.

Prepared By: Richard de la Fuente, Alterations Inspector II

Prepared By: Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

ATTACHMENT(S)

- Appendix A: Conditions of Approval
- Attachment 1: Scope
- Attachment 2: Variance Application
- Attachment 3: Photos
- Attachment 4: Map
- Attachment 5: Resolution 01-21-xx

APPENDIX A

CONDITIONS OF APPROVAL

1. No improvement shall be installed, constructed, modified or altered at **690-A**, (“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 **690-A** for a **Room Addition and Kitchen Window**, 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 **690-A** and all future Mutual Shareholders at **690-A**.
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 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.

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 Alternations, the Shareholder shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
10. 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.
11. 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.
12. 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.

13. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
14. 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.
15. 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.
16. 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.
17. 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.

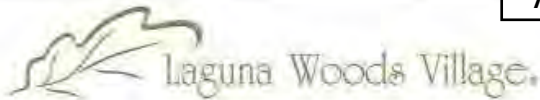
18. Any remaining Conformance Deposit is refundable if the Shareholder notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion 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.
19. 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>.
20. 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.
21. 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.
22. 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.
23. 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.
24. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
25. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
26. 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.

27. 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.
28. 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 2
APPLICATION**



MANOR # 690-A

ULWM TLHM

Variance Request Form

SA _____

Model: <u>Cordoba</u>	Plan: <u>1A4R</u>	Date: <u>3-4-2021</u>
Member Name: <u>Ernest McGee</u>	Signature: <u>[Signature]</u>	
Phone: [Redacted]	[Redacted]	
Contractor Name/Co: <u>West Coast Richard Smith Remodel Inc.</u>		
Owner Mailing Address: (to be used for official correspondence) [Redacted]		

Description of Proposed Variance Request ONLY:

The existing manor already has a Variance and permit for the roof for the front patio from approximately 20 years ago. We propose creating an office on the living room side that is habitable by keeping the existing exterior and existing roof, build one wall to separate the office from the patio and create an entrance from the living room. Insulating the ceiling and walls and raising the floor to be level with the living room. Also expanding the kitchen window from 4'x4' to 6'x4'.

Dimensions of Proposed Variance Alterations ONLY:

The proposed office floor space is 12' x 11'9", finished interior floor to ceiling is 7'6". Doorway from the living room is 5'x6'8". Proposed Kitchen window is 6'x4'.

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

Alteration Variance Request	Complete Submittal Cut Off Date:
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 _____

v.1.18



**Professional
Community
Management, Inc., AGENT**
Leisure World, Laguna Woods

RECEIVED
JUN 15 2001
PLANNING & ENGINEERING

MANOR # 690-A
STREET AV. SEVILLA
PERMIT # 010907
FINAL INSP. 2/13/02

APPLICATION FOR ALTERATION PERMIT

(Please print clearly with black ink or type all information)

City # 3014-Brown

THE MEMBER, WHOSE SIGNATURE APPEARS BELOW, HEREBY ACKNOWLEDGES THAT THE REPAIR, REMOVAL AND/OR MAINTENANCE OF THE SPECIFIED ALTERATION(S) OR IMPROVEMENT(S) IS THE MEMBER'S RESPONSIBILITY. "I HEREBY FURTHER EXPRESSLY ACKNOWLEDGE AND AGREE THAT IT IS THE RESIDENT'S RESPONSIBILITY TO BEAR ALL RISKS IN CONNECTION WITH THE SPECIFIED ALTERATION(S) OR IMPROVEMENT(S), INCLUDING, BUT NOT LIMITED TO, THE COSTS OF REMOVING, ALTERING OR REPLACING THE SAME AS MAY BE NECESSARY OR APPROPRIATE TO ALLOW THE CORPORATION BUSINESS. IT IS INTENDED THAT THIS PROVISION BE BROADLY CONSTRUED TO EFFECTUATE THE PARTY'S INTENT THAT THE INDIVIDUAL RESIDENT BEAR ALL COSTS IN CONNECTION WITH THE SPECIFIED ALTERATION(S) OR IMPROVEMENTS(S)." UNDERSTAND AND AGREE TO THESE CONDITIONS.

The undersigned, a member of UNITED THIRD Laguna Hills Mutual, a California nonprofit corporation (hereinafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to dwelling unit No. 690-A AVENIDA SEVILLA. Said alteration (hereinafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a contractor is to perform said alteration, and which are incorporated herein and made a part hereof.

PROPOSED ALTERATION
(please check all that apply)

MAKE PLEASE INSPECT
ROOF. BRG.
THANKS OK

- | | | |
|--|---|---|
| <input type="checkbox"/> Antenna, AMATEUR RADIO | <input type="checkbox"/> Flagpole | <input type="checkbox"/> Solatube |
| <input type="checkbox"/> Atrium, ENCLOSURE | <input type="checkbox"/> Garden Room | <input type="checkbox"/> Slab Revision |
| <input type="checkbox"/> Bathroom, REMODEL | <input type="checkbox"/> Gate | <input type="checkbox"/> Solarium |
| <input type="checkbox"/> Block Wall | <input type="checkbox"/> Gutters/Downspout | <input type="checkbox"/> Soft Water Unit |
| <input type="checkbox"/> Condensation Panel | <input type="checkbox"/> HVAC - <input type="checkbox"/> FAU - <input type="checkbox"/> A/C - <input type="checkbox"/> VENT | <input type="checkbox"/> Solar Unit |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Modesty Paneling | <input type="checkbox"/> Storage Cabinet(s) |
| <input type="checkbox"/> Fences, WROUGHT IRON | <input type="checkbox"/> Patio/Balcony/Atrium Cover, ALUMINUM | <input type="checkbox"/> Wall Attachment(s), EXTERIOR |
| <input type="checkbox"/> Door, EXTERIOR | <input type="checkbox"/> Patio/Balcony/Atrium Cover, WOOD LATTICE | <input type="checkbox"/> Washer/Dryer |
| <input type="checkbox"/> Door, GARAGE | <input type="checkbox"/> Patio/Balcony/Atrium Cover, WOOD SOLID | <input type="checkbox"/> Water Heater, HEAT PUMP |
| <input type="checkbox"/> Door, SCREEN | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Water Heater, RELOCATION |
| <input type="checkbox"/> Floor Coverings, EXTERIOR | <input type="checkbox"/> Shades, ROLL UP | <input type="checkbox"/> Window |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Skylight(s) | <input type="checkbox"/> Windbreak/Windscreen, GLASS |

LOCATION/OTHER: REMOVE AND REPLACE EXISTING 1989 PATIO ROOF (MOBILE-HOME TYPE METAL INSULATED ROOF) WITH A CONVENTIONAL RAFTER AND BEAM WOODEN STRUCTURE WITH FIRE RETARDANT ROOFING "ARCHITECTURE ROOF PLANS ATTACHED"
 PER MUTUAL APPROVED STANDARD SPECIFICATIONS AND STANDARD PLAN(S): # _____

PER MUTUAL APPROVED VARIANCE RESOLUTION NO. U-01-74 VALUATION \$ 2,900.00

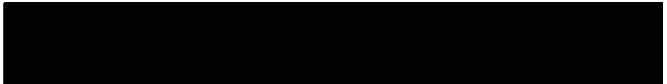
NOTE: THE CEILING FLOORS AND POSSIBLY OTHER AREAS OF THE MANOR MAY CONTAIN A MINUTE AMOUNT OF ASBESTOS THAT IS BASICALLY INERT AND HARMLESS IF NOT DISTURBED. HOWEVER, YOU ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT YOURSELF SHOULD YOU DISTURB OR PENETRATE ANY AREAS OF THE INTERNAL ENVELOPE OF THE MANOR. THE RESIDENT AND/OR HIS CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE AND LOCAL REGULATIONS RELATING TO ASBESTOS REMOVAL.

William Brownlie 06/15/01
MEMBER (SIGNATURE REQUIRED) DATE



THE UNDERSIGNED IS A CONTRACTOR LICENSED PURSUANT TO THE LAWS OF THE STATE OF CALIFORNIA AND HEREBY AGREES TO PERFORM THE ABOVE DESCRIBED WORK SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE HEREBY WHICH ARE INCORPORATED HEREIN AND MADE A PART HEREOF. IN ADDITION, THE UNDERSIGNED CONTRACTOR HAS RECEIVED, READ, UNDERSTANDS, AND AGREES TO FOLLOW AND ADHERE TO ALL CURRENT MUTUAL STANDARDS REGARDING THIS ALTERATION.

Robert Coppola 6/15/01
CONTRACTOR (SIGNATURE REQUIRED) DATE



COPPOLA CONST

PLEASE MAKE CHECK PAYABLE TO: GRF

ALTERATION PERMIT
(OFFICE USE ONLY)

The foregoing application is hereby approved and said member is hereby granted permission to make the above described alteration.

PC/W CORDOBA \$164.00 PC/W 8/21/01
PCM. NO. AGENT MANOR MODEL NAME PERMIT FEE ALTERATION CODE(S) DATE

Agenda Item #10a(1)

690-A

UNITED LAGUNA HILLS MUTUAL

August 15, 2001

Mr. William John Brownlie
690-A Avenida Sevilla
Laguna Woods, CA 92653



Dear Mr. Brownlie:

Your request for roof replacement was carefully considered at the August 14, 2001, meeting of the United Laguna Hills Mutual Board of Directors. Please be advised that the following action was taken by the Board of Directors:

Resolution U-01- 74

RESOLVED, August 14, 2001, that the request of Mr. William John Brownlie of dwelling unit 690-A Avenida Sevilla, for roof replacement is hereby approved without additional revisions contingent upon the following conditions:

1. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member (inclusive of moisture problems resultant from the patio slab).
2. The resident(s) of Manor 691-D must sign an Alteration Consent Form.
3. Plans, signed and stamped by a California licensed structural engineer or architect, must be submitted depicting measurements and construction to meet staff approval and Uniform Building Code including the Title 24 energy conservation provisions.
4. Permits must be obtained and an inspection completed for the existing air conditioning unit and electrical outlets.
5. All required PCM and City of Laguna Woods permits must be obtained prior to the commencement of any work.

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.

The PCM Maintenance Department has been advised of the Board's decision and can be reached at (949) 597-4610, should you require further assistance.

Sincerely,
ON BEHALF OF THE BOARD OF DIRECTORS

Milt Johns
General Manager

cc: Barbara Pavia, Maintenance Department

ATTACHMENT 3
PHOTOS



STREET VIEW



STREET VIEW



LIVING ROOM VIEW TO ENCLOSED PATIO



KITCHEN VIEW OF WINDOW



ENCLOSED PATIO VIEW OF KITCHEN WINDOW



ENCLOSED PATIO VIEW TOWARD FRONT GATE

ATTACHMENT 4
AERIALS



RESOLUTION 03-21-XX

Variance Request

WHEREAS, Mr. McGee of 690-A Avenida Sevilla, a Cordoba style manor, is requesting Board approval of a variance to add a room addition on the front patio and an enlarged kitchen window, and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units May 19, 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 May 26, 2021.

NOW THEREFORE BE IT RESOLVED, on June 8, 2021, the Board of Directors hereby approves/denies the request to add a room addition on the front patio and an enlarged kitchen window;

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 690-A Avenida Sevilla and all future Mutual members at 690-A Avenida Sevilla;

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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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 May 31, 2021.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature *E Addington*

Print Name Elsie Addington

Title Director, United Mutual

Date 25 May 2021

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

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 May 31, 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 *E Addington*

Print Name *Elsie Addington*

Title *Director, United*

Date *25 May 2021*

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____



RESOLUTION 01-21-XX

Recording of a Lien

WHEREAS, Member ID 947-445-00; 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, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-445-00 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 947-399-24; 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, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-399-24 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 947-376-74; 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, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-376-74 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 947-444-03; 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, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-444-03 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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STAFF REPORT

DATE: June 8, 2021

FOR: Board of Directors

SUBJECT: Tree Removal Request: 64-F Calle Cadiz (Kalb) - One Carolina Laurel Cherry tree

RECOMMENDATION

Approve the request to remove one Carolina Laurel Cherry tree.

BACKGROUND

Mr. Kalb became a Member in November 2020, and is requesting the removal of one Carolina Laurel Cherry tree, *Prunus, caroliniana*. The reasons cited by the resident for the removal are litter/debris, personal preference, overgrown, and poor condition. Mr. Kalb also states he would like to redo the patio and cannot due to debris and bees. There is one additional signature on the Mutual Request Form in favor of the removal (Attachment 1).

The tree was last pruned in November 2019. Future trimming is tentatively scheduled for fiscal year 2022.

The height of the tree is approximately 23 feet with a trunk diameter of approximately 12 inches. The tree is approximately two feet from the entrance walk way and approximately six feet from the patio and is growing in the small turf area. There is seven feet of canopy hanging over the patio (Attachment 2).

DISCUSSION

At the time of inspection, the tree was found to be in fair condition with no trunk damage with no visible pests or previous pest damage. The tree has a full canopy with some end weight branches. There are a number of large surface roots very close to the sidewalk and the sidewalk has been recently replaced. There is no record of the cost of the replacement in our database. There was bee activity in the tree during the inspection, but no signs of a hive.

There is damage to the patio wall footing causing the wall to lean. This is due to the tree roots of this tree and most likely from the small Ficus tree in the patio as well. Staff will recommend to the resident to remove the Ficus tree and stump since the Ficus tree is the responsibility of the owner.

With the combination of the large surface roots near the walkways and the damage to the patio, it is staffs' recommendation to remove the tree to eliminate any future infrastructure damage.

FINANCIAL ANALYSIS:

The cost to remove the tree is estimated at \$588. The cost to trim the tree is estimated at \$100 and the estimated value of the tree is \$1,380 based on the tree inventory data.

Prepared By: Bob Merget, Landscape Manager

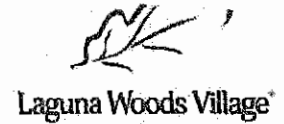
Reviewed By: Kurt Wiemann, Director of Landscape Services

ATTACHMENT(S)

Attachment 1: Mutual Landscape Request

Attachment 2: Form Photographs

Attachment 3: Resolution 01-21-xx



MUTUAL LANDSCAPE REQUEST FORM

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

For all non-routine requests, please fill out this form. Per the policy of your Mutual, if your request falls outside the scope of the managing agent's authority, it will be forwarded to the Mutual's Landscape Committee for review. If you are unsure whether your request falls into this category, first contact Resident Services at 597-4600 in order to make that determination.

PLEASE RETURN COMPLETED REQUEST FORM TO RESIDENT SERVICES.

Resident/Owner Information

You must be an owner to request non-routine Landscape requests.

44 F CALLE CADIZ

3-29-21

Address

ROSWAY KALB

Resident's Name



Non-Routine Request

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

- Tree Removal
- New Landscape
- Off-Schedule Trimming

Other (explain): I am trying to redo my patio deck but I have massive overhang from a tree I either see

Reason for Request

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

- Structural Damage
- Sewer Damage
- Overgrown
- Poor Condition

Litter/Debris

Personal Preference

Other (explain): I cant put floors down unless I hire a crew

GUIDELINES:

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

Removed

Description & Location of Request

Please briefly describe the situation and the exact location of the subject of the request (e.g., "roots of pine tree in front of manor XYZ are lifting the sidewalk"). Attach pictures as necessary.

*In front of 500e plus hanging over my patio
It is making my patio unusable*

Signatures of All Neighbors Affected By This Request

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

Signature	Manor #	For	Undecided	Against
<i>Direct neighbor of the same prop lot #</i>		✓		

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

Acknowledgement - Owner

By signing, you are acknowledging this request.

[Signature]
Owner's Signature

Rooney Salts
Owner's Name

OFFICE USE ONLY

MOVE-IN DATE: _____ DATE: _____ INITIALS: _____

530 _____ 540 _____ 570 _____ LAST PRUNED: _____

RELANDSCAPED: _____ NEXT TIME: _____

TREE SPECIES: _____

COMMENTS: _____

TREE VALUE: _____ TREE REMOVAL COST: _____

ATTACHMENT 2











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RESOLUTION 01-21-XX

**Approve Removal Of
One Carolina Laurel Cherry tree
64-F Calle Cadiz (Kalb)**

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, staff reviewed a request to remove one Carolina Laurel Cherry tree from the Member at 64-F, who cited the reasons as overgrown, and poor condition, and;

WHEREAS, staff determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Carolina Laurel Cherry tree located at 64-F Calle Cadiz.

NOW THEREFORE BE IT RESOLVED, June 8, 2021, the Board of Directors approves the request for the removal of one Carolina Laurel Cherry 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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STAFF REPORT

DATE: April 28, 2021
FOR: Maintenance and Construction Committee
SUBJECT: Revised Non-Emergency Maintenance Chargeable Services List & Resolution

RECOMMENDATION

Review and approve the revised list of non-emergency maintenance chargeable services and the updated Resolution 01-21-XX (Attachments 1 and 2).

BACKGROUND

The Mutual performs repair services as provided under the General Conditions of the Occupancy Agreement. However, since 2004, the Mutual has provided non-emergency maintenance chargeable services as an added benefit to the Shareholders.

On March 10, 2020 the Board adopted Resolution 01-20-22 which, for the first time, allowed maintenance to be performed on certain alterations.

In January 2021, staff discovered that some non-emergency chargeable services were provided to members that weren't on the approved list. In order to provide an all-encompassing list of services, additional non-emergency maintenance chargeable services have been added for appliances, electrical, carpentry, plumbing and painting, as referenced on the attached list.

DISCUSSION

The Mutual has historically planned for various levels of work as non-emergency maintenance chargeable services. These chargeable service repairs are typically items of work for which the Mutual is not responsible; such repairs have been included in the annual budgeted service levels as a courtesy to members. Chargeable services are provided at no cost to the Mutual.

Labor is prorated to the tenth of an hour and applied at the current billing rate for the relevant department; materials are passed through at cost; and a flat rate \$10.00 service charge is applied.

The addition of other non-emergency chargeable services may alter the staffing level required to accommodate the increase in requested work. Careful consideration must be given to staffing levels if the number of non-emergency maintenance chargeable services is increased, so these hours, and potentially new positions, may be reflected in subsequent budget proposals.

The estimated number of staff hours to complete the additional chargeable services is unknown at this time, and will depend on direction provided by the Board relative to new services.

FINANCIAL ANALYSIS

None.

Prepared By: Laurie Chavarria, Executive Assistant

Reviewed By: Ernesto Munoz, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Proposed Non-Emergency Maintenance Chargeable Services

Attachment 2 – Resolution 01-21-XX

Endorsements to Board (4 pages):

Revisions to Non-Emergency Maintenance Chargeable Services List

The Mutual performs repair services as provided under the General Conditions of the Occupancy Agreement. However, since 2004, the Mutual has provided non-emergency maintenance chargeable services as an added benefit to the Shareholders.

On March 10, 2020 the Board adopted Resolution 01-20-22 which, for the first time, allowed maintenance to be performed on certain alterations.

In January 2021, staff discovered that some non-emergency chargeable services were provided to members that weren't on the approved list. In order to provide an all-encompassing list of services, additional non-emergency maintenance chargeable services have been added for appliances, electrical, carpentry, plumbing and painting, as referenced on the attached list.

Discussion ensued regarding burner pans; stove/oven heater coils; estimated costs; interior doors replacements; reasons for water shut off request and repair of broken valve replacements.

By consensus, staff was directed to amend the list of services to specify what interior doors can be replaced and to add a note at the bottom of the list to notify residents that costs are estimates only and may fluctuate.

A motion was made to recommend that the Board approve the revised list of non-emergency maintenance chargeable services and the updated Resolution 01-21-XX, as amended by the Committee.

By a vote of 3/1/0 (Director Bastani opposed), the motion passed.

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Non-Emergency Maintenance Chargeable Services

The Board of Directors of the United Laguna Woods Mutual passed **Resolution 01-21-XX** on **June 8, 2021**, to approve the following updated schedule of non-emergency maintenance chargeable services. This program has been implemented for the convenience of the Shareholders of United Mutual.

