



OPEN MEETING

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

**Tuesday, August 10, 2021- 9:30 a.m.
BOARD ROOM/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. Pledge of Allegiance to the Flag – Director Addington**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. July 13, 2021 – Regular Open Meeting
- 6. Report of Chair**
- 7. 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.***
- 8. Responses to Open Forum Speakers – Director Randazzo**
 - a. Update to the Open Forum comments from the July 13, 2021 board meeting.
- 9. Update from VMS – Director Kahn**
- 10. CEO Report**
- 11. Consent Calendar – *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by Members of the Board, such item(s) shall be the subject of further discussion and action by the Board.***

- a. Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in July, 2021, and such review is hereby ratified.
- b. **Recommendation from the Landscape Committee:**
 - (1) Recommendation to Approve the Tree Removal Request: 3-D Via Castilla (Stein) – One Canary Island Pine tree
 - (2) Recommendation to Approve the Tree Removal Request: 64-F Calle Cadiz (Kalb) – One Carolina Laurel Cherry tree
 - (3) Recommendation to Approve Request to Keep Potted Plants in Common Area in conformance with the Landscape rules by submitting a plan to the Landscape Committee and Department (Zhao) – 329-D
 - (4) Recommendation to Deny the Tree Removal Request: 2043-A Via Mariposa E. (Vitakis) – Six Crape Myrtle trees
- c. Resolution to Update Committee Appointments
- d. Recommendation from the Finance Committee:
 - (1) Approve a Resolution for Recording of Lien against Member ID# 947-377-15

12. Unfinished Business

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of June 2021, such review is hereby ratified.
- b. Entertain a Motion to Adopt a Resolution to Update the Financial Requirements for Memberships (**JULY Initial Notification—28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied**)
- c. Review Payroll From Reserve

13. New Business

- a. Entertain a Motion to Introduce a Resolution for Financial Requirements for Members with Guarantor (**AUGUST Initial Notification—Must postpone 28-days for Member review and comment to comply with Civil Code §4360**)

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Casey. The Committee met on July 27, 2021; next meeting August 31, 2021, 1:30 p.m. in the board room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – Director Gilmore. The Committee met on July 19, 2021; next meeting August 19, 2021, at 9:30 a.m. in the board room and as a virtual meeting.

- c. Report of Member Hearings Committee – Director Addington. The Committee met on July 22, 2021; next meeting August 26, 2021 at 9:00 a.m. in the board room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Addington. The Committee met on July 15, 2021; next meeting August 19, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- e. Report of the Landscape Committee – President Margolis. The Committee met on July 8, 2021; next meeting August 12, 2021 at 9:30 a.m. as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Randazzo. The Committee met on June 23, 2021; next meeting August 25, 2021, 9:30 a.m. in the board room and as a virtual meeting.
- g. Report of the Communication Committee – Director Ardani. The next committee meeting TBA.

15. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Randazzo. The Committee met on June 23, 2021; next meeting August 25, 2021, 1:30 p.m. as a virtual meeting
- b. Report of the GRF Strategic Planning Committee—Director Torng. The Committee met on June 28, 2021; next meeting August 23, 2021, 9:30 a.m. as a virtual meeting.
- c. Report of the Community Activities Committee – Director Torng. The Committee met on July 8, 2021; next meeting August 16, 2021, 1:30 p.m. as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee -- The Committee met on August 5, 2021; next meeting TBA.
- d. Report of the GRF Landscape Committee – Director Armendariz. The Committee met on June 9, 2021; next meeting September 8, 2021 at 1 p.m. as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Randazzo. The Committee met on June 9, 2021; next meeting August 11, 2021, at 9:30 a.m. as a virtual meeting.

(1) Clubhouse (Facilities) Ad Hoc Committee – Director Randazzo. The Ad Hoc Committee met July 9, 2021; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Ardani. The Committee met on July 19, 2021; next meeting August 16, 2021, 1:30 p.m. as a virtual meeting.

- g. Report of the Mobility and Vehicles Committee – Director Addington. The Committee met on July 28, 2021; next meeting October 6, 2021, 9:30 a.m. as a virtual meeting.
 - h. Report of the Security and Community Access Committee – Director Bastani. The Committee met on June 28, 2021; next meeting August 30, 2021, at 1:30 p.m. as a virtual meeting.
 - i. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on July 21, 2021; next hearings will be held August 18, 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 July 27, 2021; next meeting September 28, 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.
- 16. Future Agenda Items** – *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting.*
- a. 360 Investigation
- 17. Directors' Comments**
- 18. Recess** - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

CLOSED SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) July 13, 2021—Regular Closed Session

Discuss and Consider Member Disciplinary

MattersDiscuss Personnel Matters

Discuss and Consider Contractual Matters

*Discussand Consider Legal and Litigation
Matters*

19. Adjourn



OPEN MEETING

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

**Tuesday, July 13, 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, Manuel Armendariz, Azar Asgari, Diane Casey, Brian Gilmore (arrived late)

Directors Absent: Cash Achrekar

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Eileen Paulin, Brian Gruner, 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 9:31 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Randazzo led the pledge of allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

President Margolis made a motion to approve the agenda.

Hearing no objection, the board approved the agenda by unanimous consent.

5. Approval of Minutes

a. June 8, 2021 – Regular Open Meeting

President Margolis asked for a motion to approve the minutes.

Director Randazzo made a motion to approve the minutes of June 8, 2021, Regular Open Meeting. The motion was seconded by Director Addington.

Hearing no objection, the board approved the minutes of June 8, 2021 by unanimous consent.

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 2 of 15

6. Report of the Chair

President Margolis commented she will be leaving the board when her term ends in October to spend more time with family. She also commented on the benefits being self-managed as opposed to a separate management company.

7. 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.

- A Member commented about a safety issue with the laundry room 74 and requested a ramp be installed.
- A Member commented that before VMS, the fees seemed to be lower with a higher service level.
- A Member commented about that her golf cart was towed away. She wanted to know who requested her golf cart be towed.
- A Member commented about the conduct of some of the board members and the importance of keeping things civil.
- A Member commented about a problem with repairs made to her manor with cheap materials.
- A Member commented about the complaints received about the virtual meetings and the excellent care residents received during the pandemic from VMS.
- A Member asked about a lost instrument bond.

Eileen Paulin read the member comments received.

- A Member asked about the \$20 assessment increase.
- A Member asked why the assessments are going up again.
- A Members commented about the United reserve fund and thanked the board for protecting the money.

8. Responses to Open Forum Speakers

- Jeff Parker-CEO will follow up with the residents on their requests.
- President Margolis will send some of the requests to the committees for consideration. She commented about the United Board budget meeting on Thursday, July 15 at 9:30 a.m.
- Director Tornng responded about the car that was spray painted and asked how this was being handled by Security.

8a. Director Randazzo gave an update to the Open Forum comments from the June 8, 2021 board meeting.

9. Update from VMS – Director Skillman

VMS Director Skillman gave an update from the VMS Board and showed a slide presentation:

- How to Watch Live, Past Open Board Meeting
- How to Check Calendar for Meeting Information

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 3 of 15

- Know the Candidates

Director Skillman answered questions from the board.

10.CEO Report

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

- United Board will have the first United Budget Meeting for the Business Plan Review on July 15 at 9:30 a.m. in the Board Room.
- Nominations will close on July 30 for the United Board. Please contact Cheryl Silva, Corporate Secretary for an application.
- Individuals are encouraged to wear mask because of the spike in COVID cases. Update on COVID 19: Some individuals are still testing positive for COVID and the new variant circulating within the United States. The CDC recommends that all individuals, even if they are fully vaccinated, still wear masks.
- On June 15 the State of California reopened without restrictions. VMS has reopened the Community Center, Clubhouses, recreation facilities and special events.
- Residents can make reservations through the Community Center Recreation Office to reserve Clubhouses 1, 2, 5 or the Village Greens for family gatherings. The Recreation Office is open M-F 8 a.m. to 5 p.m.
- Security is providing a voluntary bicycle registration program for community residents to raise bicycle theft awareness and reduce the number of unrecovered bicycles throughout the Village.
- Disaster Preparedness Task Force is sponsoring the American Red Cross webinar presentation on earthquake and flood preparedness on Thursday, August 10 at 10 a.m.
- The Library has reopened with regular operation hours.
- New resident orientation will be virtual for United Mutual on Wednesday, July 14 at 4:30 p.m. Contact Becky Jackson at Rebecca.jackson@vmsinc.org to make reservations.
- Next bulky item pickup will be held on the third Saturday of the month, July 17.
- Pool 1 is shut down because it needs a new boiler.
- Farmers Market will take place on Saturday, July 10, from 9 a.m. to noon at Garden Center 1.
- Summer Movie Series will continue on the second and fourth Mondays in July and August at 11 a.m. and 4 p.m. at Clubhouse 5.

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

11. Consent Calendar

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

11a. Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 4 of 15

June, 2021 and such review is hereby ratified.

11b. Approve a Resolution to Update the Committee Appointments

Resolution 01-21-41

United Laguna Woods Mutual Committee Appointments

RESOLVED, July 13, 2021, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Brian Gilmore, Chair
Carl Randazzo
Elsie Addington
Neda Ardani
Andre Torng
Reza Bastani
Non-Voting Advisors: Michael Mehrain, Walt Ridley, Juanita Skillman

Communications Committee

Neda Ardani, Chair
Elsie Addington
Cash Achrekar

Finance Committee

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

Governing Documents Review Committee

Elsie Addington, Chair
Sue Margolis
Diane Casey
Reza Bastani
Advisor: Dick Rader, Juanita Skillman, Bevan Strom, Mary Stone

Landscape Committee

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

Maintenance and Construction Committee

Carl Randazzo, Chair
Reza Bastani

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 5 of 15

Brian Gilmore
Diane Casey
Non-voting Advisor: Ken Deppe, Walter Ridley

Members Hearing Committee

Cash Achrekar, Chair
Elsie Addington
Reza Bastani

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Neda Ardani, Chair
Andre Torng
Reza Bastani

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-21-08, adopted February 9, 2021, is hereby superseded and canceled.

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

Resolution 01-21-42

Golden Rain Foundation Committee Appointments

RESOLVED, July 13, 2021, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

~~Business Planning Committee (Committee Dissolved)~~

~~Sue Margolis-~~
~~Manuel Armendariz~~
~~Brian Gilmore, Alternate~~

GRF Strategic Planning Committee

Sue Margolis
Andre Torng
Cash Achrekar, Alternate

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 6 of 15

Customer Experience Subcommittee

Andre Torng (United)

Facilities Ad Hoc Committee

Carl Randazzo (United)

GRF Community Activities Committee

Elsie Addington

Andre Torng

Cash Achrekar, Alternate

GRF Finance

Azar Asgari

Carl Randazzo

Diane Casey, Alternate

GRF Landscape Committee

Andre Torng

Manuel Armendariz

Azar Asgari, Alternate

GRF Maintenance & Construction

Carl Randazzo

Brian Gilmore

Reza Bastani, Alternate

Clubhouses (Facilities) Renovation Ad Hoc Committee

Carl Randazzo

Diane Casey

Manuel Armendariz

Sue Margolis, Alternate

GRF Media and Communications Committee

Neda Ardani

Elsie Addington

~~Cash Achrekar, Alternate~~

GRF Mobility and Vehicles Committee

Elsie Addington

Reza Bastani

Neda Ardani, Alternate

GRF Security and Community Access

Manuel Armendariz

Reza Bastani

Andre Torng, Alternate

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 7 of 15

Disaster Preparedness Task Force

Diane Casey
Cash Achrekar
Reza Bastani, Alternate

Laguna Woods Village Traffic Hearings

Neda Ardani
Elsie Addington, Alternate

Town Hall Meetings

As Needed

Budget Ad Hoc Committee

Sue Margolis
Azar Asgari
Diane Casey

Insurance Ad Hoc Committee

Sue Margolis
Cash Achrekar
Non-Voting Advisors: Diane Fortner

Purchasing Ad Hoc Committee

Carl Randazzo
Cash Achrekar

IT Steering Committee

Andre Torng
Sue Margolis

Service Improvement Ad Hoc Committee

Andre Torng

Investment Ad Hoc Committee

Diane Casey

RESOLVED FURTHER, that Resolution 01-21-09, adopted February 9, 2021, is hereby superseded and cancelled.

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

11c. Recommendation from the United Finance Committee:

(1) Approve a Resolution for Recording of Lien against Member ID# 947-392-08

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 8 of 15

RESOLUTION 01-21-43
RECORDING OF A LIEN

WHEREAS, Member ID 947-392-08; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, July 13, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-392-08 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.

President Margolis asked for a motion to approve the Consent Calendar.

Director Asgari requested that 11c(2) be removed for discussion and this item was move to new business (13b). 11b. Committee Appointments was amended to keep Director Armendariz on the Clubhouse Facilities Renovation Ad Hoc Committee.

Discussion ensued among the directors.

Director Randazzo made a motion to approve the Consent Calendar as amended. Director Addington seconded the motion and the motion passed by unanimous consent.

12. Unfinished Business

12a. 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.

Directors Asgari and Casey has reviewed the preliminary financial for the month of May 2021 and made a motion to approve this item.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 8-2-0 (Director Armendariz and Torng opposed).

12b. Entertain a Motion to Adopt a Resolution to change the Conditions in Article 7 of the Occupancy Agreement to Subletting Conditionally Permitted

Director Addington read the following resolution:

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 9 of 15

RESOLUTION 01-21-44
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
28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

President Margolis asked for a motion to adopt the resolution.

President Margolis made a motion to adopt a resolution to change the conditions in Article 7 of the Occupancy Agreement to Subletting Conditionally Permitted. Director Addington seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 9-1-0 (Director Tornig opposed).

12c. Entertain a Motion to Approve a Resolution to Make Permit-less Alteration Policy Permanent

Director Gilmore read the following resolution:

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 10 of 15

RESOLUTION 01-21-45

Component Replacement Permit-less Alteration Policy Permanence

WHEREAS, the United Mutual Board previously approved a Policy and Resolution to enact a Permit-Less Alteration notification number 01-21-12, on February 9, 2021. That Board approval was a conditioned approval with a trial period extending to July 9, 2021; and

WHEREAS, the purpose of the component replacement Permit-Less Alteration Policy allows the shareholder to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for like replacement of existing alteration components and components installed by mutual, and this Resolution would make the Permit-Less policy permanent and eliminate any expiration date; and

WHEREAS, The United ACSC and Manor Alterations agree that the Permit-Less policy has been effective and both recommend the permanent approval without a need for any further extensions of time.

NOW THEREFORE, BE IT RESOLVED, on July 13, 2021, the United Board hereby approve the permanency of the existing component replacement Permit-Less Alterations Policy that carries the date of July 13, 2021.

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

Director Gilmore made a motion to approve the resolution to make the permit-less alterations policy permanent. Director Randazzo seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote on the policy as amended and the motion passed by unanimous consent.

13. New Business

13a. Entertain a Motion to Introduce a Resolution to Update the Financial Requirements for Members

Director Addington read the following resolution:

RESOLUTION 01-21-XX

Financial Qualifications Policy

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

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 11 of 15

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

WHEREAS, United proactively seeks to operate with full transparency and improve its communication of existing rules and policies;

WHEREAS, documentation of annual Income Requirements should be as current as possible and, in certain circumstances, assurance of the continuance of said income upon applicant's relocation to Laguna Woods is desirable;

WHEREAS, documentation of Asset Requirements should consider outstanding real estate mortgage obligations and consider only retirement accounts that can be withdrawn in a lump sum;

NOW THEREFORE BE IT RESOLVED, [DATE], 2021, that the Board of Directors of this Corporation hereby amends the Income Requirements and Asset Requirements sections of the Financial Qualification Policy as attached to the official meeting minutes of this meeting; and

RESOLVED FURTHER, that Resolutions 01-20-63 and 01-21-32 are hereby superseded and canceled;

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

JULY 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.

Pamela Bashline updated the board on the changes to the financial qualifications policy.

Director Margolis called for a motion to introduce the resolution.

By consensus, the board introduced the resolution to update the financial qualifications policy for 28-day review.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote by unanimous consent.

This meeting was removed from the Consent Calendar

13b. Approve a Resolution for Recording of Lien against Member ID# 947-360-02

RESOLUTION 01-21-46
RECORDING OF A LIEN

WHEREAS, Member ID 947-360-02; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, July 13, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-360-02 and;

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

Jeff Parker-CEO updated the board on the on the recording of a lien for this member.

President Margolis called for the vote and the motion passed by a vote of 7-3-0 (Director Asgari, Torng, Bastani opposed).

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 June 30, 2021; next meeting will be July 27, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- 13b.** Report of the Architectural Control and Standards Committee – Director Gilmore gave an update from the last committee meeting. The committee met on June 17, 2021; next meeting July 19, 2021, at 9:30 a.m. in the board room and as a virtual meeting.
- 13c.** Report of Member Hearings Committee – Director Addington. The committee met on June 24, 2021; next meeting July 22, 2021, at 9:00 a.m. in the Sycamore Room and 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 June 17, 2021; next meeting will be July 15, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- 13e.** Report of the Landscape Committee – President Margolis gave an update on the Landscape Committee. The committee met on July 8, 2021; next meeting August 12, 2021, at 1:30 p.m. as a virtual meeting.
- 13f.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last committee meeting. The committee met on June 23, 2021; next meeting August 25, 2021, at 9:30 a.m. in the board room and as a virtual meeting.

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page **13** of **15**

- 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 June 23, 2021; next meeting will be August 25, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- 14b.** Report of the GRF Strategic Planning Committee – Director Torng and Margolis. The committee met on June 28, 2021; next meeting August 23, 2021 at 9:30 a.m. as a virtual meeting.
- 14c.** Report of the Community Activities Committee – Director Addington gave highlights from the last committee meeting. The committee met on July 8, 2021; next meeting August 16, 2021, at 1:30 p.m. in the board room and as a virtual meeting.
- 14d.** Report of the GRF Landscape Committee – Director Armendariz. The committee met on June 9, 2021; next meeting August 11, 2021, at 1:30 p.m. in the board room and 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 June 9, 2021; next meeting will be August 11, 2021, 9:30 a.m. in the board room and as a virtual meeting.
- (1) Clubhouse (Facilities) Renovation Ad Hoc Committee—Director Randazzo. The committee met on July 9, 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 May 17, 2021; next meeting will be July 19, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- 14g.** Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last committee meeting. The committee met on May 17, 2021; next meeting will be July 28, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- 14h.** Report of the Security and Community Access Committee – Director Bastani. The committee met on June 28, 2021; next meeting August 23, 2021, at 1:30 p.m. in the board room and as a virtual meeting.
- 14i.** Report of the Laguna Woods Village Traffic Hearings – Director Ardani. The hearings were held virtually on June 16, 2021; next hearings July 21, 2021, at 9:00 a.m. in the board room and as a virtual meeting.
- 14j.** Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met virtually on May 25, 2021; next meeting July 27, 2021, at 9:30 a.m. in the board room and as a virtual meeting.

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 14 of 15

14k. Report of the Insurance Ad Hoc Committee – Director Margolis. The Committee met on February 18, 2021; next meeting TBA. The committee is looking at requiring every owner to provide an HO6 policy for property insurance.

15. Future Agenda Items

15a. 360 Investigation

15b. Recommend to Approve Tree Removal Request: (64-F) – one Carolina Laurel Cherry tree (**June Initial Notification – Vote Postponed**)

16. Director's Comments

- Director Asgari commented about the laundry room that does not have a ramp. She is requesting that ramps be placed in all laundry rooms. She is seeing residents over-watering and asked what could be done.
- Director Bastani commented about an alternative to the ramp request.
- Director Gilmore commented about a like-for-like alternative.
- Director Casey encouraged residents to run for the United Board.
- Director Addington asked about the tree removal request under future agenda items.
- Director Randazzo commented on a resident being blamed for something the contractor did; the board will be looking into it. The laundry room meets the criteria for ramps acceptable alternative design with stairs. To add ramps for all laundry rooms would cost \$25,000 per building.
- Director Armendariz thanked staff and the board for the permit-less program. He thanked the board members leaving the board this year. He commented on insurance and the increasing costs.
- Director Torng commented he has identified problems in the landscape area. He requested data be provided to him regarding landscape services. He is seeking quality management. Transparency and communication should be a priority for the management company and requested that VMS Board meetings be open to residents. He commented about the All Boards All Directors Budget meeting and feels the budget is over by 14%.

