



OPEN MEETING

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

Tuesday, December 14, 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 – President Liberatore**
- 2. Pledge of Allegiance to the Flag – Director Lee**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. October 12, 2021 – 46th United Annual Meeting
 - b. October 12, 2021 – 46th United Organizational Meeting
 - c. October 28, 2021 – Agenda Prep Meeting
 - d. November 9, 2021 – Regular Open Session
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only 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 to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
- 9. VMS Appointment** *(Introduce Candidates, Opening Statements, Interview, Closing Statements, Balloting and Announce Results)*
- 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 October 2021, and such review is hereby ratified.

b. Recommendation from the Landscape Committee:

(1) Approve Tree Removal Request, at the Member's expense, and Replace it with Another tree: 432-B Avenida Sevilla - One Crape Myrtle Tree

(2) Approve Tree Removal Request: 2144-B Ronda Granada – One Carrotwood Tree

12. Unfinished Business

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

b. Entertain a Motion to Approve United Committee Assignments

c. Discuss and Consider Hybrid meetings (Oral discussion)

13. New Business

a. Entertain a Motion to Approve Officer Appointment

14. Committee Reports

a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on November 30, 2021; next meeting December 28, 2021, at 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 Bastani. The Committee met on November 18, 2021; next meeting December 16, 2021, at 9:30 a.m. in the Board Room and as a virtual meeting.

c. Report of Member Hearings Committee – Director Ardani. The Committee met on October 28, 2021; next meeting January 27, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.

d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on November 18, 2021; next meeting December 16, 2021, 1:30 p.m. in the Board Room and as a virtual meeting.

- e. Report of the Landscape Committee – Director Casey. The Committee met on December 9, 2021; next meeting January 13, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Bastani. The Committee met on December 6, 2021 in closed session; next meeting December 22, 2021, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Ardani. The committee met on December 9, 2021; next meeting January 13, 2022, at 4:00 p.m. in the Board Room and as a virtual meeting.

15. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on October 20, 2021; next meeting December 15, 2021, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the GRF Strategic Planning Committee— Director Torng. The Committee met on June 28, 2021; next meeting TBA
- c. Report of the Community Activities Committee – Director Torng. The committee met on December 9, 2021; next meeting January 13, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Equestrian Center Ad Hoc Committee -- The Committee met on November 4, 2021; next meeting January 26, 2022, at 1:00 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Landscape Committee – Director. The Committee met on December 8, 2021; next meeting February 9, 2022, at 1:30 p.m. in the Board Room as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Bastani. The Committee met on December 8, 2021; next meeting February 9, 2022, at 9:30 a.m. in the Board Room as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met November 29, 2021; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Ardani. The Committee met on October 18, 2021, was canceled; next meeting December 20, 2021, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Mobility and Vehicles Committee – Director Bastani. The Committee met on December 1, 2021; next meeting February 2, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Report of the Security and Community Access Committee – Director Bastani. The Committee met on October 25, 2021; next meeting February 28, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- i. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on October 20, 2021; next hearings will be held December 15, 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 November 30, 2021; next meeting January 25, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
- k. Information Technology Advisory Committee – Director Casey. The last meeting was December 10, 2021. Next meeting December 17, 2021.

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.*

17. Directors' Comments

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

CLOSED SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) November 9, 2021—Regular Closed Session

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn



OPEN SESSION

**MINUTES OF THE 46th ANNUAL MEETING OF THE UNITED LAGUNA WOODS
MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT
CORPORATION**

**Tuesday, October 12, 2021 - 9:30 a.m.
Laguna Woods Village Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

The purpose of this meeting the annual meeting in accordance with the United Bylaws Section 5.2

Directors Present:	Manuel Armendariz, Elsie Addington, Carl Randazzo, Diane Casey, Andre Torng, Cash Achrekar, Reza Bastani, Neda Ardani, Azar Asgari
New Directors:	Maggie Blackwell, Pat English, Pearl Lee, Anthony Liberatore
Directors Absent:	None
Staff Present:	Jeff Parker-CEO, Siobhan Foster-COO, Cheryl Silva, Grant Schultz, Cindy Shoffeitt and Connie Habal
Others Present:	Juanita Skillman (VMS), Joan Milliman (GRF)

1. Call Meeting to Order / Establish Quorum – First Vice President Armendariz

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

2. Pledge of Allegiance to the Flag

Siobhan Foster-COO led the Pledge of Allegiance to the Flag.

3. Approval of the Agenda

Director Randazzo made a motion to approve the agenda. Director Addington seconded the motion and the motion passed without objection.

4. Approval of the Meeting Minutes

a. November 10, 2020, 45th Annual Meeting of Members

United Laguna Woods Mutual
46th Annual Meeting
October 12, 2021
Page 2 of 3

Director Addington made a motion to approve the minutes of the 45th Annual Meeting of the Members dated November 10, 2020. The motion was seconded by Director Randazzo and passed by without objection.

5. Acknowledge Media

Vice President Armendariz acknowledged the media and the Village Television camera crew.

6. President's Remarks – Vice President Armendariz

Vice President Armendariz commented it has been a hard year and he thanked the board and staff for all their hard work handling the challenges this year.

7. Acknowledge Outgoing Directors

Vice President Armendariz acknowledged the directors with expiring terms.

8. Introduction of Directors with Expired Terms

- Elsie Addington
- Diane Casey
- Sue Margolis
- Carl Randazzo

9. Introduction of Continuing Directors

- Neda Ardani (term expires 2022)
- Andre Torng (term expires 2022)
- Manuel Armendariz (term expires 2023)
- Cash Achrekar (term expires 2023)
- Reza Bastani (term expires 2023)
- Azar Asgari (term expires 2023)

10. Introduction of Newly Elected Directors for Three-year Term

- Maggie Blackwell (term expires 2024)
- Patricia English (term expires 2024)
- Pearl Lee (term expires 2024)
- Anthony Liberatore (term expires 2024)
- Diane Casey (term expires 2024)

11. Member Comments

- A Member commented about the negative comments posted on social media which divides our community.
- A Member thanked the outgoing board members for volunteering their time.
- A Member requested that a small area of plants be removed to make room for his golf cart because of his disabilities.
- A Member asked about the permit process. She complained that she was told permits are not required for upgrades under \$500, then received a violation letter.

United Laguna Woods Mutual
46th Annual Meeting
October 12, 2021
Page 3 of 3

- A Member asked that we rescue the bees instead of killing them. He requested the board look into more solar energy for our community.
- A Member asked for more picnic tables and chairs be replaced along the creek. She received a notice that her personal furniture must be removed by October 15.
- A Member thanked everyone that voted and welcomed the new board members.
- A Member commented about the election process.
- A Member commented about Civil Code §5105 regarding equal access.
- A Member commented about the sign posted by Compliance in the common area demanding her chairs be removed by October 15.
- A Member commented she loved this community and thanked the board members for volunteering their time. She asked that the scrubs near her unit be trimmed evenly. She requested chairs and/or benches be placed along the creek.
- A Member complained about directors posting negative comments on social media.
- A Member commented the Membership List must be requested.


12. Responses to Open Forum Speakers

- Director Torng commented about the common area and the need to have places for members to sit.
- Director Achrekar thanked Director Armendariz for how he handled the meeting.

13. Adjournment

Vice President Armendariz adjourned the meeting at 10:38 a.m.

ORGANIZATIONAL MEETING: Immediately following the Annual Meeting

DocuSigned by:

339A1B609E4B444
Neda Ardani, Secretary of the Board
United Laguna Woods Mutual

THIS PAGE INTENTIONALLY LEFT BLANK



OPEN SESSION

MINUTES OF THE 46th ORGANIZATIONAL MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**Tuesday, October 12, 2021
Immediately Following the Annual Meeting
Laguna Woods Village Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

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

Directors Present: Manuel Armendariz, Diane Casey, Andre Torng, Cash Achrekar, Reza Bastani, Neda Ardani, Azar Asgari, Anthony Liberatore, Maggie Blackwell, Pat English, Pearl Lee

Directors Absent: None

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Cheryl Silva, Grant Schultz, Cindy Shoffeit, Connie Habal

Others Present: Juanita Skillman (VMS), Joan Milliman (GRF)

1. Call meeting to Order / Establish Quorum – Vice President Armendariz

Vice President Armendariz called the meeting to order at 10:49 a.m. and established that a quorum was present.

2. Approval of the Agenda

Director Blackwell made a motion to approve the agenda. Director Casey seconded the motion and the motion passed by unanimous consent.

3. Approval of the Meeting Minutes

a. November 10, 2020, 45th Organizational Meeting of Members

Director Bastani made a motion to approve the minutes of November 10, 2020, 45th Organizational Meeting of the Members. The motion was seconded by Director Blackwell and passed by unanimous consent.

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

- **President**

First Vice President Armendariz opened the floor for nominations for President.

Director Blackwell made a motion to nominate Director Liberatore for President of the Board. Director Liberatore accepted the nomination.

Director Bastani made a motion to nominate Director Armendariz for President of the Board. Director Armendariz accepted the nomination.

Hearing no other nominations, First Vice President Armendariz close nominations for President of the Board.

The board voted by secret ballots and Assistant Corporate Secretary, Grant Schultz announced that Director Liberatore was elected President by a vote of 6-4-1.

- **First Vice President**

President Liberatore opened the floor for nominations for First Vice President.

Director English made a motion to nominate Director Casey for First Vice President of the Board. Director Casey accepted the nomination.

Director Achrekar made a motion to nominate Director Armendariz for First Vice President of the Board. Director Armendariz accepted the nomination.

Hearing no other nominations, President Liberatore close nominations for First Vice President of the Board.

The board voted by secret ballots and Assistant Corporate Secretary, Grant Schultz announced that Director Armendariz was elected First Vice President by a vote of 6-5-0.

- **Second Vice President**

President Liberatore opened the floor for nominations for Second Vice President.

Director Armendariz made a motion to nominate Director Bastani for Second Vice President of the Board. Director Bastani accepted the nomination.

Director Blackwell made a motion to nominate Director Achrekar for Second Vice President of the Board. Director Achrekar accepted the nomination.

Director English made a motion to nominate Director Casey for Second Vice President of the Board. Director Casey accepted the nomination.

Hearing no other nominations, President Liberatore close nominations for Second Vice President of the Board.

The board voted by secret ballots and Assistant Corporate Secretary, Grant Schultz announced there was a tie vote of 4-4-3 between Directors Bastani and Casey.

There was a run-off vote between Directors Bastani and Casey by secret ballot and Assistant Corporate Secretary, Grant Schultz announced that Director Bastani was elected Second Vice President by a vote of 6-5-0.

- **Secretary**

President Liberatore opened the floor for nominations for Secretary.

Director Armendariz made a motion to nominate Director Ardani for Secretary of the Board. Director Ardani accepted the nomination.

Director English made a motion to nominate Director Blackwell for Secretary of the Board. Director Blackwell accepted the nomination.

Hearing no other nominations, President Liberatore close nominations for Secretary of the Board.

The board voted by secret ballots and Assistant Corporate Secretary, Grant Schultz announced that Director Ardani was elected Secretary by a vote of 6-5-0.

- **Treasurer**

President Liberatore opened the floor for nominations for Treasurer.

Director Armendariz made a motion to nominate Director Casey for Treasurer of the Board. Director Casey accepted the nomination.

Director Ardani made a motion to nominate Director Asgari for Treasurer of the Board. Director Asgari accepted the nomination.

Director English nominated herself for Treasurer of the Board.

Hearing no other nominations, President Liberatore close nominations for Treasurer of the Board.

The board voted by secret ballots and Assistant Corporate Secretary, Grant Schultz announced that Director Asgari was elected Treasurer by a vote of 5-4-2.

5. Close Nominations

Director Bastani made a motion to close nominations. Director Blackwell seconded the motion and the motion passed without objection.

6. Announcement of 2022 Ex Officio Officers

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

United Laguna Woods Mutual
46th Organizational Meeting
October 12, 2021
Page 4 of 4

7. Entertain a Motion to Approve Resolution for Election of Board Officers

Grant Schultz, Assistant Corporate Secretary, read the following resolutions for Director Ardani:

RESOLUTION 01-21-62
APPOINTMENT OF OFFICERS

RESOLVED, on October 12, 2021, pursuant to United Laguna Woods Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

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

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

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

RESOLVED FURTHER, that Resolution 01-21-40, adopted June 8, 2021, is hereby superseded and cancelled; and

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

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

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

8. Adjournment

President Liberatore adjourned the meeting at 11:23 a.m.

DocuSigned by:

Neda Ardani

33AA1B059E4B444...

Neda Ardani, Secretary of the Board
United Mutual Laguna Woods



OPEN SESSION

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

Thursday, October 28, 2021, at 2:00 p.m.
24351 El Toro Road, Laguna Woods, California
WILLOW ROOM/VIRTUAL MEETING

The purpose of this meeting is to discuss items for the regular board meeting agenda

Directors Present: Anthony Liberatore, Andre Torng, Manuel Armendariz, Neda Ardani, Cash Achrekar, Azar Asgari, Reza Bastani, Maggie Blackwell, Pat English, Pearl Lee

Directors Absent: Diane Casey

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

Others Present: Juanita Skillman, Elsie Addington

1. Call Meeting to Order / Establish Quorum – President Liberatore

President Liberatore called the meeting to order at 2:00 p.m. and established that a quorum was present.

2. Approval of the Agenda

Hearing no objection, the agenda was passed without objection.

3. Discuss and Consider Item for the United Board Regular Meeting (open and closed sessions) on November 9, 2021

By consensus, the board approved the United Board Regular Meeting agenda, for board meeting on November 9, 2021.

The board recessed the meeting at 2:50 p.m.

The board reconvened the meeting at 3:55 p.m.

United Board Agenda Prep Meeting (Open)

October 28, 2021

Page 2 of 2

By consensus, the board approved the United Board Closed Meeting agenda, for board meeting on November 9, 2021.

4. Director Comments - None

5. Adjournment

President Liberatore adjourned the meeting at 4:02 p.m.

DocuSigned by:
Neda Ardani
33AA1B659E4B444...

Neda Ardani, Secretary of the Board
United Mutual Laguna Woods



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

Directors Present: Anthony Liberatore, Manuel Armendariz, Pearl Lee, Pat English, Neda Ardani, Cash Achrekar, Azar Asgari, Diane Casey, Andre Torng, Reza Bastani, Maggie Blackwell

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Grant Schultz and Cindy Shoffeitt

Others Present: None

1. Call Meeting to Order/Establish Quorum

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

2. Pledge of Allegiance to the Flag

Director Achrekar 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 Liberatore asked if there were any changes to the agenda.