Trade	Description of Service	*Limitations	*Cost
Appliance	Install Alteration Dishwasher (Plug-in Only, No Modifications)	Resident Supplied	\$195.00
	Install Alteration Stove Top (Hard Wired, No Modifications)	Resident Supplied	\$160.00
	Install Alteration Oven (Hard Wired, No Modifications)	Resident Supplied	\$230.00
	Install Alteration Wall Mounted Microwave (No Modifications)	Resident Supplied	\$160.00
	Install or Replace Ice Maker Tubing for Refrigerator	Resident Supplied	\$75.00
	Replace or Clean Alteration Range Hood Filter	Resident Supplied	\$55.00
	Remove/Replace Alteration Appliances Moved for Repairs	N/A	\$150.00
	Replace Alteration Stove Top Burner Pans	Resident Supplied	\$30-45.00
	Repair Upgraded or Alteration GE Appliances - excludes non-GE brands (ex. pump in dishwasher, fan motor for fridge, door gaskets, etc.)	Mutual Supplied	Varies
Electrical	Replace Alteration Ceiling Light (like for like)	Resident Supplied	\$170.00
	Replace Alteration Ceiling Fan (like for like)	Resident Supplied	\$235.00
	Replace Alteration Switch (Dimmer okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Outlets (GFCI okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Light Sockets/Ballasts	Resident Supplied	\$160.00
	Replace Light bulbs (Fixtures and/or Appliances)	Mutual Supplied	\$30-80.00
Carpentry	Replace Alteration Entry Door Dead Bolt Lock (excludes keyless systems)	Resident Supplied	\$55.00
	Install or Replace Entry Door Peep Holes, Mail Slots and Entry Door Screens (applicable to alteration doors only)	Resident Supplied	\$69.00
	Replace Broken or Cracked Alteration Windows (like for like replacement, excludes any windows requiring high reach equipment such as aerial lifts)	Resident Supplied	\$1,200.00
	Repair Small Interior Drywall Holes (does not include painting)	Mutual Supplied	\$70.00
	Install New or Replace Existing Alteration Towel Bars or Grab Bars (installed in drywall only, not in fiberglass or tile)	Resident Supplied	\$40.00
	Replace or Install Alteration Door Stops/Bumpers	Resident Supplied	\$69.00
	Size Interior Doors for New Alteration Flooring	Mutual Supplied	\$69.00
	Repair Alteration Sliding Glass Doors/Screens	Resident Supplied	\$69.00
	Repair Alteration Sliding Windows/Screens	Resident Supplied	\$69.00
	Repair/Replace Alteration Entry Screen Doors	Resident Supplied	\$69.00
	Repair Alteration Sliding Closet/Wardrobe Door	Resident Supplied	\$69.00
	Repair/Replace Alteration Chopping Board/Bread Board	Resident Supplied	\$69.00
	Repair/Replace Alteration Baseboards and Moldings	Resident Supplied	\$69.00
	Repair/Replace Alteration Drawer Guides	Resident Supplied	\$69.00
	Install Alteration Entry Door w/ Lock (Requires an approved Mutual Consent)	Resident Supplied	\$450.00
	Repair Alteration Carport Condensation Panels	Resident Supplied	\$96.00
	Removal Alteration Carport Condensation Panels (includes painting)	Resident Supplied	\$458.00
	Replace Interior Bedroom or Bathroom Doors (does not include jam/framing)	Resident Supplied	\$150.00

Plumbing	Repair Alteration Garbage Disposal	Resident Supplied	\$55.00
	Replace an Alteration Garbage Disposal	Resident Supplied	\$90.00
	Repair/Replace Alteration Shower Head	Resident Supplied	\$90.00
	Repair/Replace Valve for Ice Maker Line (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Alteration Faucet (cartridge style)	Resident Supplied	\$90.00
	Repair/Replace Alteration Sink/Basin Spray Heads, Drain Traps, Basin Stoppers, Pull-Rods, Hoses, Supply Lines (as long as there is no active leak)	Resident Supplied	\$80-160.00
	Repair/Replace Alteration Kitchen Sink & Bathroom Basin (like for like)	Resident Supplied	\$160.00
	Repair/Replace Alteration Fitting/Flange/Valves (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Alteration Toilets (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Toilet Seat	Resident Supplied	\$70.00
	Replace Alteration Shower Mixing Valve	Resident Supplied	\$90.00
	Replace Alteration Water Heater (as long as there is no active leak)	Resident Supplied	\$230.00
	Water Shut-off/on – Resident Request for Alteration Repair/Replace	N/A	\$25-45.00
	Camera Sewer Line for Alteration Permit	N/A	\$45-105.00
Painting	Interior Touch-up Painting (partial wall)	Resident Supplied	\$80.00
	Interior Touch-up Painting (full wall)	Resident Supplied	\$130.00
	Exterior Entry Door Paint (full paint – off program. Requires Board approved variance.)	Resident Supplied	\$120-250.00
*LIMITATIONS	Estimated cost includes a \$10 service charge, labor and materials (as noted above). Most parts are to be provided by the Resident.		
	The costs provided above are ESTIMATES only. Actual charges may vary.		
	All Mutual supplied parts will be standard brand only.		
	All Mutual supplied parts will be limited to parts in stock.		
	All Mutual provided parts and labor carry a 30-day warranty, unless specified otherwise.		
	Resident Supplied = Resident to supply the replacement or repair parts at the time of service.		
	Failure to be present at the time of service will result in a \$50.00 Missed Maintenance Appointment Fee.		
	Where applicable, a \$25 permit fee for the City of Laguna woods will be charged.		

Attachment 2 - Resolution 01-21-XX

Resolution 01-21-XX Non-Emergency Maintenance Chargeable Services

WHEREAS, the Board established a “Chargeable Maintenance Services Policy” by way of Resolution 01-04-28; and

WHEREAS, the Board amended the policy on June 12, 2007 to remove single fixture stoppages as a chargeable service; and

WHEREAS, the Board amended the policy further by way of Resolution 01-17-104 to establish a charge of \$50.00 for a Missed Maintenance Appointment to be charged to resides who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

WHEREAS, the Board added additional services by way of Resolution 01-20-22 to include non-emergency maintenance chargeable services to authorized member alterations; and

WHEREAS, in order to provide a complete list of non-emergency maintenance chargeable services, the list has been revised again to account for services that have been provided to members for many years, that weren't previously on the chargeable services list; and

WHEREAS, additional non-emergency maintenance chargeable services have been included for appliances, electrical, carpentry, plumbing and painting, as referenced on the attached, approved list.

NOW THEREFORE BE IT RESOLVED, June 8, 2021, that the Board of Directors hereby approves the attached new policy and list of non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service charge for all Maintenance chargeable services shall remain \$10; and

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$50 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

RESOLVED FURTHER, that Resolution 01-20-22 adopted on April 10, 2020 is hereby superseded and canceled; and

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

MAY Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied

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STAFF REPORT

DATE: June 8, 2021
FOR: Board of Directors
SUBJECT: Temporary Borrowing By Operating Fund From The Reserve Fund

RECOMMENDATION

Staff recommends the Board entertain a motion to ratify and approve the current temporary borrowing of \$1,300,000 by the Operating Fund from the Reserve Fund to meet cash-flow needs resulting primarily from the April 2021 payment of property taxes. Payback of the borrowed monies to the advancing fund is planned for one month but is not to exceed one year from the date of approval.

GOVERNING AUTHORITY

California Civil Code § 5510 Expenditure of Reserve Accounts

- (b) The board shall not expend funds designated as reserve funds for any purpose other than the repair, restoration, replacement, or maintenance of, or litigation involving the repair, restoration, replacement, or maintenance of, major components that the association is obligated to repair, restore, replace, or maintain and for which the reserve fund was established.

California Civil Code § 5515 Borrowing from Reserve Accounts

- (a) Notwithstanding Section 5510, the board may authorize the temporary transfer of moneys from a reserve fund to the association's general operating fund to meet short-term cashflow requirements or other expenses, if the board has provided notice of the intent to consider the transfer in a board meeting notice provided pursuant to Section 4920 (Notice of Board Meeting).
- (b) The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered.
- (c) If the board authorizes the transfer, the board shall issue a written finding, recorded in the board's minutes, explaining the reasons that the transfer is needed, and describing when and how the moneys will be repaid to the reserve fund.
- (d) The transferred funds shall be restored to the reserve fund within one year of the date of the initial transfer, except that the board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interest of the common interest development, temporarily delay the restoration.

BACKGROUND

In April 2021, United issued payment to the County of Orange for January through June property taxes. Due to the timing difference between the collection of property taxes from residents through monthly assessments, a temporary shortfall of Operating Cash occurred. To address the temporary shortfall of operating fund cashflow, a temporary borrowing from the reserve fund was been applied until the scheduled resident assessments have been collected.

During the May 11, 2021 meeting of the United board, a temporary borrowing resolution was introduced with an amount of \$6,100,000 to match the interfund payable balance of \$6,037,470 as reported in the March 31, 2021 financial statements (Fund Balance Sheet). The motion to introduce a policy of temporary borrowing was approved and the item was placed on 28-day hold. Due to scheduled payments having been made, returning the monies to the advancing reserve fund, an updated resolution is being presented to the board at the June 8, 2021, board meeting with changes noted in red.

DISCUSSION

The root cause of the shortfall of operating cashflow is due payment of expenditures not aligning with collections of monthly assessments. While resident assessments are collected at a consistent amount each month, payment to vendors follow a different schedule. The two largest contributors for timing differences are property tax and insurance payments.

Property Taxes

The Orange County Tax Collector requires the equivalent of six months of property taxes to be paid no later than April 10. By April, only four months of resident property tax contributions have been collected resulting in an operating fund cash deficit of \$1,965,425 (\$990,291 x 2 months: May and June) specific to property taxes.

The table below illustrates the inflow of property tax contributions from residents and outflow of payments to the Orange County Tax Collector:

	Contributions	Payment	Rolling Balance
January 2021	990,291	-	990,291
February	990,291	-	1,980,582
March	990,291	-	2,970,873
April	990,291	(5,926,589)	(1,965,425)
May	990,291	-	(975,134)
June	990,291	-	15,156

Insurance

The annual deficit resulting from the early payment of property taxes noted above was compounded by United starting the 2021 calendar year with less cash in the operating fund due to a significant increase in insurance expense. The higher insurance rates for the policy year of October 2020 through September 2021 resulted in a \$687,656 year-over-year increase for the insurance prepayment leaving the pre-paid insurance account balance at \$2,279,317 as of December 31, 2020.

Similar to property taxes, the below table illustrates how outgoing operating fund cash payments exceed the incoming insurance contributions from resident assessments until August of 2021 when the operating cash returns to a positive balance.

	Contributions	Payment	Rolling Balance
2020 Prepayment		(2,279,317)	(2,279,317)
January 2021	319,835	(24,957)	(1,984,439)
February	319,835	(24,957)	(1,689,561)
March	319,835	(42,076)	(1,411,802)
April	319,835	(24,957)	(1,116,924)
May	319,835	(24,957)	(822,046)
June	319,835	(24,957)	(527,168)
July	319,835	(24,957)	(232,290)
August	319,835	-	87,545
September	319,835	-	407,380
October	319,835	(3,672,053)	(2,944,838)
November	319,835	(25,706)	(2,650,709)
December	319,835	(187,435)	(2,518,309)

FINANCIAL ANALYSIS

To provide sufficient funding from the Operating Fund to pay the April 10, 2021 property tax payment and mitigate the timing issues noted above, United temporarily borrowed monies from the reserve funds. Staff anticipates repayment of the borrowed funds to be completed by the end of June 2021 as illustrated in the cash projection below:

	<u>Projection</u>
Payable to Reserve Fund As Of April 30, 2021	4,620,817
Reserve Fund Repayment May 25, 2021	<u>(3,334,246)</u>
Projected Reserve Borrowing Net As Of May 31, 2021	1,286,571**
Anticipated Cash Receipts	
Resident Property Tax Contribution: June	(990,291)
Resident Supp Prop Tax Contribution: June	(24,120)
Resident Insurance Contribution: June	<u>(319,835)</u>
Projected Reserve Fund Repayment June 25, 2021	<u>1,334,246</u>
Projected Reserve Borrowing (Receivable) Net As Of June 30, 2021	<u>(47,675)</u>

** Note: The \$1,286,571 projected borrowing as of May 31, 2021 was rounded up to \$1,300,000 for the purposes of this report.

Prepared By: Steve Hormuth, Interim Finance Director

Reviewed By: Jeff Parker, Chief Executive Officer

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RESOLUTION 01-21-XX

Temporary Borrowing by Operating Fund from The Reserve Fund

WHEREAS, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short-term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920.

WHEREAS, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting.

WHEREAS, it has become necessary to transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax and insurance assessments are collected and the corresponding amounts are required to be paid ~~and also due to short term cash flow shortfalls in the operating fund.~~

WHEREAS, the amount of funds needed to be transferred from the reserve fund to the operating fund has been determined to be ~~\$1,300,000 \$6,100,000~~ and the repayment of such funds from the operating fund to the reserve fund is anticipated to be ~~more than~~ provided for by future property tax and insurance assessment collections (~~\$1,015,000 property tax and \$320,000 insurance~~) ~~and positive cash flow results from operations.~~

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the operating fund to repay the ~~\$1,300,000 \$6,100,000~~ to the reserve fund in one month and therefore a special assessment will not be needed.

NOW THEREFORE BE IT RESOLVED, ~~June 8, 2021 May 11, 2021~~ that the transfer of up to ~~\$1,300,000 \$6,100,000~~ as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds in ~~one month three months~~, but no later than one year from this date, is hereby authorized; and

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

MAY Initial Notification

28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

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RESOLUTION 01-21-xx
Appointment of Officers

RESOLVED, on June 8, 2021, pursuant to United Laguna Woods Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Sue Margolis	President
Manuel Armendariz	1 st Vice President
Reza Bastani	2 nd Vice President
Neda Ardani	Secretary
Azar Asgari	Treasurer

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

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 01-21-07, adopted January 12, 2021, is hereby superseded and cancelled; and

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

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STAFF REPORT

DATE: June 8, 2021
FOR: Board of Directors
SUBJECT: Board Member Social Media Policy

RECOMMENDATION

Adopt the Board Member Social Media Policy.

BACKGROUND

During the first quarter of 2021, the board began discussing and considering the adoption of a social media policy to provide a clear and consistent policy, regarding, among other things, the use of social media by members of its Board of Directors.

DISCUSSION

This proposed policy is intended to provide guidance on the use of social media in light of potential legal and ethical implications for board members, and to provide a mechanism for addressing board members' use of social media.

By expressing a policy to govern social media use by the board, consistent with the requirements of the law and the corporation's governing documents, the board seeks to address potential concerns regarding the fiduciary obligations of the directors. This proposed policy is intended to be adopted by the board in the exercise of its duty to maintain, protect and enhance the value and desirability of the community, as well as the interests of all shareholders.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, COO

Reviewed By: Grant Schultz, Assistant Corporate Secretary

ATTACHMENT(S)

ATT 1: Resolution 01-21-xx

ATT 2: Board Member Social Media Policy

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RESOLUTION 01-21-XX
Board Member Social Media Policy

WHEREAS, the board has recognized the need to adopt a Board Member Social Media Use Policy to provide a clear and consistent policy, regarding, among other things, the use of social media by members of its Board of Directors; and

WHEREAS, this policy is intended to provide guidance on the use of social media in light of potential legal and ethical implications for board members, and to provide a mechanism for addressing board members' use of social media; and

WHEREAS by expressing a policy to govern social media use by the board, consistent with the requirements of the law and the corporation's governing documents, the board seeks to address potential concerns regarding the fiduciary obligations of the directors; and

WHEREAS, this policy is intended to be adopted by the board in the exercise of its duty to maintain, protect and enhance the value and desirability of the community, as well as the interests of all shareholders; and

NOW THEREFORE BE IT RESOLVED, [Date], 2021 the Board of Directors of this Corporation hereby introduces the Board Member Social Media Policy, as attached to the official minutes of this meeting; 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.

JUNE Initial Notification

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

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United Laguna Woods Mutual

A California Non-Profit Corporation

BOARD MEMBER SOCIAL MEDIA POLICY

Adopted _____, 2021

I. PURPOSE

United Laguna Woods Mutual (“Corporation”) requires a clear and consistent policy, regarding, among other things, the use of social media by members of its Board of Directors.

II. DEFINITIONS

1. “Approved by the Board of Directors” and “Approved by the Board” means an action approved by the Board, majority, in a duly noticed open or executive session meeting, at which a quorum is present.
2. “Board of Directors”, “Board”, “Board Members” and “Director(s)” means the officers and directors of United’s Board of Directors.
3. “Board Member Social Media Policy” and “Policy” means this policy, as adopted by the Board of Directors.
4. “Confidential Information” means the following:
 - a. Information and documents only available to Directors from executive session Board meetings;
 - b. Information and documents only available to Directors, not Shareholders;
 - c. Information and documents pertaining to the following:
 - i. Discipline of an individual Member;
 - ii. Delinquency of an individual Member;
 - iii. Performance of an individual VMS Employee; and
 - iv. Attorney-Client privileged information and documents.
5. “Corporation Communications” means any communications, in any form, including letter, newsletter, email, posting, etc., that pertains to the Corporation, VMS or Laguna Woods Village.
6. “Governing Documents” means the Corporation’s Bylaws, Articles of Incorporation, Occupancy Agreement, Rules and Regulations, and Board Policies and Resolutions.
7. “Members” and “Shareholders” mean the members and shareholders of the Corporation.
8. “Social Media” means social media platforms, including, but not limited to, Facebook, Twitter, Instagram, YouTube, Snapchat, Tumblr, Pinterest,

LinkedIn, Nextdoor, Dwelling Live, forums, blogs, instant messaging and any similar social media platforms. "Social media" does not include email communications.

9. "Social Media Communications" means communications made by directors through Social Media concerning business related to the Corporation and its operations.
10. "Unilateral Communications" means any communication, of any method, by a Director not Approved by the Board of Directors.
11. "VMS Employees" and "Employees" means individuals employed by Village Management Services, Inc.

III. INTRODUCTION

This Policy is intended to provide guidance on the use of Social Media in light of potential legal and ethical implications for Board Members, and to provide a mechanism for addressing Board Members' use of Social Media.

By expressing a consistent policy to govern Social Media use by the Board, consistent with the requirements of the law and the Corporation's governing documents, the Board seeks to address potential concerns regarding the fiduciary obligations of the Directors. This Policy has been adopted by the Board in the exercise of its duty to maintain, protect and enhance the value and desirability of the community, as well as the interests of all shareholders.

IV. BOARD RESPONSIBILITIES

The general duties for Directors are to enforce the Governing Documents, collect and preserve the Corporation's financial resources, insure the Corporation's assets against loss, and keep the common areas in a state of good repair. Directors must also act professionally with Shareholders, vendors and VMS Employees and conduct all dealings with honesty and fairness. In fulfilling these responsibilities, Directors must meet their fiduciary obligations of loyalty, due care, and confidentiality.

A. Confidentiality

The Board is responsible for protecting the Corporation's Confidential Information. Except when disclosure is Approved by the Board of Directors, or legally mandated, no Director may disclose Confidential Information. Directors can be held personally liable for acting outside the scope of their authority as a Director by releasing Confidential Information.

B. Accuracy of Information

Directors may not knowingly or negligently misrepresent facts concerning the Corporation and its affairs. All Corporation Communications must be accurate and truthful

and communicated only with Board authority or as authorized by this Policy. To ensure that the Board is meeting this obligation, collaboration is encouraged.

C. Professionalism

Directors are obligated to act with proper decorum and conduct themselves with courtesy and respect toward other members of the Board, VMS Employees, vendors, Shareholders and residents. This responsibility extends to all communications, whether made in person, in writing or through Social Media.

D. Acting as a Whole

Corporations Code Section 7210 requires a corporation's affairs to "be exercised by or under the direction of the board." The Board may delegate management activities, but, ultimately, the Corporation's affairs and all of the Corporation's corporate powers must be directed by the Board. The Board has one legal voice and must act as a whole, not unilaterally. Thus, Shareholders may assume that Social Media communications by a Director have been sanctioned by the Board when, in fact, they have not. When Directors take unilateral action, acting contrary to Board decisions, the Corporation and individual Board members are exposed to liability and financial harm.

V. SOCIAL MEDIA USE

This Policy shall apply to all Social Media Communications (comments, videos, photos, website URLs, etc.) by members of the Board. It is not intended to prohibit the use of Social Media by Directors, in their professional or personal capacity; rather, it is intended to ensure that the Board is meeting its fiduciary obligations, while keeping the Shareholders adequately informed. The Board, therefore, adopts the following Policy:

1. Social Media Communications by the Board shall always be honest, impartial and dedicated to protecting the health, safety and welfare of the Corporation and community. Directors making Social Media Communications in their capacity of a Director, must act with proper professional decorum at all times. This includes, but is not limited to, abstaining from harassing, discriminatory, abusive or Unilateral Communications.
2. Directors may not engage in Social Media Communications without obtaining the Approval of the Board. Directors are prohibited from making Unilateral Communications on Social Media. When deciding to post on or communicate via Social Media, the Board shall exercise due diligence and with due regard for the rights, responsibilities, benefits, safety and health of the Shareholders. The Board shall not knowingly or recklessly make false or misleading statements about Corporation, VMS, Shareholders or other residents on Social Media.