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

The meeting recessed at 11:40 a.m. into the Closed Session.

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

During the June 8, 2021, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) May 11, 2021 – Regular Closed Session

Discussed and Considered Litigation, Legal and Legislation Matters

Discuss and Consider Contractual Matters

Discussed Personnel Matters

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page **15** of **15**

Discuss Member and Board Disciplinary Matters

18. Adjourn

The meeting was adjourned at 3:30 p.m.

DocuSigned by:

Neda Ardani

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Neda Ardani, Secretary of the Board
United Laguna Woods Mutual

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Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending July 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 conform to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature Elsie Addington

Print Name Elsie Addington

Title Director

Date 7-26-2021

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

Membership Trust Transfer Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending July 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
Date 7-26-2021

UNITED LAGUNA WOODS MUTUAL

Signature _____
Print Name _____
Title _____
Date _____



RESOLUTION 01-21-XX
Approve Removal Of
One Canary Island Pine
3-D Via Castilla (Stein)

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 Canary Island Pine tree from the Member at 3-D, who cited the reasons as litter/debris and overgrown;

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 Canary Island Pine tree located at 3-D Via Castilla.

NOW THEREFORE BE IT RESOLVED, July 10, 2021, the Board of Directors approves the request for the removal of one Canary Island Pine tree;

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

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RESOLUTION 01-21-XX
Approve Removal Of
One 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 litter/debris, personal preference, 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, July 10, 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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RESOLUTION 01-21-XX

**Approve Request to Keep Potted Plants in Common Area
329-D Avenida Carmel (Zhao)**

WHEREAS, staff reviewed a request to keep numerous potted plants in Common Area from the Member at 329-D, and;

WHEREAS, staff recommends denying the request, however, the Landscape Committee is recommending she be permitted to retain existing potted plants in a neat and orderly fashion, that she maintains the entire shrub bed common area directly adjacent to her unit, and that all non-plant materials are removed from all common areas located adjacent to 329-D Avenida Carmel within 60 days of this resolution.

NOW THEREFORE BE IT RESOLVED, July 10, 2021, the Board of Directors approves the request for retaining potted plants, provided she maintains the entire shrub bed common area in front of her unit, and removes all non-plant materials from all common areas around her unit within 60 days of this resolution;

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

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RESOLUTION 01-21-XX
Deny Removal Of
Six Crape Myrtle Trees
2043-A Via Mariposa E. (Vitakis)

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 six Crape Myrtle Trees from the Member at 2043-A, who cited the reasons as litter/debris, and;

WHEREAS, staff determined that the trees do not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of six Crape Myrtle trees located at 2043-A Via Mariposa E.

NOW THEREFORE BE IT RESOLVED, July 10, 2021, the Board of Directors denies the request for the removal of six Crape Myrtle trees;

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

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Resolution 01-21-xx

United Laguna Woods Mutual Committee Appointments

RESOLVED, July 13, 2021, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Brian Gilmore, Chair

Carl Randazzo

Elsie Addington

Neda Ardani

Andre Torng

Reza Bastani

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

Communications Committee

Neda Ardani, Chair

Elsie Addington

Cash Achrekar

Finance Committee

Azar Asgari, Chair

Sue Margolis

Carl Randazzo

Andre Torng

Diane Casey

Advisor: Dick Rader

Governing Documents Review Committee

Elsie Addington, Chair

Sue Margolis

Diane Casey

Reza Bastani

Advisor: Dick Rader, Juanita Skillman, Bevan Strom, Mary Stone

Landscape Committee

Andre Torng, Chair

Brian Gilmore

Neda Ardani

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

Maintenance and Construction Committee

Carl Randazzo, Chair

Reza Bastani

Brian Gilmore

Diane Casey

Non-voting Advisor: Ken Deppe, ~~Walter Ridley~~

Members Hearing Committee

Cash Achrekar, Chair
Elsie Addington
Reza Bastani

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Neda Ardani, Chair
Andre Torng
Reza Bastani

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-21-08, adopted February 9, 2021, is hereby superseded and canceled.

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



Resolution 01-21-xx

Golden Rain Foundation Committee Appointments

RESOLVED, July 13, 2021, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

~~Business Planning Committee (Committee Dissolved)~~

~~Sue Margolis-~~

~~Manuel Armendariz~~

~~Brian Gilmore, Alternate~~

GRF Strategic Planning Committee

Sue Margolis

Andre Torng

Cash Achrekar, Alternate

Customer Experience Subcommittee

Andre Torng (United)

Facilities Ad Hoc Committee

Carl Randazzo (United)

GRF Community Activities Committee

Elsie Addington

Andre Torng

Cash Achrekar, Alternate

GRF Finance

Azar Asgari

Carl Randazzo

Diane Casey, Alternate

GRF Landscape Committee

Andre Torng

Manuel Armendariz

Azar Asgari, Alternate

GRF Maintenance & Construction

Carl Randazzo

Brian Gilmore

Reza Bastani, Alternate

Clubhouses (~~Facilities~~) Renovation Ad Hoc Committee

Carl Randazzo

Manuel Armendariz

~~Sue Margolis, Alternate~~

Diane Casey, Alternate

GRF Media and Communications Committee

Neda Ardani

Elsie Addington

~~Cash Achrekar, Alternate~~

GRF Mobility and Vehicles Committee

Elsie Addington

Reza Bastani

Neda Ardani, Alternate

GRF Security and Community Access

Manuel Armendariz

Reza Bastani

Andre Torng, Alternate

Disaster Preparedness Task Force

Diane Casey

Cash Achrekar

Reza Bastani, Alternate

Laguna Woods Village Traffic Hearings

Neda Ardani

Elsie Addington, Alternate

Town Hall Meetings

As Needed

Budget Ad Hoc Committee

Sue Margolis

Azar Asgari

Diane Casey

Insurance Ad Hoc Committee

Sue Margolis

Cash Achrekar

Non-Voting Advisors: Diane Fortner

Purchasing Ad Hoc Committee

Carl Randazzo

Cash Achrekar

IT Steering Committee

Sue Margolis

Diane Casey

Service Improvement Ad Hoc Committee

Andre Torng

Investment Ad Hoc Committee

Diane Casey

RESOLVED FURTHER, that Resolution 01-21-09, adopted February 9, 2021, is hereby superseded and cancelled.

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

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RESOLUTION 01-21-XX

Recording of a Lien

WHEREAS, Member ID 947-377-15; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, August 10, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-377-15 and;

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

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STAFF REPORT

DATE: July 13, 2021
FOR: Board of Directors
SUBJECT: Financial Requirements for Membership

RECOMMENDATION

Adopt revisions to the Financial Requirements for Members and administrative review process as recommended by the Governing Documents Review Committee.

BACKGROUND

The Governing Documents Review Committee developed a list of goals for 2021 which includes review of the financial guidelines for prospective members. Regarding financial requirements, several directors have requested additional information regarding applicants' mortgage obligations when multiple properties are owned. Secondly, it was suggested that language clarifying staff's calculation of liquid assets (pensions or select retirement assets for individuals currently employed) would benefit clients. Thirdly, a concern that current income be as current as possible, especially when the deadline for filing last year's tax returns has passed and the prospective shareholder had not yet filed the returns was considered. Lastly, a suggestion was made that self-employed applicants and others who reside outside southern California provide additional information when their business or employment income constitutes a significant percentage of their qualifying income.

DISCUSSION

The Governing Documents Review Committee met on May 20 and June 17, 2021 and, following discussion of Financial Requirements for Membership, agreed by mutual consent to the following revisions of the Financial Requirements for Membership.

Committee members debated the current asset requirement in light of some applicants owning other real estate obligations. The discussion of multiple property owners will result in modification of language in Section III (A) Asset Requirement. The change will reflect that multiple property owners must verify total assets in excess of total mortgage obligations; the totals will be disclosed in the staff report discussion of the prospective shareholders' qualifications. Section III (A) Asset Requirement, subsection 2 (g) regarding liquid assets will be further amended to reflect that annuity funds *and retirement accounts* which cannot be withdrawn in a lump sum are excluded from consideration.

Committee members further debated income requirements, particularly when tax returns for the most recent calendar year have not yet been filed. Section III (B) Income Requirements, subsection 4 (a) will be strengthened to provide that tax returns filed earlier than the last calendar year for which returns are due shall submit a copy of the applicant's request for an extension of

tax filing (if applicable) together with supporting W-2s and/or 1099s for the tax year in question. Following discussion of self-employed applicants and those relocating from out of the area when business income or employment income is a significant percentage of income totals, it was determined that said applicants shall submit a letter to the Board explaining the continuance of that income.

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Siobhan Foster, COO

ATTACHMENT(S)

ATT 1 – Resolution 01-21-xx Financial Qualifications Policy

ATT2 – Financial Qualifications Policy

ENDORSEMENT (to Board)

Review Financial Requirements for Members

The Governing Documents Review Committee discussed a list of goals for the coming year which includes review of the resales process in general and financial guidelines for members.

On June 17, 2021, the Governing Documents Review Committee (Committee) reviewed Review Financial Requirements for Members.

Pamela Bashline, Community Services Manager, presented the Financial Requirements for Members. The Committee members made comments and asked questions. The Committee reviewed changes to Section 4a, 4j, and 2g.

Without objection the Committee recommended the changes be available next month for the Board to review.

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RESOLUTION 01-21-XX
Financial Qualifications Policy

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

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

WHEREAS, United proactively seeks to operate with full transparency and improve its communication of existing rules and policies;

WHEREAS, documentation of annual Income Requirements should be as current as possible and, in certain circumstances, assurance of the continuance of said income upon applicant's relocation to Laguna Woods is desirable;

WHEREAS, documentation of Asset Requirements should consider outstanding real estate mortgage obligations and consider only retirement accounts that can be withdrawn in a lump sum;

NOW THEREFORE BE IT RESOLVED, August 10, 2021, that the Board of Directors of this Corporation hereby amends the Income Requirements and Asset Requirements sections of the Financial Qualification Policy as attached to the official meeting minutes of this meeting; and

RESOLVED FURTHER, that Resolutions 01-20-63 and 01-21-32 are hereby superseded and canceled;

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

JULY Initial Notification

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

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Financial Qualifications Policy

Resolution 01-21-XX

Adopted August 10, 2021

I. Purpose

The purpose of this policy is to set forth guidelines by United Laguna Woods Mutual (United) necessary to protect the financial integrity of the corporation.

II. Definitions

- A.** Shareholder - individual approved by the Board of Directors as a Member of the corporation. Also known as Member.
- B.** Applicant – individual seeking approval by the Board of Directors as a member of the corporation.
- C.** Financial Statement/Credit Information form – United’s document to be completed by Applicant which summarizes age, income and asset qualifications being considered by the Board of Directors in keeping with the membership application process.
- D.** Asset – a resource with economic value that an individual or business owns or controls with the expectation of future benefit; must be liquid, marketable or income producing.
- E.** Equity – total assets minus total liabilities.
- F.** Annuity funds – a long-term investment that is issued by an insurance company and is designed to help protect an individual from the risk of outliving one’s income.
- G.** Community property – property acquired during the marriage by either spouse is presumed to be owned by each spouse equally.
- H.** Guarantor – individual who meets United’s financial qualifications and guarantees to pay for the Member’s debt and/or obligations if the Member defaults or fails to pay a debt and/or obligation to United; guarantor may guarantee only one unit within the Village.
- I.** Personal Unconditional Continuing Guaranty and Security Agreement - Guaranty “contract” between prospective member and qualified individual whereby guarantor is responsible to pay any debt or obligation owed by the Member to United in the event of a failure by Member to pay same; non-revocable by guarantor.
- J.** Indebtedness – includes the monthly carrying Charge payable by the Member to United, including all assessments, fines or other monetary charges levied in the name of United.

- K. Carrying Charges – monthly assessments estimated by United to meet its annual expenses, including but not limited to operating expenses, management and administration, property taxes, insurance, utilities, reserves, and repair and maintenance.
- L. Uniform Commercial Code (UCC) filing – provides for the filing of certain financing statements and other lien documents. Filing with the Secretary of State's office serves to perfect a security interest in named collateral and establish priority in case of debtor default or bankruptcy.
- M. Interim Dual Membership Agreement – a “contract” between a Member and United which allows the Member to temporarily own two co-ops.
- N. Community Rules – the Articles of Incorporation and Bylaws of United, the Occupancy Agreement, and any rules and regulations adopted by United. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- O. Member – any person entitled to membership in United.

III. Conditions

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

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

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

A. ASSET REQUIREMENT

The prospective Shareholder shall submit satisfactory verification of assets equal to the purchase price of the Unit plus \$125,000. **NOTE: Applicants who own multiple properties must demonstrate total assets exceeding total mortgage obligations.** Prospective transferees (i.e., outside escrow) are required to demonstrate a minimum asset base of \$125,000 only.

1. Acceptable assets will be those that are considered to be liquid, marketable or income producing. Only aged accounts (180 days) will be considered. Acceptable assets include, among others:
 - a. Equity in U.S. residential property

- b. Savings accounts in U.S. financial institutions
 - c. Cash value life insurance
 - d. Certificates of deposit, money market accounts in U.S. financial institutions
 - e. IRA, SEP, 401(k) and Keogh accounts
 - f. US, state or municipal government bonds - valued at current market prices
 - g. American traded investments (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
 - h. Mortgages and promissory notes, provided that interest is reported on the applicant's tax return
 - i. Equity in U.S. income producing real estate
2. Excluded from consideration are the following, among others:
- a. Mobile Homes
 - b. Recreational vehicles, boats and trailers
 - c. Vacant land
 - d. Automobiles
 - e. Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
 - f. Term life insurance
 - g. Annuity funds and retirement accounts which cannot be withdrawn in lump sum
 - h. Anticipated bequests or inheritances
 - i. Promissory Notes whose income is not reported on the prospective transferee tax return
 - j. Community property

B. INCOME REQUIREMENTS

1. Prospective Shareholders shall submit from a recognized Credit Reporting Agency (e.g. Equifax, TransUnion, Experian) a full credit report and FICO score dated within 60 days prior to the application submittal.
2. Prospective Shareholders and transferees must provide satisfactory verification of income of at least \$40,000 per year at the time of purchase.

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

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

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

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

4. Acceptable verifications include, among others:

- a. The most recent Federal Tax returns. If **tax returns are not yet filed or applicant is filing an extension for last calendar year returns, provide a copy of extension filing and supporting W-2s and/or 1099s**
- b. W - 2 Forms or paycheck stubs
- c. Bank, credit union or investment account statements
- d. Letters from bankers
- e. Notices of annuities and Social Security payments
- f. Pensions
- g. Trust income
- h. Disability income
- i. Residential / commercial property rental income

Out of state employment income and/or its continuance after re-locating to California must be explained by a letter addressed to the board

5. Unacceptable income verifications include, among others:

- a. Letters from employers, accountants, bookkeepers and attorneys
- b. Income not reported on Federal income tax returns

- c. Funds held outside US borders

C. GUARANTORS

United will permit the prospective shareholder who does not meet the financial requirements to have a guarantor.

1. The guarantor shall provide satisfactory verification of annual income of at least **\$90,000 and marketable or income producing assets of at least \$250,000 plus the manor purchase price.**
2. *Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:*
 - a. **Minimum annual income of \$24,000**
 - b. **Minimum verifiable liquid, marketable and/or income producing assets of \$75,000 at the close of escrow**
3. The income and assets of the guarantor are not a substitute for the minimum income and assets needed by the prospective shareholder(s) occupant(s).
4. In addition to these requirements, the guarantor shall be required, as set forth herein (Exhibit A) to identify assets from which the financial obligation may be satisfied and authorize UCC financing statements to be filed.
5. Guarantor and assets must be located in California.
6. A guarantor may only guarantee one unit in the Village.

D. OWNERSHIP OF MULTIPLE MEMBERSHIPS

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

E. FINANCIAL QUALIFICATION WAIVERS

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

2. Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.
3. A former member may obtain a waiver of financial qualifications if the replacement Membership is purchased within 90 days of the closing of the sale of the previously owned Membership, and vesting in the new Unit is exactly the same as the vesting in the Unit previously owned.

F. DISCRETIONARY AUTHORITY

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

G. MEMBERSHIP

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

1. Written approval of Membership by the United Board of Directors;
2. Issuance of a Membership Stock Certificate;
3. The signing of an Occupancy Agreement; and
4. Upon close of escrow.

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

IV. Procedure

Applicants must complete and submit all required forms and verification documents to the escrow firm handling the sales transaction. The required forms and verification documents include:

- The Membership Application with age and identity verification for each person on title;
- Most recent signed tax returns for each person on title;
- Responsibility Agreement for Nonstandard Landscape;
- Responsibility Agreement for Alterations;
- Memorandum of Occupancy Agreement signed by each applicant;
- Golden Rain Foundation Trust Facility Fee form;
- Promissory Note;
- Financial Statement and Credit Information (income and asset verification for each person on title);
- Residency Restrictions acknowledgement;
- Occupancy Agreement signed by each proposed applicant;
- Addendum to Occupancy Agreement – Trustee Membership if applicable;
- Interim Dual Membership Agreement if applicable;
- Original Membership Certificate or Lost Instrument Bond or Lender Payoff Demand; and
- Application for Co-occupancy Permit if applicable.

If a Guarantor is applying, the proposed Guarantor must also submit the most recent signed tax returns, Financial Statement and Credit Information (income and asset verification for each guarantor), Personal Unconditional Continuing Guaranty and Security Agreement (Exhibits A and B).

Upon receipt of the above documents and those required of seller and escrow firm, staff reviews documentation to ensure it is complete and evaluates the financial verifications in light of the corporation's membership requirements. A staff report recommending approval or denial of the applicant is prepared and attached to the membership packet for the Board's consideration and action.

EXHIBIT A



Personal Unconditional Continuing Guaranty and Security Agreement

The Parties

Member(s): _____ (collectively, the "Member")
Property Address: _____ (the "Property")
Guarantor: _____ ("Guarantor")

This Personal Unconditional Continuing Guaranty and Security Agreement (hereinafter "Guaranty") is made this _____ day of _____, by the undersigned, individually, jointly and severally if more than one (hereinafter individually and collectively the "Guarantor"), whose address(es) appear below their signatures hereon, to and for the benefit of: _____ ("Member") and United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (hereinafter "United" or "Corporation").

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

The undersigned Guarantor may only guarantee one unit in the Village. For purposes of this Guaranty, Village means United Laguna Woods, Third Laguna Hills, and The Towers. Guarantor warrants and represents it has not and will not guarantee another unit in the Village.

In consideration of the mutual covenants and agreements herein, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Guarantor warrants to, and covenants with, United as follows:

1. Personal Unconditional Continuing Guaranty

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

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

The obligation of Guarantor is a primary, continuing and unconditional obligation of payment and performance. This Guaranty shall be effective regardless of the solvency or insolvency of Guarantor at any time or the subsequent incorporation, reorganization, merger or consolidation of Guarantor, or any other change in composition, nature, personnel, ownership or location of Guarantor. This Guaranty is non-revocable by Guarantor.

Guarantor shall at all times satisfy the minimum financial requirements required by United, which financial requirements may be amended by United's Board of Directors from time to time.