Director Blackwell made a motion to approve the agenda. Director Armendariz seconded the motion. Hearing no objection, the board approved the agenda by unanimous consent.

5. Approval of Minutes

- a. June 3, 2021 – Budget Version 1 (Landscape)
- b. June 4, 2021 – Budget Version 1 (Maintenance & Construction)
- c. July 15, 2021 – Budget Version 2
- d. August 12, 2021 – Budget Version 3

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 2 of 24

- e. September 10, 2021 – Meet the Candidates
- f. September 14, 2021 – Regular Open Meeting
- g. October 1, 2021 – Tabulation Meeting
- h. October 14, 2021 – Special Open Meeting
- i. October 28, 2021 – Special Delegate Election

President Liberatore asked for a motion to approve the minutes.

Director Armendariz made a motion to approve the minutes. The motion was seconded by Director Blackwell.

President Liberatore called for the vote and the minutes were approved by unanimous consent.

6. Report of the Chair

President Liberatore commented on the insurance and trash issues concerning the village.

7. Open Forum (Three Minutes per Speaker)

At this time Members addressed the Board of Directors regarding items not on the agenda

The following members made comments:

- A member commented on residents facing financial hardship and encouraging them to contact Social Services or The Foundation of Laguna Woods Village.
- A member commented on the partial lawn removal in front of his unit to be removed to make room for parking his golf cart.
- A member commented on permit process needed for entry door installment.
- A member commented on landscaping work.
- A member commented on all the accomplishments of the board and the training of the boards.
- A member commented on meeting minutes and the website.
- A member commented on employment.
- A member commented on insurance requirements.
- A member commented on plumbing and shelf repairs.
- A member commented on common open area.

8. Responses to Open Forum Speakers

8a. Director Armendariz gave an update to the Open Forum comments from the September 14, 2021 board meeting.

- Director Armendariz recapped on the Open Forum speaker comments from September 14, 2021
 - Responded to application for construction of a parking space for a golf cart
 - Staff advised the member asking about the fee for replacement of the door could cause a \$300 fee if no permit was filled out on September 8, 2021
 - Responded that only a certain subset of bees are killed which are deadly. All other bees are relocated.
 - Responded that solar panels were not economically feasible.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 3 of 24

- Responded that the benches that were requested are currently being looked into by the Recreation Department.
- Responded on comments on the annual election.
- Director Blackwell commented on records and media and that they are separate. Commented on common area regulations.
- Director English responded that mutual priority issues are insurance and trash.
- Director Asgari responded on website information.
- Director Ardani responded to comment on insurance and loans.
- Director Torng responded to comment on landscaping maintenance.
- Director Bastani responded to comment on resales.
- Director Casey responded to comment on insurance.

9. Update from VMS – Director Skillman

VMS Director Skillman gave an update from the VMS Board on following topics:

- Staffing and recruiting

10.CEO Report

CEO Jeff Parker reported on the following topics:

- Payscale Company and salaries
- CR&R organic food waste, costs, and operational information
- Insurance and loans
- Meeting with Katie Porter, Congress Woman
- Landscape
- Trash and waste management

COO Siobhan Foster showed the new managers video:

10a. Employee Recognition of Excellence Video

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.

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

Director Armendariz made a motion to move agenda item 11d to 13e under new business. Director Asgari seconded the motion.

President Liberatore called the motion as amended to a vote and it passed by unanimous consent.

11a. Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in September 2021 and such review is hereby ratified.

11b. Recommendation from the Landscape Committee:

(1) Recommendation to Approve Landscape Revision Request: 226-A Avenida

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 4 of 24

Majorca

RESOLUTION 01-21-68

**Approve Retaining Landscape Revisions Adjacent to Manor
226-A Avenida Majorca**

WHEREAS, on September 9, 2021, the Landscape Committee reviewed a request from the Member at 226-A to keep landscape revisions they previously made adjacent to their unit to create a butterfly habitat. The Member cited the reasons as resident preference;

WHEREAS, the Committee recommends approving the request to retain the landscape revisions which created a butterfly habitat adjacent to this unit and agree that the Mutual will pay the minor cost for staff to modify the irrigation from a turf station to a shrub bed station.

NOW THEREFORE BE IT RESOLVED, November 9, 2021, the Board of Directors approves the request to retain landscape revisions made adjacent to the unit to create a butterfly habitat, at 226-A;

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

- (2) Recommendation to Approve Tree Removal Request: 736-C Avenida Majorca
– Two Bottle Brush Trees

RESOLUTION 01-21-69

**Approve Removal Of Two Bottle Brush Trees
736-C Avenida Majorca**

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

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

WHEREAS, the Landscape committee reviewed a request to remove two Bottle

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 5 of 24

Brush trees along the perimeter wall in front of the unit from the Member at 736-C, who cited the reasons as litter/debris, overgrown, and poor condition, and;

WHEREAS, the committee determined that the trees meet the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of two Bottle Brush trees located at 736-C Avenida Majorca.

NOW THEREFORE BE IT RESOLVED, November 9, 2021, the Board of Directors approves the request for the removal of two Bottle Brush trees at 736-C;

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

- (3) Recommendation to Deny Off-Schedule Trimming Request with the caveat that the 2022 scheduled trimming of this tree will take place in the early part of the year: 2031-F Via Mariposa – One Indian Laurel Fig

RESOLUTION 01-21-70

**Deny the Off-Schedule Trimming of One Indian Laurel Fig Tree
2031-F Via Mariposa**

WHEREAS, on September 9, 2021, the Landscape Committee reviewed a request for the off-schedule trimming of one Indian Laurel Fig tree received from the Member at 2031-F, who cited the reasons as overgrown and litter/debris, and;

WHEREAS, the Committee is recommending accepting staff's recommendation to deny the off-schedule trimming of the tree but to schedule trimming in the early part of 2022, the year this tree is scheduled to be trimmed, located at 2031-F Via Mariposa.

NOW THEREFORE BE IT RESOLVED, November 9, 2021, the Board of Directors denies the off-schedule trimming of the tree at 2031-F but to schedule trimming in the early part of 2022, the year this tree is scheduled to be trimmed;

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

- (4) Recommendation to Approve Tree Removal Request: 3-D Via Castilla – One Canary Island Pine Tree

RESOLUTION 01-21-71

**Approve Removal Of
One Canary Island Pine Tree 3-D Via Castilla**

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 6 of 24

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, the Landscape Committee reviewed a request to remove one Canary Island Pine tree from the Member at 3-D, who cited the reasons as litter/debris, overgrown, and a perceived hazardous situation, and;

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Canary Island Pine tree located at 3-D Via Castilla.

NOW THEREFORE BE IT RESOLVED, November 9, 2021, the Board of Directors approves the request for the removal of one Canary Island Pine tree at 3-D;

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

(5) Recommendation to Deny Tree Removal Request: 532-F Via Estrada – One Crape Myrtle Tree

RESOLUTION 01-21-72

**Deny Removal Of
One Crape Myrtle Tree 532-F Via Estrada**

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

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

WHEREAS, the Landscape Committee reviewed a request to remove one Crape Myrtle

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 7 of 24

tree from the Member at 532-F, who cited the reasons as litter/debris and the perceived potential of a hazard, and;

WHEREAS, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of one Crape Myrtle tree located at 532-F Via Estrada.

NOW THEREFORE BE IT RESOLVED, November 9, 2021, the Board of Directors denies the request for the removal of one Crape Myrtle tree at 532-F;

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

- (6) Recommendation to Approve Tree Removal Request: 702-A Avenida Sevilla – One Carob Tree

RESOLUTION 01-21-73

**Approve Removal Of
One Carob Tree 702-A Avenida Sevilla**

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

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

WHEREAS, the Landscape Committee reviewed a request to remove one Carob tree from the Member at 702-A, who cited the reasons litter/debris, overgrown, and poor condition, and;

WHEREAS, the committee determined that the tree does meet the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Carob tree located at 702-A Avenida Sevilla.

NOW THEREFORE BE IT RESOLVED, November 9, 2021, the Board of Directors approves the request for the removal of one Carob tree at 702-A;

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

11d. Recommendation from the United Finance Committee:

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

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 8 of 24

RESOLUTION 01-21-74

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, November 09, 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.

- (2) Approve a Resolution for Recording of Lien against Member ID# 947-383-20

RESOLUTION 01-21-75

Recording of a Lien

WHEREAS, Member ID 947-383-20; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, November 09, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-383-20 and;

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

This item was moved to 13e. in New Business

11d. Approve a Resolution to Update the Committee Appointments

Hearing no objections, the consent calendar was approved by unanimous consent.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 9 of 24

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 August 2021; such review is hereby ratified.

Directors Asgari and Casey reviewed the preliminary financial for the month of August 2021. Director Asgari made a motion to approve the financials. Director Blackwell seconded the motion.

Discussion ensued among the directors.

Director Torng made a motion to supply all payment information to be shared with two designated board members and to all of the board members. Director Asgari seconded the motion.

Discussion ensued among the directors.

Director Blackwell motioned to approve the item as written without the amendment proposed by Director Torng. Director Casey seconded the motion.

President Liberatore called for the vote and the motion passed by a vote of 9-2-0 (Directors Armendariz and Torng opposed).

- 12b.** Entertain a Motion to Adopt a Resolution for Pet Restrictions

RESOLUTION 01-21-76 **Pet Restrictions**

WHEREAS, the Governing Documents Review Committee is tasked to review policy and processes for efficiency and consistency; and

WHEREAS, the Committee recognized that need to update the Pet Restrictions;

NOW THEREFORE BE IT RESOLVED; November 9, 2021, that the Board of Directors of this Corporation hereby approves the amended the Pet Restrictions, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-76-44 adopted February 24, 1976 is hereby superseded in its entirety and cancelled;

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

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

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page **10** of **24**

President Liberatore asked for a motion to adopt the resolution.

Director Armendariz made a motion to adopt a resolution for Pet Restrictions. Director Asgari seconded the motion.

Discussion ensued among the directors.

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

12c. Entertain a Motion to Adopt a Resolution for a Contractor Violation Policy

Director Blackwell read the following resolution:

RESOLUTION 01-21-77
Contractor Violation Policy

WHEREAS, the purpose of the Contractor Violation Policy is to enact a unilateral and unambiguous matrix of penalties for contractors who violate current Mutual rules and obligations or exceed the scope of approval for a project; and

WHEREAS, this pending Resolution would make the Contractor Violation Policy permanent and provide a clear template for invoking penalties, inclusive of temporary or potentially permanent suspension from work within Laguna Woods Village, reduction of MC lifespan to ninety (90) days superseding Resolution 01-2-159; and

WHEREAS, the United ACSC and Manor Alterations agree that the Contractor Violation Policy will be effective and both recommend the approval by the United ACSC.

NOW THEREFORE, BE IT RESOLVED, on **November 9, 2021**, the United Mutual Board hereby approve the Contractor Violation Policy as attached to these minutes; and

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

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

President Liberatore asked for a motion to adopt the resolution.

Director Blackwell made a motion to adopt a resolution for the Contractor Violation Policy. Director Torng seconded the motion.

Discussion ensued among the directors.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 11 of 24

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

13. New Business

13a. Entertain a Motion to Introduce a Resolution for the 2022 Collection and Lien Enforcement Policy

Director Blackwell read the following resolution:

RESOLUTION 01-21-78 **2022 Collection & Lien Enforcement Policy**

WHEREAS, in accordance with California Civil Code, United Laguna Woods Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the policy as written complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies.

NOW THEREFORE BE IT RESOLVED, November 9, 2021, that the Board of Directors hereby adopts the 2022 United Laguna Woods Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2021 as part of the Annual Policy Statement.

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

November 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.

Staff recommends the board adopt the 2022 Collection & Lien Enforcement Policy.

Director Armendariz made a motion to introduce a resolution for pet restrictions for 28-day review. Director Blackwell seconded the motion.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 12 of 24

Discussion ensued among the directors.

Jose Campos, Finance Director, suggested that since there have been no changes except for the change in date that it does not need 28-day notice.

The board agreed that the 2022 Collection & Lien Enforcement Policy does not require a 28-day review as there were no changes to the policy except for a date change and the policy could be adopted at the current meeting.

President Liberatore called for the vote to approve the policy immediately and the motion passed by unanimous consent.

13b. Entertain a Motion to Approve Reserve Payment Approvals

Director Blackwell read the following resolution:

RESOLUTION 01-21-xx
Reserve Payment Approval Timeline

WHEREAS, in accordance with California Civil Code § 5510, two members of the United Laguna Woods Mutual board approve payments issued to vendors from the association's reserve bank account; and

NOW THEREFORE BE IT RESOLVED, November 9, 2021, that the Board of Directors hereby approves a reserve payment timeline; and

RESOLVED FURTHER, Reserve payments not explicitly approved or disapproved by board members within ten business days of receipt from the Managing Agent are escalated to the mutual's president for approval; and

RESOLVED FURTHER, the mutual's president will explicitly approve or disapprove escalated reserve payments within three business days of receipt from the Managing Agent. Should the president not explicitly respond within three business days of receipt from the Managing Agent, the reserve payments are deemed to be approved for release to vendors.; and

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

The Finance Committee and staff recommend the board adopt a reserve payment approval timeline.

Discussion ensued among the directors.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page **13** of **24**

Jose Campos provided the reason for the creation of the Reserve Payment Approval Timeline.

Director English made a motion to table the motion for 6 months at which time it could be revisited. Director Armendariz seconded the motion.

President Liberatore called for the vote on the motion and it was approved 10-1-0 (Director Achrekar opposed)

Discussion ensued among the directors.

Director English made a motion to send the Reserve Payment Approval Timeline back to the Finance Committee for review. Director Armendariz seconded the motion.

President Liberatore called for the vote and the motion passed 10-1-0 (Director Achrekar opposed).

13c. Entertain a Motion to Approve United Cul-de-sac 51 Common Area Patio Furniture

Director Blackwell read the recommendation from staff.

Staff recommends the authorization of an an unbudgeted operating expense not to exceed \$11,000 for the purchase and installation of permanent outdoor patio furniture in the cul-de-sac (CDS) 51 common area to create a gathering area for residents in compliance with current applicable policies.

Discussion ensued among the directors.

Director Blackwell made a motion to approve United Cul-de-sac 51 Common Area Patio Furniture. Director Armendariz seconded the motion.

Discussion ensued among the directors.