3. Any director making Social Media Communications on Social Media, without The Approval of the Board, shall state:

“My comments, statements and/or positions are being made on my own and without the knowledge and/or authority of the United Laguna Woods Mutual corporation.”

4. Directors are prohibited from disclosing Confidential Information.
5. The Board and each of its Directors shall not respond to any question, complaint, or comment brought to their attention by Shareholders or others on any Social Media platform on behalf of the Board. Directors, as individual Shareholders, may engage in communications with Shareholders and others on Social Media, but only in their capacity as a Shareholder and subject to Paragraph 3 above.
6. The Board, in its discretion, may appoint one (1) Director to serve as a liaison to interface via Social Media with the Shareholders and residents.
7. Communications by the Board on Social Media shall not be used, nor interpreted to replace, the notice and enforcement procedures for violations of the Governing Documents, described under Article IV of the Bylaws and Civil Code Section 5855.
8. Social Media Communications Approved by the Board should conspicuously provide the following notice:

“THIS STATEMENT HAS BEEN SANCTIONED BY THE BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL PURSUANT TO THE CORPORATION’S GOVERNING DOCUMENTS.”

9. Any Social Media Communication or post by a Director, which does not contain the above notice, shall not be interpreted to create, control, represent, or endorse any opinions or statements by the Board.
10. If a majority of the members of the Board begin discussing Corporation business on Social Media, this shall NOT be construed to meet the quorum requirement under Article VII, Section 3(g) of the Corporation’s Bylaws. In other words, if a majority of the members of the Board are engaged in Social Media communications (i.e., under a single “post” or “comment”), an official, properly noticed Board meeting for the transaction of Corporation business has NOT been sanctioned or so ordered. (See Bylaws, Art. VII, § 3(l); see also Cal Civ. Code § 4090(a), defining “meeting” as “[a] congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board.”)

11. Pursuant to Civil Code Sections 4910(b), 4090(a), 4155, 4910(b)(2) and 4910(b), except for emergencies, Social Media may not be used by the Board to discuss, deliberate and make decisions on Corporation business items. Fewer than a majority of Directors may discuss or comment on an item of business, so long as the exchange on Social Media does not become a “series” of communications involving a majority of the Board.
12. Social Media shall NOT constitute legal notice to the Corporation of claims, complaints, or requests. Social Media is NOT a formal means of communication or delivery of notice to the Corporation per Civil Code Section 4035.
13. The Corporation is not liable for any injuries or damage, of any nature, resulting from unilateral, unauthorized communications made by a Director on Social Media.
14. Any director who violates this Policy may be subject to discipline, including, but not limited to, censorship, removal from office per Article IX, Section 3 of the Bylaws and other disciplinary action in the discretion of the Board as authorized by the Governing Documents and applicable law.

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STAFF REPORT

DATE: May 20, 2021
FOR: Governing Documents Review Committee
SUBJECT: Occupancy Agreement, Article 7, Subletting Prohibited

RECOMMENDATION

Consider revising the subtitle from Subletting Prohibited to Subletting Permitted and editing one of the provisions found within Article 7.

BACKGROUND

United Laguna Woods Mutual (United) is a stock cooperative housing development. One of its principal governing documents is comprised of an unrecorded Occupancy Agreement which memorializes the terms and conditions to which shareholders and United agree upon Board approval of applicant shareholders. The Agreement recognizes, among other material factors, that United owns all of the real property and it agrees to lease a specific dwelling unit to named individuals approved, in writing, by the Board of Directors. Individuals may vest their membership in a revocable living trust.

DISCUSSION

At the Board meeting held April 13, 2021, it was suggested that directors consider making a change to the Article 7 subtitle of the Occupancy Agreement, Subletting Prohibited. Legislative action effective January 1, 2021 provides that leasing activity must be permitted with a minimum cap on such activity to no less than 25%. In order to avoid confusion and to provide more transparency, the Board may elect to revise the subtitle from Subletting Prohibited to Subletting Permitted (ATT 1).

The content of Article 7 provides general guidelines related to subletting, including a proviso that “rents under any sublease **shall** be assigned to the Corporation, the sublease shall be delivered to Corporation and the Corporations shall be empowered to collect rents and apply the rents in reduction of sums due from time to time under this Occupancy Agreement.” United has elected not to enforce the collection of all rental income generated from sublease activity. Therefore, it is further recommended that “shall” in the first instance be revised to “may” leaving the remaining text “as is” which mirrors language in the Sublease Application Packet (ATT 2).

The two revisions recommended above are considered administrative in nature and do not change any current practice or administration of United’s governing documents.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Swervices Manager

Reviewed By: Siobhan Foster, COO

ATTACHMENT(S)

ATT 1 – Occupancy Agreement, Article 7 Redlined

ATT 2 – Assignment of Rents Letter

ATT 3 – Resolution 01-21-xx

ENDORSEMENT (to Board)

Subletting Conditionally Permitted

At the Board meeting held April 13, 2021, it was suggested that directors consider making a change to the Article 7 subtitle of the Occupancy Agreement, Subletting Prohibited. Legislative action effective January 1, 2021 provides that leasing activity must be permitted with a minimum cap on such activity to no less than 25%. In order to avoid confusion and to provide more transparency, the Board may elect to revise the subtitle from Subletting Prohibited to Subletting Permitted.

The content of Article 7 provides general guidelines related to subletting, including a proviso that “rents under any sublease **shall** be assigned to the Corporation, the sublease shall be delivered to Corporation and the Corporations shall be empowered to collect rents and apply the rents in reduction of sums due from time to time under this Occupancy Agreement.” United has elected not to enforce the collection of all rental income generated from sublease activity. Therefore, it is further recommended that “shall” in the first instance be revised to “may” leaving the remaining text “as is” which mirrors language in the Sublease Application Packet.

On May 20, 2021, the Governing Documents Review Committee (Committee) reviewed Subletting Conditionally Permitted.

President Margolis made a motion to make the following amendments:

1. Change the word in the hearing of Section 7 of the Occupancy Agreement to be “Conditionally Permitted”
2. Bold “without prior written consent”
3. Change “shall” to “may”

Director Bastani seconded the motion.

Without objection, the motion carried.

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Occupancy Agreement

Parties

The parties to this agreement are United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (hereinafter referred to as the "corporation" and _____ (hereinafter referred to as the "member").

Recitals

1. The corporation owns and operates a cooperative housing project of Laguna Woods Village, in the City of Laguna Woods, and the County of Orange, State of California, with the intent that its members shall have the right to occupy the dwelling units thereof under the terms and conditions hereinafter set forth.
2. The member is the owner and holder of one membership of the corporation, Series _____ and of one membership of Golden Rain Foundation of Laguna Woods, a California nonprofit mutual benefit corporation (hereinafter referred to as the "foundation").

Terms

In consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. The corporation hereby lets to the member and the member hereby hires from the corporation that a certain dwelling unit located at Laguna Woods Village described as _____, Laguna Woods, California, including carport number _____, to have and to hold said dwelling unit unto the member, his personal representatives and authorized assigns, subject to the terms and conditions set forth herein, in the articles of incorporation, bylaws, rules and regulations of the corporation, now or hereafter in effect, and the general conditions attached hereto and also recorded as part of Instrument No. 2013000284997 in the official records in the Office of the County Recorder of the County of Orange, State of California (the "general conditions"), and made a part hereof for a term of three years. The term of this Occupancy Agreement is renewable automatically for successive three-year periods under the terms and conditions of Article 4 of the general conditions.
2. Until further notice from the corporation, the monthly assessment for the above-described dwelling unit shall be \$ _____ per month.
3. The term of this Occupancy Agreement begins at 12:01 a.m. on _____, 20____. Executed on _____, 20____ at Laguna Woods, California.

Member

Member

If this Occupancy Agreement is being executed by a trustee as the member, the current beneficiary of the trust must be an occupant of the dwelling unit and, by executing this Occupancy Agreement in the space provided below, it agrees as follows:

I agree to be bound by and act in accordance with all provisions of this Occupancy Agreement as if I was the member, and upon demand by the corporation, I agree to fulfill all obligations of the member under this Occupancy Agreement.

Beneficiary

Beneficiary

United Laguna Woods Mutual,
a California nonprofit mutual benefit corporation,
by

Authorized agent

General Conditions pages must accompany the signed Occupancy Agreement when submitting paperwork to United Mutual.

General Conditions

Article 1. Monthly Carrying Charges

During the term of this Occupancy Agreement, the Member shall pay to the Corporation a monthly sum referred to as "Carrying Charges," equal to one-twelfth of the Member's proportionate share of the sum required by the Corporation, as estimated by its Board of Directors, to meet its annual expenses, including but not limited to the following items:

- a) The cost of all operating expenses and services furnished by or at the expense of the Corporation, including charges by the Foundation for facilities and services furnished by the Foundation.
- b) The cost of necessary management and administration.
- c) The amount of all taxes and assessments levied against the property of the Corporation for which it is required to pay.
- d) The cost of fire and extended coverage insurance and such other insurance as the Corporation may effect or as may be required by any mortgage on any of the Corporation's assets.
- e) The cost of furnishing water, gas, electricity, garbage and trash collection, master TV antenna service and other utilities, to the extent furnished by the Corporation.
- f) All reserves established by the Corporation, including the general operating reserve and the reserve for replacements.
- g) The estimated cost of repairs, maintenance and replacements of property to be made by the Corporation.
- h) The amount of principal, interest and other required payments on any mortgage on any of the Corporation's assets, including mortgage insurance premiums, if any.
- i) Any other expenses of the Corporation approved by the Board of Directors, including the payment of operating deficiencies, if any, for prior periods.

The Board of Directors of the Corporation shall determine the Carrying Charges from time to time. Said sums shall be estimated on an annual basis and divided by the number of months remaining in the then current fiscal year but in no event shall the member be charged more than his proportionate share thereof as determined by the Board of Directors. That amount of the Carrying Charges required for payment on the principle of any mortgage on any assets of the Corporation or any other capital expenditures shall be credited upon the books of the Corporation to the "Paid-In Surplus" account as a capital contribution by the members of the Corporation. Until further notice from the Corporation, the monthly Carrying Charges for the dwelling unit shall be the amount set forth in paragraph 2 of this Occupancy Agreement.

Article 2. Payment of Carrying Charges

Upon commencement of the term of this Occupancy Agreement, the Member shall make a payment on account of

Carrying Charges for the remainder of the calendar month, the amount of which shall be the portion of the Carrying Charges for one month prorated on the basis of the number of days of occupancy. Thereafter, Carrying Charges shall be paid in advance not later than the first day of each calendar month. Carrying Charges shall be paid to the Corporation or its authorized representative at such place and in such manner as the Corporation shall determine from time to time.

Article 3. Excess Carrying Charges

If for any fiscal year of the Mutual during the term of this Occupancy Agreement, the income of the Mutual exceeds expenses (including reserves) for the same fiscal year, Member agrees that he or she shall not, by reason of such occurrence, be entitled, and hereby waives any right, to receive a refund or credit of all or any portion of the Carrying Charges previously paid by Member in such fiscal year. Member further agrees that all or any portion of the amount assessed and collected by the Mutual in excess of the amount required to meet the anticipated expenses (including reserves) of the Mutual shall be applied by the Board of Directors of the Mutual, in its sole discretion, to reduce the anticipated expenses (including reserves) of the Mutual as determined by the Board of Directors for the next succeeding fiscal year of the Mutual.

Article 4. Member's Option to Renew

The term of this Occupancy Agreement shall be extended and renewed from time to time by and the parties hereto for further periods of three years each from the expiration of the initial term herein granted, upon the same covenants and agreements as herein contained unless: (1) this Occupancy Agreement is sooner terminated by the Corporation in accordance with the terms hereof, or (2)(a) notice of the Member's election not to renew shall have been given to the Corporation in writing at least four months prior to the expiration of the then current term, and (b) the Member shall have on or before the expiration of said term (i) endorsed its membership for transfer in blank and deposited same with the Corporation, and (ii) met all its obligations and paid all amounts due under this Occupancy Agreement up to the time of said expiration, and (iii) vacated the dwelling unit and all other premises of the Corporation, leaving them in good state of repair. Upon compliance with provisions (a) and (b) of this Article, the Member shall have no further liability under this Occupancy Agreement and shall be entitled to no payment from the Corporation.

Article 5. Use of Premises

Subject to this Article 5, the Member shall use the dwelling unit covered by this Occupancy Agreement as a private dwelling for those authorized to occupy it by the Corporation and for no other purpose, and the authorized occupants of the dwelling unit may enjoy the use, in common with the other members of the Corporation, of all facilities of the Corporation so long as the Member continues to own the aforesaid membership of the



GENERAL CONDITIONS continued

Corporation uses its dwelling unit as a private dwelling for authorized occupants and abides by the terms of this Occupancy Agreement. The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. If by reason of the occupancy or use of the dwelling unit or any other building of the Corporation by the Member the rate of insurance on any building or other property of the Corporation shall be increased, the Member shall become personally liable for the additional insurance premiums. The Member shall not permit any person to occupy the dwelling unit (except as a guest) without the prior written consent of the Corporation. A guest of a member may occupy the dwelling unit for no more than 60 days (whether or not consecutive) in any year. The Member acknowledges and agrees that Laguna Woods Village is a senior citizen housing development and, therefore, that residency in the dwelling unit is restricted to persons 55 years of age or older and to certain other qualified permanent residents. The Member agrees to reside in, occupy and use the dwelling unit in conformity with the age restrictions sanctioned by California Civil Code Section 51.3, as hereafter amended, and any successor statute thereto. Any occupancy, for any duration, of the dwelling unit by a person other than a Member, and visitation by third parties with any Member or non-Member occupant of a dwelling unit, shall be upon all terms and conditions set forth in this Occupancy Agreement, in the articles, bylaws, rules and regulations of the Corporation and the Foundation in effect from time to time, without limiting the generality of the foregoing, any non-Member occupant of a dwelling unit, and all third-party visitors of Members or non-Member occupants of a dwelling unit, derives any right to use and enjoy the dwelling unit and the facilities and other property of the Corporation and the Foundation solely as a guest or invitee of the Member and shall be subject to all rules, regulations, penalties and assessments applicable to the Member. Notwithstanding any liability of any non-Member occupant of a dwelling unit or of any guest or invitee of any Member or non-Member occupant of a dwelling unit, the Member shall be fully responsible for, and hereby indemnifies and holds the Corporation and the Foundation harmless from, the conduct of, and any and all losses to or demands upon the Corporation resulting from the acts or omissions of, any non-Member occupant of a dwelling unit and all guests and invitees of the Member or the non-Member occupant of the Member's dwelling unit.

Article 6. Member's Right to Peaceable Possession

In return for the Member's continued fulfillment of the terms and conditions of this Occupancy Agreement, the Member may have and enjoy for his sole use and benefit the dwelling unit hereinabove described, after obtaining occupancy. If the Member for any reason shall cease to be an occupant of the dwelling unit other than during occupancy by a non-Member occupant approved by the Corporation in writing, the Member shall surrender to the Corporation possession thereof.

Article 7. Subletting ~~Prohibited~~ Conditionally Permitted

The Member shall not assign this Occupancy Agreement or sublet this dwelling unit without the **prior written consent of the Corporation**. Rents under any sublease shall be assigned to the Corporation, the sublease ~~shall~~ **may** be delivered to the Corporation and the Corporations shall be empowered to collect rents and apply the rents in reduction of sums due from time to time under this Occupancy Agreement. The sublease shall be in a form acceptable to the Corporation, shall require the subtenant to abide by the terms of the Occupancy Agreement during his sub tenancy, and shall give the Corporation an irrevocable power to dispossess or otherwise act for the sub lessor in case of default under the sublease. As more particularly set forth in Article 5, above, the Member shall continue to be liable for all obligations hereunder and shall be responsible to the Corporation for the conduct of his sublease notwithstanding the fact that the Member may have sublet the dwelling unit with the consent of the Corporation. Consent to one subletting shall not obligate the Corporation to consent to any other subletting.

Article 8. Transfer, Pledges

Neither this Occupancy Agreement nor any right contained therein may be transferred or assigned except in the same manner as may now or hereafter be provided for the transfer or assignment of memberships in the bylaws of the Corporation. Similarly, neither this Occupancy Agreement, nor any right contained herein, nor the membership of the Member in the Corporation, or the Member's membership certificate may be assigned or pledged by the Member as security for the repayment of any indebtedness of the Member without the prior written consent of the Corporation. Consent by the Corporation to any such assignment or pledge shall not be deemed or construed to be consent by the Corporation to any future or successive assignments or pledges. The Member agrees that any such consent by the Corporation to any such assignment or pledge shall be upon terms and subject to all conditions set forth in any agreement (a "Recognition Agreement") entered into by and between the Corporation and the assignee or pledgee of the Member prior to or concurrently with such assignment or pledge. Without limiting or modifying the foregoing, the Member specifically acknowledges and agrees that a Recognition Agreement may provide for the payment by the Corporation to the Member's assignee or pledgee of certain sums which otherwise would be payable by the Corporation to the Member.



GENERAL CONDITIONS continued

Article 9. Management, Taxes and Insurance

The Corporation shall provide necessary management, operation and administration; pay or provide for the payment of all taxes or assessments levied against assets of the Corporation, procure and pay or provide for the payment of fire insurance, extended coverage and other insurance as required by any mortgage on property of the Corporation and such other insurance as the Corporation may deem advisable. The Corporation shall not provide insurance on the Member's interest in the dwelling unit or on the Member's personal property. The Member shall reimburse the Corporation for the portion of real property taxes and assessments attributable to the Member's dwelling unit.

Article 10. Utilities

The Corporation shall provide electricity for exterior use, water for exterior and interior use, sewage disposal, garbage and trash collection and master TV antenna service. The cost of such services shall be included in the Carrying Charges. Electricity for interior use shall be individually metered and billed by Southern California Edison Company or any successor utility and paid directly by the Member.

Article 11. Repairs

- (a) By Member. Subject to the terms of any Recognition Agreement, the Member agrees to repair and maintain the dwelling unit at the Member's own expense as follows:
- 1) Any repairs or maintenance necessitated by the Member's own negligence or misuse; and
 - 2) Any redecoration of the interior of the dwelling unit; and
 - 3) Any repairs or maintenance on any air conditioner installed in the dwelling unit; and
 - 4) Any maintenance, repairs and replacements of appliances within the interior of the dwelling unit (including, but not limited to, refrigerators, cook tops, hoods and ovens), and any cabinet modifications/alterations and other upgrades related to the installation of those appliances, that are designated as the responsibility of the Member under the Corporation's "Appliance Policies" adopted on March 11, 2003, as may be amended from time to time; and
 - 5) Any repairs or maintenance of all fixtures and other items within the interior surfaces of the perimeter walls, floors and ceilings of the dwelling unit that are designated as the responsibility of the Member under the Corporation's "Summary of Chargeable Maintenance Services" adopted on June 12, 2007, as may be amended from time to time; and
 - 6) Any repairs or maintenance of alterations and additions made by the Member (or any predecessor of the Member) in the interior or exterior of the dwelling unit, as described in Article 12 of this Occupancy Agreement.

(b) By Corporation. The Corporation shall provide and pay for all necessary repairs, maintenance and replacements, except as specified in clause (a) of this Article, including but not limited to unaltered kitchen and bath floors and countertops. The officers and agents of the Corporation shall have the right to enter the dwelling unit of the Member in order to effect necessary repairs, maintenance, and replacements, and to authorize entrance for such purposes by employees of any contractor, utility company, municipal agency, or others, at any reasonable hour of the day and in the event of emergency at any time.

(c) Right of Corporation to make repairs at Member's expense.

In case the Member shall fail to effect the repairs, maintenance or replacements specified in clause (a) of this Article in a manner satisfactory to the Corporation and pay for same, the Corporation may do so on behalf of the Member, and upon demand by the Corporation the Member shall reimburse the Corporation promptly upon receipt of a bill for same.

(d) Payment by Member. The Member shall pay the Corporation for any maintenance, repairs, replacements or other services specified in clause (a) of this Article which are the obligation of the Member to provide, where such maintenance, repairs, replacements or other services are rendered by the Corporation at the request of the Member. The Member agrees to make such payment promptly upon receipt of a bill for same from the Corporation.

Article 12. Alterations and Additions

The Member shall not make any structural alterations to the interior or exterior of the dwelling unit or to any pipes, electrical conduits, plumbing or other fixtures connected therewith, or remove any additions, improvements, or fixtures from the dwelling unit without prior written consent of the Corporation. The Member shall not install or use in the dwelling unit, any air conditioning equipment, washing machine, clothes dryer, electric heater, or power tools without prior written consent of the Corporation. The Member shall remove any such equipment promptly upon request of the Corporation.