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

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

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

Guarantor waives any right to require Corporation to (a) proceed against Member; (b) proceed against or exhaust any security held from Member; or (c) pursue any other remedy in Corporation's power whatsoever. Guarantor waives any defense arising by reason of any disability or other defense of Member or by reason of the cessation from any cause whatsoever of the liability of Members. Until all Indebtedness of Members to Corporation shall have been paid in full, even though such indebtedness is in excess of Guarantor's liability hereunder, Guarantor shall have no right of subrogation, and waives any right to enforce any remedy which Corporation now has or may hereafter have against Member, and waives any benefit of, and any right to participate in any security now or hereafter held by United. Guarantor waives diligence and all presentments, demands for performance, notices of nonperformance, protests, notices of protest, notices of dishonor, and notices of acceptance of this Guaranty and of the existence, creation, or incurring of new and additional Indebtedness. Notwithstanding, Guarantor will receive copies, at the discretion of United or upon Guarantor's written request, of Member's late payment notices.

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

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

All obligations of Guarantor shall be performed at Laguna Woods, California. At all times herein, Guarantor's primary residence and/or, if an entity, place of business, filing, registration or incorporation shall be in the State of California, and Guarantor's assets shall also be located in California. United may, from time to time, change or modify any obligation between Member and United in any manner it may deem fit and such change shall not affect the liability of Guarantor in any manner. Guarantor further waives all right to require United to proceed against the Member or any other person, firm or corporation, or to pursue any other remedy available to United. All rights of United herein or otherwise shall be cumulative and no exercise, delay in exercising, or omission to exercise any right of United shall be deemed a waiver and every right of this Corporation may be exercised repeatedly. Any and all property of the undersigned, whether community or separate or otherwise, may be applied to the payment of any obligation arising hereunder.

2. Security Interest; Financial Information

Guarantor hereby grants to United a continuing first priority security interest in and to all Guarantor's assets set forth on the attached Exhibit B ("Secured Collateral"). Guarantor authorizes United to cause UCC financing statements to be filed, UCC

financing statement amendments and UCC financing statement continuation statements with respect to the Secured Collateral. The collateral in which a security interest is hereby granted includes all of the rights, titles, and interests of Guarantor in and to the Secured Collateral.

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

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

3. Requirement of Guaranty

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

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

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Accepted

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

Exhibit B
Secured Collateral

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

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STAFF REPORT

DATE: August 10, 2021
FOR: Board of Directors
SUBJECT: Payroll From Reserve

RECOMMENDATION

Receive and file.

GOVERNING AUTHORITY

California Civil Code § 5510 Expenditure of Reserve Accounts

- (a) The signatures of at least two persons, who shall be directors, or one officer who is not a director and one who is a director, shall be required for the withdrawal of moneys from the association's 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.

BACKGROUND

Employee Compensation, including related expenses such as taxes, medical and workers compensation, are recorded every two weeks and paid to employees either through direct deposit or physical check. All payroll related payments are made from the VMS Operating bank account. Once all employee compensation expenses have been recorded for the current month, the Financial Services staff apply a formulated allocation process that directs where expenses are to be recorded. The formulated allocation process takes into consideration total hours worked per project and then applies the calculated percentage for the period to the total expenses incurred. The expenses and related liabilities are transferred after month-end to the respective corporations through an intercompany journal entry.

All employee compensation expenses recorded to reserve fund accounts are summarized and paid directly from the Reserve Fund bank account with payment issued to the corporation's Operating Fund bank account. Consistent with the existing vendor reserve payment, the first step in preparing the reserve payment shall be to complete an Employee Compensation Reserve Expense Package Reserve Invoice Approval Checklist. The Financial Services Department will evidence all the required checklist steps were completed by initialing each respective line of the

document. The second step of the process is for the Financial Services Department to collect and organize the Employee Compensation Reserve Expense Package with the following:

- (a) completed Reserve Employee Compensation Approval Checklist noting the pertinent information identified in the checklist,
- (b) Expenditures of Reserve Funds by Payroll Reimbursements Report (Attachment 1)
- (c) a current copy of the Reserve Payment Matrix,

Once the package has been prepared it is forwarded to the Financials Services Accounting Manager for further processing. The Financial Services Accounting Manager signs the Employee Compensation Reserve Approval Checklist after confirming all documentation is in order. The package is then forwarded to the Financial Services department head for final approval. Once all approvals have been obtained the package is submitted to Accounts Payable for payment processing. Prior to the release of the payment the completed Employee Compensation Reserve Expense Package is submitted to at least two directors for approval in compliance with California Civil Code § 5510 (a). Upon receipt of approval via wet signature or email, the Accounts Payable team submits the payment for processing.

DISCUSSION

At the July 27, 2021 United Finance Committee meeting, the Reserve Payroll Reimbursement process was discussed and a draft of the Expenditures of Reserve Funds by Payroll Reimbursments Report was presented. The committee requested three months of detail to be provided for comparison purposes each month the report is submitted for apprval. Attachement 1 includes the updated comparison detail as requested.

Prepared By: Steve Hormuth, Interim Finance Director

Reviewed By: Jose Campos, Financial Services Manager

Attachments: ATT1 - Expenditures of Reserve Funds by Payroll Reimbursements Report

ATTACHMENT 1

Expenditures of Reserve Funds by Payroll Reimbursements to VMS
For the Period: June 2021 month-to-date with 2 month trail

Expenditure Summary

Department / Job Description	Apr	May	Jun
General Services	215.94	4,775.17	4,849.92
Asphalt Repair		1,546.33	1,570.55
Crack Filling		962.82	977.88
General Maint & Street Repairs	215.94	525.17	533.39
Main Line Repair		389.01	395.11
Prior To Paint/Dry Rot Balcony Rep		583.53	592.66
Sweeping		768.31	780.33
Landscape Services	51,591.99	47,998.70	48,076.10
Miscellaneous - Employee Training	613.38	569.55	565.37
Miscellaneous - Other Department Assistance	1,103.85	1,020.52	983.61
Miscellaneous - Other Dept Assistance	259.48	243.19	256.19
Relandscape - Irrigation	2,119.69	1,986.61	2,092.78
Relandscape - Mulch	518.99	486.40	512.40
Relandscape - Planting	5,854.58	5,487.03	5,780.34
Retrofit Project (Retrofit)	1,287.98	1,227.96	1,247.21
Shrub-Bemiscellaneous - Tickets (510)	3,901.13	3,656.20	3,851.64
Tree Maintenance - Scheduled Tree Work	27,557.29	25,476.49	24,555.54
Tree Maintenance - Ticket Response (Off Sched)	398.43	368.35	355.02
Turf Reduction - Irrigation	2,119.69	1,986.61	2,092.78
Turf Reduction - Planting	5,857.50	5,489.79	5,783.22
Maintenance & Construction	249,260.90	267,782.96	277,043.20
Additional Walkway Lighting		1,289.74	1,239.51
Balcony Decking Repairs	483.39	436.94	425.59
Basin Replacement	190.98	161.53	213.81
Building Structures (Carpentry)	1,933.52	10,877.21	10,595.17
Common Area Decking Repairs	7,632.31	3,012.50	2,934.40
Damage Restoration Services	5,851.45	3,840.33	3,740.86
Deck Topcoat Paint Follow-Up	2,972.69	2,829.32	2,743.83
Decking Repairs (Prior To Paint)	1,730.01	11,636.06	11,334.38
Decking Repairs (Top Coat Program)	11,270.39	3,771.38	3,673.58
Dmo Painting	6,349.69	6,043.44	5,860.81
Dry Rot Repairs - Prior-To-Paint	47,447.57	37,460.81	36,489.52
Dryer Replacement		186.71	193.43
Exterior Paint Program	107,326.33	102,149.98	99,063.03
Exterior Touch-Up	7,491.22	7,129.91	6,914.44
Faucet Replacement	1,111.25	3,279.13	4,340.10
Garbage Disposal Replacement	2,535.04	3,747.56	4,960.12
General Plumbing Replacement		14,328.01	18,963.89
Gutter Replacement	686.91	2,920.52	2,844.78
Laundry Water Heater Replacement		96.92	128.28
Manor Water Heater Replacement	3,767.83	19,787.81	26,190.28

ATTACHMENT 1

Expenditure Summary

Department / Job Description	Apr	May	Jun
Range Replacement		376.25	389.77
Repair/Replace Shower Pan		188.91	198.53
Replace Bath Countertop	9,533.75	3,215.26	3,379.32
Replace Bath Enclosure	322.21	890.55	936.00
Replace Bath Vinyl Floor		2,309.30	2,427.12
Replace Cooktop	855.11	749.66	776.59
Replace Countertop - Laundry		250.59	263.38
Replace Dishwasher	3,408.61	1,725.64	1,787.65
Replace Hood	538.53	712.89	738.51
Replace In Line Shower Door		462.62	486.23
Replace Kitchen Countertop	13,299.73	8,184.69	8,602.30
Replace Kitchen Vinyl Floor	2,259.57	1,391.74	1,462.76
Replace Oven	801.86	749.66	776.59
Replace Refrigerator	4,311.09	2,622.41	2,716.64
Replace Surround/90 Enclosure	966.65	952.25	1,000.85
Sink Replacement		158.06	166.14
Tile Replacement	3,870.69	4,152.08	4,363.97
Toilet Replacement	312.52	242.29	320.69
Washer Replacements		449.80	465.95
Window Replacement-Failures		3,012.50	2,934.40
Grand Total	301,068.83	320,556.83	329,969.22

ATTACHMENT 1

Expenditures of Reserve Funds by Payroll Reimbursements to VMS
For the Period: June 2021 month-to-date

Reference No.	Date	G/L Account No.	Job Account No.	Description of Work	Reimbursement Amount		
					Employee Comp	Comp Related	Total
INT1278921	6/30/2021	51021000-RPF-510	JA553702102	Relandscape - Planting	2,912.10	-	2,912.10
INT1278922	6/30/2021	51021000-RPF-510	JA553702103	Relandscape - Irrigation	1,054.33	-	1,054.33
INT1278923	6/30/2021	51021000-RPF-510	JA553702203	Turf Reduction - Planting	2,913.55	-	2,913.55
INT1278924	6/30/2021	51021000-RPF-510	JA553702204	Turf Reduction - Irrigation	1,054.33	-	1,054.33
INT1278925	6/30/2021	51021000-RPF-510	JA557001004	Relandscape - Mulch	258.14	-	258.14
INT1278926	6/30/2021	51021000-RPF-510	JA557001007	Miscellaneous - Other Dept Assistance	129.07	-	129.07
INT1278927	6/30/2021	51021000-RPF-510	JA557001008	Shrub-Bemiscellaneous - Tickets (510)	1,940.43	-	1,940.43
INT1278928	6/30/2021	51021000-RPF-510	JA557001016	Miscellaneous - Employee Training	97.17	-	97.17
INT1278933	6/30/2021	51061000-RPF-510	JA553702102	Relandscape - Planting	387.47	-	387.47
INT1278934	6/30/2021	51061000-RPF-510	JA553702103	Relandscape - Irrigation	140.28	-	140.28
INT1278935	6/30/2021	51061000-RPF-510	JA553702203	Turf Reduction - Planting	387.66	-	387.66
INT1278936	6/30/2021	51061000-RPF-510	JA553702204	Turf Reduction - Irrigation	140.28	-	140.28
INT1278937	6/30/2021	51061000-RPF-510	JA557001004	Relandscape - Mulch	34.35	-	34.35
INT1278938	6/30/2021	51061000-RPF-510	JA557001007	Miscellaneous - Other Dept Assistance	17.17	-	17.17
INT1278939	6/30/2021	51061000-RPF-510	JA557001008	Shrub-Bemiscellaneous - Tickets (510)	258.19	-	258.19
INT1278940	6/30/2021	51061000-RPF-510	JA557001016	Miscellaneous - Employee Training	12.93	-	12.93
INT1278945	6/30/2021	51071000-RPF-510	JA553702102	Relandscape - Planting	108.97	-	108.97
INT1278946	6/30/2021	51071000-RPF-510	JA553702103	Relandscape - Irrigation	39.45	-	39.45
INT1278947	6/30/2021	51071000-RPF-510	JA553702203	Turf Reduction - Planting	109.02	-	109.02
INT1278948	6/30/2021	51071000-RPF-510	JA553702204	Turf Reduction - Irrigation	39.45	-	39.45
INT1278949	6/30/2021	51071000-RPF-510	JA557001004	Relandscape - Mulch	9.66	-	9.66
INT1278950	6/30/2021	51071000-RPF-510	JA557001007	Miscellaneous - Other Dept Assistance	4.83	-	4.83
INT1278951	6/30/2021	51071000-RPF-510	JA557001008	Shrub-Bemiscellaneous - Tickets (510)	72.61	-	72.61
INT1278952	6/30/2021	51071000-RPF-510	JA557001016	Miscellaneous - Employee Training	3.64	-	3.64
INT1278957	6/30/2021	51981000-RPF-510	JA553702102	Relandscape - Planting	374.75	-	374.75
INT1278958	6/30/2021	51981000-RPF-510	JA553702103	Relandscape - Irrigation	135.68	-	135.68
INT1278959	6/30/2021	51981000-RPF-510	JA553702203	Turf Reduction - Planting	374.94	-	374.94
INT1278960	6/30/2021	51981000-RPF-510	JA553702204	Turf Reduction - Irrigation	135.68	-	135.68
INT1278961	6/30/2021	51981000-RPF-510	JA557001004	Relandscape - Mulch	33.22	-	33.22
INT1278962	6/30/2021	51981000-RPF-510	JA557001007	Miscellaneous - Other Dept Assistance	16.61	-	16.61
INT1278963	6/30/2021	51981000-RPF-510	JA557001008	Shrub-Bemiscellaneous - Tickets (510)	249.71	-	249.71
INT1278964	6/30/2021	51981000-RPF-510	JA557001016	Miscellaneous - Employee Training	12.50	-	12.50
INT1278969	6/30/2021	52411000-RPF-510	JA553702102	Relandscape - Planting	-	260.75	260.75
INT1278970	6/30/2021	52411000-RPF-510	JA553702103	Relandscape - Irrigation	-	94.41	94.41
INT1278971	6/30/2021	52411000-RPF-510	JA553702203	Turf Reduction - Planting	-	260.88	260.88
INT1278972	6/30/2021	52411000-RPF-510	JA553702204	Turf Reduction - Irrigation	-	94.41	94.41
INT1278973	6/30/2021	52411000-RPF-510	JA557001004	Relandscape - Mulch	-	23.11	23.11

ATTACHMENT 1

Reference No.	Reimbursement		Job Account No.		Description of Work	Reimbursement Amount		
	Date	G/L Account No.				Employee Comp	Comp Related	Total
INT1281418	6/30/2021	51981000-RPF-936	JA962000000		General Maint & Street Repairs	19.67	-	19.67
INT1281420	6/30/2021	51981000-RPF-936	JA962040000		Asphalt Repair	57.92	-	57.92
INT1281422	6/30/2021	51981000-RPF-936	JA962070000		Sweeping	28.78	-	28.78
INT1281423	6/30/2021	51981000-RPF-936	JA962090000		Main Line Repair	14.57	-	14.57
INT1281433	6/30/2021	51981000-RPF-936	JA962700000		Crack Filling	36.06	-	36.06
INT1281436	6/30/2021	51981000-RPF-936	JA981030000		Prior To Paint/Dry Rot Balcony Rep	21.86	-	21.86
INT1281437	6/30/2021	52411000-RPF-936	JA962000000		General Maint & Street Repairs	-	25.66	25.66
INT1281439	6/30/2021	52411000-RPF-936	JA962040000		Asphalt Repair	-	75.55	75.55
INT1281441	6/30/2021	52411000-RPF-936	JA962070000		Sweeping	-	37.54	37.54
INT1281442	6/30/2021	52411000-RPF-936	JA962090000		Main Line Repair	-	19.01	19.01
INT1281452	6/30/2021	52411000-RPF-936	JA962700000		Crack Filling	-	47.04	47.04
INT1281455	6/30/2021	52411000-RPF-936	JA981030000		Prior To Paint/Dry Rot Balcony Rep	-	28.51	28.51
INT1281456	6/30/2021	52441000-RPF-936	JA962000000		General Maint & Street Repairs	-	101.31	101.31
INT1281458	6/30/2021	52441000-RPF-936	JA962040000		Asphalt Repair	-	298.31	298.31
INT1281460	6/30/2021	52441000-RPF-936	JA962070000		Sweeping	-	148.22	148.22
INT1281461	6/30/2021	52441000-RPF-936	JA962090000		Main Line Repair	-	75.05	75.05
INT1281471	6/30/2021	52441000-RPF-936	JA962700000		Crack Filling	-	185.74	185.74
INT1281474	6/30/2021	52441000-RPF-936	JA981030000		Prior To Paint/Dry Rot Balcony Rep	-	112.57	112.57
INT1281475	6/30/2021	52451000-RPF-936	JA962000000		General Maint & Street Repairs	-	22.87	22.87
INT1281477	6/30/2021	52451000-RPF-936	JA962040000		Asphalt Repair	-	67.34	67.34
INT1281479	6/30/2021	52451000-RPF-936	JA962070000		Sweeping	-	33.46	33.46
INT1281480	6/30/2021	52451000-RPF-936	JA962090000		Main Line Repair	-	16.94	16.94
INT1281490	6/30/2021	52451000-RPF-936	JA962700000		Crack Filling	-	41.93	41.93
INT1281493	6/30/2021	52451000-RPF-936	JA981030000		Prior To Paint/Dry Rot Balcony Rep	-	25.41	25.41
INT1281494	6/30/2021	52471000-RPF-936	JA962000000		General Maint & Street Repairs	-	23.50	23.50
INT1281496	6/30/2021	52471000-RPF-936	JA962040000		Asphalt Repair	-	69.20	69.20
INT1281498	6/30/2021	52471000-RPF-936	JA962070000		Sweeping	-	34.38	34.38
INT1281499	6/30/2021	52471000-RPF-936	JA962090000		Main Line Repair	-	17.41	17.41
INT1281509	6/30/2021	52471000-RPF-936	JA962700000		Crack Filling	-	43.08	43.08
INT1281512	6/30/2021	52471000-RPF-936	JA981030000		Prior To Paint/Dry Rot Balcony Rep	-	26.11	26.11
INT1281513	6/30/2021	52981000-RPF-936	JA962000000		General Maint & Street Repairs	-	4.95	4.95
INT1281515	6/30/2021	52981000-RPF-936	JA962040000		Asphalt Repair	-	14.58	14.58
INT1281517	6/30/2021	52981000-RPF-936	JA962070000		Sweeping	-	7.24	7.24
INT1281518	6/30/2021	52981000-RPF-936	JA962090000		Main Line Repair	-	3.67	3.67
INT1281528	6/30/2021	52981000-RPF-936	JA962700000		Crack Filling	-	9.08	9.08
INT1281531	6/30/2021	52981000-RPF-936	JA981030000		Prior To Paint/Dry Rot Balcony Rep	-	5.50	5.50
Totals						225,594.83	104,374.39	329,969.22

Consistent with its statutory obligations under Civil Code §5510, the above payroll expenditures from the association's reserve accounts were reviewed and approved by a least two persons (as evidenced by the signatures below), who shall be directors, or one officer who is not a director and one who is a director.

ATTACHMENT 1

Reference No.	Reimbursement		G/L Account No.	Job Account No.	Description of Work	Reimbursement Amount		
	Date	Name				Employee Comp	Comp Related	Total
Date								

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STAFF REPORT

DATE: August 10, 2021
FOR: Board of Directors
SUBJECT: Financial Requirements for Members with Guarantor

RECOMMENDATION

Staff recommends revising Financial Requirements for Members with Guarantor in order to provide clarity.

BACKGROUND

The Financial Qualifications Policy establishes a minimum annual income and asset base for a prospective shareholder when a Guarantor is obtained. It has been reduced from the standard requirement of a minimum annual income of \$40,000 and asset base equal to the cost of purchase plus \$125,000.

The current Financial Qualifications Policy includes the following language:

GUARANTORS

United will permit the prospective shareholder who does not meet the financial requirements to have a guarantor.

1. The guarantor shall provide satisfactory verification of annual income of at least **\$90,000 and marketable or income producing assets of at least \$250,000 plus the manor purchase price.**
2. *Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor.*
 - a. Minimum annual income of \$24,000
 - b. **Minimum verifiable liquid, marketable and/or income producing assets of \$75,000 at the close of escrow**
3. The income and assets of the guarantor are not a substitute for the minimum income and assets needed by the prospective shareholder(s) occupant(s).