Director Blackwell made a motion to remove the agenda item and send it to the Landscaping Committee. Director Achrekar seconded the motion.

Discussion ensued among the directors.

President Liberatore called the motion to a vote and the motion failed 7-4-0 (Directors Liberatore, Armendariz, Bastani, Ardani, Asgari, English, and Achrekar opposed).

Director Casey made a motion to choose the second option presented by staff of removable furniture. Director Asgari.

Discussion ensued among the directors.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 14 of 24

President Liberatore called the motion to a vote and it was approved 8-3-0 (Directors Armendariz, Ardani, and Blackwell opposed).

13d. Discuss and Consider EZ payments for HOA assessments for new buyers

Director Asgari made a motion to approve EZ payment requirement for HOA for new buyers. Director Blackwell seconded the motion.

Discussion ensued among the directors.

Director Armendariz made a motion to send this item to the Finance Committee. Director English seconded the motion.

President Liberatore called for the vote to send Item d. back to committee passed by a vote of 8-3-0 (Directors Bastani, Ardani, and Achrekar opposed).

13e.) Resolution to Update the Committee Appointments

Resolution 01-21-xx

United Laguna Woods Mutual Committee Appointments

RESOLVED, November 9, 2021, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

~~Carl Randazzo, Chair~~

~~Elsie Addington~~

~~Neda Ardani~~

Anthony Liberatore, Chair

Andre Torng

Pearl Lee

~~Reza Bastani~~

Non-Voting Advisors: Michael Mehrain, Juanita Skillman

Finance Committee

Azar Asgari, Chair

~~Sue Margolis~~

~~Carl Randazzo~~

Andre Torng

Pat English

~~Diane Casey~~

Advisor: Dick Rader

Governing Documents Review Committee

~~Elsie Addington, Chair~~

~~Sue Margolis~~

Maggie Blackwell, Chair

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 15 of 24

Diane Casey

Pat English

~~Reza Bastani~~

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

Landscape Committee

Manuel Armendariz, Chair

Maggie Blackwell

Pearl Lee

~~Neda Ardani~~

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

Maintenance and Construction Committee

~~Carl Randazzo, Chair~~

~~Pat English, Chair~~

Reza Bastani

Diane Casey

Non-voting Advisor: Ken Deppe

Members Hearing Committee

~~Gash Achrekar, Chair~~

~~Elsie Addington~~

Maggie Blackwell, Chair

Pearl Lee

Reza Bastani

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Neda Ardani, Chair

Andre Torng

Diane Casey

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 01-21-58, adopted September 14, 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.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 16 of 24

Resolution 01-21-xx
Golden Rain Foundation Committee Appointments

RESOLVED, November 9, 2021, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted January 18, 2021, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Strategic Planning Committee

~~Sue Margolis~~
Anthony Liberatore
~~Andre Torng~~
Cash Achrekar

Customer Experience Subcommittee

~~Andre Torng (United)~~

Facilities Ad Hoc Committee

~~Carl Randazzo (United)~~

GRF Community Activities Committee

~~Elsie Addington~~
~~Andre Torng~~
Reza Bastani
Pearl Lee
~~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~~
Pat English
Reza Bastani

Clubhouses & Facilities Renovation Ad Hoc Committee

~~Carl Randazzo~~

GRF Media and Communications Committee

Neda Ardani
~~Elsie Addington~~

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 17 of 24

GRF Mobility and Vehicles Committee

Maggie Blackwell
Pearl Lee
~~Elsie Addington~~
~~Reza Bastani~~
~~Neda Ardani, Alternate~~

GRF Security and Community Access

~~Manuel Armendariz~~
Reza Bastani
Cash Achrekar
~~Andre Torng, Alternate~~

Disaster Preparedness Task Force

Anthony Liberatore
~~Diane Casey~~
~~Cash Achrekar~~
~~Reza Bastani, Alternate~~

Laguna Woods Village Traffic Hearings

Neda Ardani
Anthony Liberatore
~~Elsie Addington, Alternate~~

~~Insurance Ad Hoc Committee~~

~~Sue Margolis~~
~~Manuel Armendariz~~
~~Non-Voting Advisors: Diane Fortner~~

Purchasing Ad Hoc Committee

Anthony Liberatore
Maggie Blackwell
~~Carl Randazzo~~
~~Cash Achrekar~~
~~Diane Casey~~

Information Technology Advisory Committee

Anthony Liberatore
~~Andre Torng~~
~~Sue Margolis~~
~~Diane Casey~~

Investment Ad Hoc Committee

Diane Casey

RESOLVED FURTHER, that Resolution 01-21-59, adopted September 14, 2021,
is hereby superseded and cancelled.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 18 of 24

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

Director Armendariz made a motion to approve the committee appointments. Director Blackwell seconded the motion.

Director Armendariz made a motion to add Director Casey to the Finance Committee.

Discussion ensued among the directors.

President Liberatore called the motion to a vote and the motion failed 5-6-0 (Directors Bastani, Ardani, Asgari, English, Torng, and Casey opposed).

14.Committee Reports

President Liberatore stated that the board would be skipping the committee reports this month.

15.GRF Committee Highlights

16.Future Agenda Items

16a. 360 Investigation

17.Director's Comments- None

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

The meeting recessed at 1:17 p.m. into the Closed Session.

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

During the September 14, 2021, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) August 10, 2021 – Regular Closed Session

Discussed and Considered Litigation, Legal and Legislation Matters

Discuss and Consider Contractual Matters

Discussed Personnel Matters

Discussed Member and Board Disciplinary Matters

18. Adjourn

The meeting was adjourned at 3:39 p.m.

DocuSigned by:
Neda Ardani

33AA1B659E4B444...

Neda Ardani, Secretary of the Board
United Laguna Woods Mutual

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page **19** of **24**

THIS PAGE INTENTIONALLY LEFT BLANK

CONTRACTOR VIOLATION POLICY

It is crucial that contactors hired by shareholders strictly follow mutual rules and restrictions related to construction, improvement and repair projects. Given the proximity between units and age of the buildings, among other related factors, any deviation from mutual rules or the shareholder's approved scope of work has the potential to have a significant impact on the property as well as the adjacent neighbors. Staff has discovered a material increase in violations by shareholder contractors who are either unfamiliar with or fail to abide by mutual rules and restrictions or who perform work outside of what was approved. Oftentimes this can lead to delays; increased project costs for shareholders; increased noise, inconvenience and disturbance to neighbors; and unnecessary staff time and resources diverted to regulating and overseeing contractor violations and corrections.

This Contractor Violation Policy (policy) provides for penalties in the form of prohibiting offending contractors from performing work in United in an effort to protect shareholders and United property and to encourage contractors to adhere to the rules and obligations governing the shareholders and mutual.

Manor Alterations (MA) is the representative acting on behalf of the managing agent (VMS) for the mutual (United). This policy classifies the noticing, violation severity, enforcement, ramifications of disciplinary actions and remedies relating to the offenses. MA would use the policy criteria listed herein to evaluate the contractors' behavior and administer notices and violations to shareholder contractors.

The circumstances for providing a potential violation notice or notice of violation and issuing violation suspensions are based on the severity of the offense listed in two categories as defined below:

Moderate Violation

1. Any violation of Exhibit A – Conditions Rules & Obligations unless noted as a severe violation.

Severe Violations

1. Any violation by a contractor performing demolition or initiating renovation work without all appropriate governmental and MA approvals inclusive of mutual consents issued by MA and City of Laguna Woods approvals, and
2. Any contractor performing work contrary to the work specifically noted on the mutual consent (MC) issued by MA for the following:
 - a. Performing any structural removal or modification, including, but not limited to, the widening of an opening of a doorway, passageway or window or removal or modification of a structural building element (inclusive of columns, bearing walls, shear walls, foundations, exterior walls, any work that would have required a variance approval from the board or lapse of any insurance coverage so disclosed by the contactor on the mutual standard certificate of liability insurance [COLI]).
 - b. Performing any work that is beyond the scope of work as defined by the mutual consent (MC). This expanded work will include, but not be limited to, installing a larger quantity of materials, amending the parameters initially identified, revised layout, increased dimensions of an approved renovation or using differing materials as was indicated on the MC.
3. Any expansion of the MC description for demolition or improvement work previously issued without further authorization from MA. Any unauthorized asbestos release contrary to city code, SCAQMD or Cal/OSHA regulations, or

United Laguna Woods Mutual
 Regular Board Meeting Minutes
 November 9, 2021
 Page 21 of 24

4. The reluctance to complete the approved MC scope of work within 90 calendar days of permit issuance, or such reasonable time for the work so described on the MC as agreed to with MA when the MC was initially issued, exempting therefrom, any reasonable extension of time for force majeure condition affecting the timely completion of the work. See Exhibit A – Construction Rules & Obligations Contractor, Item 17, for complete terms relating to time of completion. A force majeure event shall be defined as an event beyond the control of the contractor affecting the timely completion of the work. Allowable force majeure events shall be considered as an event(s) affecting the entire local contracting community that would include major material shortages, war, strike, riot, catastrophic weather event, labor disputes or governmental orders relating to a pandemic. The contractor's time shall only be extended for the duration of the force majeure event.

MA is responsible for providing the following enforcement actions of this policy:

1. Substantiate violations with notices, notes and photographs; document and archive the violation events; and transmit violation material to contractor and shareholder,
2. Maintain a log of violations recording at a minimum the contractor's name and address; detail of the violation circumstances; notes regarding the rules, regulations and obligations of violation; and other pertinent information of the event,
3. MA shall notify the manor shareholder and contractor of all violations and potential consequences within seven working days from time of MA's knowledge of the violation,
4. Issuance of all violation notice documents are to be posted on the manor with a description of the violation(s). Contractor violations shall also be published in the biweekly news bulletin only after validation of the violation.
5. Maintain a master list of contractors who are ultimately determined to have engaged in violation of and/or have been suspended under this policy.

Contractor Violations

Also see the contractor violation description below:

1. Moderate first violations – Any violation of the Exhibit A – Construction Rules & Obligations unless noted as a severe violation. Contractor and shareholder will be notified of the first violation. All subsequent violations in this category will then escalate to a severe violation as described below.
2. Severe violations – If the first violation is a severe first violation (or a second moderate violation) then MA shall issue a potential violation notice. MA shall allow the contractor the opportunity to explain the circumstances of the violation. Under special circumstances shall the contractor be allowed to continue work. MA shall then determine if the potential violation notice shall become a violation notice and invoke those actions described in the contractor violation description.
3. In the event a suspension is issued, the contractor will no longer be allowed to do work within United. After the second suspension, board approval is necessary for contractor reinstatement. Thereafter, any violation would result in permanent suspension from United.
 - a. The shareholder is responsible for any supplemental cost to mitigate the actions of his/her contractor that might be attributable to the consequences of damage, including, but not limited to, remediation of emergency asbestos cleanup and mitigation, damage to mutual property and fines established by governmental agencies.
 - b. The shareholder is responsible for any increased costs in replacing a suspended contractor from an existing project, subject to No. 4 below.
4. Upon issuance of a notice of severe violation, the contractor shall not be allowed to submit any new application(s), and existing applications will be refused and/or the contractor will not be allowed to perform any further work in the mutual. However, the shareholder of the manor issued the offense and any shareholder who is currently using this contractor shall be allowed, with consultation, under special circumstances and only with the express written approval of MA to continue to use the offending contractor to finish an existing contract at the discretion of MA and in consideration of code compliance.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page 22 of 24

Contractor Violation Description

Any violation or suspension due to a violation hereunder will be viewed in totality for any work performed by the contractor in the mutual, and not on a per-project/mutual basis.

Moderate Violation

1. First offense – Notice of moderate violation and no further action to be taken.
2. Second offense – Escalation to severe violation pending MA conference (i.e., contractor will discuss with MA the basis for what was done so that MA can determine if there was a violation or a misunderstanding). If MA determines no further action is needed, it remains a moderate violation without suspension. If determined to be a second violation, MA will apply a 30-calendar-day suspension from working in the mutual.

Severe Violation

1. First offense – Notice of potential violation. Pending conference with MA (i.e., contractor will discuss with MA the basis for what was done so that MA can determine if there was a violation or a misunderstanding). The result of this conference will be the basis a 30-calendar-day suspension.
2. Second offense – Notice of violation and mandatory 90-day suspension.
3. Third offense – Notice of violation and mandatory termination of contractor from all work within the mutual. Only board reinstatement can result in the contractor continuing to work in the mutual.

Suspensions resulting from the second and third offense violations will occur after a conference is held between MA and the contractor to determine if there was a violation or a misunderstanding. It shall also be determined if the shareholder of the manor issued the offense and any shareholder that is currently using this contractor, shall be allowed, under special circumstances, to continue to use the offending contractor to finish their existing contract at the discretion of MA and in consideration of code compliance.

Regardless of the violations levied as noted herein, contractor and shareholder may be subject to other costs as a result of damages to mutual property.

Contractor Right to Dispute

The contractor's right to dispute the violation shall be as follows:

1. The contractor has the right to dispute the MA notice of violation by emailing a hearing request to alterations@vmsinc.org and copying the MA supervisor and MA manager within seven calendar days of the notice of violation issuance to contractor.
2. Said hearing request will be heard by United's ACSC at its next appropriate hearing date.
3. Should the contractor make a hearing request, all conditions of the violation, including the suspension, will remain in effect until the ACSC provides a final determination.

Exhibit A – Construction Rules & Obligations

Both shareholder and contractor shall abide by Exhibit A – Construction Rules & Obligations, may be held responsible for damages and take responsibility for the violations as a result of not complying with Exhibit A – Construction Rules & Obligations. Contractor agrees to comply with all rules and regulations, and violation provisions as stated in Exhibit A – Construction Rules & Obligations and the Contractor Violation Policy.