Any alterations, additions, fixtures or improvements installed by the Member or any predecessor of the Member, whether within or without the dwelling unit, shall be repaired or maintained by the Member at its own expense and in a manner satisfactory to the Corporation. If the Member should fail to do so, such repairs or maintenance may be performed by the Corporation and upon demand by the Corporation, the Member shall reimburse the Corporation therefor forthwith.

Article 13. Membership in the Foundation

Prior to occupancy of the dwelling unit, the Member shall become a resident member of the Foundation and shall pay such dues, assessments, fees and charges now or hereafter determined by its Board of Directors. The extent and nature of facilities and services provided by the Foundation, the fees and charges therefor, and the persons to whom available shall be determined by the Foundation from time to time.



GENERAL CONDITIONS continued

Article 14. Default by Member

If at any time after the happening of any of the events specified in clauses (a) to (h) of this Article, the Corporation shall give to the Member a notice that its rights under this Occupancy Agreement will expire at a date not less than ten (10) days thereafter, all of the Member's rights under this Occupancy Agreement will expire on the date so fixed in such notice, unless in the meantime the default has been cured in a manner deemed satisfactory by the Corporation, it being the intention of the parties hereto to create hereby conditional limitations, and it shall thereupon be lawful for the Corporation to re-enter the dwelling unit and to remove all persons and personal property therefrom, either by summary dispossession proceedings or by suitable action or proceeding at law or in equity or by any other proceedings which may apply to the eviction of tenants, and to repossess the dwelling unit in its former state:

- a) If at any time during the term of this Occupancy Agreement the Member shall cease to be the owner and legal holder of a membership in the Corporation unless the Corporation gives its consent in writing to a transfer or assignment under which Member has a right to continue possession.
- b) If the Member attempts to transfer, assign or pledge this Occupancy Agreement in a manner inconsistent with the provisions of the bylaws or this Occupancy Agreement.
- c) If at any time during the term of this Occupancy Agreement the Member shall be declared bankrupt under the laws of the United States.
- d) If at any time during the term of this Occupancy Agreement a receiver of the Member's property shall be appointed under the laws of the United States or of any State.
- e) If at any time during the term of this Occupancy Agreement the Member shall make a general assignment for the benefit of creditors.
- f) If at any time during the terms of this Occupancy Agreement the membership in the Corporation owned by the Member shall be duly levied upon and sold under the process of any Court.
- g) If the Member shall fail to pay any sum due pursuant to the provisions of this Occupancy Agreement.
- h) If the Member, any non-Member occupant of the dwelling unit or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, shall default in the performance of any of their respective obligations under this Occupancy Agreement.

The Member hereby expressly waives any and all right of redemption in case it shall be dispossessed by judgment of any Court; the words "enter," "re-enter" and "re-entry", as used in this Occupancy Agreement, are not restricted to their technical legal meaning and in the event of a breach or threatened breach by the Member, any non-Member occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, of any of the covenants or provisions of this Occupancy Agreement; the Corporation shall have the right of injunction and the right to

invoke any remedy allowed by law or in equity as if re-entry, summary proceedings, and other remedies were not herein provided for.

The Member expressly agrees that there exists under this Occupancy Agreement a landlord-tenant relationship and that in the event of a breach or threatened breach of any covenant or provision of this Occupancy Agreement by the Member, or non-Member occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, there shall be available to the Corporation such legal remedy or remedies as are available to a landlord under the laws of the State of California for the breach or threatened breach by a tenant of any provision of a lease or rental agreement. The Member hereby waives any and all notices and demands for possession as provided by the laws of the State of California.

Article 15. Compliance with Regulations

The Member shall preserve and promote the cooperative ownership principles on which the Corporation and the Foundation have been founded, abide by the articles of incorporation, bylaws, rules and regulations of the Corporation and of the Foundation and any amendments thereto now or hereafter in force and by its acts of cooperation with other members, bring about for itself and its fellow members a high standard in home and community conditions.

Article 16. Effect of Fire Loss

In the event of loss or damage by fire or other casualty to the dwelling unit without the fault or negligence of the Member, the Corporation shall determine whether to restore the damaged premises and shall further determine, in the event such premises shall not be restored, the amount which shall be paid to the Member to redeem the membership of the Member and to reimburse the Member for such loss as it may have sustained. If, under such circumstances, the Corporation elects to restore the premises, Carrying Charges shall not abate, wholly or partially, unless otherwise determined by the Corporation. If the Corporation elects not to restore the premises, the Carrying Charges shall cease from the date of such loss or damage.

Article 17. Inspection of Dwelling Unit

Representatives of any mortgagee holding a mortgage on the property of the Corporation occupied by the Member, the officers and agents of the Corporation, and with the approval of the Corporation, the employees of any contractor, utility company, municipal agency or others, shall have the right to enter the dwelling unit of the Member and make inspection thereof at any reasonable hour and at any time in case of emergency involving danger to life or property, regardless whether such potential danger actually exists.

Article 18. Subordination

The cooperative housing project, of which the dwelling unit is a part, was constructed with the assistance of a mortgage loan made by a private lending institution. This Occupancy Agreement and all rights, privileges and benefits hereunder are and shall be



GENERAL CONDITIONS continued

at all times subject to, subordinate and inferior to the lien of a first mortgage or deed of trust and the accompanying documents executed to secure the principal sum, to any and all modifications, extensions and renewals of such loans, to any mortgage or deed of trust made in replacement of such mortgage or deed of trust and to such additional loans or advances as may thereafter be made by or borrowed from the beneficiary, its successors or assigns, together with interest thereon, and to any mortgages or deeds of trust, consolidation agreements and other accompanying documents given to secure any such additional loan or advances which may at any time hereafter be placed on the real property of the Corporation, or any part thereof. The Member hereby agrees to execute, at the Corporation's request and expense, any instrument which the Corporation or any lender may deem necessary or desirable to effect the subordination of this Occupancy Agreement to any such mortgage or deed of trust, and the Member hereby appoints the Corporation and each and every officer thereof, and any future officer, such Member's attorney-in-fact during the term hereof to execute any such instrument on behalf of the Member. The Member hereby expressly waives any and all notices of default and notices of foreclosure of said mortgage and deed of trust which may be required by law. In the event a waiver of such notices is not legally valid, the Member hereby designates the Corporation as its agent to receive and accept such notices on the Member's behalf.

Article 19. Notices

Whenever the provisions of law, the bylaws of the Corporation or this Occupancy Agreement require notice to be given to either party hereto, such notice may be given in writing by depositing the same in the United States mail, in a postpaid, sealed envelope addressed to the person to whom the notice is to be given, at his or her address as the same appears in the books of the Corporation and the time of mailing shall be deemed to be the time of the giving of such notice.

Article 20. Fiscal Reports

The Corporation shall furnish to the Member a review of the financial statement of the Corporation in accordance with the provisions of applicable law.

Article 21. Representations

No representations, other than those contained in this Occupancy Agreement, shall be binding upon the Corporation.

Article 22. Rights and Remedies

The rights and remedies available to the Corporation in the event of any breach of this Occupancy Agreement by the Member, any non-Member occupant of the dwelling unit, or occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit, whether provided by this Occupancy Agreement or by law, are cumulative. The exercise of any such right or remedy shall not be deemed to be a waiver of the same right or remedy for the

same or any other breach by the Member. The failure to exercise any right or remedy available to the Corporation for any breach of this Occupancy Agreement by the Member shall not be deemed to be a waiver of any of its rights or remedies in the event of any other breach by the Member.

Article 23. Late Charges and Attorney's Fees

The Member covenants and agrees that, in addition to the other sums that have become or will become due pursuant to the terms of this Occupancy Agreement, the Member shall pay to the Corporation a late charge in an amount determined by the Corporation, reasonable costs of collection and interest at a rate determined by the Corporation for each payment of Carrying Charges or part thereof not paid within 15 days after the date payment is due.

If the Member shall default in making payments of any sum payable to the Corporation or if the Member, any non-Member occupant of the dwelling unit, or any guest or invitee of the Member or such non-Member occupant of the dwelling unit defaults in the performance of any of their respective obligations under this Occupancy Agreement, and the Corporation has obtained the services of an attorney with respect to any such default, the Member shall pay to the Corporation any costs or fees involved, including reasonable attorney's fees, notwithstanding the fact that a suit has not yet been instituted. In case a suit is instituted, the Member shall also pay costs of suit in addition to the aforesaid costs and fees.

Article 24. Successor, Assignees, Etc.

Subject to the limitations on assignments, transfers, pledges and subletting set forth elsewhere herein, the provisions of this Occupancy Agreement shall be binding on the successors, assignees, heirs and personal representatives of the Member.

Article 25. Amendments

This Occupancy Agreement may not be amended or modified without the prior written consent of the Corporation and shall not be enforceable unless in the form of a written instrument executed by the party against whom enforcement is sought. Member acknowledges and agrees that the Corporation may condition its consent to any amendment or modification upon the Corporation's receipt of a written consent to the change from any assignee or pledgee of the Member, regardless whether that consent is required by the terms of any Recognition Agreement.

THIS IS A SAMPLE OF THE LETTER WHICH WILL BE SENT TO THE SUBLESSEE IF SUBLESSOR BECOMES DELINQUENT IN PAYMENT OF MONTHLY HOMEOWNER'S ASSESSMENT PAYMENTS

EXHIBIT A

RE: NOTICE TO SUBLESSEE - ASSIGNMENT OF RENTS

Dear

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

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

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

Attn: Unit Payment Representative

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

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

Sincerely,

Bryan English Accounting
Supervisor Financial
Services Division

cc: Sublessor
Leasing Department

Sent by Certified Mail

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

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RESOLUTION 01-21-XX
Occupancy Agreement
Terms and Conditions, Article 7

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

WHEREAS, the Board of Directors desires to align the title as well as the provisions of Article 7 of the Occupancy Agreement with its historical practices and select legislative changes; and

WHEREAS, the Corporation's proposed changes to the text will improve the transparency of governance with respect to subletting activity; and

WHEREAS, such changes include re-titling the heading of Article 7 from "Subletting Prohibited" to "Subletting Conditionally Permitted," boldfacing the words "without the prior written consent of the Corporation" and replacing the word "shall" with "may" in the phrase "Rents under any sublease may be assigned to the Corporation..."

NOW THEREFORE, BE IT RESOLVED, July 13, 2021 that the Board of Directors hereby amends Article 7 of the Occupancy Agreement in accordance with its practices; and

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

JUNE Initial Notification

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

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Financial Report

Preliminary as of April 30, 2021



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$15,090
Non-assessment Revenue	\$210
Total Revenue	\$15,300
Total Expense	\$13,181
Net Revenue/(Expense)	\$2,119

Financial Report

Preliminary as of April 30, 2021



OPERATING ONLY INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$11,245
Non-assessment Revenue	\$460
Total Revenue	\$11,705
Total Expense ¹	\$10,861
Operating Surplus	\$844

1) excludes depreciation

Financial Report

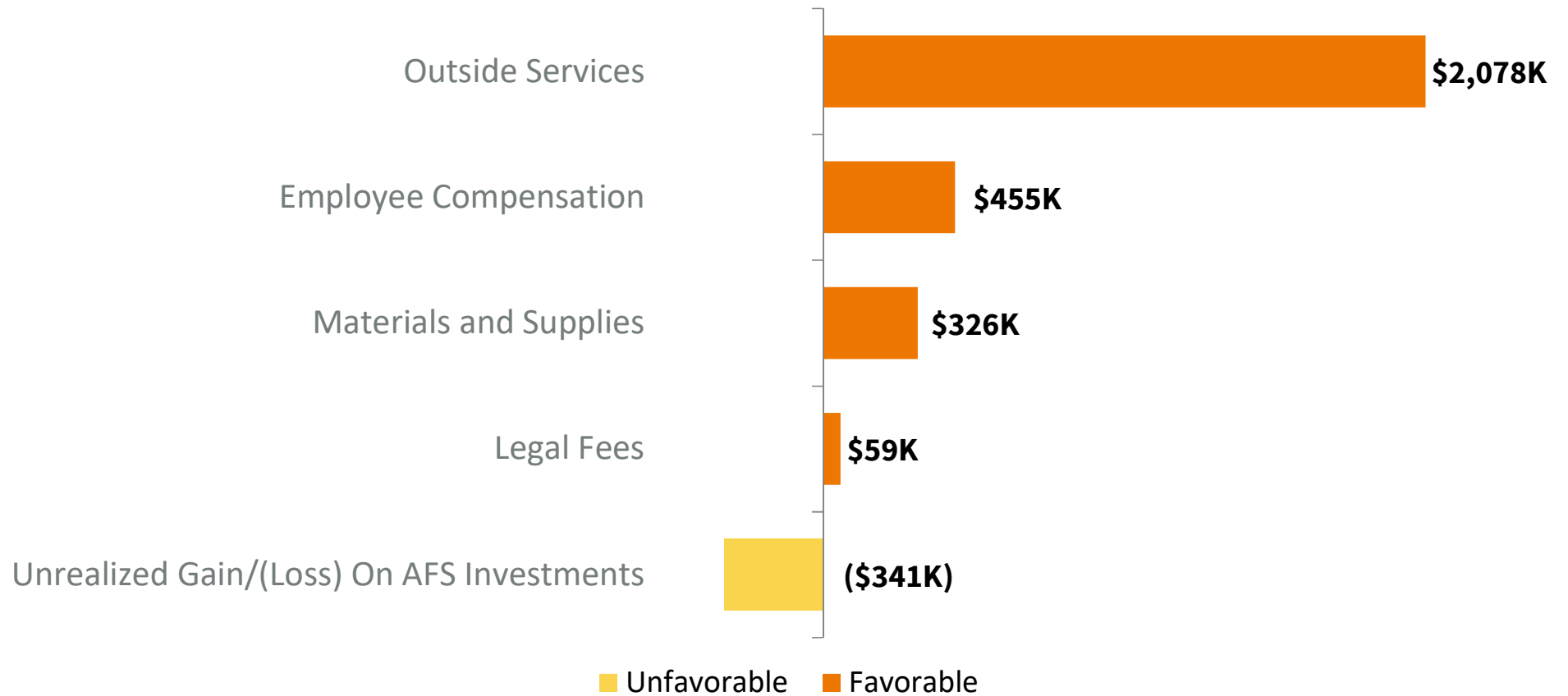
Preliminary as of April 30, 2021



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$15,090	\$15,085	\$5
Non-assessment Revenue	\$210	\$598	(\$388)
Total Revenue	\$15,300	\$15,683	(\$383)
Total Expense	\$13,181	\$16,167	\$2,986
Net Revenue/(Expense)	\$2,119	(\$484)	\$2,603

Financial Report

Preliminary as of April 30, 2021

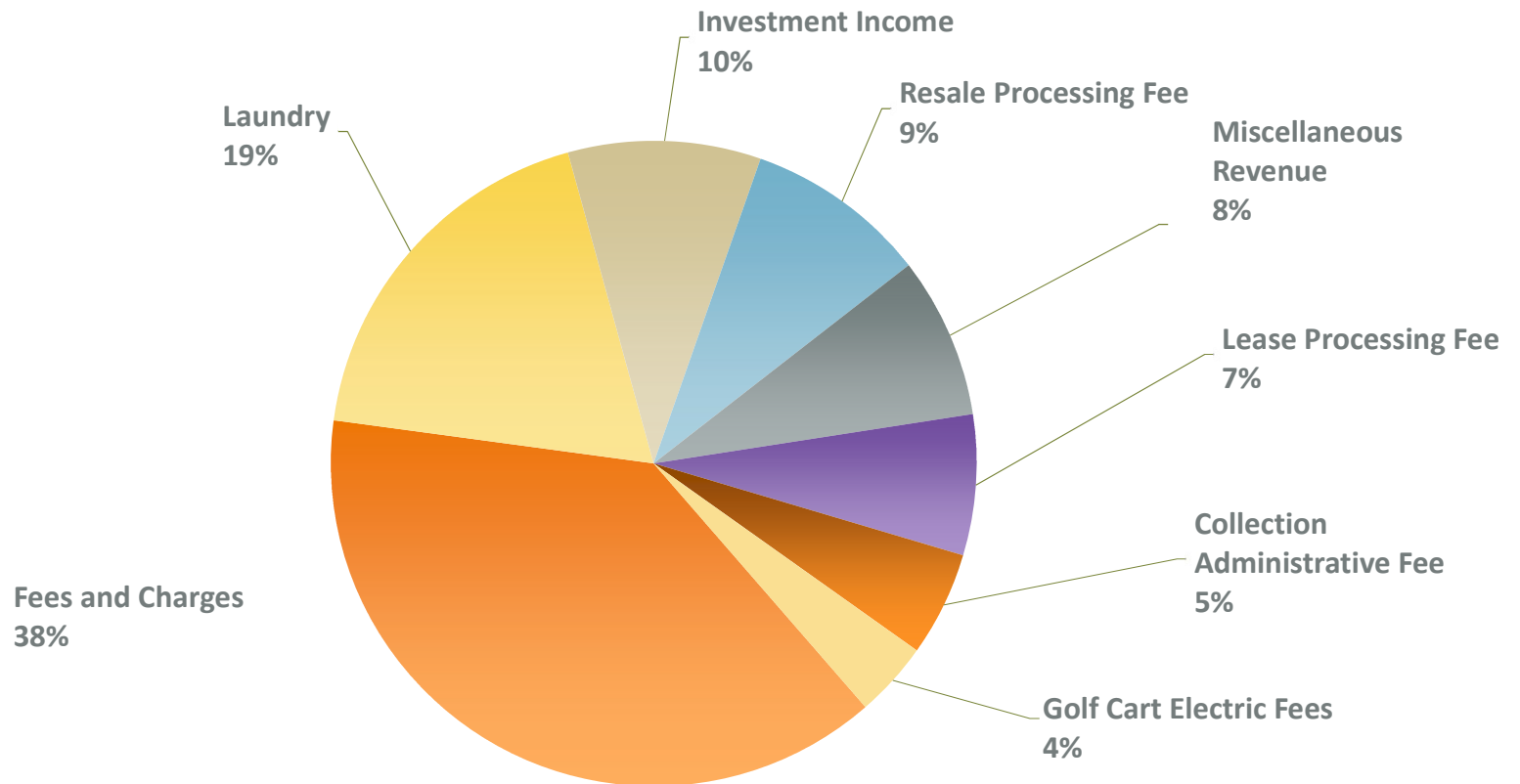


Financial Report

Preliminary as of April 30, 2021



Total Non Assessment Revenues \$509,161 excluding Unrealized Loss on AFS Investments