The language of Section 2 (b) has resulted in misinterpretation of the policy by real estate agents and escrow officers alike. Staff calculation of a prospective shareholder's financial qualifications require the buyer with a guarantor to have the purchase price + \$75,000 remaining after purchase. Some argue, however, that the policy doesn't specifically say so, although the original

intent was to have the requirement mirror transactions by buyers without a guarantor. These situations have arisen when the prospective shareholder cannot demonstrate that he has sufficient assets to make the purchase.

DISCUSSION

Revising the language of 2 (b) will provide clarity and transparency to those who cannot meet the standard income and asset requirements but could do so with the aid of a guarantor. It is recommended that the requirement state the following: Minimum verifiable liquid, marketable and/or income producing assets of at least \$75,000 plus the manor purchase price.

Doing so complements Section 3 which states the income and assets of the guarantor are not a substitute for the minimum income and assets needed by the prospective shareholder(s) occupant(s).

FINANCIAL ANALYSIS

None.

Prepared By: Pamela Bashline, Community Services Manager

ATTACHMENT(S)

Attachment 1 – Financial Qualification Policy (redlined)

Attachment 2 – Proposed Resolution 01-21-xx

ENDORSEMENT (to Board)

Financial Requirements for Members with Guarantor

On July 15, 2021, the Governing Documents Review Committee (Committee) reviewed Financial Requirements for Members with Guarantor.

Pamela Bashline, Community Services Manager, presented the Financial Requirements for Members. The Committee members made comments and asked questions.

Without objection the Committee recommends the Board revise the Guarantor Section of the Financial Qualifications Policy specific to section 2b to read as follows:

2. Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:
 - a. Minimum annual income of \$24,000
 - b. Minimum verifiable liquid, marketable and/or income producing assets of **at least \$75,000 ~~at the close of escrow plus the manor purchase price.~~**

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Financial Qualifications Policy
Resolution 01-20-63 Adopted October 13, 2020
Resolution 01-21-32 Adopted May 11, 2021
Resolution 01-21-xx Adopted xxx, 2021

I. Purpose

The purpose of this policy is to set forth guidelines by United Laguna Woods Mutual (United) necessary to protect the financial integrity of the corporation.

II. Definitions

- A.** Shareholder - individual approved by the Board of Directors as a Member of the corporation. Also known as Member.
- B.** Applicant – individual seeking approval by the Board of Directors as a member of the corporation.
- C.** Financial Statement/Credit Information form – United’s document to be completed by Applicant which summarizes age, income and asset qualifications being considered by the Board of Directors in keeping with the membership application process.
- D.** Asset – a resource with economic value that an individual or business owns or controls with the expectation of future benefit; must be liquid, marketable or income producing.
- E.** Equity – total assets minus total liabilities.
- F.** Annuity funds – a long-term investment that is issued by an insurance company and is designed to help protect an individual from the risk of outliving one’s income.
- G.** Community property – property acquired during the marriage by either spouse is presumed to be owned by each spouse equally.
- H.** Guarantor – individual who meets United’s financial qualifications and guarantees to pay for the Member’s debt and/or obligations if the Member defaults or fails to pay a debt and/or obligation to United; guarantor may guarantee only one unit within the Village.
- I.** Personal Unconditional Continuing Guaranty and Security Agreement -
- J.** Guaranty “contract” between prospective member and qualified individual whereby guarantor is responsible to pay any debt or obligation owed by the Member to United in the event of a failure by Member to pay same; non-revocable by guarantor.
- K.** Indebtedness – includes the monthly carrying Charge payable by the Member to United, including all assessments, fines or other monetary charges levied in the name of United.



- L.** Carrying Charges – monthly assessments estimated by United to meet its annual expenses, including but not limited to operating expenses, management and administration, property taxes, insurance, utilities, reserves, and repair and maintenance.
- M.** Uniform Commercial Code (UCC) filing – provides for the filing of certain financing statements and other lien documents. Filing with the Secretary of State's office serves to perfect a security interest in named collateral and establish priority in case of debtor default or bankruptcy.
- N.** Interim Dual Membership Agreement – a “contract” between a Member and United which allows the Member to temporarily own two co-ops.
- O.** Community Rules – the Articles of Incorporation and Bylaws of United, the Occupancy Agreement, and any rules and regulations adopted by United. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- P.** Member – any person entitled to membership in United.

III. Conditions

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

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

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

A. ASSET REQUIREMENT

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

1. Acceptable assets will be those that are considered to be liquid, marketable or income producing. Only aged accounts (180 days) will be considered. Acceptable assets include, among others:
 - a. Equity in U.S. residential property
 - b. Savings accounts in U.S. financial institutions



- c. Cash value life insurance
 - d. Certificates of deposit, money market accounts in U.S. financial institutions
 - e. IRA, SEP, 401(k) and Keogh accounts
 - f. US, state or municipal government bonds - valued at current market prices
 - g. American traded investments (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
 - h. Mortgages and promissory notes, provided that interest is reported on the applicant's tax return
 - i. Equity in U.S. income producing real estate
2. Excluded from consideration are the following, among others:
- a. Mobile Homes
 - b. Recreational vehicles, boats and trailers
 - c. Vacant land
 - d. Automobiles
 - e. Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
 - f. Term life insurance
 - g. Annuity funds, which cannot be withdrawn in lump sum
 - h. Anticipated bequests or inheritances
 - i. Promissory Notes whose income is not reported on the prospective transferee tax return
 - j. Community property

B. INCOME REQUIREMENTS

1. 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.
2. Prospective Shareholders and transferees must provide satisfactory verification of income of at least \$40,000 per year at the time of purchase.
3. Traditional retirement account assets (e.g., 401K, ERISA, IRA, Profit



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

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

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

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

4. Acceptable verifications include, among others:

- a. The most recent Federal Tax returns
- b. W - 2 Forms or paycheck stubs
- c. Bank, credit union or investment account statements
- d. Letters from bankers
- e. Notices of annuities and Social Security payments
- f. Pensions
- g. Trust income
- h. Disability income
- i. Residential / commercial property rental income

5. Unacceptable income verifications include, among others:

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



C. GUARANTORS

United will permit the prospective shareholder who does not meet the financial requirements to have a guarantor.

1. The guarantor shall provide satisfactory verification of annual income of at least **\$90,000 and marketable or income producing assets of at least \$250,000 plus the manor purchase price.**
2. *Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:*
 - a. **Minimum annual income of \$24,000**
 - b. **Minimum verifiable liquid, marketable and/or income producing assets of at least \$75,000 plus the manor purchase price at the close of escrow**
3. The income and assets of the guarantor are not a substitute for the minimum income and assets needed by the prospective shareholder(s) occupant(s).
4. In addition to these requirements, the guarantor shall be required, as set forth herein (Exhibit A) to identify assets from which the financial obligation may be satisfied and authorize UCC financing statements to be filed.
5. Guarantor and assets must be located in California.
6. A guarantor may only guarantee one unit in the Village.

CI. OWNERSHIP OF MULTIPLE MEMBERSHIPS

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

CII. FINANCIAL QUALIFICATION WAIVERS

1. Shareholders who purchase a replacement Unit do not have to re-qualify financially for Membership, if there is no change to the Membership vesting and the dual interim agreement is in effect.
2. Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.



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

F. DISCRETIONARY AUTHORITY

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

G. MEMBERSHIP

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

1. Written approval of Membership by the United Board of Directors;
2. Issuance of a Membership Stock Certificate;
3. The signing of an Occupancy Agreement; and
4. Upon close of escrow.

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

IV. Procedure

Applicants must complete and submit all required forms and verification documents to the escrow firm handling the sales transaction. The required forms and verification documents include:

- The Membership Application with age and identity verification for each person on title;
- Most recent signed tax returns for each person on title;



- Responsibility Agreement for Nonstandard Landscape;
- Responsibility Agreement for Alterations;
- Memorandum of Occupancy Agreement signed by each applicant;
- Golden Rain Foundation Trust Facility Fee form;
- Promissory Note;
- Financial Statement and Credit Information (income and asset verification for each person on title);
- Residency Restrictions acknowledgement;
- Occupancy Agreement signed by each proposed applicant;
- Addendum to Occupancy Agreement – Trustee Membership if applicable;
- Interim Dual Membership Agreement if applicable;
- Original Membership Certificate or Lost Instrument Bond or Lender Payoff Demand; and
- Application for Co-occupancy Permit if applicable.

If a Guarantor is applying, the proposed Guarantor must also submit the most recent signed tax returns, Financial Statement and Credit Information (income and asset verification for each guarantor), Personal Unconditional Continuing Guaranty and Security Agreement (Exhibits A and B).

Upon receipt of the above documents and those required of seller and escrow firm, staff reviews documentation to ensure it is complete and evaluates the financial verifications in light of the corporation's membership requirements. A staff report recommending approval or denial of the applicant is prepared and attached to the membership packet for the Board's consideration and action.



EXHIBIT A



Personal Unconditional Continuing Guaranty and Security Agreement

The Parties

Member(s): _____ (collectively, the "Member")
Property Address: _____ (the "Property")
Guarantor: _____ ("Guarantor")

This Personal Unconditional Continuing Guaranty and Security Agreement (hereinafter "Guaranty") is made this _____ day of _____, by the undersigned, individually, jointly and severally if more than one (hereinafter individually and collectively the "Guarantor"), whose address(es) appear below their signatures hereon, to and for the benefit of: _____ ("Member") and United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (hereinafter "United" or "Corporation").

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

The undersigned Guarantor may only guarantee one unit in the Village. For purposes of this Guaranty, Village means United Laguna Woods, Third Laguna Hills, and The Towers. Guarantor warrants and represents it has not and will not guarantee another unit in the Village.

In consideration of the mutual covenants and agreements herein, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Guarantor warrants to, and covenants with, United as follows:

1. Personal Unconditional Continuing Guaranty

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



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

The obligation of Guarantor is a primary, continuing and unconditional obligation of payment and performance. This Guaranty shall be effective regardless of the solvency or insolvency of Guarantor at any time or the subsequent incorporation, reorganization, merger or consolidation of Guarantor, or any other change in composition, nature, personnel, ownership or location of Guarantor. This Guaranty is non-revocable by Guarantor.

Guarantor shall at all times satisfy the minimum financial requirements required by United, which financial requirements may be amended by United's Board of Directors from time to time.

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

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

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



Guarantor waives any right to require Corporation to (a) proceed against Member; (b) proceed against or exhaust any security held from Member; or (c) pursue any other remedy in Corporation's power whatsoever. Guarantor waives any defense arising by reason of any disability or other defense of Member or by reason of the cessation from any cause whatsoever of the liability of Members. Until all Indebtedness of Members to Corporation shall have been paid in full, even though such indebtedness is in excess of Guarantor's liability hereunder, Guarantor shall have no right of subrogation, and waives any right to enforce any remedy which Corporation now has or may hereafter have against Member, and waives any benefit of, and any right to participate in any security now or hereafter held by United. Guarantor waives diligence and all presentments, demands for performance, notices of nonperformance, protests, notices of protest, notices of dishonor, and notices of acceptance of this Guaranty and of the existence, creation, or incurring of new and additional Indebtedness. Notwithstanding, Guarantor will receive copies, at the discretion of United or upon Guarantor's written request, of Member's late payment notices.

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

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

All obligations of Guarantor shall be performed at Laguna Woods, California. At all times herein, Guarantor's primary residence and/or, if an entity, place of business, filing, registration or incorporation shall be in the State of California, and Guarantor's assets shall also be located in California. United may, from time to time, change or modify any obligation between Member and United in any manner it may deem fit and such change shall not affect the liability of Guarantor in any manner. Guarantor further waives all right to require United to proceed against the Member or any other person, firm or corporation, or to pursue any other remedy available to United. All rights of United herein or otherwise shall be cumulative and no exercise, delay in exercising, or omission to exercise any right of United shall be deemed a waiver and every right of this Corporation may be exercised repeatedly. Any and all property of the undersigned, whether community or separate or otherwise, may be applied to the payment of any obligation arising hereunder.

2. Security Interest; Financial Information

Guarantor hereby grants to United a continuing first priority security interest in and to all Guarantor's assets set forth on the attached Exhibit B ("Secured Collateral"). Guarantor authorizes United to cause UCC financing statements to be filed, UCC



financing statement amendments and UCC financing statement continuation statements with respect to the Secured Collateral. The collateral in which a security interest is hereby granted includes all of the rights, titles, and interests of Guarantor in and to the Secured Collateral.

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

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

3. Requirement of Guaranty

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



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

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Accepted

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____



Exhibit B

Secured Collateral

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

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RESOLUTION 01-21-XX

Financial Qualifications Policy Adopted: XXX, 2021

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

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

WHEREAS, United reaffirms its position that guarantors are not a substitute for prospective shareholders and further affirms that guarantors do not have an ownership interest in the membership;

WHEREAS, United desires to clarify its asset requirement for prospective shareholders who require a guarantor to satisfy the financial requirements;

NOW THEREFORE BE IT RESOLVED, [DATE], 2021, that the Board of Directors of this Corporation hereby amends the Financial Requirements for Members with Guarantor section of the Financial Qualification Policy as attached to the official meeting 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.

AUGUST Initial Notification

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

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Financial Report

Preliminary as of June 30, 2021



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$22,635
Non-assessment Revenue		\$508
Total Revenue		\$23,143
Total Expense		\$20,289
Net Revenue/(Expense)		\$2,854

Financial Report

Preliminary as of June 30, 2021



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$16,868
Non-assessment Revenue	\$714
Total Revenue	\$17,582
Total Expense ²	\$16,542
Operating Surplus	\$1,040

- 1) Includes property tax
- 2) Excludes depreciation

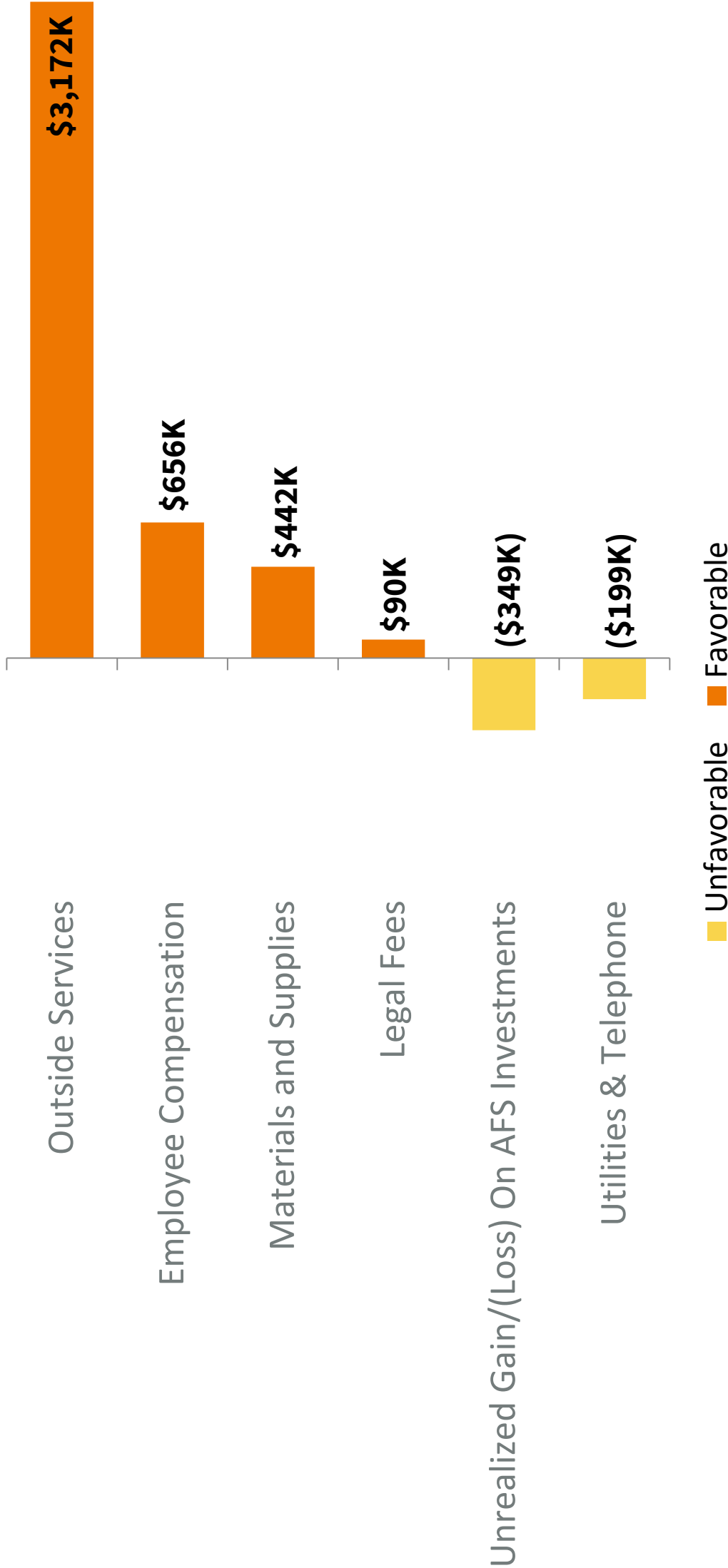
Financial Report

Preliminary as of June 30, 2021

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$22,635	\$22,628	\$7
Non-assessment Revenue	\$508	\$898	(\$390)
Total Revenue	\$23,143	\$23,526	(\$383)
Total Expense	\$20,289	\$24,623	\$4,334
Net Revenue/(Expense)	\$2,854	(\$1,097)	\$3,951

Financial Report

Preliminary as of June 30, 2021

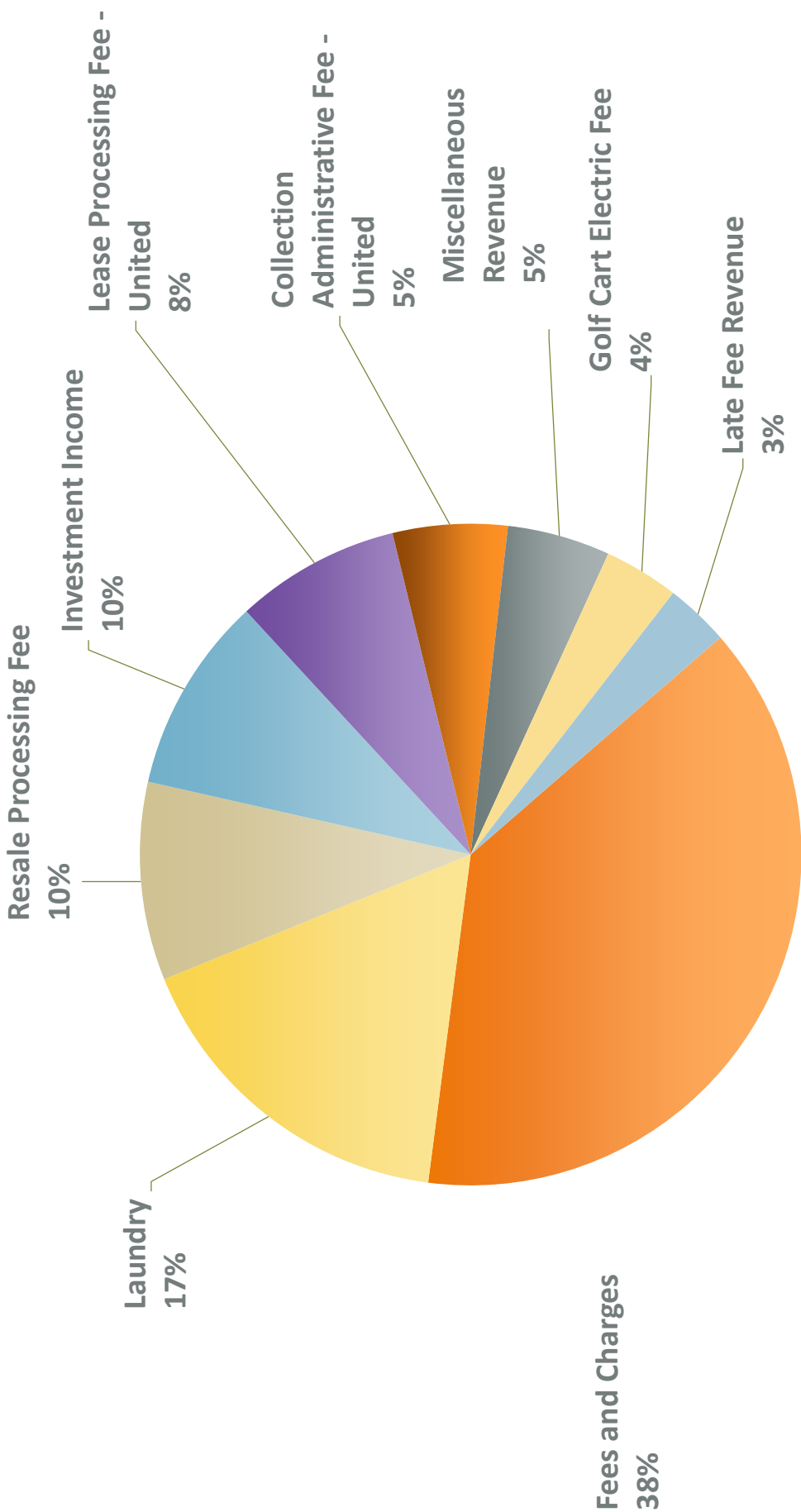


Financial Report

Preliminary as of June 30, 2021



Total Non Assessment Revenues \$794,636 excluding Unrealized Loss on AFS Investments