1. Mutual consent (MC) approvals: No improvement shall be installed, constructed, modified or altered at any manor (property) within United Laguna Woods Mutual (mutual) without obtaining the proper demolition and new improvement permits in the forms of MCs for alterations and

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page **23** of **24**

demolitions made to and approved in writing by Village Management Services Inc. (VMS), Manor Alterations Division (MA) or, in the event of a variance from the mutual's alteration standards, the Architectural Control and Standards Committee (ACSC) and the United board. In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the property, the shareholder agrees to comply with the mutual's governing documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

2. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the property's shareholder and/or all future mutual shareholders. Contractor may be held responsible to repair mutual property damaged and/or modified in the course of its work without having obtained the approval to do so via a duly executed MC.
3. Parking of contractors' or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible, contractors' or other invitees' vehicles should be limited in number.
4. A City of Laguna Woods permit may be required as well as a clearance requirement from the South Coast Air Quality Management District (SCAQMD) (asbestos hotline, 909-396-2336). Prior to the issuance of an MC for alterations and/or demolition, the appropriate City of Laguna Woods permit number(s) must be submitted to the MA office located in the Laguna Woods Village Community Center. The city permit must be approved within the prescribed timeframe, and a copy of the final permit must be submitted to MA.
5. Shareholder hereby consents and grants to the mutual, MA, the Maintenance and Construction Department and their representatives a right of property entry at any time to inspect said property and its improvements and for the mutual and the department, including its representatives and contractors, to remedy any violation upon the property, including, but not limited to, removing trash and/or any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
6. Subject to the Contractor Violation Policy, shareholder and contractor shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents, any others who perform work on the property and any violation of the mutual's governing documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to mutual property and use of mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the mutual's rules and regulations; however, that does not relieve contractor from compliance with the rules due to ignorance or otherwise, as contractor will sign the MC for alterations and/or demolition as a condition to and requirement of any approval. Shareholder shall be liable for any violation of the mutual's governing documents or for any damage caused by any invitee, including any fine, assessment or other charge levied in connection therewith; however, contractor is also responsible to repair all damage that was done in the execution of the alteration, consistent with item number two in this exhibit.
7. Shareholder and contractor are responsible for following the gate clearance process in place to admit contractors and other invitees. See <http://www.lagunawoodsvillage.com>.
8. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use mutual recreational facilities or other amenities while they are in Laguna Woods Village for performance of work in connection with the property.

United Laguna Woods Mutual
Regular Board Meeting Minutes
November 9, 2021
Page **24** of **24**

9. All improvements must be installed in accordance with California State building code, and the published mutual architectural alterations standards, policies and guidelines. See <http://www.lagunawoodsvillage.com>.
10. During construction, work hours established by the mutual and the noise ordinance set forth in the City of Laguna Woods municipal code must be adhered to at all times. Except in an emergency, work hours from 8 a.m. to 5 p.m. on weekdays; no work is permitted on holidays and weekends.
11. During construction, both the MC for demolition, alterations and the city building permit must be on display for public view at all times in a location approved by MA.
12. No waste or materials associated with the construction may be dumped in Laguna Woods Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
13. Call the Security Services Department at 949-580-1400 to receive dumpster location approval. All dumpsters must conform to the policy for temporary containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
14. Call Security at 949-580-1400 for portable bathroom placement approval.
15. The MC for alterations is expected to be completed within 90 calendar days after the date of approval, unless an application is submitted with fees and approved by MA for an extension or documentation is submitted with the MC that justifies the need for a period longer 90 days and MA has agreed to this extension in writing. If the MC has an established completion period of more than 90 days but less than 180 days, the date established by the MC shall govern. An extension for a maximum of an additional 90 calendar days beyond the maximum 180-day period may be granted at the request of the shareholder prior to expiration and at the discretion of MA. The contractor shall not perform any work beyond this 180-day period or six months unless authorized by MA in writing.
16. Violations of the forgoing conditions or the mutual's governing documents (see <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping or working after hours, will result in disciplinary action, which could result in a stop-work notice, loss of privileges and/or severe fines to the shareholder as presented in the Contractor Violation Policy.
17. Mutual shareholder and his/her contractor shall indemnify, defend and hold harmless United and its officers, directors, committee members, employees and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from the mutual shareholder's improvements and installation, construction, design and maintenance of same.

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 November 30, 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

UNITED LAGUNA WOODS MUTUAL

Signature

Anthony M. Liberatore

Signature

Print Name

Anthony M. Liberatore

Print Name

Title

PRESIDENT - UNITED MU.

Title

Date

12/09/2021

Date

Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending November 30, 2021.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Liberatore*

Print Name ANTHONY M. LIBERATORE

Title PRESIDENT

Date 12/09/2021

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

RESOLUTION 01-21-XX

**Approve Removal Of
One Crape Myrtle Tree at Member's Expense
432-B Avenida Sevilla**

WHEREAS, on October 14, 2021, the Landscape Committee reviewed a request to remove one Crape Myrtle tree from the Member at 432-B, who cited the reasons as overgrown and roots are beginning to spread, and;

WHEREAS, the committee recommends approving the request for the removal of one Crape Myrtle tree, at the Member's expense, and replacing it with another tree, located at 432-B Avenida Sevilla.

NOW THEREFORE BE IT RESOLVED, December 14, 2021, the Board of Directors approves the request for the removal of one Crape Myrtle tree, at the Member's expense, and replacing it with another tree, at 432-B;

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

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION 01-21-XX

Approve Removal Of One Carrotwood Tree 2144-B Ronda Granada

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

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

WHEREAS, on November 12, 2021, the Landscape Committee reviewed a request to remove one Carrotwood tree from the Member at 2144-B, who cited the reason as limb failure, and;

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Carrotwood tree located at 2144-B Ronda Granada.

NOW THEREFORE BE IT RESOLVED, December 14, 2021, the Board of Directors approves the request for the removal of one Carrotwood tree at 2144-B;

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

THIS PAGE INTENTIONALLY LEFT BLANK



Resolution 01-21-xx

United Laguna Woods Mutual Committee Appointments

RESOLVED, December 14, 2021, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Anthony Liberatore (Chair)

~~Carl Randazzo, Chair~~

~~Elsie Addington~~

~~Neda Ardani~~

~~Andre Torng~~

Reza Bastani

Cash Achrekar

Non-Voting Advisors: Michael Mehrain, Juanita Skillman

Finance Committee

Pat English (Chair)

~~Azar Asgari, Chair~~

~~Pearl Lee~~

~~Sue Margolis~~

~~Carl Randazzo~~

~~Andre Torng~~

~~Diane Casey~~

Advisor: Dick Rader

Governing Documents Review Committee

Maggie Blackwell (Chair)

~~Elsie Addington, Chair~~

~~Sue Margolis~~

Diane Casey

Reza Bastani

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

Landscape Committee

Diane Casey (Chair)

Maggie Blackwell

Pearl Lee

~~Manuel Armendariz, Chair~~

~~Neda Ardani~~

~~Elsie Addington~~

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

Maintenance and Construction Committee

~~Carl Randazzo, Chair~~
Pat English (Chair)
Reza Bastani
Anthony Liberatore
~~Diane Casey~~

Non-voting Advisor: Ken Deppe

Members Hearing Committee

Neda Ardani (Chair)
~~Cash Achrekar, Chair~~
~~Elsie Addington~~
~~Reza Bastani~~
Pearl Lee
Maggie Blackwell

New Resident Orientation

~~Per Rotation List~~
Maggie Blackwell (Chair)
Pearl Lee

Resident Advisory Committee

Pearl Lee (Chair)
~~Neda Ardani, Chair~~
~~Andre Torng~~
Diane Casey
Maggie Blackwell

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 01-21-58, adopted September 14, 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, December 14, 2021, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Strategic Planning Committee

~~Sue Margolis~~
~~Andre Torng~~
Cash Achrekar, ~~Alternate~~
Reza Bastani
Anthony Liberatore, 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~~
Maggie Blackwell
Pearl Lee

GRF Finance

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

GRF Landscape Committee

~~Azar Asgari~~
~~Manuel Armendariz~~
Maggie Blackwell
Diane Casey

GRF Maintenance & Construction

~~Carl Randazzo~~
~~Reza Bastani~~
Cash Achrekar
Anthony Liberatore

Clubhouses & Facilities Renovation Ad Hoc Committee

~~Carl Randazzo~~
~~Manuel Armendariz~~
Diane Casey, ~~Alternate~~
Pat English

GRF Media and Communications Committee

Neda Ardani
~~Elsie Addington~~
Maggie Blackwell

GRF Mobility and Vehicles Committee

~~Elsie Addington~~
~~Reza Bastani~~
~~Neda Ardani, Alternate~~
Maggie Blackwell
Pearl Lee

GRF Security and Community Access

~~Manuel Armendariz~~
Reza Bastani
Cash Achrekar
~~Andre Torng, Alternate~~

Disaster Preparedness Task Force

Diane Casey
~~Cash Achrekar~~
~~Reza Bastani, Alternate~~
Anthony Liberatore

Laguna Woods Village Traffic Hearings

Neda Ardani
~~Elsie Addington, Alternate~~
Anthony Liberatore

Purchasing Ad Hoc Committee

~~Carl Randazzo~~
~~Cash Achrekar~~
~~Diane Casey~~
Anthony Liberatore

Information Technology Advisory Committee

~~Sue Margolis~~
Diane Casey

Broadband Ad Hoc Committee

Diane Casey

Revenue Resources Ad Hoc Committee

Diane Casey
Azar Asgari

Equestrian Center Ad Hoc Committee

Pat English

Pearl Lee

RESOLVED FURTHER, that Resolution 01-21-59, adopted September 14, 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.

THIS PAGE INTENTIONALLY LEFT BLANK



RESOLUTION 01-21-xx
Appointment of Officers

RESOLVED, on December 14, 2021, pursuant to United Laguna Woods Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Anthony Liberatore	President
xxx	1 st Vice President
Reza Bastani	2 nd Vice President
Neda Ardani	Secretary
Azar Asgari	Treasurer

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

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

RESOLVED FURTHER, that Resolution 01-21-62, adopted October 12, 2021, is hereby superseded and cancelled; and

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

THIS PAGE INTENTIONALLY LEFT BLANK

Financial Report

Preliminary as of October 31, 2021



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$37,725
Non-assessment Revenue		\$1,019
Total Revenue		\$38,744
Total Expense		\$37,228
Net Revenue/(Expense)		\$1,516

Financial Report

Preliminary as of October 31, 2021



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$17,969
Non-assessment Revenue	\$1,231
Total Revenue	\$19,200
Total Expense ¹	\$19,286
Operating Deficit	(\$86)

1) Excludes depreciation

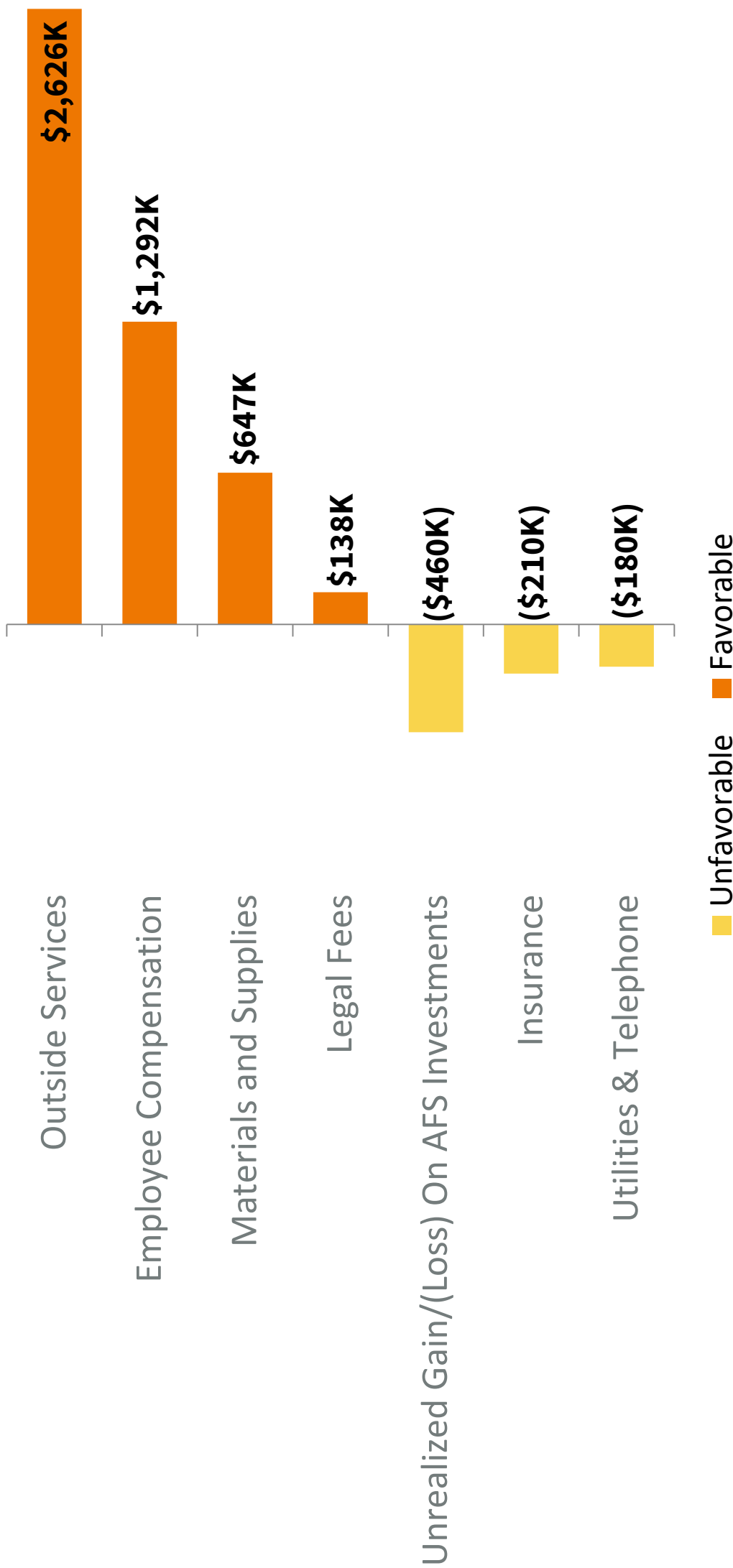
Financial Report

Preliminary as of October 31, 2021

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$37,725	\$37,714	\$11
Non-assessment Revenue	\$1,019	\$1,498	(\$479)
Total Revenue	\$38,744	\$39,212	(\$468)
Total Expense	\$37,228	\$41,911	\$4,683
Net Revenue/(Expense)	\$1,516	(\$2,699)	\$4,215