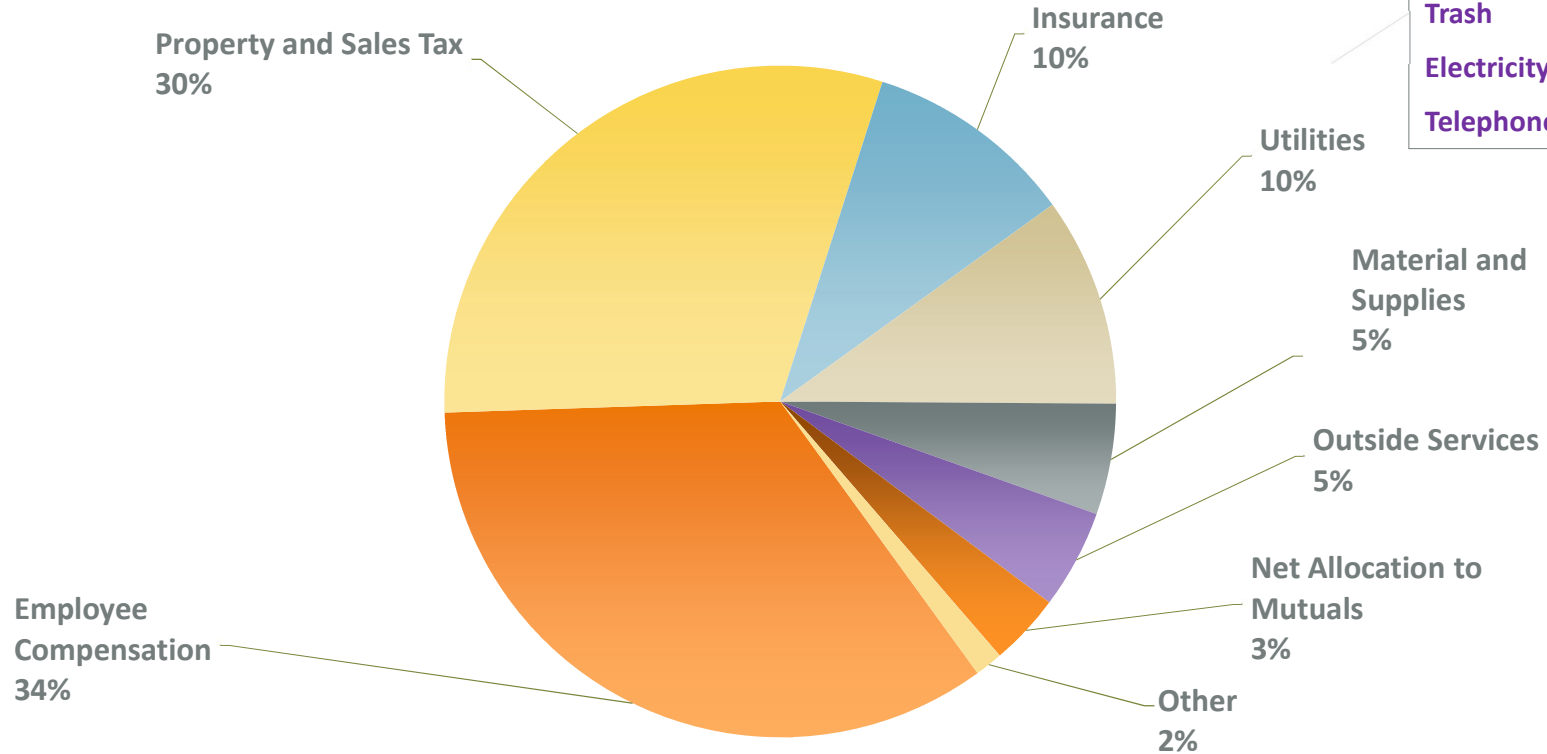


Financial Report

Preliminary as of April 30, 2021



Total Expenses \$13,181,367



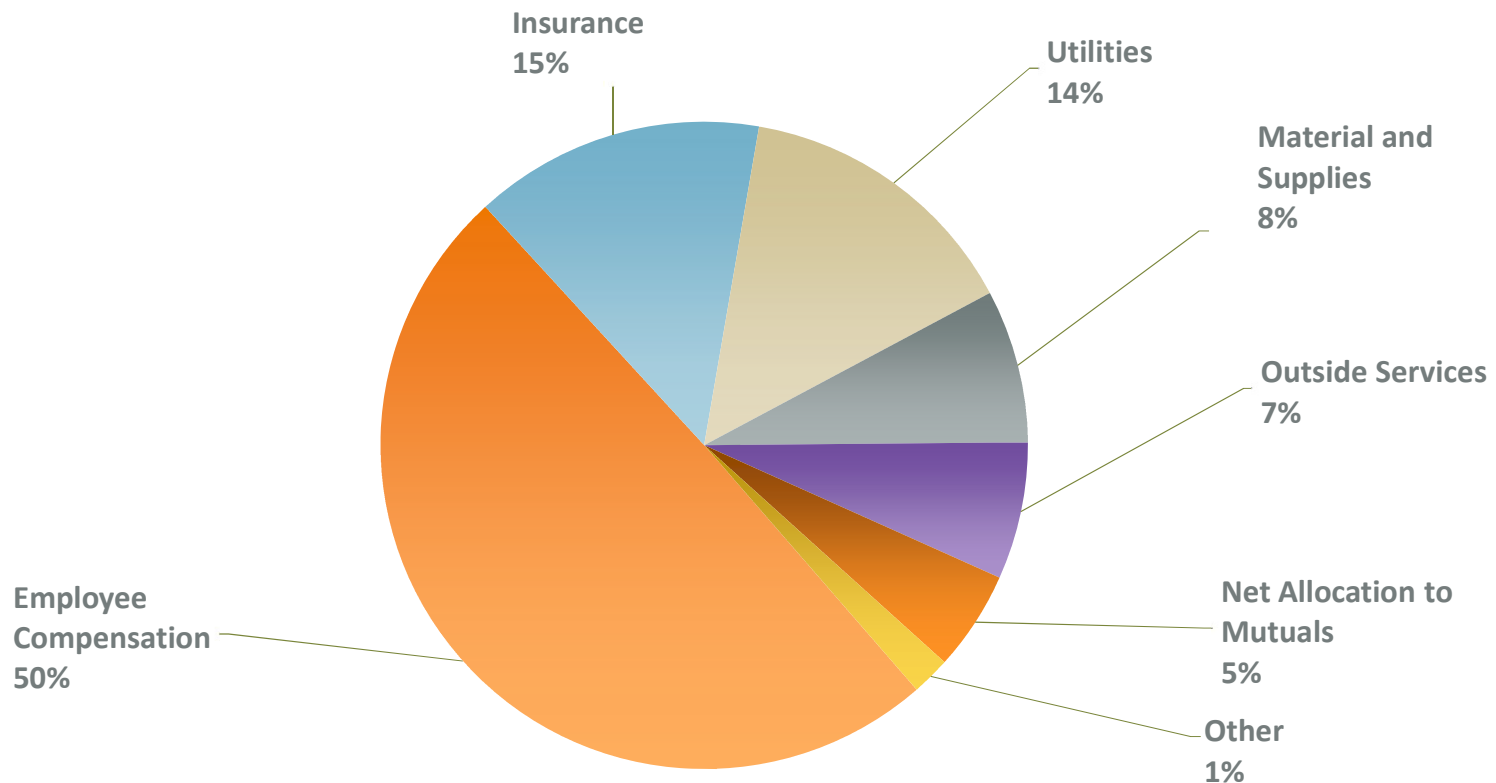
Sewer	\$585,895
Water	\$548,967
Trash	\$150,407
Electricity	\$41,521
Telephone	\$223

Financial Report

Preliminary as of April 30, 2021



Total Expenses Excluding Property and Sales Tax \$9,167,818



Financial Report

Preliminary as of April 30, 2021



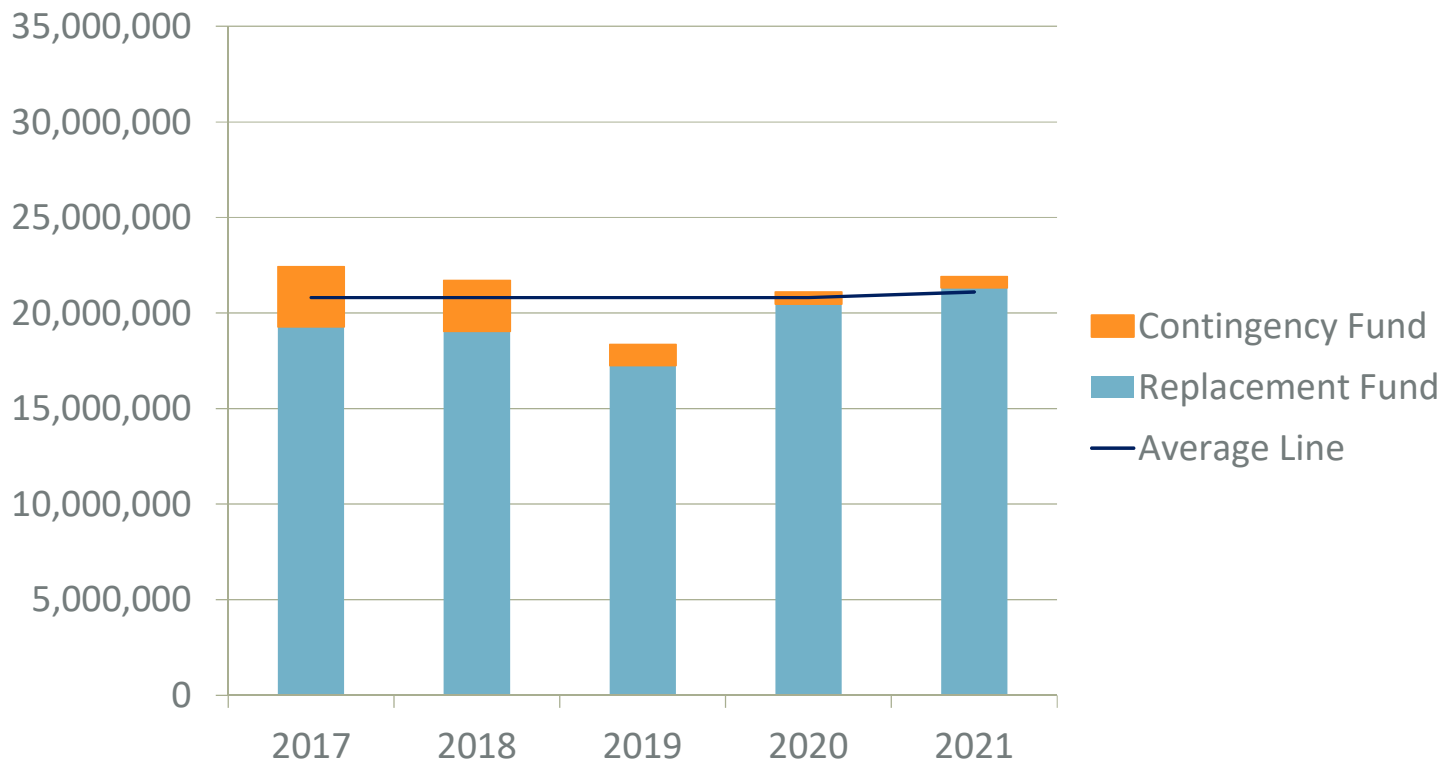
NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/21	\$371	\$20,196
Contributions & Interest	236	3,358
Expenditures	14	2,241
Current Balances: 4/30/21	\$593	\$21,313

Financial Report

Preliminary as of April 30, 2021



FUND BALANCES – United Mutual



Financial Report

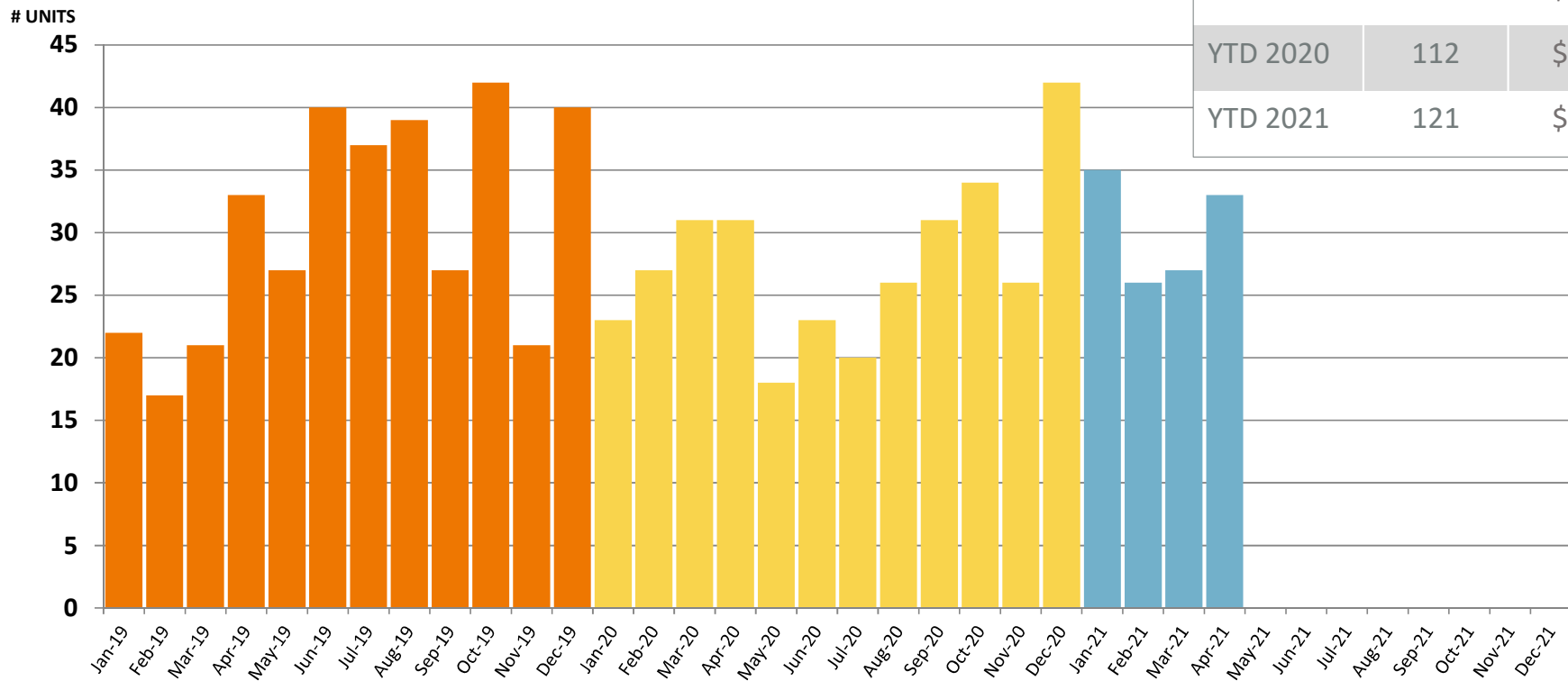
Preliminary as of April 30, 2021

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
MUTUAL

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	93	\$268,664
YTD 2020	112	\$246,894
YTD 2021	121	\$261,284



United Laguna Woods Mutual
Statement of Revenues & Expenses - Preliminary
4/30/2021
(\$ 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	\$11,245	\$11,240	\$5	\$10,141	\$33,721
2	Additions to restricted funds	961	961		3,845	3,845		4,098	11,535
3	Total assessments	3,773	3,771	1	15,090	15,085	5	14,239	45,256
Non-assessment revenues:									
4	Merchandise sales	1		1	2		2	2	
5	Fees and charges for services to residents	27	53	(25)	196	208	(12)	138	629
6	Laundry	52	23	29	94	90	4	88	270
7	Investment income	14	20	(5)	49	78	(29)	103	234
8	Unrealized gain/(loss) on AFS investments	35	10	24	(299)	42	(341)	389	125
9	Miscellaneous	42	45	(3)	169	180	(11)	152	541
10	Total non-assessment revenue	170	150	20	210	598	(388)	872	1,799
11	Total revenue	3,943	3,921	22	15,300	15,683	(383)	15,111	47,055
Expenses:									
12	Employee compensation and related	1,149	1,235	86	4,544	4,999	455	4,357	15,045
13	Materials and supplies	144	253	109	702	1,028	326	612	3,087
14	Utilities and telephone	332	316	(16)	1,327	1,258	(69)	1,155	4,359
15	Legal fees	20	29	9	57	117	59	79	350
16	Professional fees		12	12	37	62	25	42	116
17	Equipment rental	1	2		18	7	(11)	7	20
18	Outside services	183	787	604	628	2,706	2,078	2,056	9,229
19	Repairs and maintenance	3	4	1	12	16	4	10	49
20	Other Operating Expense	15	16	1	36	72	35	46	206
21	Property and sales tax	1,076	1,013	(63)	4,014	4,053	39	3,859	12,158
22	Insurance	334	320	(14)	1,333	1,279	(54)	676	3,838
23	Investment expense				3	3		2	11
24	Uncollectible Accounts	(7)		7	(15)	8	23	10	30
25	(Gain)/loss on sale or trade	(36)		36	(36)		36	61	
26	Depreciation and amortization	16	16		65	65		66	196
27	Net allocation to mutuals	112	121	9	456	496	40	521	1,484
28	Total expenses	3,343	4,125	782	13,181	16,167	2,986	13,561	50,177
29	Excess of revenues over expenses	\$600	(\$204)	\$803	\$2,118	(\$484)	\$2,603	\$1,550	(\$3,122)



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of April 30, 2021

SUMMARY

United financial results were better than budget by \$2,603K as of April 30, 2021, primarily resulting from timing. Explanations for categories with significant variances are found below.

REVENUE

▶ **Unrealized gain/(loss) on AFS Investments Line 8** (\$341K)

Unfavorable variance due to adverse conditions for bond investments during the reporting period. A monthly entry is made to reflect investment market conditions, which fluctuate.

EXPENSE

▶ **Employee Compensation and Related Line 12** – \$455K

Favorable variance resulted primarily in the departments of Maintenance and Construction and Landscape. Savings occurred in landscape where shrub-bed maintenance was outsourced creating savings in labor hours. In M&C, United switched from a budgeted 10-year paint cycle to a 15-year cycle, resulting in a reduction of staff required in paint and carpentry work centers. Electrical, plumbing, and property services work centers also had favorable variances due to open positions.

▶ **Materials and Supplies Line 13** – \$326K

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

▶ **Utilities and Telephone Line 14** – (\$69K)

Unfavorable variance due to less seasonal rainfall. Budget was based on a five year average of water consumption, however, seasonal rainfall through April was 39% lower than 5-year average during the same period.

▶ **Outside Services Line 18** – \$2,078K

Waste Line Remediation – \$671K

Favorable variance due to timing of scheduled work compared to budget spread. Work is in progress for buildings where the residents have agreed to the remediation work in their unit.



Statement of Revenues & Expenses - Preliminary
Variance Explanations as of April 30, 2021

Building Structures – \$389K

Favorable variance due to timing of invoices. 2021 invoices for moisture intrusion events have not yet been processed. Signed vendor contracts for building structures maintenance operations were received in April with work scheduled to begin immediately.

Damage Restoration – \$245K

Favorable variance due to timing of invoices. 2021 invoices have not yet been processed. Additionally, staff is in the process of reviewing each invoice to ensure the Mutual is being charged as contracted. This restoration portion of moisture intrusion events were moved from the Contingency Fund to the Operating Fund for 2021 budget year.

Tree Maintenance – \$167K

Favorable variance due to timing of program; The budget is spread evenly throughout the year, but work started in April 26, 2021.

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OPEN MEETING

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

Tuesday, May 25, 2021 – 1:30 p.m.
Virtual Meeting

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

MEMBERS ABSENT: None

OTHERS PRESENT: United
VMS
Select Audit Task Force Representative

STAFF PRESENT: Jeff Parker, Steve Hormuth, Jose Campos, Ernesto Munoz, Grant Schultz

Call to Order

Director Asgari, Treasurer, 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 April 27, 2021

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

Chair Remarks

Director Asgari commented on the new VMS culture described by Jeff Parker in a previous meeting and welcomed Steve Hormuth as the new Interim Finance Director.

Department Head Update

Steve Hormuth, Interim Finance Director, provided updates on the 2022 Business Plans, Banking Services, Insurance, Reserve Payments, and Purchasing Policy.

Mr. Hormuth also discussed Financial Statement format changes, including separating the funds formerly in the “Reserve Funds” into Reserve Funds and Restricted Funds.

Mr. Hormuth also spoke on the possibility of adding an additional Fund used to track and pay
Agenda Item #13a(2)

insurance premiums and property taxes.

Mr. Hormuth also spoke about the Purchasing Policy and recommended the Purchasing Taskforce discuss the matter of United reviewing and approving contracts annually for a period of 6 months as a test period. The results of the 6 month test period will be reviewed in December and a determination can be made to continue with an ongoing review of annual contracts.

Mutual Owned Appliance Records

Ernesto Munoz, Maintenance & Construction Director, provided an update to Mutual Owned Appliance Records. Records of Mutual-owned appliances are obtained through resale inspections and maintained in a database. Mr. Munoz commented on the fact that the current data collected will be shown during the upcoming budget meetings. Ongoing data collection will go into 2022 and staff anticipates that the vast majority of information will be available by the end of 2022. Using the existing data that has been collected, staff recommends a decrease of appliance replacement expense in the 2022 business plan.

Review Preliminary Financial Statements dated April 30, 2021

The committee reviewed financial statements for April 30, 2021 and questions were addressed. Questions were asked about which accounts use modified accruals and which accounts are cash based. Further questions included which accounts are specific to United versus which accounts are allocated from GRF.

Questions were asked about the supplemental appropriation schedule. Only two items were on the list and no funds were spent in 2021. Since no funds were expended in 2021 and there are no specific plans for the funds, staff will close the appropriations and release the encumbrance on the funds.

Endorsements from Standing Committees

There were none.

Future Agenda Items

Reserve Expenditures – In-house Labor

Committee Member Comments

None.

Date of Next Meeting

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

Recess to Closed Session

The meeting recessed to closed session at 3:20 p.m.