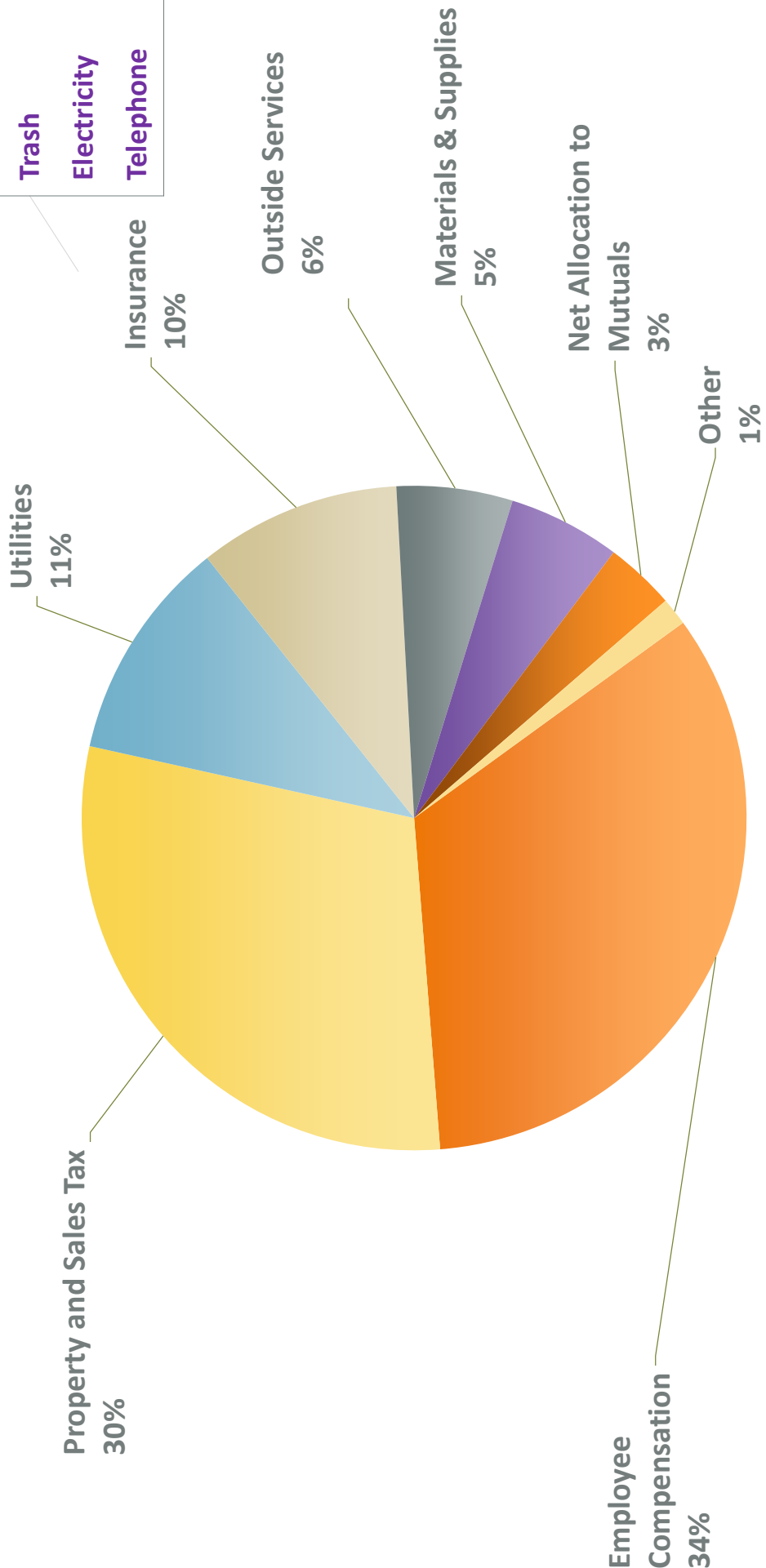
Financial Report

Preliminary as of June 30, 2021



Total Expense \$20,289,513

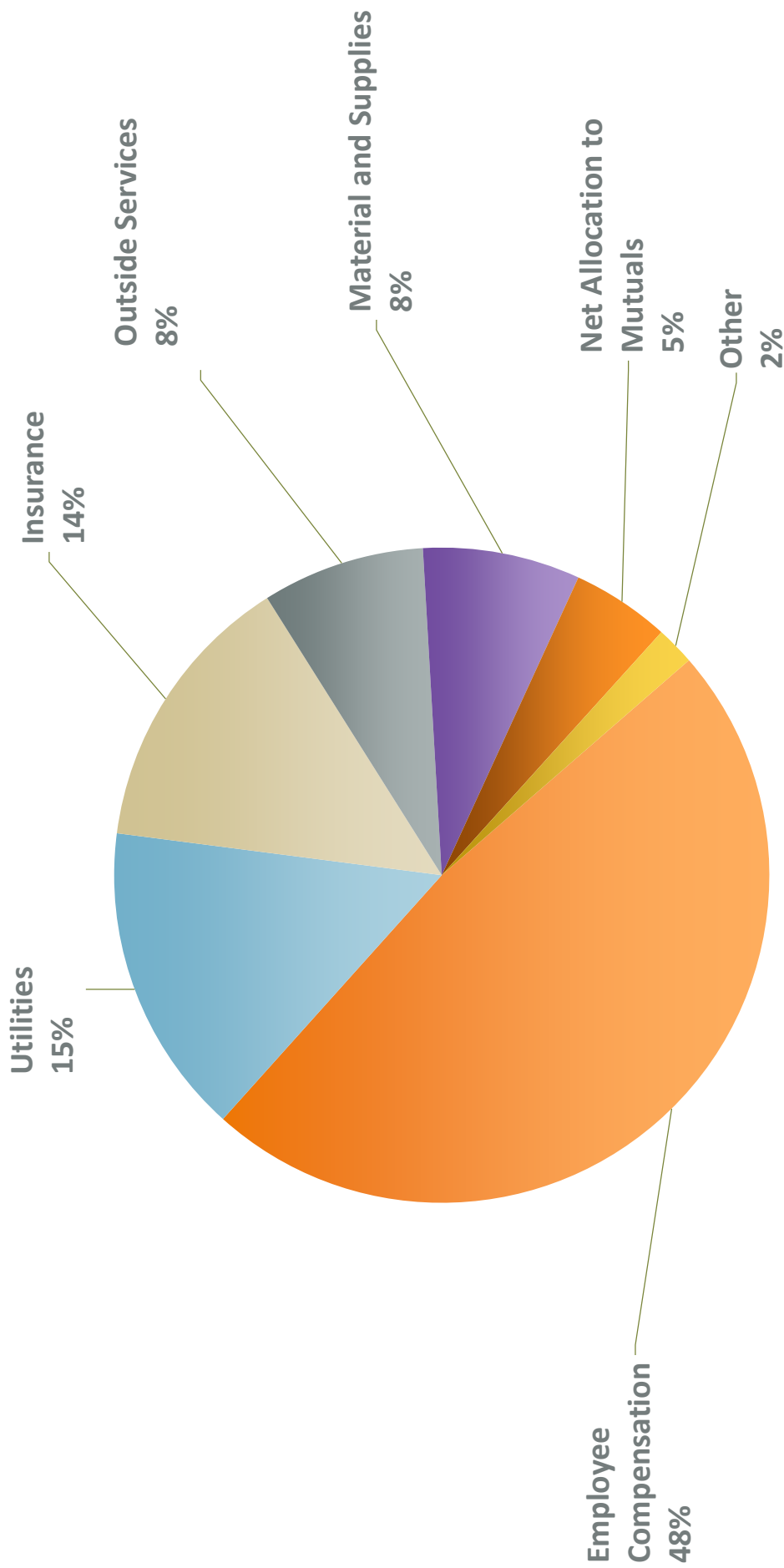
Sewer	\$878,971
Water	\$1,021,746
Trash	\$227,620
Electricity	\$68,025
Telephone	\$329



Financial Report

Preliminary as of June 30, 2021

Total Expenses Excluding Property and Sales Tax \$14,258,705



Financial Report

Preliminary as of June 30, 2021

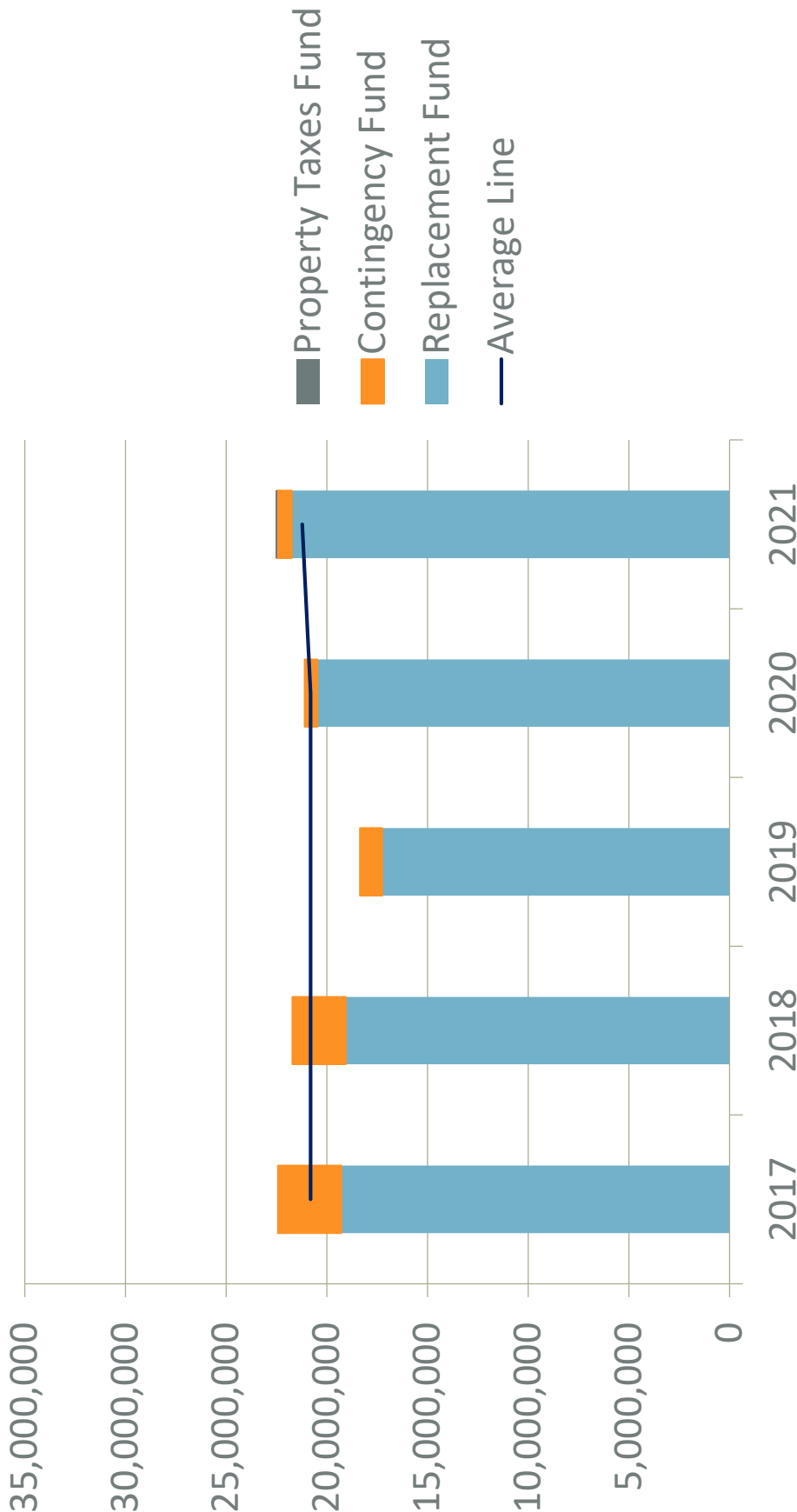


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/21	\$371	\$20,196	\$0
Contributions & Interest	366	5,195	6,086
Expenditures	(1)	3,650	6,030
Current Balances: 6/30/21	\$738	\$21,741	\$56

Financial Report

Preliminary as of June 30, 2021

FUND BALANCES – United Mutual



Financial Report

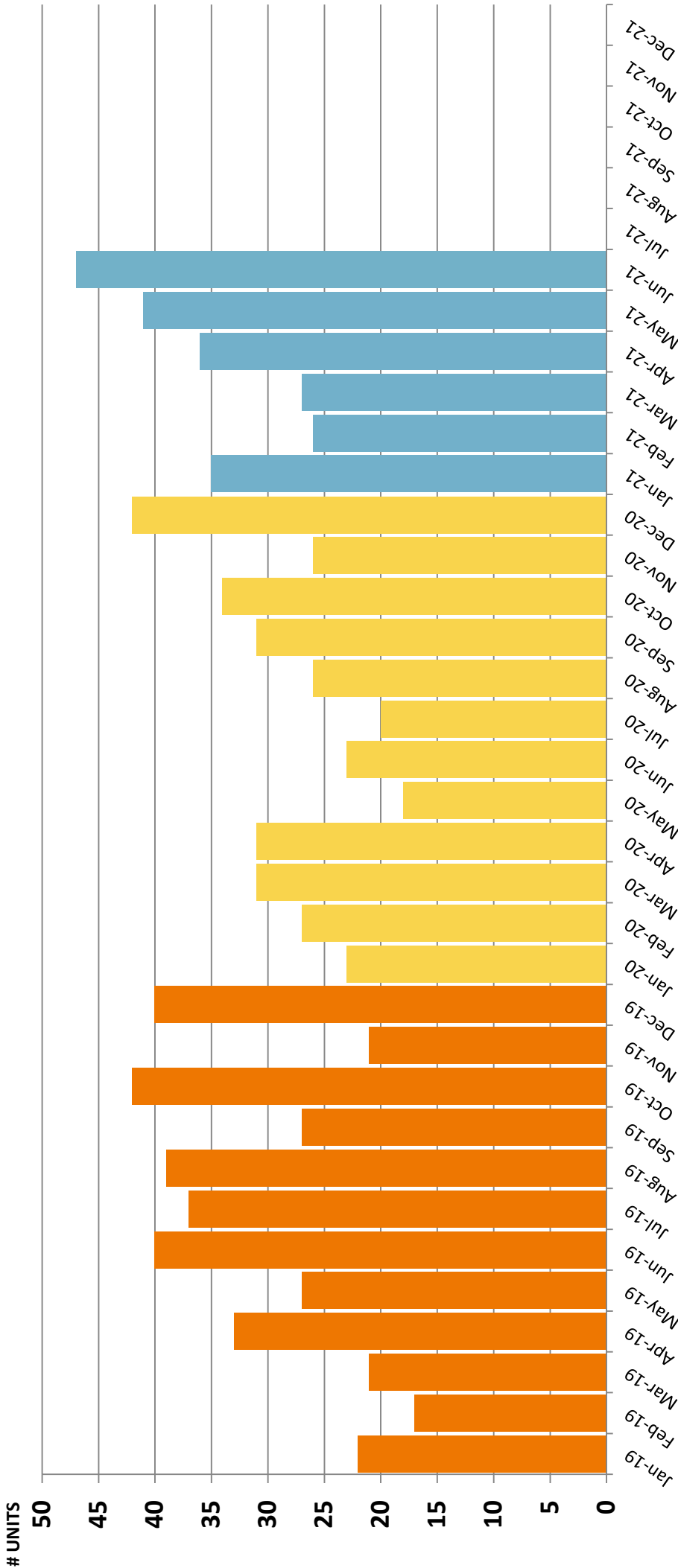
Preliminary as of June 30, 2021

RESALE HISTORY – United Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	160	\$261,403
YTD 2020	153	\$251,226
YTD 2021	212	\$264,145



UNITED LAGUNA WOODS
— M U T U A L —



United Laguna Woods Mutual
Statement of Revenues & Expenses - Preliminary
6/30/2021
(\$ IN THOUSANDS)

	ACTUAL	CURRENT MONTH BUDGET	VARIANCE	ACTUAL	YEAR TO DATE BUDGET	VARIANCE	PRIOR YEAR ACTUAL	TOTAL BUDGET
Revenues:								
Assessments:								
1 Operating	\$2,811	\$2,810	\$1	\$16,868	\$16,861	\$7	\$15,211	\$33,721
2 Additions to restricted funds	961	961		5,767	5,768		6,147	11,535
3 Total assessments	3,773	3,771	1	22,635	22,628	7	21,358	45,256
Non-assessment revenues:								
4 Merchandise sales	4		4	7		7	3	
5 Fees and charges for services to residents	55	53	2	303	313	(10)	169	629
6 Laundry	19	23	(4)	132	135	(3)	124	270
7 Investment income	14	20	(6)	76	117	(41)	148	234
8 Unrealized gain/(loss) on AFS investments	5	10	(6)	(286)	63	(349)	458	125
9 Miscellaneous	80	45	35	277	270	7	229	541
10 Total non-assessment revenue	176	150	26	508	898	(390)	1,130	1,799
11 Total revenue	3,948	3,921	27	23,143	23,526	(383)	22,489	47,055
Expenses:								
12 Employee compensation and related	1,163	1,235	72	6,848	7,504	656	5,769	15,045
13 Materials and supplies	247	268	21	1,108	1,550	442	769	3,087
14 Utilities and telephone	426	380	(46)	2,197	1,998	(199)	1,957	4,359
15 Legal fees	11	29	18	85	175	90	111	350
16 Professional fees	3	12	9	40	81	41	50	116
17 Equipment rental	5	2	(3)	26	10	(16)	8	20
18 Outside services	290	810	520	1,145	4,317	3,172	2,958	9,229
19 Repairs and maintenance	3	4	2	17	24	7	15	49
20 Other Operating Expense	15	16	1	58	103	45	55	206
21 Property and sales tax	1,046	1,013	(33)	6,031	6,079	48	5,813	12,158
22 Insurance	333	320	(14)	1,997	1,919	(78)	1,015	3,838
23 Investment expense		3	3	5	6		5	11
24 Uncollectible Accounts	(4)	8	11	(20)	15	35	3	30
25 (Gain)/loss on sale or trade				(36)		36	57	
26 Depreciation and amortization	16	16		98	98		99	196
27 Net allocation to mutuals	127	123	(4)	691	744	53	719	1,484
28 Total expenses	3,682	4,239	557	20,290	24,623	4,333	19,404	50,177
29 Excess of revenues over expenses	\$266	(\$318)	\$584	\$2,854	(\$1,097)	\$3,951	\$3,084	(\$3,122)

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

SUMMARY

United financial results were better than budget by \$3,951K as of June 30, 2021, primarily resulting from timing. Explanations for categories with significant variances are found below.