Financial Report

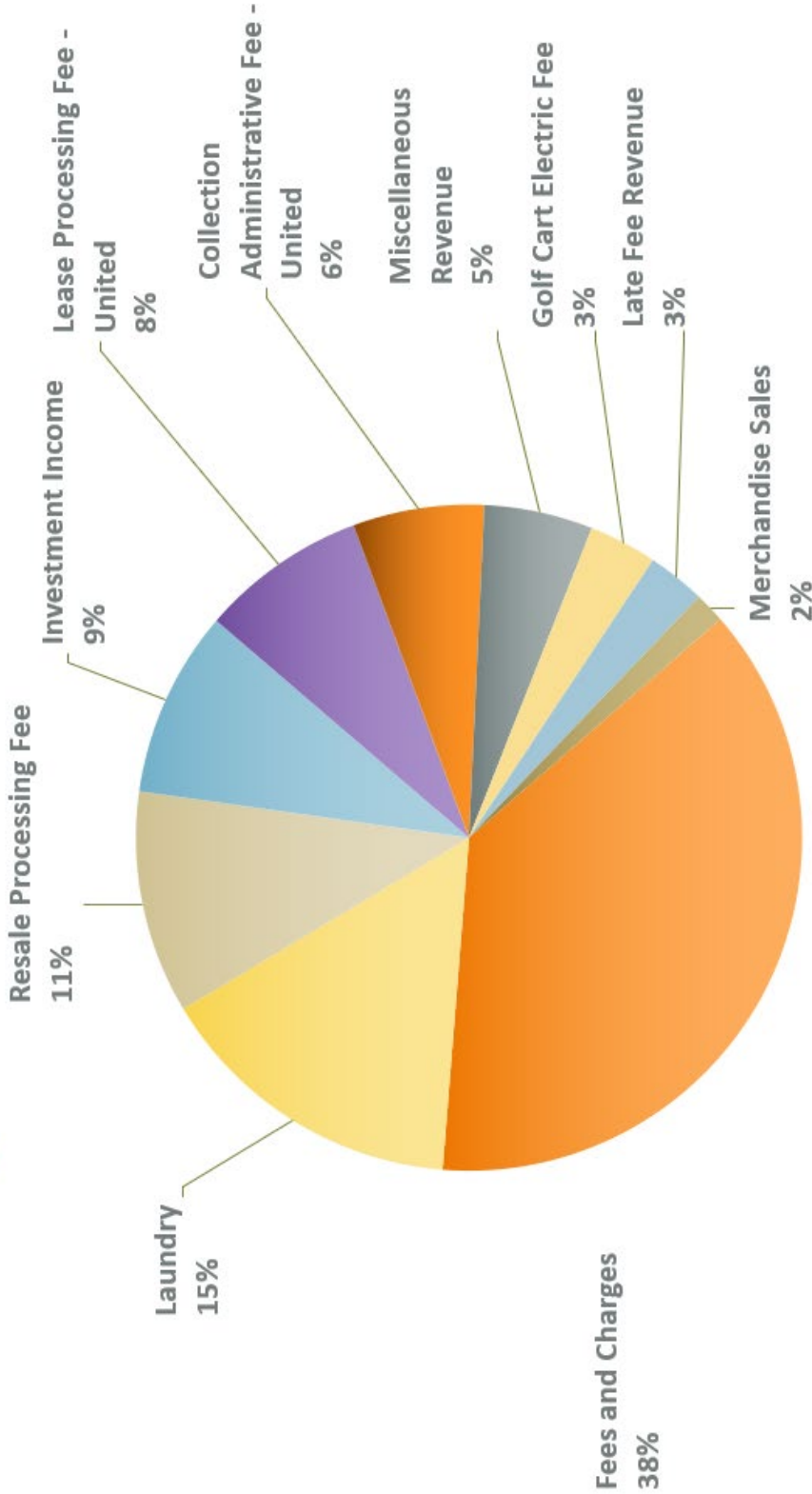
Preliminary as of October 31, 2021



Financial Report

Preliminary as of October 31, 2021

Total Non Assessment Revenues \$1,375,554 excluding Unrealized Loss on AFS Investments



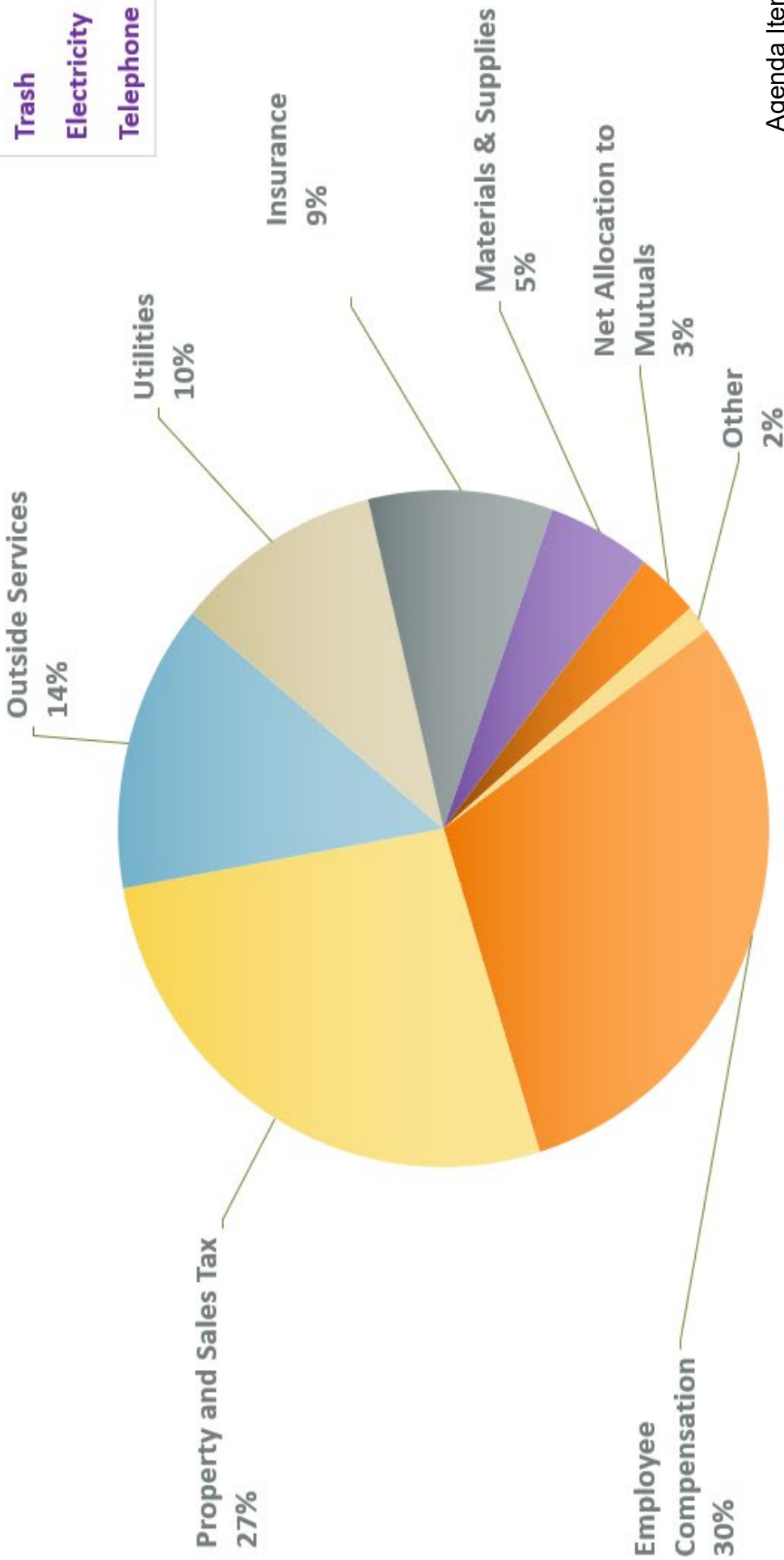
Financial Report

Preliminary as of October 31, 2021



UNITED LAGUNA WOODS
— M U T U A L —

Total Expense \$37,228,450

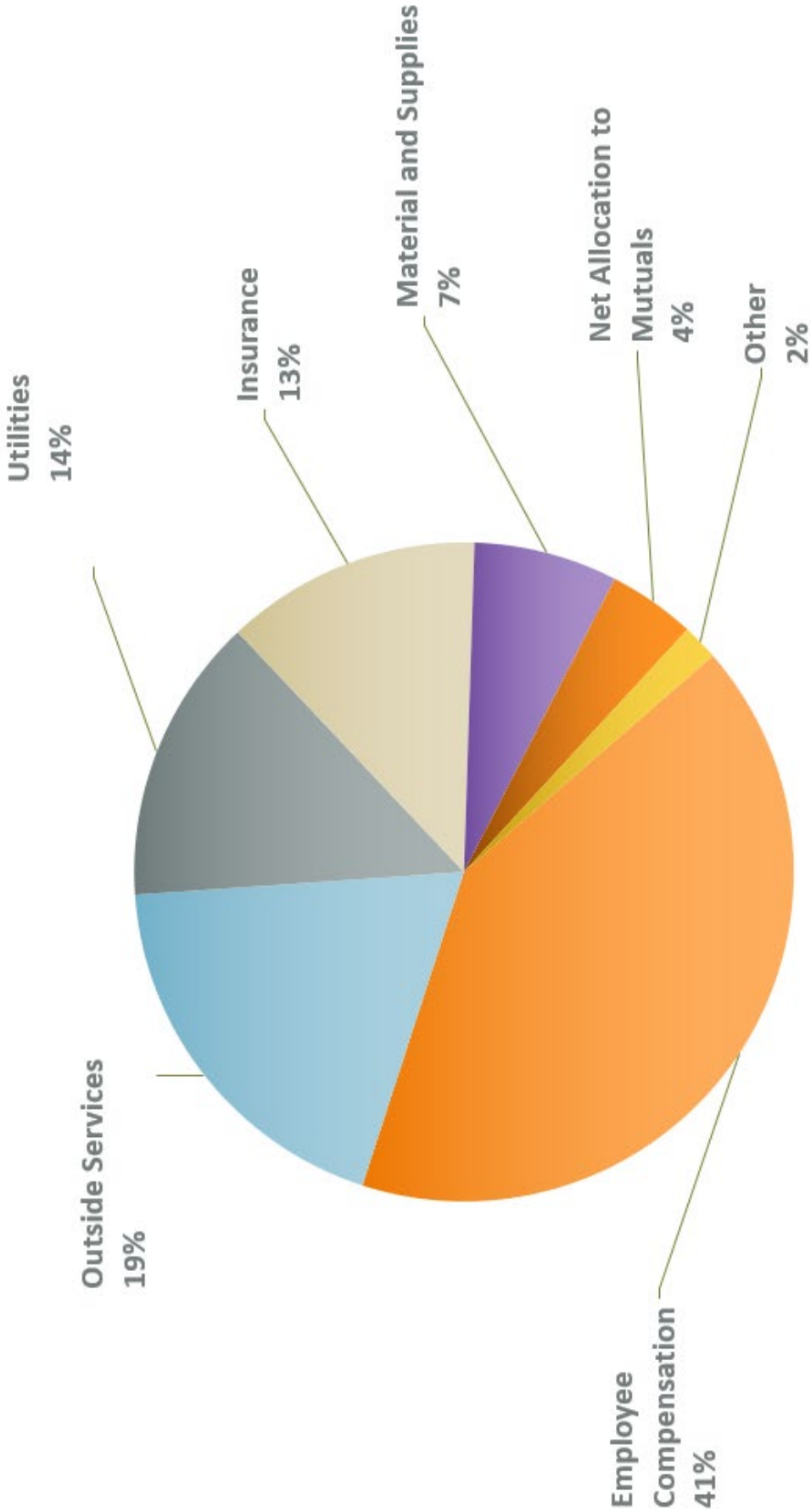


Water	\$1,858,242
Sewer	\$1,487,111
Trash	\$381,418
Electricity	\$102,243
Telephone	\$527

Financial Report

Preliminary as of October 31, 2021

Total Expenses Excluding Property and Sales Tax \$27,195,166



Financial Report

Preliminary as of October 31, 2021

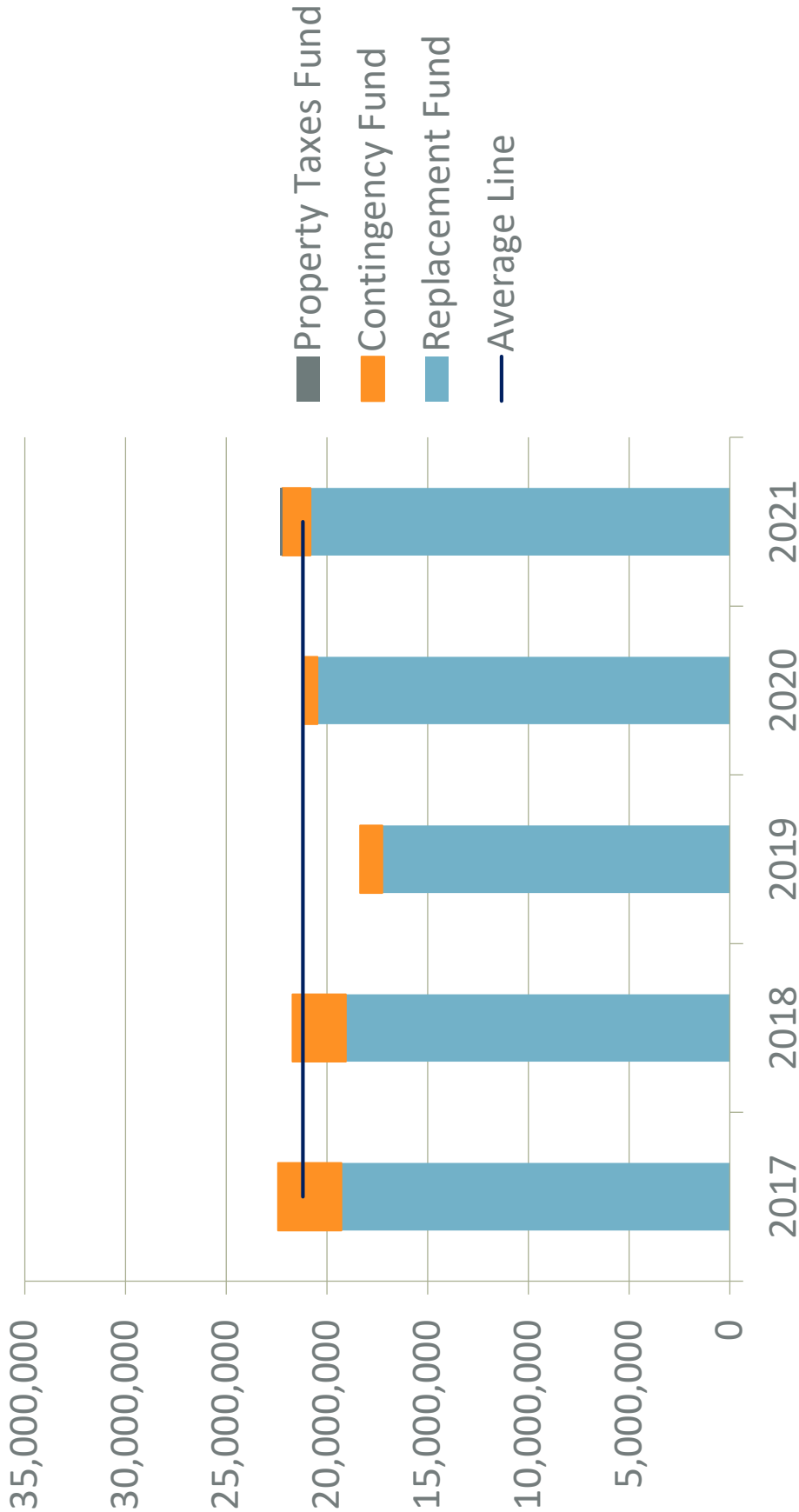


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/21	\$371	\$20,196	\$0
Contributions & Interest	618	8,783	10,144
Expenditures	(425)	8,172	10,033
Current Balances: 10/31/21	\$1,414	\$20,807	\$111