DRAFT

Azar Asgari, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

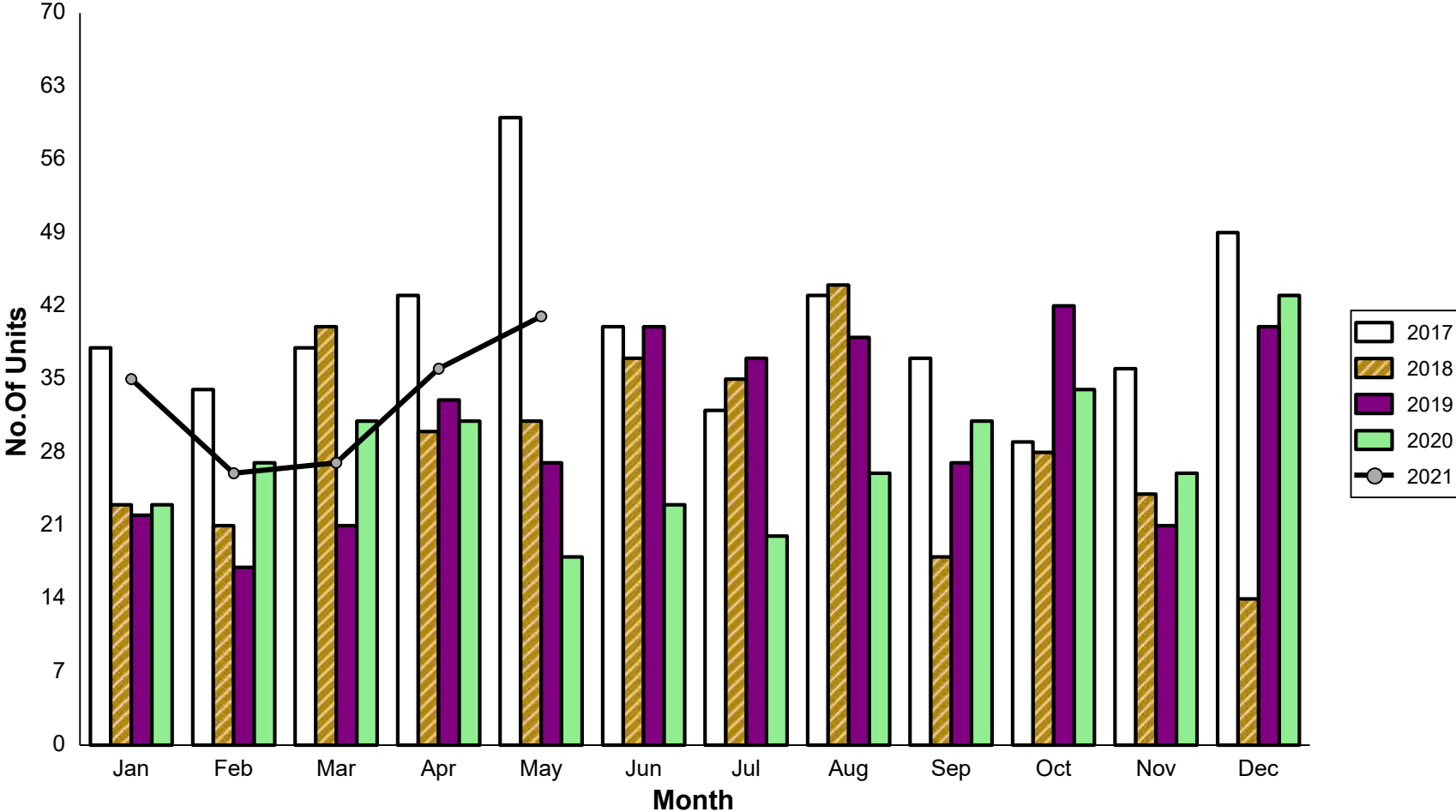
May, 2021

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	27	31	\$6,979,900	\$7,863,500	\$258,515	\$253,661
April	36	31	\$9,605,499	\$7,209,488	\$266,819	\$232,564
May	41	18	\$10,258,400	\$4,523,500	\$250,205	\$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	165.00	130.00	\$42,687,552	\$32,071,988		
MON AVG	33.00	26.00	\$8,537,510	\$6,414,398	\$259,186	\$247,776
% CHANGE - YTD	26.9%		33.1%		4.6%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

All Mutuals

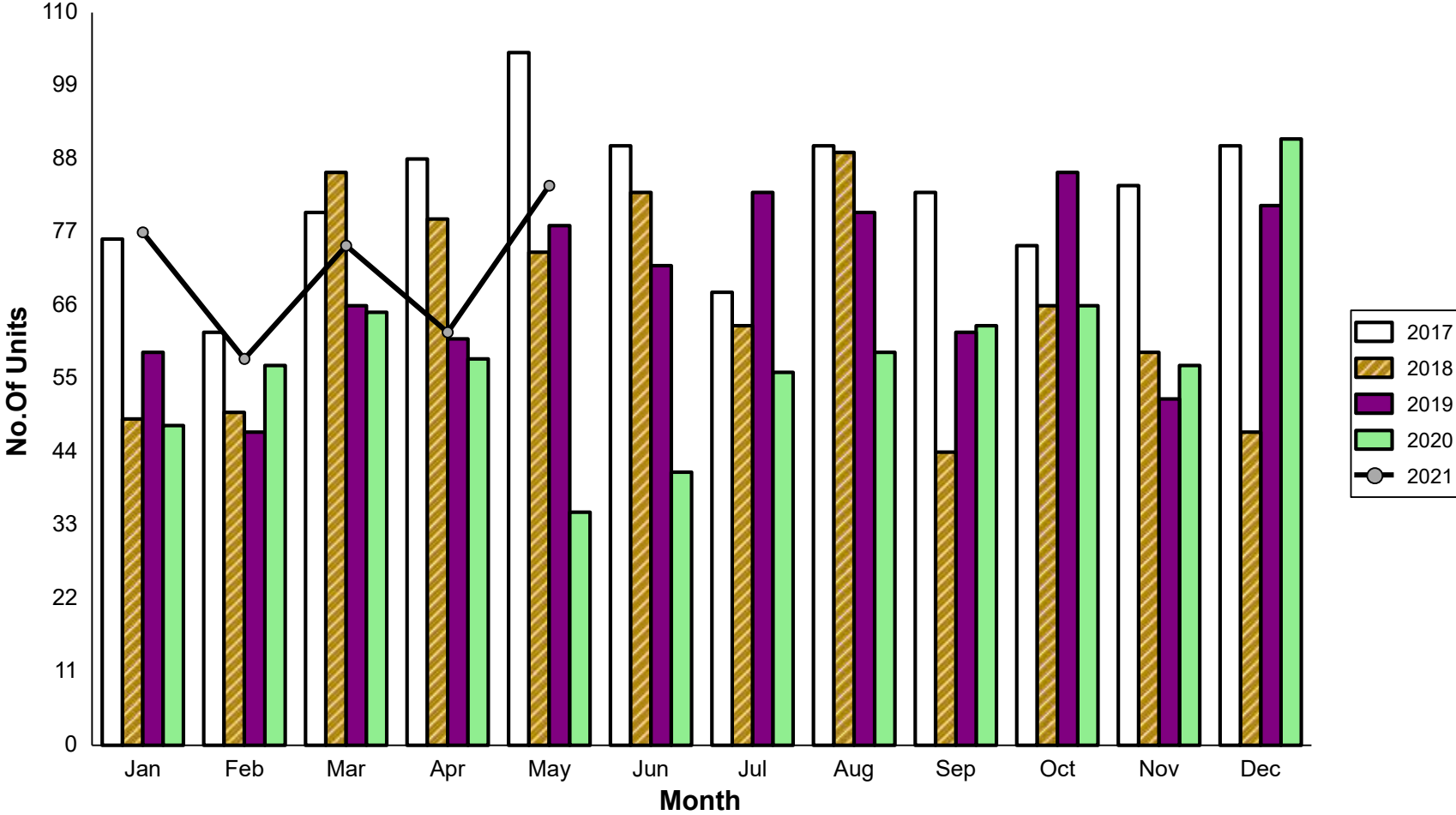
May, 2021

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	75	65	\$28,286,000	\$21,969,916	\$377,147	\$337,999
April	62	58	\$22,141,399	\$18,200,321	\$357,119	\$313,799
May	84	35	\$28,656,700	\$10,277,500	\$341,151	\$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
TOTAL	356.00	263.00	\$123,331,102	\$85,459,247		
MON AVG	71.00	52.00	\$24,666,220	\$17,091,849	\$346,012	\$322,544

* Amount is excluded from percent calculation

Year to-date totals now include Mutual Fifty.

Resales - 5 Year Comparison



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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
05/28/2021	1-Q	1	\$293,000	Casa Blanca	Regency Real Estate	Focus Real Estate Team	Granite Escrow
05/04/2021	3-Q	1	\$205,000	Casa Blanca	Jack Wallace	HomeSmart Evergreen	Corner Escrow Inc.
05/05/2021	20-S	1	\$190,000	Casa Blanca	Village Real Estate	HomeSmart Evergreen	Granite Escrow
05/28/2021	35-R	1	\$170,000	Casa Blanca	Laguna Premier Realty, Inc	Mark Carlson, Broker	Blue Pacific Escrow
05/25/2021	45-U	1	\$240,000	Casa Blanca	Coldwell Banker Residential	Keller Williams Real Estate	Generations Escrow
05/26/2021	56-R	1	\$181,000	Casa Blanca	Laguna Premier Realty, Inc	Berkshire Hathaway	Blue Pacific Escrow
05/13/2021	61-C	1	\$130,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Corner Escrow Inc.
05/14/2021	63-B	1	\$375,500	Seville	RE/MAX Property Connection	Realty Quest	Corner Escrow Inc.
05/17/2021	167-C	1	\$215,000	Barcelona	Century 21 Rainbow	HomeSmart Evergreen	Corner Escrow Inc.
05/04/2021	178-A	1	\$301,000	San Sebastian	Gold Pointe Realty	Century 21 Rainbow	Corner Escrow Inc.
05/06/2021	181-B	1	\$383,000	San Sebastian	Coast to Canyon Real Estate	Berkshire Hathaway	Corner Escrow Inc.
05/28/2021	183-C	1	\$354,000	San Sebastian	Seven Gables Real Estate	First Team Real Estate	Granite Escrow
05/28/2021	198-H	1	\$449,000	Granada	Monarch Realty Group	Laguna Premier Realty, Inc	Escrow Experts
05/24/2021	280-A	1	\$150,000	Cadiz	Laguna Premier Realty, Inc	Regency Real Estate	Blue Pacific Escrow
05/17/2021	365-D	1	\$233,000	Majorca	Century 21 Rainbow	IRN Realty	Corner Escrow Inc.
05/26/2021	487-G	1	\$225,000	Granada	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
05/28/2021	494-C	1	\$240,000	Madrid	Laguna Woods Village Realty	No Broker	Granite Escrow
05/25/2021	529-N	1	\$185,300	Casa Blanca	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
05/13/2021	598-A	1	\$255,000	Granada	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
05/04/2021	598-C	1	\$259,000	Granada	Century 21 Rainbow	Regency Real Estate	Granite Escrow
05/14/2021	603-D	1	\$250,000	Granada	Keller Williams Real Estate	Keller Williams Real Estate	Corner Escrow Inc.
05/06/2021	620-O	1	\$230,000	Casa Linda	Realty Benefit	HomeSmart Evergreen	Granite Escrow
05/17/2021	676-D	1	\$170,000	Castilla	Real Estate Market Place	IG Realty	Corner Escrow Inc.

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

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
05/07/2021	680-N	1	\$175,000	Casa Contenta	Laguna Premier Realty, Inc	IG Realty	Blue Pacific Escrow
05/21/2021	692-B	1	\$185,000	Majorca	Century 21 Rainbow	IG Realty	Granite Escrow
05/20/2021	700-N	1	\$165,000	Casa Blanca	Laguna Premier Realty, Inc	IG Realty	Granite Escrow
05/03/2021	766-P	1	\$165,000	Casa Blanca	Laguna Premier Realty, Inc	IG Realty	Blue Pacific Escrow
05/10/2021	825-A	1	\$311,000	Seville	Re/Max Top Producers	Re/Max Top Producers	Blue Pacific Escrow
05/07/2021	849-A	1	\$335,000	Casa Linda	Arbor Real Estate	HomeSmart Evergreen	Escrow Options Group
05/13/2021	889-P	1	\$200,000	Castilla	Castle Realty Group	HomeSmart Evergreen	Escrow Options Group
05/11/2021	924-B	1	\$275,000	Madrid	Authentic Partners	Residential Agent Inc.	Granite Escrow
05/24/2021	925-Q	1	\$157,000	Cadiz	Laguna Premier Realty, Inc	First Team Real Estate	Blue Pacific Escrow
05/17/2021	926-P	1	\$262,000	Casa Linda	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
05/18/2021	947-H	1	\$182,500	Monterey	Coldwell Banker	No Broker	Granite Escrow
05/25/2021	2012-D	1	\$520,000	Seville	Laguna Premier Realty, Inc	Century 21 Rainbow	Blue Pacific Escrow
05/12/2021	2015-C	1	\$365,000	Valencia	Residential Agent Inc.	Laguna Premier Realty, Inc	Granite Escrow
05/27/2021	2019-C	1	\$179,100	Coronado	Help U Sell	Help U Sell	Quality Escrow
05/07/2021	2025-A	1	\$382,500	Monterey	Laguna Premier Realty, Inc	Keller Williams Real Estate	Granite Escrow
05/05/2021	2025-H	1	\$238,000	Monterey	Residential Agent Inc.	Compass	Granite Escrow
05/10/2021	2073-D	1	\$292,500	Seville	Coldwell Banker	HomeSmart Evergreen	Granite Escrow
05/14/2021	2189-O	1	\$185,000	Coronado	HomeSmart Evergreen	Redfin	Corner Escrow Inc.

Number of Resales: 41

Total Resale Price: \$10,258,400

Average Resale Price: \$250,205

Median Resale Price: \$233,000

Monthly Resale Report United Mutual

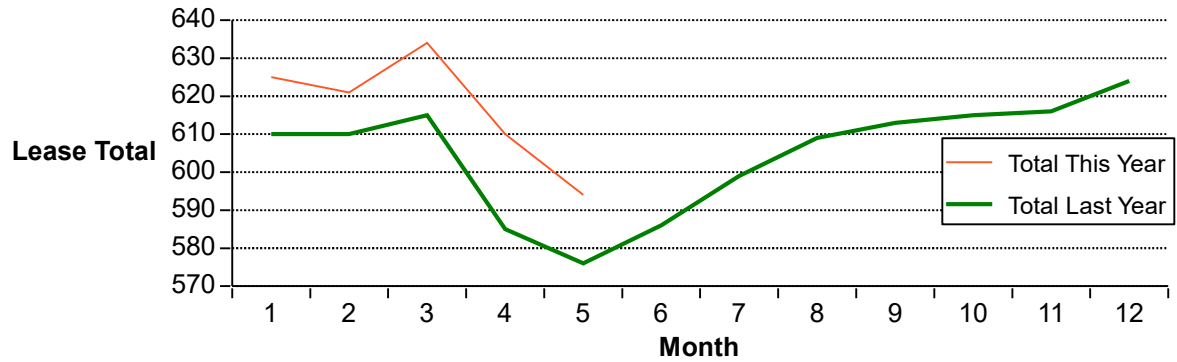
PREPARED BY
Community Services Department

May-21

Month	NUMBER OF REALES				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	27	31	21	40	\$6,979,900	\$7,863,500	\$6,355,000	\$11,156,600	\$258,515	\$253,661	\$302,619	\$278,915
April	36	31	33	30	\$9,605,499	\$7,209,488	\$9,292,051	\$8,824,600	\$266,819	\$232,564	\$281,577	\$294,153
May	41	18	27	31	\$10,258,400	\$4,523,500	\$6,380,503	\$8,735,000	\$250,205	\$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
TOTAL	165	130	120	145	\$42,687,552	\$32,071,988	\$31,565,854	\$40,789,840				
MON AVG	33	26	24	29	\$8,537,510	\$6,414,398	\$6,313,171	\$8,157,968	\$259,186	\$247,776	\$262,194	\$280,975
% CHANGE-YTD	26.9%	8.3%	-17.2%	-32.2%	33.1%	1.6%	-22.6%	-23.2%	4.6%	-5.5%	-6.7%	14.0%

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

Monthly Active Leasing Report 2021 Period 5 (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	22	148	436	625	610	9.9	9.6	0.3	0	27
2021	February	12	18	161	430	621	610	9.8	9.6	0.2	7	12
2021	March	14	20	176	424	634	615	10.0	9.7	0.3	48	35
2021	April	11	21	177	401	610	585	9.6	9.3	0.3	29	42
2021	May	9	20	179	386	594	576	9.4	9.1	0.3	29	35
2021	June						586					
2021	July						599					
2021	August						609					
2021	September						613					
2021	October						615					
2021	November						616					
2021	December						624					



OPEN MEETING

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

Wednesday, May 26 2021 - 9:30 AM-11:30AM
Laguna Woods Village Community Center (Virtual Meeting)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Elsie Addington, Carl Randazzo, Neda Ardani, Andre Torng, Reza Bastani

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT: Michael Mehraïn, Brian Gilmore, Juanita Skillman

ADVISORS PRESENT: Dick Rader

STAFF PRESENT: Richard DeLaFuente, Robbi Doncost, Lauryn Varnum, Gavin Fogg

1. Call to Order

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

2. Acknowledgement of Media

Zoom platform.

3. Approval of Agenda

The committee approved the agenda as presented by consensus.

4. Approval of Meeting Report for April 19, 2021

The committee approved the agenda as presented by consensus.

5. Chair's Remarks

None.

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

None.

7. Manor Alterations Division Manager Update



Staff Officer Doncost updated the current status of the Manor Alterations (“MA”) staff, with the retiring of a Resales Inspector and the onboarding of Abraham Ballesteros, the new Inspector. Mr. Doncost explained that MA is exploring new methods of efficiency, including new technology within the field for inspectors but this will be a process involving the IT Dept. and Tech Dept. Currently MA is anticipating promoting from within to fill the existing gap of a vacant inspector position with the promotion of a Senior Operations Specialist, Geovany Cortez and the promotion of Andrea Cornejo to Senior O.S.

Director Torng inquired as to the Org Chart for MA, and Mr. Doncost confirmed a “Proposed Org Chart” can be shared with the understanding that is a recommended chart not a confirmed chart. Director Randazzo mentioned the Budget Discussion within a GRF Committee meeting, in which new technology and platforms to be upgraded within the VMS structure was discussed.

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. Current Inquiry Status – Processing Counts

Mr. Doncost presented the status of the Mutual Consents; within March 2021, MA has processed 99 Mutual Consents from United Mutual, and a total of 582 Mutual Consents throughout 2021. Mr. Doncost pledged to provide an email on status components to the ACSC.

Director Torng requested a trend analysis of MA’s workload and the creation of KPIs. Mr. Doncost confirmed that current VMS staff and software systems will not facilitate this, and an outside vendor must be utilized, but that Director Torng is welcome to connect with a VMS Tech Support individual.

Director Randazzo requested that the Classification of Mutual Consent be circulated within the Manor Alterations News Bulletins to better inform the community and to indicate the backlog of permits based on their classification. Mr. Doncost confirmed it has been printed within the bulletin in a previous issue, however it can be included in the next issuance.

Variance Requests:

- A. Variance Request – Mr. and Mrs. Ernest McGee of 690-A Avenida Sevilla (Cordoba, 1A4R) – Request for Room Addition within Existing Front Patio and Enlargement of Existing Kitchen Window

Staff Officer DeLaFuente summarized the Staff Report and discussion ensued. It was confirmed that the footprint of the home was not changing and that previous similar variances had been approved previously as a precedent. The contractor involved in the work was given an opportunity to speak, confirming that structural elements are factored into the construction, that the City of Laguna Woods regulations have been met in regards to the retaining wall, that the summation of the variance was installing a partition wall within an existing space, and that Lettner was involved in the roof build back



process. After further deliberation a, motion passed to approve the variance to the United Board.

Items for Discussion

9. Alteration Fee Schedule

Mr. Doncost clarified the driving force for the revised fee schedule was aligning fees with the assigned man hours and that the revised fee schedule had been presented to the Third ACSC as well.

Director Randazzo inquired if the Unauthorized Alteration Fee was in addition to the fine enacted by compliance, stating that any violations should be collected by the compliance department, and that the verbiage within the fee schedule was ambiguous and needed further definition. Director Addington inquired if a comparison could be generated comparing the cost to process a permit be compared to the actual cost.

Director Bastani inquired if the fees were also inclusive of City fees, Mr. Doncost confirmed that the Alteration Fee Schedule was independent of any fees owed to the city. Director Bastani stated that he is opposed to the increased fee schedule, claiming that the fee for inspection and permits were too high which was seconded by Director Ardani. Director Addington posited the question of whom should be responsible for bearing the cost of the Alterations Department, likening the use of these services to the fees associated with golf or other activities. Director Torng claimed that due to the initiation of alterations reducing maintenance costs, residents should not be mandated to pay additional fees, stating it discourages improvements and therefore the shared ownership of the Mutual becomes less valuable.