REVENUE

► **Unrealized gain/(loss) on AFS Investments** [Line 8](#) (\$349K)

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](#) – \$656K

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 5 full time equivalents (FTE) required in paint and 1 FTE in carpentry work centers. Property services work centers also had favorable variances due to open positions; recruitment is in progress.

► **Materials and Supplies** [Line 13](#) – \$442K

Favorable variance resulted in several areas of operations such as interior components, plumbing, and appliance. The Board allowed residents to refuse entry for appliance replacements through June 15th causing less replacements of items such as water heaters and refrigerators. In addition, shortages in materials and appliances caused by Covid-19 have contributed to the favorable variance for items such as basins, sinks, toilets, counter tops, floors and shower enclosures. Furthermore, programs such as washing machine and dryer replacements are budgeted evenly throughout the year but necessary replacements will occur at the end of the year.

► **Utilities and Telephone** [Line 14](#) – (\$199K)

Unfavorable variance due to less seasonal rainfall. Budget was based on a five-year average of water consumption, however, seasonal rainfall through June was 38% lower than 5-year average during the same period.

► **Legal Fees** [Line 15](#) \$90K

Favorable variance resulted due to lower expenditures to date than anticipated. The budget for legal fees is a contingency, which fluctuates from year to year.



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

► **Outside Services** [Line 18](#) – \$3,172K

Waste Line Remediation – \$1,055K

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.

Building Structures – \$590K

Favorable variance due to timing of invoices. 2021 invoices for moisture intrusion events have not yet been processed. Additionally, staff is in the process of reviewing each invoice to ensure the Mutual is being charged as contracted. Signed vendor contracts for building structures maintenance operations were received in April; however, work has not begun yet.

Damage Restoration – \$333K

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.

Tree Maintenance – \$235K

Favorable variance due to late start of the program; The budget is spread evenly throughout the year, but work started in United on April 26, 2021. Additionally, Staff is in the process of reviewing each invoice to ensure the Mutual is being charged as contracted.

Countertops/Floors/Shower Enclosures \$225K

Favorable variance resulted from work being delayed due to material shortage caused by COVID-19 pandemic.

Water Line – Copper Pipe Remediation \$198K

Favorable variance resulted from late start due to COVID-19 restrictions. Work commenced in June and is scheduled to be completed by August.

► **Insurance** [Line 22](#) (\$78K)

Unfavorable variance due to higher premiums for property and casualty insurance. Insurance premium increases were implemented after 2021 budget was finalized. Significant changes in market conditions, catastrophic losses including wildfires in California, and a non-renewal situation required a new layered program structure to achieve the existing limits in a tight market.



OPEN MEETING

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

Tuesday, July 27, 2021 – 1:30 p.m.
Virtual Meeting

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

MEMBERS ABSENT: Azar Asgari

OTHERS PRESENT: United – Elsie Addington, Elizabeth Roper
VMS – Juanita Skillman, Norman Kahn

STAFF PRESENT: Jeff Parker, Steve Hormuth, Jose Campos, Dan Hoxie, Christopher Swanson, Blessilda Wright

Call to Order

Director Sue Margolis, President, chaired the meeting and called it to order at 1:28 p.m. and established there was a quorum.

Acknowledgment of Media

The meeting is recorded and is available via Zoom for members of the community to participate.

Approval of Agenda

By consensus, the agenda was approved as presented.

Approval of the Regular Meeting Report of June 30, 2021

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

Chair Remarks

Director Margolis commented that she was filling in for Director Asgari for this meeting.

Member Comments (Items Not on the Agenda)

Elizabeth Roper inquired about the filling of the CFO position.

Department Head Update

Steve Hormuth, Interim Financial Services Director, provided updates on the 2022 budget process, banking services, insurance and reserve payment approvals.

Review Preliminary Financial Statements dated June 30, 2021

The committee reviewed financial statements for June 30, 2021 and questions were addressed.

Compensation and Outside Services

The committee reviewed the report. No actions were requested or taken.

United Rental Properties

The committee reviewed the report. No actions were requested or taken.

Reserve Expenditures - Payroll

Steve Hormuth presented the committee the Expenditures of Reserve Funds by Payroll Reimbursements to VMS. The committee requested that May, June and July columns as a different formatting option of this report be presented at the next finance committee meeting for review.

Purchasing – Roll Over Contracts

Dan Hoxie, Purchasing Manager, discussed the Purchasing Policy relating to annual contracts renewals. The committee requested that a meeting be scheduled with Director Armendariz and Dan Hoxie to continue discussions on this topic.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Tuesday, August 31, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:00 p.m.

DRAFT

Sue Margolis, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

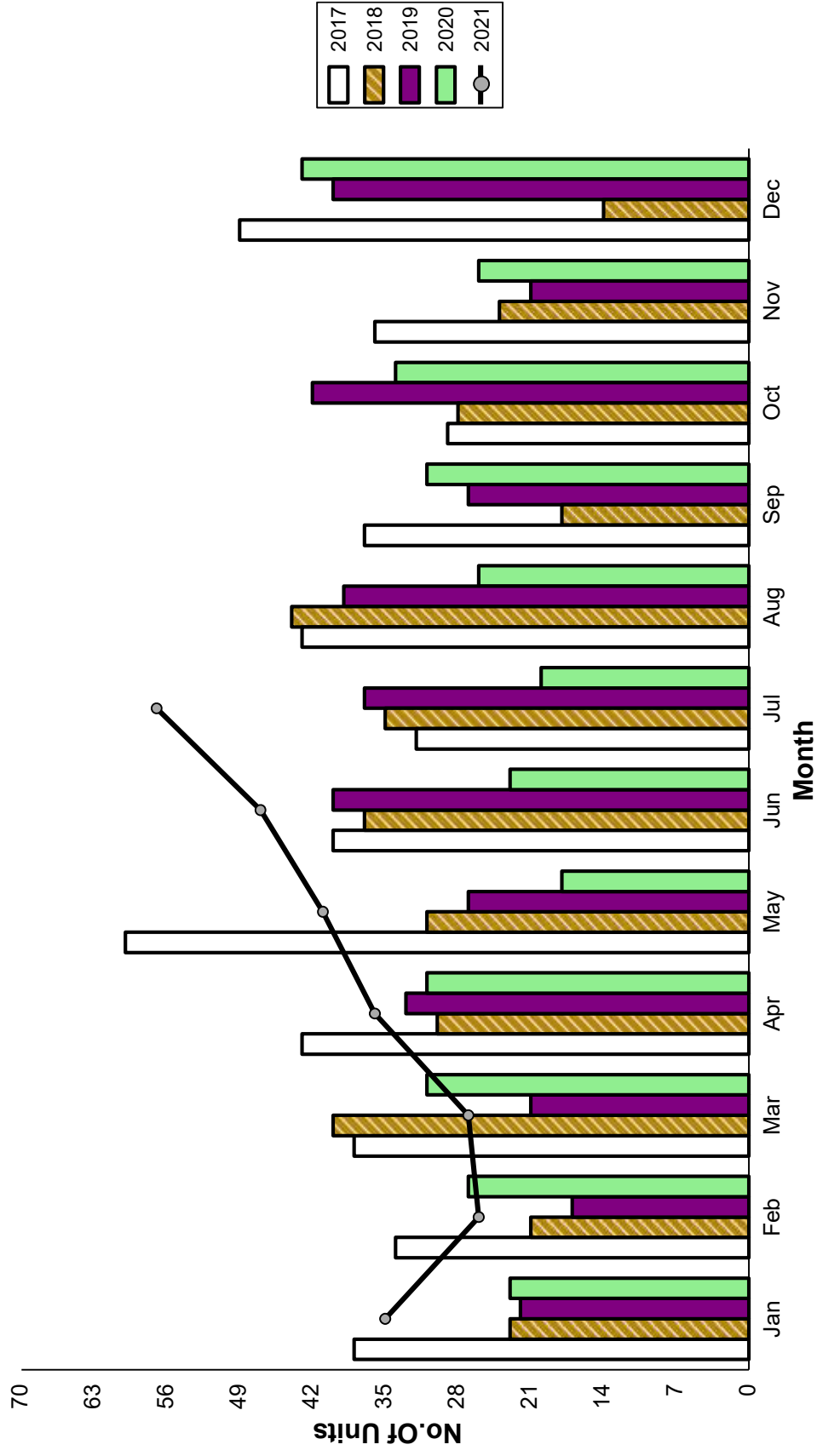
July, 2021

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	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	47	23	\$13,580,100	\$6,174,899	\$288,938	\$268,474
July	57	20	\$16,700,700	\$5,274,500	\$292,995	\$263,725
August		*		\$6,909,300		* \$265,742
September		*		\$7,774,500		* \$250,790
October		*		\$9,982,400		* \$293,600
November		*		\$6,469,388		* \$248,823
December		*		\$10,896,560		* \$253,408
TOTAL	269.00	173.00	\$72,968,352	\$43,521,387		
MON AVG	38.00	24.00	\$10,424,050	\$6,217,341	\$268,266	\$253,011
% CHANGE - YTD	55.5%		67.7%		6.0%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

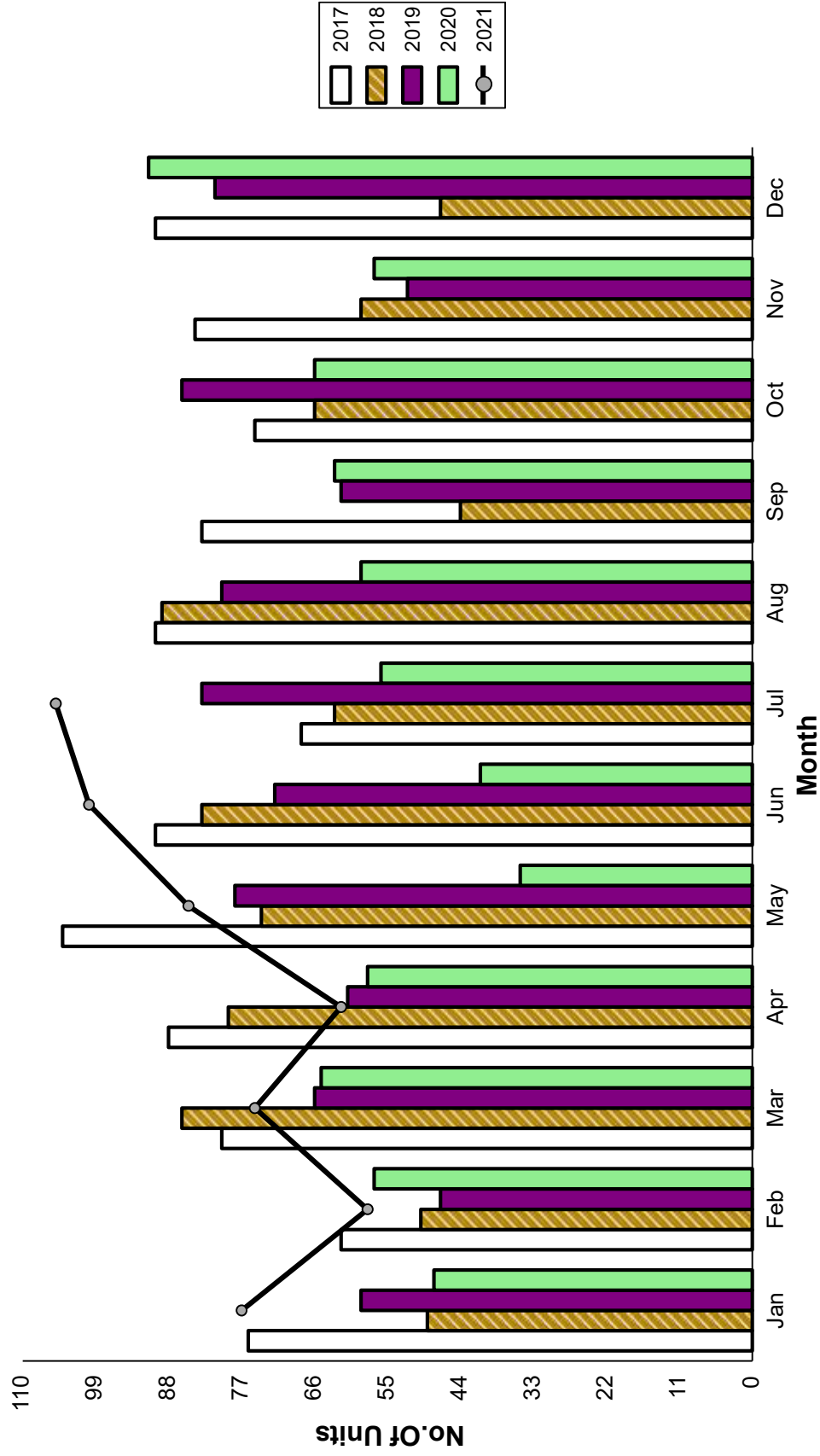
July, 2021

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	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	85	35	\$29,079,200	\$10,277,500	\$342,108	\$293,643
June	100	41	\$40,080,488	\$12,315,399	\$400,805	\$300,376
July	105	56	\$34,681,388	\$20,514,748	\$330,299	\$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	562.00	360.00	\$198,515,478	\$118,289,394		
MON AVG	80.00	51.00	\$28,359,354	\$16,898,485	\$351,732	\$325,633

* Amount is excluded from percent calculation

Year to-date totals now include Mutual Fifty.

Resales - 5 Year Comparison



Resales Report

United Laguna Woods Mutual

July, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
07/26/2021	1-F	1	\$310,000	Majorca	First Team Real Estate	HomeSmart Evergreen	Escrow Options Group
07/07/2021	18-S	1	\$245,000	Casa Blanca	Brigitte Archer	Lisa Mullins	Corner Escrow Inc.
07/13/2021	53-P	1	\$133,000	Cadiz	Village Real Estate	TBD	Granite Escrow
07/16/2021	55-O	1	\$191,000	Casa Blanca	Century 21 Rainbow	TBD	Granite Escrow
07/26/2021	67-C	1	\$456,000	Seville	HomeSmart Evergreen	HomeSmart Evergreen	Corner Escrow Inc.
07/13/2021	74-B	1	\$450,000	Barcelona	H & M Realty Group	Laguna Premier Realty, Inc	Blue Pacific Escrow
07/30/2021	86-G	1	\$284,900	Majorca	Keller Williams Real Estate	HomeSmart Evergreen	Granite Escrow
07/13/2021	88-C	1	\$339,000	Barcelona	HomeSmart Evergreen	PK Real Estate	Escrow Options Group
07/12/2021	95-N	1	\$200,000	Casa Blanca	Coldwell Banker Residential	Residential Agent Inc.	Granite Escrow
07/26/2021	103-A	1	\$560,000	Cordoba	ReMax First Class	Heflin Realty, Inc.	Escrow Experts
07/30/2021	107-O	1	\$186,500	Casa Blanca	Residential Agent Inc.	First Team Real Estate	Generations Escrow
07/23/2021	123-F	1	\$320,000	Barcelona	H & M Realty Group	Keller Williams Real Estate	Granite Escrow
07/29/2021	125-C	1	\$203,500	Granada	Compass	Pacific Sotheby's International	Granite Escrow
07/13/2021	136-D	1	\$217,000	Majorca	HomeSmart Evergreen	Douglas Elliman of California, Inc	Corner Escrow Inc.
07/13/2021	201-F	1	\$439,900	Granada	Keller Williams Real Estate	Equity Smart Real Estate	Corner Escrow Inc.
07/13/2021	202-H	1	\$385,000	Granada	First Team Real Estate	First Team Real Estate	Granite Escrow
07/30/2021	223-T	1	\$180,000	Casa Blanca	Century 21 Rainbow	IG Realty	Corner Escrow Inc.
07/14/2021	235-D	1	\$485,000	Seville	Laguna Premier Realty, Inc	Berkshire Hathaway	Blue Pacific Escrow
07/26/2021	238-A	1	\$225,000	Granada	Reggie Wyman Broker	Mark Carlson, Broker	Corner Escrow Inc.
07/26/2021	256-O	1	\$172,000	Casa Blanca	American Home Realty	eXp Realty of California	Corner Escrow Inc.
07/21/2021	330-C	1	\$268,000	Madrid	Heflin Realty, Inc.	Laguna Premier Realty, Inc	Blue Pacific Escrow
07/07/2021	370-A	1	\$336,000	Granada	The Oppenheim Group	Compass	Granite Escrow
07/19/2021	383-A	1	\$280,000	La Corona	Surterre Properties, Inc.	HomeSmart Evergreen	Blue Pacific Escrow
07/21/2021	388-E	1	\$272,000	Granada	Laguna Woods Village Realty	First Team Real Estate	Granite Escrow
07/13/2021	390-B	1	\$229,000	Majorca	HomeSmart Evergreen	Platinum Realty Group	Escrow Options Group

Resales Report

United Laguna Woods Mutual

July, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
07/07/2021	424-B	1	\$299,000	San Sebastian	Residential Agent Inc.	Berkshire Hathaway	Granite Escrow
07/15/2021	433-A	1	\$395,000	Cordoba	Terry Antonius, Broker	Regency Real Estate	Granite Escrow
07/23/2021	486-B	1	\$315,000	Valencia	Jung Y Kim	Jung Y Kim	Team Escrow, Inc.
07/30/2021	549-D	1	\$365,000	Seville	Residential Agent Inc.	Keller Williams Realty	Granite Escrow
07/23/2021	591-N	1	\$150,000	Cadiz	Regency Real Estate	Engel & Voelkers	Granite Escrow
07/12/2021	637-P	1	\$217,000	Casa Contenta	Legacy 15 Real Estate	HomeSmart Evergreen	Blue Pacific Escrow
07/27/2021	660-B	1	\$225,000	Casa Contenta	CENTURY 21	HomeSmart Evergreen	Generations Escrow
07/22/2021	670-B	1	\$295,000	Casa Linda	Pinpoint Properties	Coldwell Banker Residential	Corner Escrow Inc.
07/26/2021	676-B	1	\$170,000	Castilla	Century 21 Masters	Real Estate Source	Blue Pacific Escrow
07/23/2021	684-C	1	\$407,000	La Corona	Maria Russo, Broker	HomeSmart Evergreen	Corner Escrow Inc.
07/08/2021	701-A	1	\$462,000	San Sebastian	First Team Real Estate	Bullock Russell Real Estate	Granite Escrow
07/13/2021	787-A	1	\$302,000	San Sebastian	Realty Quest	Laguna Premier Realty, Inc	Generations Escrow
07/13/2021	811-D	1	\$327,000	Casa Contenta	Century 21 Rainbow	Nationwide Real Estate	Corner Escrow Inc.
07/07/2021	814-A	1	\$225,000	Casa Linda	Laguna Woods Village Realty	Residential Agent Inc.	Granite Escrow
07/12/2021	840-B	1	\$315,000	Casa Linda	Coldwell Banker	Coldwell Banker	Granite Escrow
07/30/2021	854-Q	1	\$250,000	Casa Linda	Century 21 Rainbow	Realty One Group Southwest	Corner Escrow Inc.
07/16/2021	876-P	1	\$275,000	Casa Linda	California Freedom Real Estate	Re/Pro	Generations Escrow
07/15/2021	894-C	1	\$460,000	Seville	HomeSmart Evergreen	ReMax	Escrow Options Group
07/21/2021	907-B	1	\$379,000	Casa Linda	HomeSmart Evergreen	Seven Gables Real Estate	Corner Escrow Inc.
07/09/2021	912-Q	1	\$149,000	Cadiz	M&M Realty Group	M&M Realty Group	Blue Pacific Escrow
07/12/2021	915-B	1	\$380,000	Seville	Laguna Premier Realty, Inc	Regency Real Estate	Blue Pacific Escrow