Financial Report

Preliminary as of October 31, 2021

FUND BALANCES – United Mutual



Financial Report

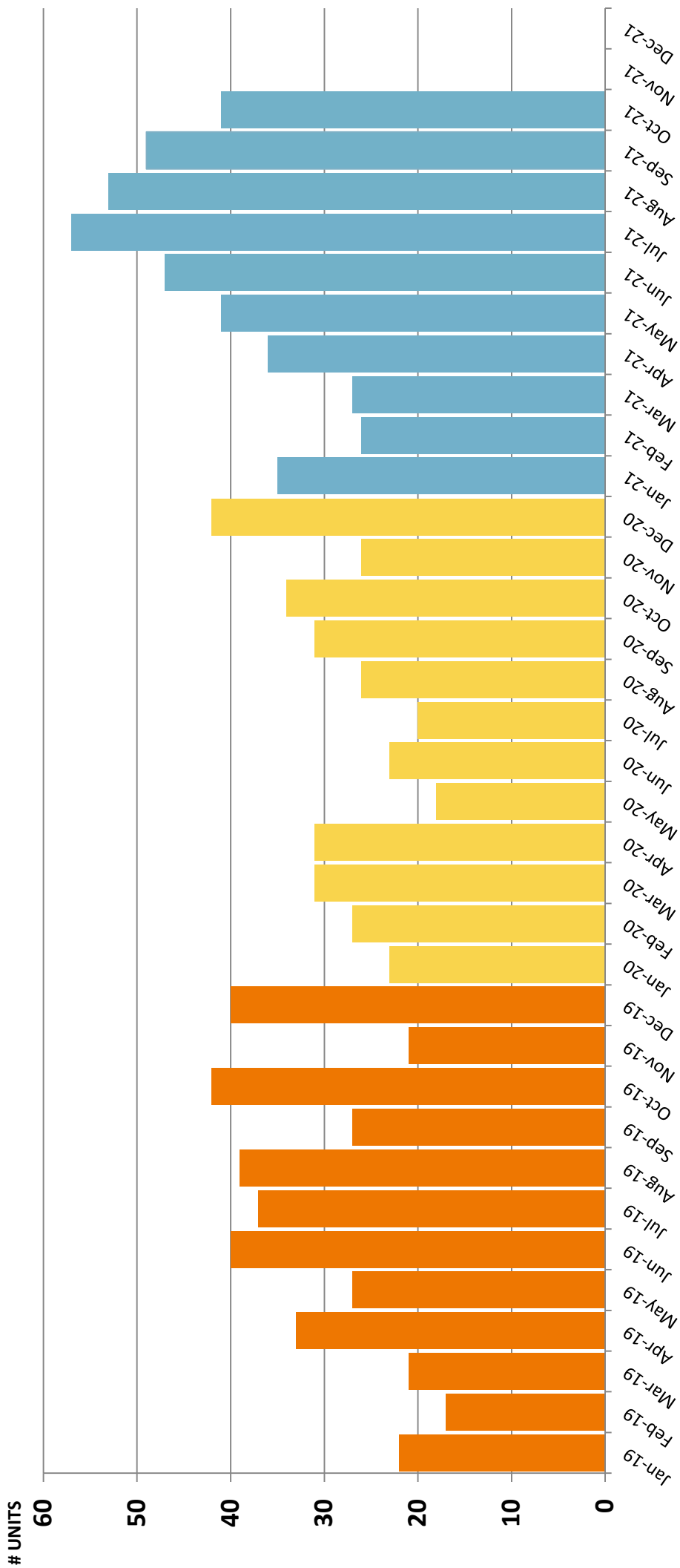
Preliminary as of October 31, 2021

RESALE HISTORY – United Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2019	305	\$258,846
YTD 2020	264	\$258,121
YTD 2021	412	\$277,917



UNITED LAGUNA WOODS
MUTUAL





Treasurer's Report for December 14, 2021 Board Meeting

SLIDE 1 – Through the reporting period of **October 31, 2021**, total revenue for United was \$38,744K compared to expenses of \$37,228K, resulting in net revenue of \$1,516K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows an operating deficit of (\$86K) through the reporting period. This chart shows how much of our revenue went into operations, with \$17,969K coming in from assessments and \$1,231K coming from non-assessment revenue. This is compared to operating expenditures of \$19,286K (without Depreciation)

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$4,215K when combining both operating and reserve savings.

SLIDE 4 – The most significant variances from budget were attributable to the following:

Outside Services \$2,626K; Favorable variance resulted from late start of programs due to the COVID-19 pandemic. Budgets are spread evenly for programs such as building structures, wasteline remediation, countertop/floors/shower enclosure, plumbing, and tree maintenance.

Employee Compensation \$1,292K; 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) 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 \$647K; Favorable variance resulted in several areas of operations such as interior components, plumbing, and appliance replacement. The Board allowed residents to refuse entry for appliance replacements through June 15th causing less replacements of items such as water heaters and refrigerators. Furthermore, programs such as washing machine and dryer replacements are budgeted evenly throughout the year but necessary replacements will occur by the end of the year.

Legal Fees \$138K; 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.

Unrealized Gain/(Loss) On Investments (\$460K); 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.



Treasurer's Report for December 14, 2021 Board Meeting

Insurance (\$210K); 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.

Utilities and Telephone (\$180K); Unfavorable variance due to less seasonal rainfall. Budget was based on a five-year average of water consumption, however, seasonal rainfall through October was 18% lower than 5-year average during the same period.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,376K, excluding the Unrealized Loss on Available for Sale Investments. If you include the unrealized loss on investments, non-assessment revenue totaled \$1,019K. Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Laundry, Resale Processing Fee, Investment Income, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$37M, showing that our largest categories of expense are for Employee Compensation, Property and Sales Tax followed by Outside Services, Utilities, Insurance, Materials and Supplies, and so forth. At the upper right corner, we show a breakout of the utility category.

SLIDE 7 – On the next slide we see those same expenses, excluding property and sales tax.

SLIDE 8 – Our fund balances are shown here. The Contingency Fund balance on October 31, 2021 was \$1,414K. Contributions and investment revenue totaled \$618K while expenditures were a credit of (\$425K). The Reserve Fund balance on October 31, 2021 was \$20,807K. Contributions and investment revenue collected totaled \$8,783K while expenditures were \$8,172K. The newly added Property Taxes Fund balance on October 31, 2021 was \$111K. Contributions and investment revenue collected totaled \$10,144K while expenditures were \$10,033K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$21 Million.

SLIDE 10 – We have a slide here to show resale history from 2019 - 2021. Through October 31, 2021, United sales totaled 412, which is 148 higher than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$278K, which is \$20K higher than prior year for the same time period.



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

Tuesday, November 30, 2021 – 1:30 p.m.
Board Room/Virtual Meeting
24351 El Toro Road

MEMBERS PRESENT: Azar Asgari – Chair, Diane Casey, Andre Torng, Advisor: Richard Rader

MEMBERS ABSENT: None

OTHERS PRESENT: VMS – Juanita Skillman

STAFF PRESENT: Jose Campos, Steve Hormuth, Erika Hernandez

Call to Order

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 1:34p.m.

Acknowledgment of Media

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

Approval of Agenda

The agenda was approved as presented.

Approval of the Regular Meeting Report of October 26, 2021

The meeting report was approved as presented.

Chair Remarks

Azar Asgari welcomed Jose Campos to his new position as Interim Financial Services Director.

Member Comments (Items Not on the Agenda)

Resident Steven Hale submitted a question via email asking about insurance and why units in United are insured \$0.20 on the dollar. Azar Asgari clarified that United has full replacement value insurance with a limit of \$225 million. No action taken.

Resident Shirley Frick submitted a comment via email about having an option on EZ Pay to make manual monthly payments rather than automatic withdrawals. Jose addressed the comment. No action taken.

Department Head Update

Jose Campos, Interim Financial Services Director, provided updates on the 2022 budget process, banking services, and insurance.

Review Preliminary Financial Statements dated October 31, 2021

The committee reviewed financial statements for October 31, 2021 and questions were addressed.

Compensation and Outside Services

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

United Leasing Report

The committee reviewed the report. Questions were addressed and no actions taken.

Bank Fee Comparison

Steve Hormuth provided a verbal update on Bank Fee Comparison.

Endorsements from Standing Committees

None.

Future Agenda Items

Bank Fee Negotiation Update

Committee Member Comments

None.

Date of Next Meeting

Tuesday, December 28, 2021 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:57 p.m.

DRAFT

Azar Asgari, Chair

Monthly Resale Report

PREPARED BY

Community Services Department

MUTUAL

All Mutuals

REPORT PERIOD

November, 2021

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	77	48	\$25,440,878	\$16,125,300	\$330,401	\$335,944
February	58	57	\$18,806,125	\$18,886,210	\$324,244	\$331,337
March	75	65	\$28,284,525	\$21,969,916	\$377,127	\$337,999
April	63	58	\$22,499,399	\$18,200,321	\$357,133	\$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	107	56	\$35,145,888	\$20,514,748	\$328,466	\$366,335
August	96	59	\$33,947,600	\$21,522,228	\$353,621	\$364,784
September	102	63	\$36,154,540	\$22,132,600	\$354,456	\$351,311
October	97	66	\$35,344,800	\$20,962,800	\$364,379	\$317,618
November	100	57	\$38,193,500	\$17,923,188	\$381,935	\$314,442
December		*		\$29,495,361		* \$324,125
TOTAL	960.00	605.00	\$342,976,943	\$200,830,210		
ALL TOTAL	960.00	696.00	\$342,976,943	\$230,325,571		
MON AVG	87.00	55.00	\$31,179,722	\$18,257,292	\$355,880	\$329,781

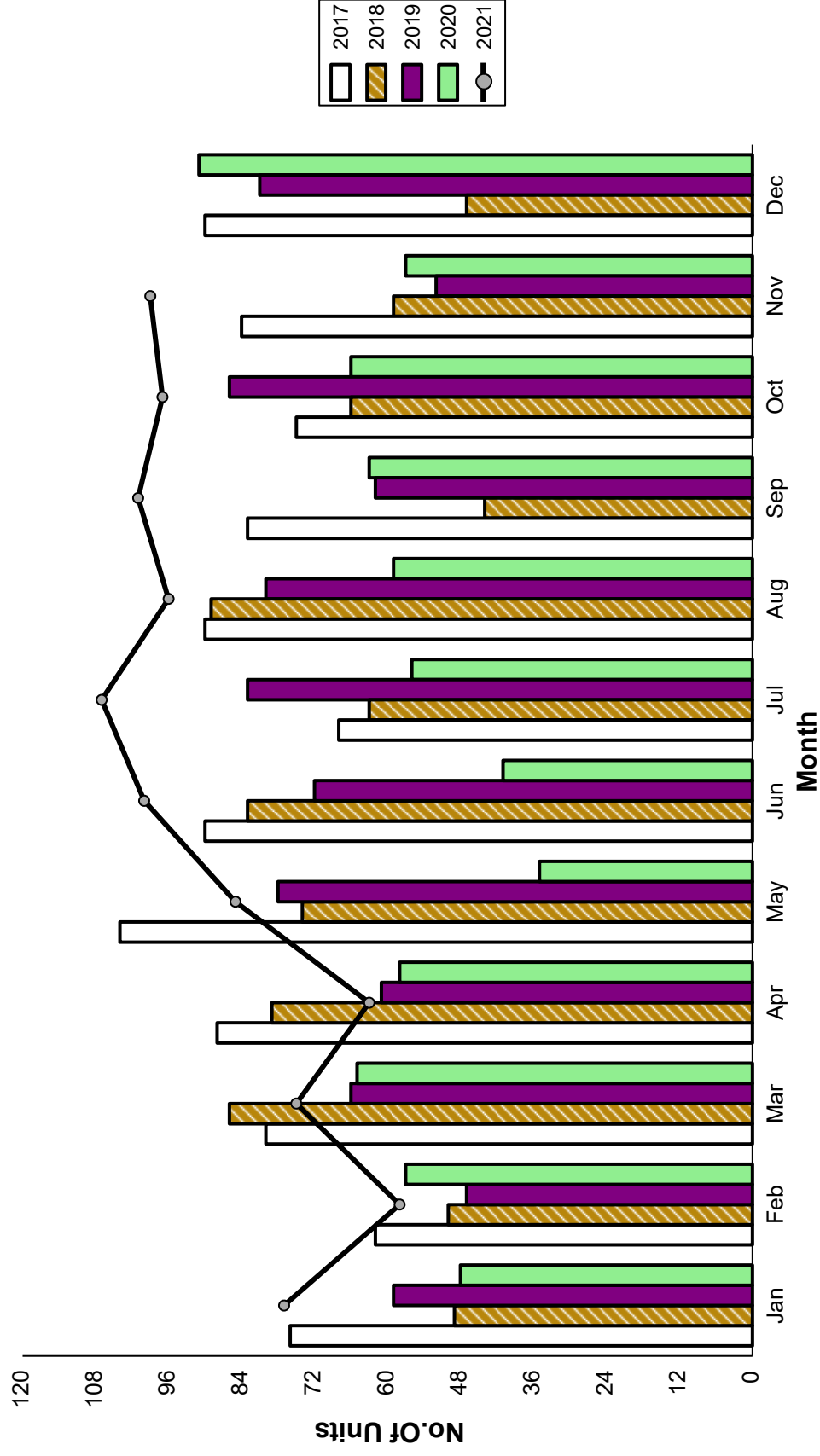
* Amount is excluded from percent calculation