Mr. Doncost highlighted the other factor, naming the contractor violations as a vital component to revising the fee schedule. He confirmed that currently there is no mechanism to fine a contractor for shoddy or unauthorized work. The goal would be to penalize contractors violating the rules and regulations of VMS, and members could confirm within their individual agreements that their contractor would be liable for this fine if VMS deems it. Director Randazzo stated this would place the member in a vulnerable position, and further discussion ensued. Director Addington stated the discussion would be tabled until next month's ACSC meeting. A motion was raised to create a resolution stating that the increased Unauthorized Alteration Fees are to be applied only to violating contractors and the violating contractors would be banned from working with the Laguna Woods Community until the fine was paid.

Director Rader asked for clarification on the contractor violation process, inquiring if a contractor has committed a violation during the work process and what the subsequent actions are. Director Addington stated that contractors have previously simply refused to complete the work, and Mr. Fogg stated that the process was very complicated. Stop Work notices can be issued at any point within the construction process, however there is very little leverage from MA for compliance to rules and regulations aside from a temporary ban.

10. Permitless Alteration

Mr. Doncost confirmed the approved letter had been sent to the City of Laguna Woods, and summarized the quantity and classification of Permitless Alterations received thus far. Director Randazzo stated that



Chair Gilmore requested a mid-term review within 3 months to better understand the efficacy and trajectory of the policy.

11. Asbestos Meeting Report

Mr. Doncost clarified he was currently confirming via VMS the documentation of the boundaries of ownership between members, the Mutual, and VMS. This confirmed documentation will be presented to AQMD. Director Randazzo inquired why this information was not distributed to the community, and Mr. Doncost confirmed, per Terrence Mann (AQMD), that a definitive legal document must be in place for AQMD to provide the accurate regulations and input on ACM. The 100 sq. ft. rule cannot be commented upon until ownership is confirmed.

Director Addington stated that during the asbestos summit it seemed clear that per AQMD, if no asbestos is disturbed, cabinets can be removed without the need for an abatement contractor. Mr. Doncost confirmed that this was the position as an understood concept, however AQMD was clear that before any legal standing is provided by AQMD, they must receive a legal confirmation of ownership. Director Addington noted that there seemed to be contradicting information within the Permitless Alteration policy and AQMD's comments.

Director Bastani inquired if asbestos is tested and the results fall within a specified parameter, can the material be encapsulated? Mr. Doncost confirmed that it can be encapsulated, however there were still rules and regulations in place that apply. Director Randazzo stated that Chair Gilmore proposed an alignment with the City of Laguna Woods, due to their stated position on asbestos. Director Addington stated that if there is a legal precedent set, the discussion should cease as the city has authority over permitted work.

Director Bastani inquired if a screw was removed from the wall, can a wet method be utilized? Director Randazzo stated that the wet method ensures the material is not friable.

Mr. Doncost committed to generating a memo which would be reviewed by the Chair regarding tack strips, carpet, and kitchen cabinetry.

12. KPI's

Mr. Doncost confirmed that the KPIs desired by the ACSC are not possible given the current staff and systems utilized at VMS. An outside vendor must be engaged, and this must be addressed at the governance level. Mr. Doncost explained the process to initiate this evaluation, and Director Torng agreed to generate an email outlining the KPI parameters which would be reviewed by Chair Gilmore.

13. 483-D: Brief Update

Mr. Doncost summarized the meeting that took place at the worksite, including staff, vendors, city staff, and members. Masks, gloves, booties, and Tyvek suits were mandated by the resident and worn by all who entered. The construction engineer believed upon initial observation that there was not a substantial structural issue, however a report has been generated which requires further commentary. The goal is to return to the Committee within a week's time with the final report of approval. Director



Addington was complimentary toward MA for their approach, and requested the final approved report being distributed.

Items for Future Discussion:

Concluding Business:

14. Committee Member Comments:

Director Torng expressed excitement toward the initiation of the KPI measures. Director Bastani proposed a review of the Mutual Consent forms in the future, perhaps leading to a revision of documents.

15. Date of Next Meeting – June 17, 2021 9:30 AM

16. Adjournment – 11:58 AM

DRAFT

X _____

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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OPEN MEETING

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

Thursday, May 20, 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, Reza Bastani, and Diane Casey

MEMBERS ABSENT: None

ADVISORS PRESENT: Dick Rader, Juanita Skillman, Bevan Strom and Mary Stone

ADVISORS ABSENT: None

STAFF PRESENT: Francis Gomez, Pamela Bashline and Blessilda Wright

CALL TO ORDER

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

ACKNOWLEDGEMENT OF PRESS

The media was not present.

APPROVAL OF THE AGENDA

President Margolis made a motion to approve the agenda as amended by adding Discuss and Consider Assembly Bill 3182 (AB3182).

Without objection the motion carried.

APPROVAL OF MEETING REPORTS

President Margolis made a motion to approve the meeting report from the April 15, 2021 meeting.

Without objection the motion carried.

CHAIR'S REMARKS

Chair Addington welcomed back Pamela Bashline, Community Services Manager; expressed her excitement of the work that staff and the Committee have been doing in accomplishing the goals for 2021. Chair Addington also stated that sales are going well and staff is working hard to clear the backlog. Chair Addington discussed that the Financial Qualifications Policy will be fine tuned to align with changes to AB3182 requirements.

MEMBER COMMENTS ON NON-AGENDA ITEMS

Advisor Stone made a comment that there has been discussion about the Supplemental Property Taxes. The issue is caused due to buyers being unaware of the additional property tax costs. Advisor Stone suggested that to avoid the issue the Board may implements at Supplemental Property Tax deposit to cover the additional tax cost. The Committee discussed the matter further.

Without objection the Committee tabled the matter.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

President Margolis responded that United is looking into having the property tax bill sent directly to the owners by the county.

Chair Addington requested an update regarding Mr. Alhadeff of manor 2045-O Via Mariposa East comment about the Lost Instrument Bond to replace a Membership Certificate. President Margolis responded that staff is responding to Mr. Alhadeff about the matter.

REPORTS

Review Financial Requirements for Members

Ms. Bashline presented the Financial Requirements for Members. The Committee members made comments and asked questions.

No further action was taken.

Subletting Conditionally Permitted

Ms. Bashline presented the Subletting Conditionally Permitted. The Committee members made comments and asked questions.

President Margolis made a motion to make the following amendments:

1. Change the word in the hearing of Section 7 of the Occupancy Agreement to be "Conditionally Permitted"
2. Bold "without prior written consent"
3. Change "shall" to "may"

Director Bastani seconded the motion.

Without objection, the motion carried.

ITEMS FOR DISCUSSION AND CONSIDERATION

Goals for 2021:

The Committee discussed the Project Log included in the agenda packet that outlines the Goals for 2021. The Committee members made comments and asked questions.

No further action was taken.

Assembly Bill 3182

President Margolis discussed that the governing documents need to align with AB3182. The Committee members made comments and asked questions.

President Margolis made a motion to direct United's Legal Counsel to review United's governing documents and recommend changes to align with AB3182 and hold changes until September 2021 for further action.

By a vote of 2-1-0, the motion passed (Director Bastani opposed).

Committee Member Comments

Advisor Skillman stated it was a good meeting.

Advisor Stone stated it was nice to have Ms. Bashline back.

Advisor Rader commented on the Social Media Policy that Third Laguna Hills Mutual adopted.

Future Agenda Items

- Director SOP
- Tighten Subleasing Requirements
- One Page Explanation of Resident Procedure
- Leasing (Use power point from Cash presentation)

Date of Next Meeting

The next meeting is scheduled for Thursday, June 17, 2021 at 1:30 p.m. via virtual meeting.

Adjournment

With no further business before the Committee, the Chair adjournment the meeting at 4:21 p.m.

DRAFT

Elsie Addington, Chair



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 21, 2021 – 1:30 p.m.
Virtual Meeting

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

MEMBERS ABSENT: Al Amado

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

OTHERS:

VMS – Juanita Skillman, Diane Phelps

GRF – Bunny Carpenter, Yvonne Horton, Joan Milliman

United – Elsie Addington, United Advisor – Dick Rader

Third – Debbie Dotson, John Frankel, Craig Wayne

Call to Order

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:33pm.

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 February 17, 2021

The meeting report was approved without exception.

Chair Remarks

Director Hopkins commented on the potential of transitioning from one banking institution to another. He further commented that the incoming CFO would be tasked with performing the cost benefit analysis and reporting back to the board.

Member Comments (Items Not on the Agenda)

Janet Powers (5191) commented on the corporation's investment policy, the current investment portfolio and pending legislation (AB1101) that may provide further guidance on investments.

Chris Powers (5191) commented on the difference between bonds and bond funds.

Department Head Update

Betty Parker, CFO, commented on the completion of the 2020 Audit, the annual spring mailing, 2022 Business Planning Workshops recordings and ongoing banking analysis.

Review Preliminary Financial Statements dated March 31, 2021

The committee reviewed the financial statements dated March 31, 2021. Questions were addressed.

GRF Vehicle Replacements Procedure

Chris Laugenour, General Services Director, presented a strategy that was shared with the Vehicle and Maintenance Committee for vehicle replacements. Discussion ensued. No action was taken.

Future Agenda Items

Biannual Presentation of Investment Portfolio
Microgrid Financial Impact
EV Project Financial Impact

Committee Member Comments

None.

Date of Next Meeting

Wednesday, June 23, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:11 p.m.

DRAFT
James Hopkins, Chair

OPEN MEETING

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

Thursday, May 13, 2021 – 1:30 p.m.
Virtual Zoom Webinar

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

MEMBERS ABSENT: Ryna Rothberg

OTHERS PRESENT: Dick Rader

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert

Call to Order

Chair Pearlstone called the meeting to order at 1:30 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 April 8, 2021

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

Chair's Remarks

Chair Pearlstone stated a show of great respect for Director Moldow as he passed recently and will strive to keep some of his ideas moving forward to honor his memory. The fee structure project will be discussed today in hopes of recommending minor changes that may provide budget stability. Chair Pearlstone stated major changes will be coming in regards to availability of activities due to improvement of the pandemic. He recommends the committee support staff with these changes as it will take several months to phase in new activities mostly due to the difficulty in replacing staff due to COVID layoffs.

Report of the Recreation and Special Events Director

Mr. Gruner stated staff continues to follow the conditional modified operating procedures based on state and county guidelines. At this time, Orange County is in the orange tier with anticipation of moving to the yellow tier next Wednesday. The current Orange County statistics are as follows: adjusted daily case rate per 100,000 is 1.8, test positivity rate is 1% and tests per 100,000 is 277. Staff is eagerly anticipating the state to fully reopen with no restrictions including not wearing masks on June 15 according to Governor Newsom. Mr. Gruner stated staff is preparing to reopen activities but will be an incremental process due to staffing as many are not working at their assigned facility. Management is diligently working to hire enough staff to safely reopen facilities and to ensure proper customer service levels.

Mr. Gruner stated the following facility updates: the Library is reopened with modifications; Clubhouse 4 utilization is still low and the reservable times may be expanded to three or four times per week instead of only two which may also include weekends; Pool 1 is still closed due to a new boiler that must be built and shipped which may delay the reopening until the end of June or early July; the Golf Greens committee has not finalized a skins game solution, but the skins games participants have been able to book the normal tee times using the online reservation system, foreUP. Maggie Blackwell is the Golf Greens committee secretary and those who must miss the meeting may find a suitable substitute for fair voting; foreUP is working very well with minor hiccups and has improved the billing process with staff assisting those who need assistance setting up charge accounts; aerification of the golf course is complete.

Mr. Gruner introduced Ms. Cobarruviaz, Equestrian Supervisor, to provide an update on the Equestrian Center. Ms. Cobarruviaz stated the following improvements: health and safety are a priority which include lighting improvements, both solar and cafe lights; trees added for shade for the horses; decorative plants and vines from the nursery have been added for beautification; implemented new services for boarders which is adding revenue; new lesson types will be available; the trail system has been cleaned and staff will create a trail map; the equine assisted learning program is being created; VCF Help the Herd funding is at approximately \$8,000; painting stalls and replacement of mangers project is being completed; the arena footing project will commence soon; guided facility tours will be offered once facility opens to non-boarders and guests; staff is working to connect our trails to the OC trail system.

Mr. Gruner stated the upcoming yellow tier only changes the capacity levels of our activities. Staff will be meeting with club presidents, continue working on the reopening plan and strive to improve the staffing shortage issue. Director Dotson stated the CDC changed guidelines today with President Biden stating if vaccinated, you may stop wearing masks in certain situations. She inquired as to informing the community of the reopening plan to ensure expectations are clear. Mr. Gruner stated many changes have been made regarding the CDC recommendations and staff monitors these regularly. Reopening of facilities depends upon staffing and he concurred with being transparent to the community. Director Carpenter

inquired as to the Equestrian Center opening on June 15. Mr. Gruner stated the Equestrian Center is scheduled to open on June 15. Director Carpenter stated a list of pricing for new programming will need to be ready at that time. Chair Pearlstone stated staff will have to determine the legalities of proof of immunization. Advisor Skillman stated the library has been open for a week with restrictions such as only 15 people are allowed at one time and masks are required to protect volunteers. These measures will continue for everyone's safety. Advisor Skillman disputed the Library utilization as those numbers represent reserved items only, not the use of the outdoor area of the library. Mr. Gruner clarified that these numbers are for residents served, not number of items checked out.

Chair Pearlstone stated the CDC guidelines are followed per state guidelines and the state guidelines supersede country guidelines. Director Karimi stated limitation on labor work force is prevalent in all work centers and several states announced discontinuation of extra unemployment benefits as of June 15. He stated we may need to utilize volunteers. Mr. Gruner stated that can be a consideration. Chair Pearlstone stated the priority is to get information out to the community. Mr. Gruner stated staff will work with the Marketing and PR department to disseminate reopening information.

Director Dotson inquired as to eliminating all reservations systems on June 15. Mr. Gruner stated the reservation systems will be reduced via a gradual reduction process with modifications. She stated the concern will be determining if someone is vaccinated. She stated it not our job to police this and individuals can decide on wearing a mask.

Member Comments (Items Not on the Agenda)

A member was called to speak regarding Emeritus classes returning as status quo and its impact on the community.

Mr. Gruner stated staff is currently discussing contract renewal with Saddleback Emeritus Institute. Emeritus representatives stated the number of classes will be reduced by approximately 10 which will equate to 75 class offerings. Some classes will remain online. Director Horton stated the parking lot at Clubhouse 4 is impacted with resident cars from buildings close by and inquired as to how this will be managed in the future. Mr. Gruner stated Security can assist with monitoring. Director Dotson stated parking is most concerning for the community and Emeritus brings value to the community. Chair Pearlstone inquired as to what the percentage of Emeritus attendees are residents. Mr. Gruner stated approximately 3,000 attend classes and approximately 2,000 are residents.

Director Addington stated a fee for a second and third vehicle would be more costly for residents, not Emeritus students. She stated the parking fee for Emeritus non-resident students is also impacting the parking for residents and appears low. Director Karimi inquired as to how much revenue Emeritus generates. Chair Pearlstone stated this will be discussed on future agendas. Director Horton stated non-resident Emeritus students pay \$50 for

parking. Director Carpenter stated \$50 is high. Chair Pearlstone stated this may be lower than the parking fee at Saddleback College.

Staff was directed to add Emeritus Update to a future CAC agenda which is to include a brief analysis of what the new Emeritus agreement will feature and the financial impact of this program.

CONSENT

None.

REPORTS

Shared Fee/Financial Analysis Update – Chair Pearlstone presented the Recreation Department Financial Analysis which assists with the review to manage costs for residents and minimize impact on assessments while not reducing customer service levels. He stated Mr. Gruner has been most cooperative and his commitment has been appreciated. Chair Pearlstone presented the objectives and implementation strategy.

Mr. Gruner presented a snapshot of utilization estimates which were used to calculate the estimated monthly cost per manor and monthly GRF cost per participant, recommended fee changes, proposed options for additional revenue, GRF potential revenue sources and a summary of current shared cost percentages. Chair Pearlstone stated the utilization figures were reviewed to help establish the top three fees that are considered very low compared to industry standards. Any fee adjustment considered would be done once and any increase in these fees may assist the Recreation Department to remain under budget. Chair Pearlstone stated that \$30M possibly needed for future facility upkeep may be offset with proposed additional revenue from outside sources, but we do not currently have the staffing to research these proposed revenue sources and additional staff would be necessary to complete this research. Chair Pearlstone stated the Recreation budget may be met if a cost of living increase, reduction of budget, lockdown of capitals and an increase of trust facility is reviewed closely.

Discussion ensued.

A motion was made to accept the three fee increases as stated on slide 5 of the Recreation presentation: Golf Driving Range bucket of balls (small = \$2.00; medium = \$4.00; large = \$6.00), clubhouse lockers minimum charge of \$25 (billiards at Clubhouse 1 and at PAC, Clubhouse 4 outdoor lockers, Clubhouse 4 jewelry indoor lockers, and Community Center Table Tennis lockers) and catering fee of \$2.00 per plate to be effective January 1, 2022.

Motion passed unanimously.

Staff was directed to review all locker fees which will remain unchanged for 2021 and to place this item on a future CAC agenda. Chair Pearlstone stated standardizing the shared cost percentages may not be feasible and generating additional revenue from outside sources is preferred. Chair Pearlstone stated a potential motion for next CAC would be to accept the proposed fee schedule and cost of living adjustment for the next three years at a not-to-exceed cap of 3%.

2021 Recreation Department Financial Forecast - Mr. Gruner presented the facility utilization and the 2021 quarterly report for the Recreation Department expenditures and revenue.

Chair Pearlstone inquired as to actual versus budget which appears as an excess of \$82,043 showing the Recreation Department as under budget.

Director Tornig inquired as to shortage of revenue, lower expenses and the reason the Recreation Department is under budget. Chair Pearlstone stated expenses are lower for 2021. Mr. Gruner stated the shortage of revenue is based partially upon no guests allowed on golf course and guest green fees are substantially higher. Chair Pearlstone stated another expenditure was loss of golf tee times during COVID.

Staff was directed to include Clubhouse 4 utilization in the facility utilization report next month.

Garden Center Speed Bumps Update – Mr. Gruner stated the modifications made to the existing speed bumps at Garden Center 2.

Chair Pearlstone congratulated Director Horton and Director Addington for suggesting the modifications to the speed bumps. Director Addington thanked staff for completing this project as the gardeners seem pleased.

Aliso Creek Park Signage – Mr. Gruner stated amplified music has been a concern at the Aliso Creek park area and inquired as to modifying current signage. Chair Pearlstone would like an additional sign in lieu of a new sign.

Discussion ensued.

A motion was made to add a sign stating please no amplified music in this area.

Motion passed unanimously.

Mr. Gruner stated a current staff person may be able to replicate the current sign and add the new information. Staff will research both options of adding an additional sign or replicating the current sign to include proper verbiage.

Removal of Garden Center 1 Office Building Update - Mr. Gruner stated the removal of the Garden Center 1 office building project can be completed in-house through General Services. The foundation will remain for use of presentations or events.

A motion was made to remove the Garden Center 1 office building.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

None

ITEMS FOR FUTURE AGENDAS

Laguna Woods Village Pre-reserved Golf Tee Times - Mr. Gruner stated the Greens Committee will continue to meet to ensure an equitable resolution for the skins game is reached and all other golf related items are fairly represented.

Staff was directed to keep this item under Items for Future Agendas.

Long Range Plans for Outdoor Activities – Staff was directed to keep this item under Items for Future Agendas.

Garden Center 2 Access Gate –Mr. Gruner stated staff will continue to work on making the gates operable.

CONCLUDING BUSINESS

Committee Member Comments

Director Addington stated great meeting and thanked all for attending.

Advisor Skillman stated staffing reports indicate 20 part-time jobs are available for which residents may apply, but none are applying at this time. Open positions are posted on the website and may need to be included in the Friday eblast as staffing will be the main hindrance to reopening.

Chair Pearlstone stated reopening may be challenging and cautioned the committee to be prepared to field resident calls. Chair Pearlstone hopes to present a fee structure that will be fair to all residents.

Director Dotson stated some residents may not want to return due to COVID concerns and open positions should be publicized better.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the Zoom Webinar platform on Thursday, June 10, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:15 p.m.