Resales Report

United Laguna Woods Mutual

July, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
07/19/2021	932-A	1	\$370,000	Seville	FSBO	FSBO	Corner Escrow Inc.
07/09/2021	2001-B	1	\$305,000	Valencia	Regency Real Estate	Regency Real Estate	Granite Escrow
07/19/2021	2020-C	1	\$220,000	San Sebastian	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
07/13/2021	2049-A	1	\$345,000	Monterey	BHHS California Properties	Wave Crest Financial	Corner Escrow Inc.
07/21/2021	2049-G	1	\$165,000	Coronado	Century 21 Rainbow	Century 21 Rainbow	Granite Escrow
07/20/2021	2051-A	1	\$410,000	Valencia	Laguna Premier Realty, Inc	HomeSmart Evergreen	Granite Escrow
07/21/2021	2087-F	1	\$170,000	Coronado	Jack Wallace	Keller Williams Real Estate	Corner Escrow Inc.
07/02/2021	2121-P	1	\$161,000	Coronado	Laguna Woods Village Realty	Vista Sotheby's International Realty	Granite Escrow
07/26/2021	2141-N	1	\$245,000	Casa Contenta	eXp Realty of California	New Star Realty & Investment	Corner Escrow Inc.
07/02/2021	2142-A	1	\$320,000	San Sebastian	Laguna Village Properties	New Star Realty & Investment	Corner Escrow Inc.
07/15/2021	2146-C	1	\$259,900	San Sebastian	Keller Williams Real Estate	Laguna Woods Village Realty	Granite Escrow

Number of Resales: 57

Total Resale Price: \$16,700,700

Average Resale Price: \$292,995

Median Resale Price: \$284,900

Monthly Resale Report United Mutual

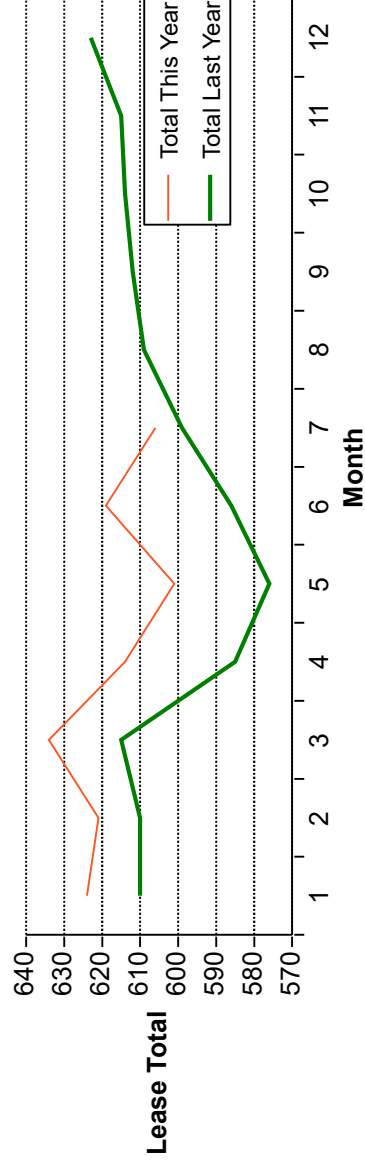
PREPARED BY
Community Services Department

Jul-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	47	23	40	37	\$13,580,100	\$6,174,899	\$10,297,790	\$11,021,400	\$288,938	\$268,474	\$257,445	\$297,876
July	57	20	37	35	\$16,700,700	\$5,274,500	\$9,189,800	\$9,541,300	\$292,995	\$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	269	173	197	217	\$72,968,352	\$43,521,387	\$51,053,444	\$61,352,540				
MON AVG	38	25	28	31	\$10,424,050	\$6,217,341	\$7,293,349	\$8,764,649	\$268,266	\$253,011	\$259,541	\$282,194
% CHANGE-YTD	55.5%	-12.2%	-9.2%	-24.1%	67.7%	-14.8%	-16.8%	-14.5%	6.0%	-2.5%	-8.0%	13.0%

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

Monthly Active Leasing Report 2021 Period 7 (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 Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2021	January	19	20	124	461	624	610	9.9	9.6	0.3	0	26
2021	February	12	16	138	455	621	610	9.8	9.6	0.2	7	12
2021	March	15	18	152	449	634	615	10.0	9.7	0.3	48	31
2021	April	12	19	156	427	614	585	9.7	9.3	0.4	29	39
2021	May	9	18	160	414	601	576	9.5	9.1	0.4	29	23
2021	June	18	21	174	406	619	586	9.8	9.3	0.5	55	41
2021	July	25	23	173	385	606	599	9.6	9.5	0.1	46	30
2021	August					609						
2021	September					612						
2021	October					614						
2021	November					615						
2021	December					623						

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OPEN MEETING

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

Monday, July 19 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, Neda Ardani, Reza Bastani, Brian Gilmore, Carl Randazzo, Andre Torng

DIRECTORS PRESENT: None

COMMITTEE ADVISORS ABSENT: Michael Mehraïn, Walter Ridley

ADVISORS PRESENT: Dick Rader, Juanita Skillman

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Richard DeLaFuente

1. Call to Order

Chair Gilmore called the meeting to order at 9:35am.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

The committee approved the agenda as presented by acclamation.

4. Approval of Meeting Report for June 17, 2021

The committee approved the agenda as presented by consensus.

Director Bastani inquired if the printed agenda packets could still be delivered to the ACSC members. Staff Officer Varnum confirmed that while the delivery practice was temporary, she would inquire with the Executive Team if an exception could be made.

Director Torng questioned if the topic of water heater exterior storage would be broached. Chair Gilmore confirmed this could be added to future agendas.

5. Chair's Remarks



Chair Gilmore gave congratulatory remarks to the Manor Alterations team for their accomplishments regarding the Permit-Less Policy.

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

None.

7. Manor Alterations Division Manager Update

Staff Officer Doncost updated the current status of staffing, including the resignation of one Operations Specialist, but stated that likely within the next 5-6 weeks a replacement will BE fully trained. Mr. Doncost confirmed in the interim, staff was being temporarily rearranged to fill in the gaps. Mr. Doncost confirmed that the Variance Moratorium has expired and soon they would be accepting variance applications once more.

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. Monthly Mutual Consent Report

Mr. Doncost presented the status of the Mutual Consents, stating that June is historically a busy month, and an uptick in consents has been noted. Director Bastani inquired as to the process and details regarding replacing windows. Director Ardani stated that the process was straightforward and only required a Mutual Consent. Director Bastani stated that window replacements had previously been handled as Over the Counter (“OTC”) and should remain as such. Director Doncost clarified that OTC permits were reserved for emergency needs or permits without a need for extensive inspections.

Director Torng questioned the ratio of permits received v. permits released. Mr. Doncost confirmed that often permits would be submitted and released within 10 business days, but the construction work performed extended the timeline beyond 30 days. Mr. Doncost further confirmed that Manor Alterations was scheduled to meet with the Tech Team within the week to address future updates and generate more efficient reporting.

Items for Discussion

9. Processing Map

Chair Gilmore applauded the clarity of the document, and Mr. Doncost confirmed that the map is available both on the Manor Alterations website and printed within the News Bulletin. Director Randazzo stated that members are interested in creating a “recommended contractors” list, but will need to operate under



the direction of the legal counsel. Director Randazzo requested further clarity regarding the insurance requirements for vendors, while maintaining the single-sheet format.

Director Bastani asked for further clarity regarding the replacement of windows. Discussion ensued regarding OTC v. standard permits, Mr. Doncost pledged to connect with Director Bastani off-line regarding his further questions.

10. City of Laguna Woods Meeting

Mr. Doncost confirmed that a meeting has been requested with the City Manager, but there is not a confirmed date yet. The Executive Secretary is following up trying to confirm this date. Chair Gilmore expressed hope that the meeting would occur before he ends his tenure as ACSC Chair.

11. Manor Alterations FAQs

Mr. Doncost stated that the FAQ sheet was nearly completed, and would be available both within the Manor Alterations News Bulletin and via the website.

12. Contractor Violations & Policy

Mr. Doncost discussed that legal counsel of Jeff Beaumont has provided a review of the penalty issues, and that further discussion is needed offline. Director Addington asked for clarification on what/how requirements for contractors to follow were presented. Director Doncost confirmed that the rules and regulations were presented within Mutual Consents with a mandatory signature. Director Bastani questioned if a performance bond would be a beneficial addition, and discussion ensued, including assurances that the burden of violations falls to the contractor, not the member. Director Rader supported the notion that violating contractors would have their names made public so that members could be fully informed.

13. Asbestos Update: SCAQMD & CalOSHA

Mr. Doncost updated the ACSC with the current progress, with the goal of meeting with the City Manager, however as of yet, nothing has been confirmed.

14. 483-D Updated

After the onsite meeting at 483-D, it was determined that Phase II proposal would be received by Manor Alterations by Friday . Director Addington expressed a desire to conclude the outstanding work inside.

Items for Future Discussion:

15. News Bulletin Topics

16. In-person manor Alterations Seminar and Q&A

Director Doncost discussed the plan to host a meeting at Laguna Woods so residents, contractors, and real estate agents, can ask questions as well as receive resources and cheat sheets. Director Randazzo



suggested separate meetings for real estate agents from the proposed contractor/member meeting, as their goals and agendas are different.

Director Randazzo expressed the need for editing within the Permit Legend, and Director Torng expressed a need for more refined analysis of data. Mr. Doncost confirmed that reports with processing timelines and ticket aging is beyond the capability of current software systems. Director Torng accepted the assignment to developing for committee review a “specification” of the KPI reporting system.

Concluding Business:

17. Committee Member Comments

The ACSC members thanked Chair Gilmore for his performance as lead member of the team. Advisor Skillman suggested the Contactor Penalty Policy be edited to the Contractor Violation Policy. Many committee members agreed.

18. Date of Next Meeting – August 19, 2021 9:30 AM

19. Adjournment – 11:27 AM

DRAFT

X _____

Brian Gilmore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



OPEN MEETING

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

Thursday, July 15, 2021 – 1:30 P.M.
VIRTUAL MEETING/BOARD ROOM
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

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

MEMBERS ABSENT: Reza Bastani

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

ADVISORS ABSENT: Bevan Strom

STAFF PRESENT: Francis Gomez, Blessilda Wright, Pamela Bashline, and Siobhan Foster

CALL TO ORDER

Elsie Addington, Chair, called the meeting to order at 1:34 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF THE AGENDA

Without objection the Committee approved the agenda with addition of Discuss and Consider Financial Guidelines for Members with Guarantors' as agenda item no. 8a.

APPROVAL OF MEETING REPORTS

Without objection the Committee approved the meeting report of June 17, 2021 meeting.

CHAIR'S REMARKS

Chair Addington commented that everyone is doing great and she is pleased that the Committee has consistently made recommendations to the Board that have been adopted.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Financial Requirements for Members with Guarantor

Pamela Bashline, Community Services Manager, presented the Financial Requirements for Members. The Committee members made comments and asked questions.

Without objection the Committee recommends the Board revise the Guarantor Section of the Financial Qualifications Policy specific to section 2b to read as follows:

2. Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:
 - a. Minimum annual income of \$24,000
 - b. Minimum verifiable liquid, marketable and/or income producing assets of **at least \$75,000 ~~at the close of escrow~~ plus the manor purchase price.**

Status of 2021 Goals:

Francis Gomez, Operations Manager, presented the Goals for 2021 log included in the agenda packet. The Committee members made comments and asked questions.

Chair Addington declared item #7, Review Sublease Requirements, has been successfully completed and can be removed from the Goals for 2021.

Without objection, the Committee directed staff to perform the following:

1. Add the documented created by Advisor Stone to the front of the Operating Rules to consider item #6, One Page Explanation of Resident Procedures, completed;
2. Gather the SOP's / Job Descriptions from the Committee and hand off to the Marketing and Communications Division to include in their Directors Manual; and
3. Request that Catherine Laster, Management Analyst, order the CAI handbooks for the Board to use as reference.

Committee Member Comments

President Margolis requested staff bring forward any resolutions prior to 2006 that need to be updated and/or amended for the Committee to review.

Ms. Bashline stated it was a good meeting and no further comment.

Ms. Gomez stated it was a good meeting.

Future Agenda Items

- Goals for 2021

Date of next Meeting

The next meeting is scheduled for Thursday, August 19, 2021 at 1:30 p.m. in the Board Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 2:50 p.m.

Elsie Addington

[Elsie Addington \(Jul 27, 2021 11:05 PDT\)](#)

Elsie Addington, Chair
United Laguna Woods Mutual

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OPEN MEETING

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

Thursday, July 8, 2021 – 9:30 A.M.

VIRTUAL MEETING

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

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Sue Margolis, Brian Gilmore, Neda Ardani

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT: Manuel Armendariz, Elsie Addington,

ADVISORS PRESENT: Theresa Frost, Mike Peters, Annie Zipkin

STAFF PRESENT: Kurt Wiemann, Eve Morton, Robert Merget

1. Call to Order

Called to order at 9:30 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

The agenda was approved unanimously.

4. Approval of the Meeting Report for April 8, 2021

The Meeting Report was approved unanimously.

5. Chair's Remarks

None.

6. Department Head Update

Mr. Wiemann reported that he will bring KPI ticket data to the committee next month.

Mr. Wiemann presented some slides regarding the year-to-date trim cycle completion.

a. Project Log

Mr. Wiemann reviewed the Project Log with the committee and answered some questions.

b. Off-Schedule Tree Work

Mr. Wiemann reviewed this report with the committee.

c. Arbor Pro

Mr. Wiemann presented some slides regarding the Arbor Pro software and how invoices are processed.

7. Member Comments (Items not on the agenda)

None.

8. Response to Member Comments

None.

Items for Discussion and Consideration

9. Tree Removal Request: 3-D Via Castilla (Stein) - One Canary Island Pine tree

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

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

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

11. Tree Removal Request: 2043-A Via Mariposa E. (Vitakis) - Six Crape Myrtle trees

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

12. Request to Keep Potted Plants in Common Area (Zhao) – 329-D (Tabled at 2/11/21 meeting, at 3/11/21 meeting, and 4/8 meeting)

Discussion ensued.

Director Gilmore made a motion to recommend to the Board that Ms. Zhao keep her potted plants, with the condition that she shall maintain the entire shrub bed area and to remove all non-plant material, e.g. shelving and hose reels in the Common Area. The committee was in unanimous support.


Concluding Business:

13. Committee Member Comments

None.

14. Date of Next Meeting – Thursday, August 12, 2021 at 9:30 a.m.

15. Adjournment at 11:00 a.m.


Susan Margolis (Jul 23, 2021 11:36 PDT)

Sue Margolis, Chair

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OPEN MEETING

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

Thursday, July 8, 2021 – 1:30 p.m.
Board Room/Virtual Zoom Webinar

MEMBERS PRESENT: Jon Pearlstone, Chair, Yvonne Horton, Andre Torng, Ryna Rothberg, Reza Karimi, Cush Bhada, Dennis Boudreau

MEMBERS ABSENT: Elsie Addington, Juanita Skillman

OTHERS PRESENT: Maggie Blackwell, Bunny Carpenter, Debbie Dotson

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 June 10, 2021

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

Chair's Remarks

Chair Pearlstone stated he is pleased with increased communication between residents, staff and committee members and appreciates the prompt responses. The primary item on the agenda is review of the fees for residents to provide highest level of service without asking for additional money. The financials have been documented with fiscal responsibility brought through the research completed in order to try to manage the budget in an intelligent way with respect to the community.

Report of the Recreation and Special Events Director

Mr. Gruner stated July is Parks Make Life Better month through CPRS. He stated the following operational updates: Recreation opened additional facilities on June 15 as state restrictions were lifted; contacted clubs for rollover reservations; transitioned into private

reservations and expanded facility openings with exception of Clubhouse 6, Performing Arts Center and no reservable rooms in Clubhouse 7; challenges remain with low staffing and shortage of supplies affecting operations locally and nationally; Pool 1 remains closed; the library is fully operational; Seth Jones is the new full-time administrative employee at Garden Centers.

Ms. Murphy stated the Equestrian Center arena and pen project is completed. The center hosts 25 boarded horses (three stalls are on hold until horses arrive) leaving only one open stall. The Help the Herd fundraiser has raised \$9,695 to date and the following items have been purchased with these funds: fly sheets, stall mats, saddles, saddle pads, vet needs, and protective boots. The Help the Herd fundraiser will be extended and a donor event was hosted at the Equestrian Center to thank donors. Ms. Murphy stated three horses have retired to pasture, two new horses have been purchased and one lease horse in process.

Ms. Murphy stated room reservations have begun for Clubhouses 1, 2 and 5 and the Village Greens. Classes are ongoing with 16 instructors currently and another 10 to return soon. Ms. Murphy stated the upcoming events which include the Farmers Market at Garden Center 1, 9 a.m. to noon on Saturday, July 10 (this event will be cash only), free Monday movies at Clubhouse 5 on the 2nd and 4th Mondays at 4 p.m. (residents must register on ActiveNet for the free movies) and the outdoor concert featuring Dallas and Doll on Thursday, September 23 at Clubhouse 2, 4 to 6 p.m.

Director Horton inquired as to the computers in the Fitness Center being non-operational. Mr. Gruner explained the system used prior to the Malware incident was outdated and not able to be reinstated. ActiveNet will be utilized and staff must input all resident information before cards may be scanned once again.

Director Horton inquired as to having two billiards rooms. Mr. Gruner stated these rooms have been reduced from four previously and review of the community needs for Clubhouse 1 will be completed via the Clubhouse 1 renovation process.

Director Horton stated some rules contradict some resolutions at the Garden Centers and inquired as to which are correct. She stated a bar was built on a Garden Center 2 plot. Mr. Gruner stated staff will review the bar built and the service fee for rototilling that is not in the current policy. The resolution only states it is an available service and does not list a fee.

Member Comments (Items Not on the Agenda)

Residents were called to speak on the following items: Golf Greens Committee continues to meet to discuss guest fees, increasing guest allowance to weekdays after noon, safety of walkers on perimeter golf cart paths and two persons are allowed per cart currently; tennis ice machine broken; new ice machine for tennis facility; tree stump removal at tennis facility; new income ideas; low staffing affecting open facilities; resident two-day event on July 4.

Chair Pearlstone stated Greens Committee has been instrumental but wants to ensure fees are presented to CAC. He stated signage is placed to protect GRF against those that walk the golf cart path. Mr. Gruner stated staff will assist with proper signage on the golf cart paths. Advisor Boudreau stated the sign by hole 16 needs to be reinstated. Chair Pearlstone directed staff to research other golf club policies regarding those walking the golf cart paths. Director Dotson would like this item placed on the Security Community Access Committee agenda.

Mr. Gruner stated ice machine at the tennis facility is awaiting several parts and confirmed they are en route. Chair Pearlstone would like staff to research new ice machine costs. Mr. Gruner stated staff will research costs of commercial grade ice machine and will contact landscaping regarding the tree stump.

Chair Pearlstone stated income will be discussed today and Director Bhada is to be invited to subsequent income discussions.

Mr. Gruner stated low staffing levels will affect facility hours and/or amenities. He also stated the resident that proposed the July 4 two-day event declined hosting the event.

CONSENT

A motion was made to approve the consent calendar.

Motion passed unanimously.

REPORTS

Exception for Village Greens Room Usage - Ms. Murphy stated the request for consideration of an exception to the policy which states the Village Greens rooms are not to be used for club rollovers. This consideration of exception is due to shortage of available rooms and would be two Mondays per month and would only be scheduled in room 2.

Discussion ensued.

Staff was directed to present this item as a staff report to CAC in August.

ITEMS FOR DISCUSSION AND CONSIDERATION

Proposed Fee Policy Amendment for Recreation and Related Services - Chair Pearlstone reviewed the fee sharing objectives and phases of strategy. Chair Pearlstone presented the 2022 Recreation Fees chart. He stated the only fees changing to assist with generating revenue are those approved at the July, 2021 GRF meeting and staff will manage a budget that has a potential three percent maximum increase for the next 3 to 5 years.