% Change calculated (ThisYear - LastYear)/LastYear

Year to-date totals now include Mutual Fifty

ALL MUTUALS

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

November, 2021

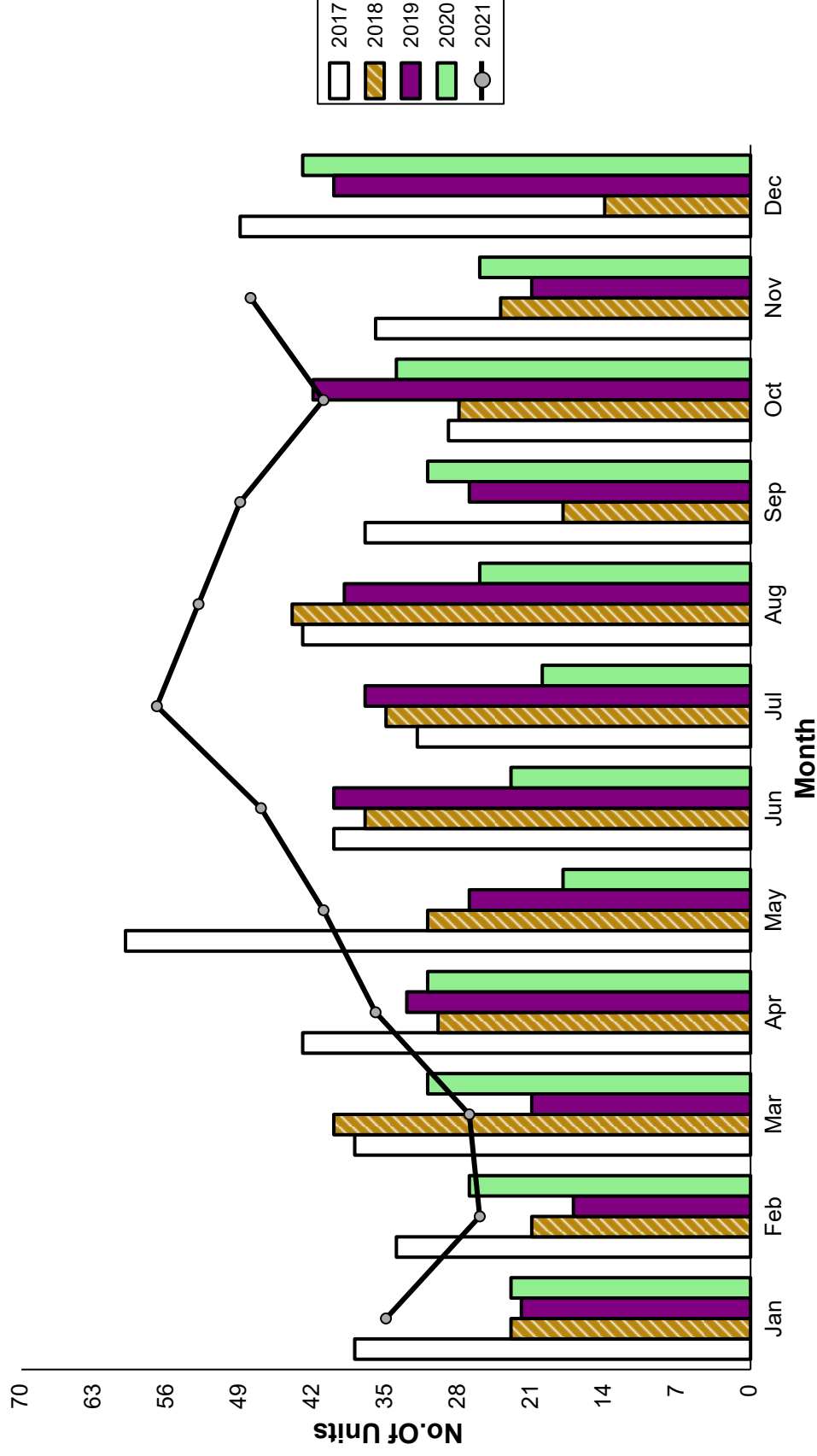
MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	35	23	\$8,997,153	\$6,100,300	\$257,062	\$265,230
February	26	27	\$6,846,600	\$6,375,200	\$263,331	\$236,119
March	27	31	\$6,978,425	\$7,863,500	\$258,460	\$253,661
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	53	26	\$15,529,600	\$6,909,300	\$293,011	\$265,742
September	49	31	\$15,157,100	\$7,774,500	\$309,329	\$250,790
October	41	34	\$12,259,900	\$9,982,400	\$299,022	\$293,600
November	49	26	\$13,969,200	\$6,469,388	\$285,086	\$248,823
December		* 43		* \$10,896,560		* \$253,408
TOTAL	461.00	290.00	\$129,882,677	\$74,656,975		
ALL TOTAL	461.00	333.00	\$129,882,677	\$85,553,535		
MON AVG	41.00	26.00	\$11,807,516	\$6,786,998	\$278,569	\$257,276
% CHANGE - YTD	59.0%		74.0%		8.3%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

UNITED MUTUAL

Resales - 5 Year Comparison



Monthly Resale Report United Mutual

PREPARED BY
Community Services Department

Nov-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	\$6,978,425	\$7,863,500	\$6,355,000	\$11,156,600	\$258,460	\$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	53	26	39	44	\$15,529,600	\$6,909,300	\$10,018,600	\$11,285,100	\$293,011	\$265,742	\$256,887	\$256,480
September	49	31	27	18	\$15,157,100	\$7,774,500	\$7,328,900	\$4,632,500	\$309,329	\$250,790	\$271,441	\$257,361
October	41	34	42	28	\$12,259,900	\$9,982,400	\$10,220,400	\$8,556,100	\$299,022	\$293,600	\$243,343	\$305,575
November	49	26	21	24	\$13,969,200	\$6,469,388	\$5,065,500	\$6,194,000	\$285,086	\$248,823	\$241,214	\$258,083
December	0	43	40	14	\$0	\$10,896,560	\$9,175,800	\$3,368,300	\$0	\$253,408	\$229,395	\$240,593
TOTAL	461	290	326	331	\$129,882,677	\$74,656,975	\$83,686,844	\$92,020,240				
ALL TOTAL	461	333	366	345	\$129,882,677	\$85,553,535	\$92,862,644	\$95,388,540				
MON AVG	42	26	30	30	\$11,807,516	\$6,786,998	\$7,607,895	\$8,365,476	\$278,569	\$257,276	\$257,243	\$277,532
% CHANGE-YTD	59.0%	-11.0%	-1.5%	-23.4%	74.0%	-10.8%	-9.1%	-16.5%	8.3%	0.0%	-7.3%	8.9%

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

Resales Report

United Laguna Woods Mutual

November, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
11/15/2021	8-N	1	\$195,000	Casa Blanca	EHM Real Estate	eXp Realty of California	Granite Escrow
11/22/2021	39-A	1	\$196,000	Cadiz	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
11/22/2021	46-H	1	\$220,000	Majorca	Freemanfox Realty	Alta Realty Group CA Inc	Granite Escrow
11/09/2021	60-D	1	\$189,000	Cadiz	Realty Benefit	Realty One Group	Generations Escrow
11/22/2021	107-B	1	\$262,700	Majorca	Laguna Premier Realty, Inc	Regency Real Estate	Blue Pacific Escrow
11/18/2021	116-F	1	\$260,000	Majorca	Laguna Woods Village Realty	Home Finder Realty	Granite Escrow
11/04/2021	116-T	1	\$100,000	Casa Blanca	FSBO	FSBO	Granite Escrow
11/04/2021	125-E	1	\$365,000	Granada	Realty One Group	Dedicated Realty Group	Granite Escrow
11/22/2021	145-B	1	\$270,000	La Corona	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Better Escrow Service
11/05/2021	184-A	1	\$165,000	Cadiz	Century 21 Rainbow	Century 21 Rainbow	Generations Escrow
11/10/2021	280-Q	1	\$145,000	Cadiz	Century 21 Rainbow	HomeSmart Evergreen	Granite Escrow
11/10/2021	288-C	1	\$486,000	San Sebastian	Corcoran Global Living	Century 21 Rainbow	Blue Pacific Escrow
11/05/2021	302-B	1	\$295,000	Madrid	Regency Real Estate	Evergreen Realty	Generations Escrow
11/09/2021	330-B	1	\$450,000	Madrid	FSBO	FSBO	Escrow Options Group
11/18/2021	337-B	1	\$252,000	San Sebastian	Century 21 Award	First Team Real Estate	Corner Escrow Inc.
11/23/2021	342-C	1	\$395,000	Seville	Laguna Premier Realty, Inc	Pacific Sotheby's International	Blue Pacific Escrow
11/10/2021	366-C	1	\$425,500	Seville	Regency Real Estate	Regency Real Estate	Blue Pacific Escrow
11/02/2021	375-A	1	\$293,500	Majorca	Laguna Premier Realty, Inc	Platinum Realty Group	Blue Pacific Escrow
11/19/2021	391-C	1	\$170,000	Cadiz	Village Real Estate	Laguna Woods Village Realty	Corner Escrow Inc.
11/12/2021	397-B	1	\$347,000	Seville	Laguna Premier Realty, Inc	Omni Real Estate Ventures	Blue Pacific Escrow
11/04/2021	430-B	1	\$285,000	La Corona	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
11/22/2021	451-B	1	\$276,000	La Corona	Laguna Premier Realty, Inc	Premier Realty Associates	Blue Pacific Escrow
11/22/2021	489-A	1	\$280,000	Madrid	Laguna Premier Realty, Inc	Regency Real Estate	Blue Pacific Escrow

Resales Report

United Laguna Woods Mutual

November, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
11/05/2021	496-A	1	\$500,000	Madrid	Regency Real Estate	Berkshire Hathaway	Blue Pacific Escrow
11/17/2021	539-C	1	\$362,500	Madrid	HomeSmart Evergreen	Remax Tiffany	Escrow Options Group
11/05/2021	557-N	1	\$165,000	Cadiz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
11/30/2021	560-P	1	\$229,000	Casa Blanca	Coldwell Banker	Keller Williams Realty	Granite Escrow
11/19/2021	632-P	1	\$235,000	Casa Linda	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
11/19/2021	647-B	1	\$281,000	San Sebastian	Laguna Premier Realty, Inc	ICM Realty	Generations Escrow
11/16/2021	666-A	1	\$248,800	Casa Linda	Berkshire Hathaway	Seven Gables Real Estate	Blue Pacific Escrow
11/05/2021	686-A	1	\$402,000	Cordoba	E Real Estate	Century 21 Rainbow	Blue Pacific Escrow
11/24/2021	715-Q	1	\$239,900	Casa Blanca	eXp Realty of California	Realty One Group West	Corner Escrow Inc.
11/02/2021	723-O	1	\$247,000	Casa Blanca	AllStar Broker Network	Coldwell Banker	Granite Escrow
11/19/2021	730-P	1	\$215,000	Casa Blanca	Regency Real Estate	Laguna Premier Realty, Inc	Blue Pacific Escrow
11/29/2021	751-D	1	\$399,900	Valencia	Century 21 Rainbow	Professional's Broker	Corner Escrow Inc.
11/08/2021	760-A	1	\$330,000	Valencia	Laguna Woods Village Realty	Realty One Group West	Granite Escrow
11/08/2021	781-A	1	\$260,000	Casa Contenta	Laguna Premier Realty, Inc	HomeSmart Evergreen	Blue Pacific Escrow
11/10/2021	781-D	1	\$300,000	Casa Contenta	Village Real Estate	Century 21 Rainbow	Corner Escrow Inc.
11/19/2021	829-Q	1	\$249,000	Casa Contenta	Laguna Premier Realty, Inc	Century 21 Rainbow	Corner Escrow Inc.
11/01/2021	834-A	1	\$245,000	Casa Linda	Laguna Woods Village Realty	ReMax Terrasol	Granite Escrow
11/02/2021	839-A	1	\$420,000	Seville	Brimor Realty	Coldwell Banker	Corner Escrow Inc.
11/19/2021	868-Q	1	\$310,500	Casa Linda	Coldwell Banker Residential	HomeSmart Evergreen	Granite Escrow
11/05/2021	881-O	1	\$285,000	Castilla	Charles Ryan & Associates	Realty Quest	Corner Escrow Inc.
11/19/2021	943-B	1	\$342,000	Madrid	Laguna Premier Realty, Inc	Century 21 Rainbow	Generations Escrow
11/12/2021	944-B	1	\$181,000	Cadiz	Laguna Premier Realty, Inc	Active Realty	Generations Escrow

Resales Report

United Laguna Woods Mutual

November, 2021

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
11/22/2021	2087-H	1	\$289,900	Monterey	HomeSmart Evergreen	Legacy 15 Real Estate	Corner Escrow Inc.
11/09/2021	2148-D	1	\$349,000	Cordoba	Laguna Woods Village Realty	Laguna Woods Village Realty	Granite Escrow
11/10/2021	2185-P	1	\$220,000	Castilla	Century 21 Award	Residential Agent Inc.	Corner Escrow Inc.
11/05/2021	2209-A	1	\$340,000	Valencia	Village Real Estate	Coldwell Banker	Corner Escrow Inc.

Number of Resales: 49

Total Resale Price: \$13,969,200

Average Resale Price: \$285,086

Median Resale Price: \$276,000



OPEN MEETING

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

Thursday, November 18 2021 - 9:30 AM-11:30AM
Laguna Woods Village Community Center (Hybrid Virtual Meeting)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Anthony Liberatore, Pat English

COMMITTEE MEMBERS ABSENT: Neda Ardani, Reza Bastani, Pearl Lee

ADVISORS PRESENT: Dick Rader

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Gavin Fogg

1. Call to Order

Acting Chair Pat English called the meeting to order at 9:32 AM.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

Agenda was approved via consensus.

4. Approval of Meeting Report for October 21, 2021

The committee approved the agenda as presented by consensus with an edit requested regarding the meeting title date.

5. Chair's Remarks

Chair English stated she was unsure whom would ultimately chair the committee, but should have a decision made within 30 days.

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

None.

7. Manor Alterations Division Manager Update



Staff Officer Doncost updated the committee on current staffing being full, the training timelines of certain staff being reduced as they were internal transfers, and predicted that 2022 would start in a better position than 2021.

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 and highlighted the positive trend in processing requests.

Chair English asked for a brief summary as to the role of Manor Alterations (“MA”) within the community. Mr. Doncost stated that MA’s role was to process permits, as well as preside over changes within VMS as it relates to standards or architectural changes.