Jon Pearlstone

Jon Pearlstone, Chair

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REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
EQUESTRIAN AD HOC COMMITTEE

Thursday, May 6, 2021 – 1 p.m.
Virtual Zoom Webinar

MEMBERS PRESENT: Bunny Carpenter, Chair, Yvonne Horton, Cush Bhada,
Sue Hemberger, Gary Empfield

MEMBERS ABSENT: Bunny Lipinski, Annie McCary, Stefanie Brown

OTHERS PRESENT: None

STAFF PRESENT: Jennifer Murphy, Laura Cobarruviaz, Jackie Kupfert

Call to Order

Chair Carpenter called the meeting to order at 1:11 p.m.

ITEMS FOR DISCUSSION AND CONSIDERATION

Help the Herd/Corporate Sponsorship

Ms. Hemberger reported \$8,255 has been donated to date with \$2,596 used already to purchase fly sheets, stall mats, protective boots and veterinary care for Mickey. Help the Herd promotion continues including Globe articles and announcement boards posted at the Equestrian Center. Horse Bios continue to be popular and Rascal is scheduled next. Ms. Hemberger also reported approval was granted to host a donor appreciation event that will be by invitation only. This event will host a short tour and light refreshments.

Equine Assisted Learning Launch Program

Ms. Murphy stated the program launch has been delayed due to insurance carrier changes. The insurance coverage will cost at least \$3,000 annually and cost could increase if a stand-alone policy is necessary. The Social Services department reviewed the program proposal and stated hiring residents for this type of therapy is not allowed for privacy reasons. Susan McInerny, Social Services Manager, informed Ms. Murphy that this same type of therapy is free of charge within Social Services. Ms. McInerny requested the EAL program be monitored by Social Services as one area of concern is the statement regarding permission to share information which would violate COVID privacy laws within CA state law.

Chair Carpenter stated she would not like Social Services to oversee the program. She inquired as to the insurance policy covering only the instructor. Ms. Murphy and Ms. Cobarruviaz stated this activity is not currently covered as it is a new addition. It offers \$3M coverage instead of \$1M. Ms. Cobarruviaz stated we may be able to fundraise \$3,000 for the cost of additional insurance. Chair Carpenter inquired as to if the program is switched to equine learning instead of psychotherapy, would Social Services need to monitor the program. Ms. Murphy stated Social Services would only monitor if the program is therapy based, not a learning program. Chair Carpenter inquired as to therapy within Social Services

being available to all residents. Ms. Murphy stated all services are available to all residents. Ms. Cobarruviaz stated EAL (learning) does not discuss personal issues and Ms. Grider can adjust the program to EAL learning only instead of psychotherapy. She stated additional insurance will still be necessary.

Director Horton inquired as to Social Services employees being employed by VMS. Ms. Murphy stated they are VMS employees with one person from Memorial Care. Ms. Hemberger stated changing the program to learning would be a good trial step and then may be reviewed to become psychotherapy in the future. Chair Carpenter stated equine learning was a very positive experience and would be of value in our community.

Ms. Murphy and Ms. Cobarruviaz will work with Ms. Grider to adjust the program. Ms. Murphy inquired as to what party is to pay for the additional insurance costs. Director Horton inquired as to Ms. Grider using her insurance coverage from her current place of therapy work. Ms. Cobarruviaz stated this was already submitted and our insurance brokerage requires more coverage. Ms. Murphy stated this program would keep the GRF horses "working" and inquired as to qualifying as a VCF need. Ms. Hemberger stated we would need to inquire with VCF which may not get us immediate funds.

Staff was directed to obtain the correct insurance quote and present to the committee at a future special meeting to ensure this program is not delayed too much further.

Non-Resident Boarders Sponsored by Residents

Ms. Murphy stated there is no current policy and staff will create operating rules in accordance with the committee decision. Ms. Murphy stated the concern of a non-resident boarder taking precedence over a resident boarder and inquired as to non-resident boarders paying a higher fee than those who are residents. Chair Carpenter stated non-resident boarders should pay the same price as residents and the goal to fill the stalls may be more important than cost. Ms. Cobarruviaz stated the need to fill the barn is important and suggested the price remains the same at least until the stalls are full and the improvements are completed. She stated a fee increase of \$50 to \$100 for non-resident boarders may be necessary in the future, however, some boarders are immediate family sponsored boarders and resident friend sponsored boarders which makes it difficult to differentiate who should pay more than residents. Chair Carpenter concurred.

Action Item List Discussion

Rat Abatement Update

Ms. Cobarruviaz stated steel wool has been used to minimize entry for the rats; metal disc used on wires/pipes to minimize access; mangers will be replaced; reduction of areas prone to host rats; and peppermint oil has been applied to horses to minimize chewing on chestnuts.

Search for New Lesson Program Horses

Ms. Cobarruviaz inquired as to leasing horses instead of purchasing, such as half or full lease. If the leased horse retires or becomes injured, GRF is not responsible in keeping horse. She stated this has

been positive experience elsewhere with the only drawback being the leased horse can be taken back at any time. GRF would only be investing care and training of a leased horse instead of full purchase. Director Horton stated this program is a good idea. Director Bhada inquired as to the meaning of a horse lease. Ms. Cobarruviaz stated GRF assumes horse care at the Equestrian Center for full use of the program (vet bills can be negotiated) and the leased horse can be returned at any time with notice. Chair Carpenter inquired as to cost difference between the options. Ms. Cobarruviaz stated \$5,000 to \$10,000 for horse purchase versus assuming horse care only which is substantially less and there is no lease fee. The Equestrian Center currently charges \$249 per month, per boarder horse with some services as an extra charge. Ms. Hemberger agreed leasing a horse is preferred. Ms. Murphy agreed and leasing a horse would prevent euthanizing a GRF horse which is an additional savings. Director Horton inquired as to leasing current boarded horses. Ms. Cobarruviaz stated we can research partial leases with a discount off boarding fees. The Equestrian Center currently has three open stalls and two will be filled June 1. With the imminent move of Abby, the Equestrian Center will have two open stalls after June 1.

Arena Regrading & Surfacing Project – Update: approved by GRF

Ms. Cobarruviaz stated the contract will be completed by the Purchasing Department upon receipt of the paperwork from the vendor. Once received the project will commence which will take approximately two weeks to complete. The new lights have been installed and look very nice.

Painting Stall Interiors/Removal of Old Mangers Update

Ms. Cobarruviaz stated 11 stalls have been painted with more paint ordered to complete the project. The project will resume on Monday. Chair Carpenter inquired as to art class painting the silos. Ms. Murphy stated this would need to be approved by GRF.

Ms. Murphy stated staff and Ms. Hemberger are working with the Art Association who will auction off art completed at the Equestrian Center with monies donated to the Equestrian Center.

Staff was directed to do a staff report for CAC in June, 2021. Chair Carpenter stated sample photos should be included.

Third Feeding Schedule (including volunteer buddy shift)

Ms. Cobarruviaz stated the horses are looking healthy. We are currently understaffed, but still providing the extra feeding. The extra feeding time is allowing staff to be onsite later in the evenings providing a safer environment and support to boarders with questions. We may have a new instructor starting soon if hiring requirements are met.

Potential Projects

Branding of Boarder Packet

Ms. Murphy stated staff will work with the Marketing and PR Department to standardize the aesthetics of the packet. Chair Carpenter inquired as to who receives the boarder packet. Ms. Murphy and Ms. Cobarruviaz stated only boarders receive the packet.

New Services Update

Ms. Cobarruviaz stated the new services are generating over \$600 per month which will equate to approximately \$7,000 annually. Additional revenue may be generated once we have more staff and lessons available. Director Bhada stated simplification of the process to hire extra staff may be necessary. Chair Carpenter stated she is unaware of any hindrances. Ms. Murphy stated we have requested a full-time position to be approved and staff will present the option of adding more staff once the new hire is onsite. Director Bhada inquired as to a simple analysis of how much revenue we would generate if additional staff is approved. Ms. Cobarruviaz will research this information for the next meeting.

Chair Carpenter stated any potential pricing recommendations for the Equestrian Center needs must be competitive and within the range of affordability for our community. She also inquired as to a reopening celebration using tours to generate interest. Ms. Cobarruviaz stated she welcomes the idea of free tours and would like to begin these once we are able to open the Equestrian Center to the public. She suggested a morning and afternoon tour. Mr. Empfield stated the Saddle Club may be able to assist with greeting, waiver collection and tour, but cannot do twice per day, seven days per week at this time. Ms. Cobarruviaz stated we can begin with one per day, have a list of volunteers and staff may assist. She stated the possibility of a selfie with a school horse at the end of the tour and general petting of the horse will be reviewed. Ms. Murphy concurred stating the facility must be open to the public before we can schedule these tours. Mr. Empfield stated this should be advertised prior to its inception. Staff will ensure proper promotion of these tours will occur.

FUTURE BUSINESS

Riding Program Review

Ms. Cobarruviaz stated staff is reviewing the program to be financially sustainable and maintain quality programming. Staff has been rebuilding the boarder to staff relationship during COVID and will strive to continue to offer quality developmental riding for our clients. Ms. Cobarruviaz stated her goal is to analyze the total program to maximize revenue and minimize expenditures. Staff would like to implement using only seven to eight GRF horses for the riding program, using personal boarder horses for their individual boarder lessons. This option would open up four additional stalls for boarding creating more revenue for the Equestrian Center.

CONCLUDING BUSINESS

Member Comments

Director Horton inquired as to using bulk shavings to minimize costs. Ms. Cobarruviaz stated she will research this option once staffing is complete. A bay would need to be created for storage. Director

Horton stated there may be areas for this use onsite currently. Director Horton thanked Ms. Hemberger, Ms. Cobarruviaz and Ms. Murphy for a job well done.

Ms. Hemberger inquired as to volunteer program rules within the operating rules. Ms. Cobarruviaz stated she will review the operating rules.

Mr. Empfield stated we need to reeducate the differences of operations and lessons prior to reopening of the Equestrian Center.

Next meeting

The date of the next meeting will be July 7, 2021 at 1 p.m. via the Zoom Webinar platform.

Adjournment

Chair Carpenter adjourned the meeting at 2:33 p.m.



Bunny Carpenter, Chair

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OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, May 17, 2021, at 1:30 p.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 Theresa Frost, Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternate Deborah Dotson

MEMBERS ABSENT: None

OTHERS PRESENT: Egon Garthoffner, Richard Rader and Doug Rook

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

1. **Call to Order**
Meeting was called to order at 1:30 p.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 April 19, 2021**
Approved by unanimous consent.
5. **Chair's Remarks**
Chair Milliman discussed the responsibilities of the Media and Communications Committee ensuring the accuracy of Village communications.

Chair Milliman reminded members of the three-minute time limit to discuss items not on the agenda.

6. **Member Comments (Items Not on the Agenda)**
None.
7. **Director and Staff Responses to Member Comments**
None.

REPORTS:

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

Ms. Paulin provided an update on the following:

- The final Village vaccination clinic on Saturday, May 15
- The large volume of phone calls and emails handled by the Media and Communications department
- The twice-monthly Manor Alterations newsletter
- Plans for next year to renovate and update the Laguna Woods Village website
- Plans to distribute a Village survey next year
- Working with The Broadband Group on recommendations from the report

9. **Broadband Update – Paul Ortiz**

Mr. Ortiz presented the first-quarter 2021 cable operations report, which included:

- Operating costs
- Non-assessment revenue
- Programming costs
- Franchise fees
- Net revenue and expenses

Mr. Ortiz' presentation also included the first-quarter 2021 Broadband Services operation report, which included internet, cable operation, Village television and Media Services.

He further discussed from his presentation expiring programming contracts report, pay subscription report and what future services may look like.

Mr. Ortiz took questions and comments, which included discussion on internet speeds and streaming.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. **Distribution of Publications by Non-Residents of Laguna Woods Village Policy**

Chair Milliman and the committee went over the Distribution of Publications by Non-Residents of Laguna Woods Village policy changes to be presented to the Golden Rain Foundation board of directors on June 1, 2021.

Director Addington moved that we accept the changes.

Discussion ensued.

Chair Milliman moved that "which shall be required to follow only Section 3: A, B and C of this policy" be stricken from the policy.

Director McCary seconded the motion to strike "which shall be required to follow only Section 3: A, B and C of this policy" from the policy.

The motion passed and there were no objections to amend the policy.

11. Broadband Group Recommendations

Ms. Paulin discussed working with The Broadband Group on:

- West Coast Internet contract
- Franchise tax fees
- The pros and cons of splitting nodes vs. fiber to the curb
- A five-year plan

A discussion on the advantages and disadvantages of cable vs. internet streaming ensued.

12. Survey of Village Residents

Ms. Paulin discussed a survey of Village residents as an initiative for next year.

13. Town Halls With CEO Jeff Parker

Ms. Paulin discussed resuming live town halls with CEO Jeff Parker, which were scheduled twice monthly prior to the pandemic. The plan is to bring those back.

ITEMS FOR FUTURE AGENDAS:

Mr. Ortiz will present a Broadband Services Fee Schedule for Services at next month's meeting.

CONCLUDING BUSINESS:

14. Committee Member Comments

Director Blackwell commented on transitioning to new technology and how that will take time and working together.

Advisor Nash commented on the Village survey and offered his services, having doctoral training on surveys.

Advisor Parker discussed COVID information on the Laguna Woods Village website and microsite.

Ms. Paulin mentioned laminating vaccination cards can cause the stickers to turn black and become unreadable. She advised taking a picture of vaccination cards but not laminating them.

Director Jarrett stated that this was one of the best meetings the committee has had this year with a lot of information sharing.

Director Addington stated it was a great meeting and appreciated all the patience with questions and comments.

Director Ardani stated it was a great meeting, ver. informative, and thanked everyone.

Director McCary stated it was a great meeting, informative, and thanked everyone.

Director Dotson thanked everyone, stated it was a good meeting and that change is inevitable.

Advisor Skillman stated that the April/May 2021 Village Breeze has a beautiful cover and good content inside. She requested extras be sent to the Village library.

Ms. Paulin stated that anyone who hasn't received their Village Breeze should email Ms. Rothrock at Ellyce.Rothrock@vmsinc.org.

Director Rothberg stated it was a very informative meeting.

Advisor Frost thanked everyone for a good meeting and discussion.

15. Date of Next Meeting – Monday, June 21, 2021, at 1:30 p.m.

16. Adjournment
3:28 p.m.



Joan Milliman, Chair
Media and Communications Committee

REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

May 19, 2021

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday May 19, 2021 at 9:00 A.M., Virtual

MEMBERS PRESENT: Chair: John Frankel, Yvonne Horton, Neda Ardani, Debbie Dotson

MEMBERS ABSENT: John Carter

STAFF PRESENT: Jayanna Hendley, Vanessa Ayala, Eulalio Diaz, Paul Nguyen

Call to Order

John Frankel, Chair, called the meeting to order at 9:16 A.M.

Approval of Agenda

Chair Frankel made a motion to approve agenda as presented. Director Horton and Director Dotson seconded the motion.

By unanimous vote, the motion passed.

Approval of Meeting Reports

Chair Frankel made a motion to approve the meeting report from April 21, 2021. Director Horton and Director Dotson seconded the motion.

By unanimous vote, the motion passed.

Traffic Hearings

- a. 9:00 a.m. Traffic Violation # 2104720 (No Valid Decal or Parking Permit Displayed) – Guilty, No Fine
- b. 9:15 a.m. Traffic Violation # 2104169 (Vehicle Used for Storage) -Guilty, No Fine
- c. 9:30 a.m. Traffic Violation # 2104168 (Expired Registration) – Guilty, Reduced Fine \$25.00
- d. 9:45 a.m. Traffic Violation # 2104167 (Abandoned Vehicle) – Guilty, No Fine

Traffic Consent Calendar

Chair Frankel made a motion to approve the consent calendar. Director Horton and Director Dotson seconded the motion.

By unanimous vote, the motion passed.

Date of Next Meeting

The next meeting is scheduled for Wednesday June 16, 2021, at 9:00 A.M., via virtual meeting.

Adjournment

With no further business before the Committee, the meeting was adjourned at 9:50 A.M.

John Frankel
John Frankel (May 19, 2021 15:04 PDT)

May 19, 2021

John Frankel, Chair

Agenda Item # 14i

Page 1 of 2

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**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN
FOUNDATION DISASTER PREPAREDNESS TASK FORCE**

TUESDAY, May 25, 2021, 9:30 AM

VIRTUAL MEETING

MEMBERS PRESENT: Bruce Bonbright, John Frankel, Annie McCary, Donna Rane-Szostak, John Carter, Juanita Skillman, Sandy Benson, and Maggie Blackwell

OTHERS PRESENT: Joan Grampp, Grace Stencel, Dave Southworth, and Pat (Unkown Last Name)

STAFF PRESENT: Carlos Rojas, Tom Siviglia, Jayanna Hendley

THE MEETING WAS CALLED TO ORDER: Carlos Rojas called the meeting to order at 9:30 AM. A quorum was established.

ACKNOWLEDGEMENT OF THE PRESS: There was no media present.

APPROVAL OF THE MEETING REPORT: For March 30, 2021 was approved by Carlos Rojas and Juanita Skillman

APPROVAL OF AGENDA: The Agenda was approved by acclimation.

CHAIRS REMARKS: Carlos Rojas announced that facilities are opening back up now that the Coronavirus restrictions are being lifted little-by-little.

MEMBER COMMENTS: No comments.

REPORTS:

RADIO & COMMUNICATIONS: Bruce Bonbright reported on the Radio Drills for April 27, and May 25. Mr. Bonbright stated that on April 27, 2021 9 out of 14 radios responded to the drill. Mr. Bonbright also reported that on May 25, 2021 10 out of 14 radios responded. Mr. Bonbright stated that he will be working with the members responsible for the few radios that did not respond to ensure that their equipment is working properly. At this point, Chair Rojas commended Bruce Bonbright for his good work in leading the Radio program.

OFFICE MANAGER/ADVISOR: Tom Soule was not present. Carlos Rojas reported that they will be looking closely at inventory for sale to ensure that they are well-stocked for residents.

RECRUITMENT/RETENTION/TRAINING: Juanita Skillman reported that she is waiting for further information from Jayanna “JJ” Hendley regarding training. Jayanna Hendley reported that she is working with several members of the Disaster Preparedness Task Force to create a training curriculum that would be used to train future Good Neighbor Captains. Sandy Benson reported that she has contacted the Orange County Fire Authority and learned that they encourage the use of the “File of Life,” which is an emergency medical file that should be kept on refrigerators. Ms. Benson stated that she and 16 of her neighbors are now utilizing the “File of Life.” Members made comments and asked questions.

Village Energy Sub Committee: No Report

GRF BOARD: No report

UNITED BOARD: No report

THIRD BOARD: Annie McCary commented on the approval of the Fire Avert Device Pilot Program.

TOWERS: John Carter reported that the Towers is working with an outside consultant to improve their emergency preparation plan. Mr. Carter also stated that they are re-constituting their Floor Captains. Members made comments and asked questions.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson reported that she would be covering for Sharon Updike on this meeting. Ms. Benson thanked Carlos Rojas for the efforts made to advertise the initial pet document to residents. Ms. Benson reported that there will be a second document sent to residents by Security that will ask the residents for further information regarding their animals. Ms. Benson also stated that they have made excellent progress with their Disaster Prep plan and that it should be finalized by the end of Summer 2021. Carlos Rojas commended Sharon Updike and Sandy Benson for their work in this area.

DISCUSSIONS & CONSIDERATIONS:

Fire Avert Device Update: Tom Siviglia reported that the pilot program for the Fire Avert Device has been approved. Mr. Siviglia stated that the next step is to pick residents from the volunteer list and install the devices.

ITEMS FOR FUTURE AGENDA: None. Carlos Rojas told the committee to email any future Agenda Items to Jayanna “JJ” Hendley at Jayanna.hendley@vmsinc.org .

Member Comments:

Maggie Blackwell stated that she will be filling-in for Bert Moldow going forward due to his passing. Ms. Blackwell also suggested that the Pet Evacuation Sub Committee should send a message to pet-owners advising them to purchase a small wagon for ease of transport in regards to their animals.

Tom Siviglia offered a comment to Bruce Bonbright, stating that he would be in touch with him regarding the Radio Antennas placed at gatehouses. Mr. Siviglia also thanks Bruce Bonbright for his hard work.

Carlos Rojas asked Jayanna “JJ” Hendley when the next American Red Cross Virtual Training would be held. Ms. Hendley responded that the next training is scheduled for August 10, 2021 at 10:00 AM for Earthquake and Flood Preparedness.

NEXT MEETING: The next meeting is scheduled for Tuesday, July 27, 2021, 9:30AM via Virtual Meeting

ADJOURNMENT: 9:55 AM

Submitted By:

Carlos Rojas

Carlos Rojas (May 25, 2021 16:35 PDT)

Carlos Rojas, Committee Chair May 25, 2021

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