Mr. Gruner stated the fees we are reviewing are only the chargeable fees. The operating budget will follow the budget process currently (utilities, compensation, etc.) which would require board approval. These are not tied into the operating budget.

Ms. Murphy stated the Equestrian Center fees will be discussed at a special Equestrian Ad Hoc committee meeting.

Discussion ensued.

A motion was made to approve 2022 fees (excluding Equestrian Center based on Equestrian Ad Hoc Committee recommendation) with no mention of a cap of three percent increase.

Motion passed 4-1-1.

Staff was directed to add revenue generating objective under Future Agendas.

ITEMS FOR FUTURE AGENDAS

Laguna Woods Village Pre-reserved Golf Tee Times - Staff was directed to keep this item under Items for Future Agendas.

Saddleback Emeritus Institute Contract Update – Staff was directed to keep this under Future Agendas.

Club Insurance – Staff was directed to keep this item under Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Torng suggested board members propose alternatives to material presented.

Chair Pearlstone stated short, intermediate and long-term revenue generating ideas will be prioritized as a starting point for the next discussion.

Director Bhada thanked all and stated this was a good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 9:30 a.m. in the Community Center Board Room and via the Zoom Webinar platform on Monday, August 16, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:22 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

Wednesday, July 7, 2021 – 2:30 p.m.
Clubhouse 2 Los Olivos room

MEMBERS PRESENT: Bunny Carpenter, Chair, Yvonne Horton, Annie McCary, Cush Bhada, Stefanie Brown, Sue Hemberger, Gary Empfield

MEMBERS ABSENT: Bunny Lipinski

OTHERS PRESENT: None

STAFF PRESENT: Jennifer Murphy, Laura Cobarruviaz, Jackie Kupfert

Call to Order

Chair Carpenter called the meeting to order at 2:30 p.m.

ITEMS FOR DISCUSSION AND CONSIDERATION

Help the Herd/Corporate Sponsorship

Ms. Hemberger reported the Help the Herd donor event was well attended. \$9695 has been raised to date and the goal of \$10,000 is expected. Ms. Hemberger will no longer be a part of the Help the Herd committee due to full time employment. She contacted the Saddle Club to inquire about someone assuming leadership. If Saddle Club is unable, Ms. Cobarruviaz will assist by possibly creating a committee of volunteers. Mr. Empfield stated the Saddle Club would like to have more than one person assist with Help the Herd. Ms. Cobarruviaz thanked Ms. Hemberger for her active role as a member of Help the Herd and stated the Saddle Club members are trustworthy. Mr. Empfield stated the Saddle Club treasurer, the vice president and one other Saddle Club member are showing interest in volunteering for Help the Herd. Mr. Empfield will be the designated reporter to the Equestrian Ad Hoc Committee for Help the Herd as the others will not attend EQ ad hoc. The Saddle Club will meet on July 19 to discuss. Ms. Hemberger will remain a member of the Equestrian Ad Hoc Committee and will attend meetings when able.

Director Bhada inquired as to access to the Help the Herd link. Ms. Hemberger stated the link is posted on the Village Community Fund (VCF) website, the Laguna Woods Village website and Mr. Empfield stated he will add it to the Saddle Club website.

Director McCary inquired as to if any horses were affected by July 4 fireworks. Mr. Empfield stated many cities did not host fireworks and all horses seemed calm; no sedation necessary.

Director Bhada inquired as to meeting schedule for Equestrian Ad Hoc Committee. Chair Carpenter stated meetings may occur quarterly instead of bi-monthly. All concurred quarterly will be the new meeting schedule with the option of a special meeting when necessary.

Equine Assisted Learning Launch Program

Ms. Murphy stated staffing is limited at this time at the Equestrian Center and would like to place a few projects on hold until the center is fully staffed as Ms. Cobarruviaz has been working several extra hours to try to accommodate the needs of the center. Ms. Cobarruviaz stated Ms. Grider agreed to move forward with the Equine learning program (instead of Equine therapy) and can restructure her fees to accommodate this change. Director Brown is able to assist with program start up. Ms. Cobarruviaz stated this program will provide more value to the community than the current riding program.

Ms. Cobarruviaz stated the boarder operations and facility updates have been addressed. She stated we have 24 boarded horses, 8 school horses with one on the way which leaves one vacancy currently but would like to consider the facility at full capacity. She will continue to do an inventory of the number of stalls.

With the riding program beginning yesterday for the community and with this number of horses, it takes a great deal of time and with staff levels low it has become cumbersome to try to greet visitors, fulfill new services requests, which is generating \$1000/month currently, and give proper care to resident boarder horses and GRF horses. Each horse is turned out every day when they were not before and each are getting lunch added to their day which has been healthier for the horses. Ms. Cobarruviaz stated lesson prep, lessons, necessary horse exercise, extra services, and boarder assistance totals approximately 69 hours per week before training and mandatory office work. Once we get a full-time stable lead, focus will be on the property to assist staff with allowing time to answer phones and greet visitors. Ms. Cobarruviaz stated tours have assisted with visitors.

Chair Carpenter inquired as to scheduling the tours. Ms. Cobarruviaz stated a volunteer assists with tours currently and staff is looking to get additional help for Wednesday and Thursday.

Mr. Empfield inquired as to the health of the new horse received from an auction house. Mr. Empfield stated the stable manager has the authority to decline any new horse if health is a concern. Ms. Cobarruviaz stated was not on site when new horses arrived and this is one issue with low staffing. Ms. Murphy stated we are actively recruiting for more staff including the request for early release of a full-time staff person that was to be in the 2022 budget. Director Brown stated we will have to balance income and expenses with the addition of new staff positions. She inquired as to using GRF employees to assist. Ms. Cobarruviaz stated we will use all resources when possible however not all staff is trained or equipped to do each request at the Equestrian Center.

Mr. Empfield inquired as to formula used for budget each year. Chair Carpenter stated we will be discussing later in this meeting.

Non-Resident Boarders Sponsored by Residents

Ms. Murphy stated the operating rules were updated to include non-resident boarders sponsored by residents.

Action Item List Discussion

Rat Abatement Update

Ms. Cobarruviaz stated pest control cleaned the attics above the stalls and may install wire mesh over the stalls to reduce rat access. They are currently using bait boxes. Owls were discussed and if used, staff will need to remove bait boxes. Director Brown stated using mesh at all entrance points is necessary. Ms. Cobarruviaz stated old mangers will be removed as well.

Search for New Lesson Program Horses

Ms. Cobarruviaz stated two new horses have arrived and are being trained with another horse on trial for three months. A different horse may be donated for the program and VCF will meet soon to decide if we can accept the horse in kind. Ms. Hemberger inquired as to the decrease of riding program to three days per week from five days per week. Ms. Cobarruviaz stated this is due to staffing levels. Some safety standards were not met to maintain five days per week in the past.

Mr. Empfield stated we need to educate the community on the new program changes. Director Brown stated the center will need outside support and volunteers to remain “alive” and will need visitors to keep donations coming in. Ms. Cobarruviaz is in favor of utilizing volunteers, but the training and scheduling involved takes staff time which is limited at this time. Ms. Cobarruviaz stated she would like to see monthly events scheduled and restated that both sides of the Equestrian Center business will need to be addressed. Chair Carpenter stated a lot has been completed and patience is necessary.

Arena Regrading & Surfacing Project – Update: approved by GRF

Ms. Cobarruviaz stated the arena project is complete with one side needing to be leveled; vendor will repair soon. Manual daily watering is done to maintain a proper surface. Director Bhada inquired as to cost for installing an automated system. Ms. Cobarruviaz stated quotes were received and ranged from \$3500 to \$10,000 depending upon type of system.

Chair Carpenter stated the Old Pros stated they are hosting an event at the Equestrian Center courtyard. Ms. Cobarruviaz stated she anticipates longevity for the Equestrian Center and will educate the community about the changes. Director Brown suggested a write-up to inform boarders of all the updates.

Painting Stall Interiors/Removal of Old Mangers Update

Ms. Cobarruviaz stated the painting stall interior project is complete and staff is currently removing the old mangers.

Third Feeding Schedule (including volunteer buddy shift)

Ms. Cobarruviaz inquired using approved volunteer boarders to assist with evening feedings once properly trained. Chair Carpenter stated forms must be signed properly. All concurred to use volunteers if properly trained and forms are completed.

Mr. Empfield stated offering a free turnout (or other services) in trade is agreeable. Ms. Hemberger inquired as to liability if an error occurs. Ms. Murphy states insurance covers volunteers and all forms must be on file. She will inquire with Risk Management. Ms. Murphy stated Mr. Gruner approves with approval of the committee.

Potential Projects:

Branding of Boarder Packet

Ms. Murphy and Ms. Cobarruviaz will complete this in the future.

Facility Security

Ms. Cobarruviaz stated the fencing is quite low and many homeless enter the facility after hours. She is requesting extending the tall fencing at the entrance.

Chair Carpenter requested Mr. Gruner present this to the Security Committee as it is a security issue and should be charged to their budget. Director Brown inquired as to adding tall fencing at the trail entrance.

Arena Use Fee for Club Events

Chair Carpenter stated a fee will be necessary for arena use. Ms. Cobarruviaz stated there is disabled access. She also stated outside horse shows can be hosted to generate revenue.

Equestrian Center Visitors

Visitors and tours were discussed under agenda item Equine Assisted Learning Launch Program.

Equestrian Center Pricing Policy

Chair Carpenter stated the Equestrian Center is a different business model which is based upon a competitive rate rather than a cost share. Shared cost is to be reviewed and suggested an annual competitive cost. She requested modifications to be presented to CAC for review. Chair Carpenter would like to institute the changes for 2022.

Director McCary stated to table this item for a special meeting next month to allow for all the committee to review thoroughly. Ms. Cobarruviaz reviewed the proposed fees only. Suggested changes are as follows: fixed rates instead of shared cost; feed/hay prices and any delivery fees due to fuel costs that are increased by the vendor should be charged to user; elimination of 30-minute lessons.

The committee concurred to host a special meeting to further discuss the Equestrian Center Pricing Policy. This meeting is to be held on August 5 at 1 p.m. in the Community Center Board Room.

The committee was directed to send questions to Ms. Kupfert within who will facilitate sending the information to committee. These emails are to be sent within 2 weeks, staff will review and answer. Ms.

Kupfert will send response email to the committee and create a document with these responses for the special meeting agenda packet.

CONCLUDING BUSINESS

Member Comments

None.

Next meeting

The date of the next meeting will be August 5 at 1 p.m. in the Community Center Board Room. This is a special meeting called to discuss the Equestrian Center Pricing Policy.

Adjournment

Chair Carpenter adjourned the meeting at 4:55 p.m.

A handwritten signature in cursive script that reads "Bunny Carpenter".

Bunny Carpenter, Chair

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OPEN MEETING
THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE
Monday, July 19, 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 Tom Nash, Carmen Pacella, Lucy Parker and Juanita Skillman; Alternates Bunny Carpenter and Deborah Dotson

MEMBERS ABSENT: Advisor Theresa Frost

OTHERS PRESENT: James Hopkins and Egon Garthoffner

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**
Day change from Tuesday to Monday; approved with correction by unanimous consent.
4. **Approval of Meeting Report from April 19, 2021**
Approved by unanimous consent.
5. **Chair's Remarks**
Did not get recorded.

6. Member Comments (Items Not on the Agenda)

Herbert Kim inquired about premium sports channels like Fox Sports Network West and why they are not offered in the Village.

7. Director and Staff Responses to Member Comments

Ms. Paulin explained the decision of the GRF Board after much consideration to cancel the programming due to costs. Reports from the meetings are posted on the website. For further inquiries, email info@lagunawoodsvillage.com.

Before the report, Ms. Paulin discussed staff's motivation of making life in the Village as pleasant as possible. This was the motivation behind the accomplishments launching the magazine, TV6 programming, Ayers hotel media crisis communication and the Village vaccination program. She mentioned the importance of kindness as the Thrive Project's theme. She reminded committee members, that as communicators, we need to point people to where they can get the right information.

Chair Milliman reiterated the importance of kindness and to point people in the right direction other than social media for accurate information.

REPORTS:

8. Media and Communications Report – Eileen Paulin

Ms. Paulin discussed that the website—which contains a wealth of information, but is difficult to research—is in the budget for a revamp next year. As soon as the budget is approved, focus groups will be conducted to receive input on the website. Anticipate sometime in October.

Ms. Paulin also noted that the department produced much new signage because of amenities and facilities reopening, adding that if we have to go back to masking, more signage will need to be produced or revised.

Ms. Paulin highlighted from the Media and Communications Activities Report:

- The June/July Village Breeze is out
- Weekly What's up in the Village email blasts
- Weekly press releases sent to Globe
- Bi-weekly Manor Alterations newsletters
- May/June employee newsletter went out
- Fourth of July Golf Cart Parade promotions
- GRF program to recruit board members promotions

Ms. Paulin stated that docent tours will resume and new resident orientations will go live in August.

Advisor Skillman inquired about the Globe and a discussion ensued.

Director McCary inquired about tracking TV6 viewership and a discussion ensued.

9. Broadband Update – Paul Ortiz

Mr. Ortiz commended the cable technicians and Broadband services staff for doing an incredible job.

Mr. Ortiz highlighted from the Broadband Services Staff Report:

- 2021 cable operation report
- 2021 Broadband Services operation report
- Expiring programming contracts
- Pay subscription report
- Broadband Services fee report
- Broadband subscriber count report
- Village Television report
- Internet
- Programming legislation report

Chair Milliman inquired about alternatives to smart TVs, and a discussion ensued on set top boxes, remotes and other devices.

Director McCary inquired about Showtime's automatic renewal from the pay subscription report, and a discussion ensued.

The report stated that GRF has 379 Showtime subscribers and pays higher than the retail rate for the subscription. GRF can raise the monthly price to cover the Showtime programming fee, migrate current subscribers to Showtime Anytime or operate the Showtime offer at a loss each month.

Mr. Ortiz recommended a 10% increase to cover the 4.25% increases for this year and next year. That would allow a year and a half to educate those subscribers about smart TVs or devices that enable older TVs to get streaming services.

Chair Milliman said she would entertain a motion.

Director Jarrett made a motion to recommend to GRF to renew Showtime and to raise the rate by 10%.

Director Rothberg seconded the motion and a discussion ensued.

Director Skillman asked whether the motion should include all pay TV subscriber fees.

Mr. Ortiz stated that Showtime is one of two services that the community is losing money on each month.

The motion to make this recommendation to GRF passed by a vote of 5 to 1.

Mr. Ortiz brought to the committee's attention that GRF is paying \$100 each month for 10 subscribers to watch adult services. GRF is losing money every month to provide this service and would need to raise the rate from \$9 to \$23 per event to recoup that programming cost. He asked whether we should raise the rate or stop offering adult paid services.

A discussion ensued about the programming cost, low number of subscribers and the availability of this type of content on the internet and elsewhere.

Director Rothberg made a motion to recommend to GRF to discontinue adult programming due to cost, low number of subscriptions and availability of content elsewhere.

Director Jarrett seconded the motion and a discussion ensued.

The motion to make this recommendation to GRF passed by unanimous consent.

Mr. Ortiz recommended 5% fee increases for Broadband services as costs have increased and we haven't increased our rates in years. Discussion ensued as to which committee should propose.

GRF Treasurer James Hopkins stated that the Media and Communications Committee should propose these fee increases to the Finance Committee.

Director Rothberg made a motion that the Broadband Services fee increases for 2022 be sent to the Finance Committee for their endorsement and recommendation to the GRF board.

Director McCary seconded the motion.

The motion passed by unanimous consent.

Mr. Ortiz reported that subscriber counts and pay services are trending down, while TiVo products and internet services are increasing.

Mr. Ortiz announced the premier broadcast of the Trading Post program with Advisor Skillman on Village Television. He reported that the YouTube channel has almost 2,000 subscribers.

Mr. Ortiz reported on a meeting with West Coast Internet and further discussion ensued on internet speeds and the infrastructure in place to support them.

ITEMS FOR DISCUSSION AND CONSIDERATION:

10. The Broadband Group Contract

Ms. Paulin reported on The Broadband Group (TBG) contract, stating that the money is already in the budget, and that their analyses would increase revenue and reduce costs without negative impact. She also highlighted the need for short- and long-term strategies from TBG on how GRF should spend its resources on cable and internet in the Village.

Discussion ensued on the potential return on investment and savings in franchise tax fees.

Director McCary made a motion to recommend that GRF approve The Broadband Group contract for \$120,000.

Director Jarrett seconded the motion.

The motion passed by unanimous consent.

ITEMS FOR FUTURE AGENDAS:

- 11. Focus groups for website**
- 12. Review and revise the Village website usage policy**

CONCLUDING BUSINESS:

13. Committee Member Comments

Advisor Pacella signaled his commendation for the meeting.

Advisor Nash stated he appreciated and enjoyed the meeting.

Director Dotson commended the meeting.

Director Ardani commended the meeting and thanked everyone.

Advisor Parker commended the meeting, stating it covered a lot of great information. She also looks forward to commenting on the website.

Advisor Skillman congratulated Mr. Ortiz on a fantastic report. She also expressed frustration over the technical issues with hybrid meetings and that they should be in person only.

Director Rothberg stated she is so happy to be back in person with everyone and also expressed frustration with Zoom meetings. She thanked Mr. Ortiz.

Director Blackwell commended the staff for a great meeting and appreciated Ms. Paulin's and Mr. Ortiz' reports.

Director Jarrett stated that the meeting was interesting and educational. She thanked Mr. Ortiz and Ms. Paulin for their reports.

Director McCary echoed the comments that this was a good meeting and very informative. She thanked and commended the staff and committee.

Chair Milliman encouraged kindness toward staff.

Ms. Logan-McCracken commended the committee, stating she appreciates the opportunity to work with each committee member.

Mr. Ortiz stated much work needs to be done and he appreciates the support.

Ms. Paulin stated she enjoys this group very much.

14. Date of Next Meeting – Monday, August 16, 2021, at 1:30 p.m.

15. Adjournment
3:39 p.m.

p.p. Joan Milliman / SLM

Joan Milliman, Chair
Media and Communications Committee

REPORT OF THE LAGUNA WOODS VILLAGE
TRAFFIC HEARINGS COMMITTEE

July 21, 2021

The Regular Meeting of the Laguna Woods Village Traffic Hearings Committee was held on Wednesday July 21, 2021 at 9:00 A.M., Virtual

MEMBERS PRESENT: Chair: John Frankel, Neda Ardani, John Carter, Cush Bhada, Yvonne Horton

STAFF PRESENT: Jayanna Hendley, Vanessa Ayala, Eulalio Diaz

Call to Order

John Frankel, Chair, called the meeting to order at 9:04 A.M.

Approval of Agenda

Chair Frankel made a motion to approve agenda as presented.
By unanimous consent, the motion passed.

Approval of Meeting Reports

Chair Frankel made a motion to approve the meeting report from June 16, 2021.
By unanimous consent, the motion passed.

Violation Program Update

Staff Member, Jayanna Hendley, reported that in-person Traffic School classes will begin August 5, 2021, and they will continue to occur on the first Thursday of each month. Jayanna also reported that the letter generation system has improved.

Traffic Hearings

- a. 9:15 a.m. Traffic Violation # 2107367 (Speeding 16 MPH or over the limit) – No Show, Automatic Guilty, \$100 Fine
- b. 9:30 a.m. Traffic Violation # 2108926 (Failure to Obey Stop Sign) -Guilty, \$50 Fine
- c. 9:45 a.m. Traffic Violation # 2109268 (Failure to Obey Stop Sign) – Guilty, \$50 Fine

Date of Next Meeting

The next meeting is scheduled for Wednesday August 18, 2021, at 9:00 A.M., via virtual meeting.

Adjournment

With no further business before the Committee, the meeting was adjourned at 9:54 A.M.

John Frankel

John Frankel (Jul 28, 2021 14:12 PDT)

Jul 28, 2021

John Frankel, Chair

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