Chair English inquired if the volume of standard alterations were increasing, and Mr. Doncost conformed this to be true. MA is also experiencing an increase in variance requests, as well as requests from resales to provide expedited tasks. The Monthly Mutual Consent Report is a snapshot of current MA progress and timelines, but does not encapsulate the full scope of MA’s tasks.

Items for Discussion

9. News Bulletin Topics – CVP Preparation

Mr. Doncost explained that the MA News Bulletin was a media device that allows MA to post notices of change directly to the community. The Contractor Violation Policy (“CVP”) that was approved within United was a main focus of a recent bulletin in order to bring contractors into alignment. MA is committed to transparency to the vendors who work within the community, and this bulletin is an effective tool to achieve this.

Pres. Liberatore inquired as to the “architectural” aspects of the committee and MA. Mr. Doncost thanked Pres. Liberatore for highlighting this facet of MA, stating that there was a desire to revisit this element of MA, but the overwhelming utilitarian needs of MA processing permits has held focus. Pres. Liberatore highlighted that many other retirement communities exist nearby, and by neglecting the changing trends of aesthetics and architecture, potential future members may be dissuaded from selecting Laguna Woods Village.

10. Water Heater Enclosures - Update

Mr. Doncost stated that in the interest of mutuals being aligned, he wanted to update the United ACSC with potential developments within Third.



Chair English asked about the location of the water heaters in both mutuals, and Mr. Doncost confirmed that in Third Mutual, the water heaters are located outside.

11. ACM: Legal Involvement Progress & Dual Mutual Involvement – Update from Chairman

Mr. Doncost summarized the ongoing discussion between both mutuals, the responsibility matrix that had been generated and distributed, and at this time, MA was seeking direction as to how each mutual wished to proceed around ACM.

Pres. Liberatore inquired if ACM was a point of concern for variance requests, and Mr. Doncost confirmed that ACM would only be a factor during demolition. Currently MA is trying to determine the level of involvement that MA should participate in regarding all ACM.

Chair English asked for confirmation regarding the safety of asbestos present within the community. Mr. Doncost confirmed that if asbestos is encapsulated it poses no threat, but all releases within a certain size must be permitted with AQMD. Advisor Rader confirmed that according to legal precedent, a governing agency such as AQMD could cull all records relating to ACM within LWV. Given the legal oversight, it would be ideal to connect and work together with Third in this matter. Pres. Liberatore pledged to connect with Chair Mutchnick of Third ACSC.

Items for Future Discussion:

12. News Bulletin Topics

Concluding Business:

13. Committee Member Comments

Pres. Liberatore commented on the asbestos discussions, specifically its legal ramifications and the need for clear documentation. Mr. Doncost mentioned that someone in Third Mutual may have a contact regarding legal concerns.

Chair English stated that the goal was not to increase liability, and Mr. Doncost suggested an informal joint meeting to confirm how each mutual wished to proceed.

14. Date of Next Meeting – Thursday December 16, 2021 9:30 AM

15. Adjournment – 10:30 AM

X _____

Pat English, Acting Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

THIS PAGE INTENTIONALLY LEFT BLANK



OPEN MEETING

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

Thursday, November 18, 2021 – 1:30 P.M.
BOARD ROOM/ VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Maggie Blackwell – Interim-Chair and Diane Casey

MEMBERS ABSENT: Pat English

ADVISORS PRESENT: Bevan Strom, Juanita Skillman, Dick Rader, and Elsie Addington

ADVISORS ABSENT: Mary Stone

STAFF PRESENT: Francis Gomez, Paul Nguyen, Pamela Bashline and Baltazar Meija

CALL TO ORDER

Maggie Blackwell, Interim-Chair, called the meeting to order at 1:33 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF THE AGENDA

The Committee reviewed the agenda as presented.

Without objection the agenda was approved as presented.

APPROVAL OF MEETING REPORTS

The Committee reviewed the meeting report for August 19, 2021. Without objection the Committee approved the meeting report of August 19, 2021 meeting.

CHAIR'S REMARKS

Chair Blackwell commented how much she is a fan of the governing documents and hoped to be available for everyone. She also welcomed the new board members and advisors who will be assigned to the Committee.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Electricity Rate for Dry Down Services

Baltazar Mejia, Maintenance & Construction Deputy Director, presented the Electricity Rate for Dry Down Services. The Committee members and advisors made comments and asked questions.

The Committee elected to take no action at this time and requested that staff bring the reimbursement issue forward if anything changes.

Mr. Mejia exited the meeting at 1:49 P.M.

ITEMS FOR DISCUSSION AND CONSIDERATION

Overnight Guest Policy

Interim-Chair Blackwell presented Overnight Guest Policy (OPP). The Committee members made comments and asked questions.

- Interim-Chair Blackwell stated at this time, only automobiles get OPPs.
- Interim-Chair Blackwell stated holiday season will be bringing in more guests into the community.
- Francis Gomez, Operations Manager, advised that occupancy checks are conducted if there are any allegations that the guests have passed the allotted 60-day limit.
- Compliance is notified when guests or noise are excessive.
- Ms. Gomez stated that the amount of guest allowed pertains to the number of bedrooms a unit contains.

Contractor Rules on Website and/or in Annual Mailing

Interim-Chair Blackwell presented Contractor Rules on Website and/or in Annual Mailing. The Committee members made comments and asked questions.

Interim-Chair Blackwell stated that she would like the rules/resolution placed in an area more accessible on the website and included in the annual mailer. Additionally, she advised the Committee that here is an opt out form included in the annual mailer.

Reading list for Directors Complete with Website Location

Interim-Chair Blackwell presented Reading list for Directors Complete with Website Location. The Committee members made comments and asked questions.

Interim-Chair Blackwell informed the Committee of the following:

- The documents are obtainable for free at Central Services for directors;
- Occupancy Agreement is available as part of the escrow agreement and emphasized Article 15 that discusses compliance with regulations;
- Emphasize that Occupancy Agreement is United's CC&R for new residents; and
- HO6 Policy is included in the Annual Business Packet.

CONCLUDING BUSINESS:

Committee Member Comments

None

Future Agenda Items

None

Date of Next Meeting

The next meeting is scheduled for Thursday, December 16, 2021 at 1:30 p.m. in the Board Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 2:04 p.m.

Maggie Blackwell

[Maggie Blackwell \(Nov 29, 2021 23:07 PST\)](#)

Maggie Blackwell, Chair
United Laguna Woods Mutual

THIS PAGE INTENTIONALLY LEFT BLANK



OPEN MEETING

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

Friday, November 12, 2021 – 9:30 A.M.

BOARD ROOM/VIRTUAL MEETING

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

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Maggie Blackwell, Pearl Lee, Anthony Liberatore

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Eve Morton

1. Call to Order

Called to order at 9:30 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for October 14, 2021

Chair Blackwell made a motion to approve the Report. The committee was in unanimous support.

Chair's Remarks

We are entering the winter season but right now we are having hot days. Welcome to all.

5. Department Head Update

Mr. Wiemann reported that staff has modified the mowing schedule and are now mowing every two weeks which gives them more time for trimming and weeding. They have been working weekends since they are currently short staffed. They are placing more mulch out into the community now to help with weeds later. Rotating spray heads cost \$1 each, others 10 cents.

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.

6. Member Comments (Items not on the agenda)

Member noted poor landscape care, tall weeds, few visits, recommends more turf reduction, dislikes current plants. Wants catchers on every mowers.

Member stated staff needs more training and more supervisors, all mowers need catchers. Reports palm fronds above roof.

Member noted voluntary water conservation by 20% 2022. United needs more drought resistant landscape. United has no recycled water.

Member noted that CA water shortage. LA possibly won't allow lawn watering.

She suggested United use Third water control tactics.

Member asked when the Pines and Peppers will be trimmed near Building 933.

7. Response to Member Comments

Mr. Wiemann stated that a landscape architect was hired to design drought-tolerant areas and the committee was shown the possibilities and chose one. That design was used on the first six projects.

For now, we only do turf reduction on smaller areas that are harder to maintain.

Prior to 2010, we had 210 employees and now we have budgeted for 146 employees. This affects the amount of work that can be done. We are seven people short now and that is one person per crew. We are trying to keep up with what we have.

Seven of our 35 mowers have catchers. We proposed to have all mowers with catchers but Boards denied it due to the cost.

Chair Blackwell stated that United pays for four landscaping visits per year. That's why plants have to be severely trimmed. You can put in a request for off-scheduled trimming and your request will be decided by this committee.

United cannot get recycled water over to us due to infrastructure issues.

Third has individual water meters to monitor. United has no individual water meters.

We are trying to keep assessments down.

Items for Discussion and Consideration

8. Tree Removal Request: 2144-B Ronda Granada – One Carrotwood Tree

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

Concluding Business:

9. Committee Member Comments

President Liberatore: Southern California is a desert and the only reason we can even grow grass is because people got water here. But now there is a drought and the Sierras and Rockies are not getting as much water and rainfall here is down.

Director Lee stated that it is difficult to slow down on raising assessments and that it affects service. She said more training may help some. We are so used to having it so good and it is difficult when service goes down. It is a difficult balancing act.

Newly developed areas are built with desert landscaping.

10. Date of Next Meeting – Thursday, December 9, 2021

11. Adjournment at 10:25 a.m.

Maggie Blackwell

Maggie Blackwell (Nov 18, 2021 10:43 PST)

Maggie Blackwell, Chair

THIS PAGE INTENTIONALLY LEFT BLANK

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

TUESDAY, November 30 2021 9:30AM

HYBRID MODEL MEETING

MEMBERS PRESENT: Carlos Rojas, Tom Siviglia, Sandy Benson, Juanita Skillman, Tom Soule, John Frankel, Sue Stephens, Maggie Blackwell, Donna Rane-Szostak

OTHERS PRESENT: Doug Gibson

STAFF PRESENT: Jayanna Hendley, Dan Lurie

THE MEETING WAS CALLED TO ORDER: 9:30 AM

ACKNOWLEDGEMENT OF THE PRESS: None present.

APPROVAL OF THE AGENDA: By consensus, the agenda was approved.

APPROVAL OF MEETING REPORT: By consensus, the meeting report was approved.

CHAIRS REMARKS: Chair Carlos Rojas stated that he hopes everybody enjoyed their Thanksgiving Holiday. Chair Rojas also stated that staff members have been busy with the Great CA Shakeout, and wrapping that event up with an after-action report. Rojas stated that Tom Siviglia would report on that drill in more detail later in the meeting.

MEMBER COMMENTS: None heard.

REPORTS

RADIO & COMMUNICATIONS: Bruce Bonbright reported that he has experienced a consistent 9-10 check-ins during the monthly radio drill, and that the members who do not check-in successfully are different members every time. Bruce Bonbright ensured that this was a good thing, because there have not been consistent issues with certain radios or members. Bruce asked Director Sue Stephens if it would be possible for a resident to check-in during the radio checks instead of staff, due to the possibility of an emergency occurring after hours. Director Stephens informed Bruce that a staff member is present at the Towers 24/7. Bruce

Bonbright offered to train staff members if needed.

OFFICE MANAGER/ADVISOR: Tom Soule reported that the office's sales for October amounted to \$172.00. Mr. Soule also stated that Good Neighbor Captains have been visiting the office to obtain informational materials and flyers.

RECRUITMENT / RETENTION / TRAINING: Juanita Skillman stated that the Disaster Task Force needs to be recruiting at upcoming recreation events. Juanita also requested a display case in the Village Library to advertise the Disaster Preparedness Office, and Good Neighbor Captains. Director Skillman discussed other ideas for recruiting Good Neighbor Captains as well. Members made comments and asked questions.

GRF BOARD: Juanita Skillman stated that she does not have a report to give from GRF.

UNITED BOARD: Maggie Blackwell reported that United has not decided upon committee assignments yet, but that she would continue to participate in the Disaster Task Force until she is told otherwise.

THIRD BOARD: John Frankel reported that he will step into the Coordinator role for Clubhouse 6.

TOWERS: Sue Stephens reported that the Towers has been remaining active with Floor Captain trainings, and that they are working toward recruiting Assistant Floor-Captains. Sue Stephens stated that the Towers has their own emergency preparedness plan. Chair Rojas asked for a copy of this plan to be sent to him, which Director Stephens agreed to. At this time, Director Frankel asked Chair Rojas if we have a translating service in the event of emergencies. Chair Rojas responded that we do have resources through the phone company. Tom Soule added that he had flyers that need to be translated. Rojas directed Tom Soule to send the flyers to Jayanna Hendley so she could inquire with Media and Communications to see if they are able to translate flyers. At this time, Maggie Blackwell added that she would ask Pearl Lee to join the committee. Maggie added that Pearl is Korean, and is able to translate.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson reported that her team has two new volunteers who are working on their FEMA certifications. Ms. Benson also stated that she has delivered registration packets to the Disaster Task Force Office in the Community Center, and that she is officially a Good Neighbor Captain. Sandy also stated that she would be making an appointment to update their inventory list in the storage trailer, and she will use this opportunity to train the new volunteers as well.

GREAT CA SHAKEOUT AFTER-ACTION REPORT: Tom Siviglia discussed the attached After-Action report in detail. Members made comments and asked questions.

AT&T DISMISSAL OF LANDLINES – RESEARCH: Jayanna Hendley stated that in her research, she found that the initiative to remove landline services began in 2017, but that it would need to pass difficult FCC approvals to be successful. Jayanna also stated that there is no projected timeline that has been publicized. Jayanna continued to state that she did find information on the dismissal of the 3G Network, and that information was attached as the last page of the agenda packet. Chair, Carlos Rojas, added that staff would continue to monitor the situation and update the committee as more information surfaced regarding the concern. Director Skillman stated that AT&T sent notification to customers regarding the removal of landlines. Committee Members made comments and asked questions regarding messaging systems on cell phones in the event of an emergency. Staff will inquire about messaging functions with local law enforcement agencies.

DISCUSSIONS & CONSIDERATIONS:

Tom Soule asked Chair Rojas if in-person training sessions would be available in 2022. Chair Rojas stated that he is waiting on direction regarding COVID protocols.

MEMBER COMMENTS:

NEXT MEETING: January 25, 2022 at 9:30 AM

ADJOURNMENT: 10:24 AM

Submitted By:

Carlos Rojas

Carlos Rojas (Dec 7, 2021 16:05 PST)

Dec 7, 2021

THIS PAGE INTENTIONALLY LEFT BLANK