



OPEN MEETING

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

Tuesday, January 11, 2022- 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 English**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. December 2, 2021 – Agenda Prep Meeting
 - b. December 14, 2021 – Regular Open Session
- 6. Report of Chair**
- 7. VMS Board Update – Director Rupert**
- 8. 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.*
- 9. Responses to Open Forum Speakers**
- 10. United Board Appointment** *(Introduce Candidates, Opening Statements, Interview, Closing Statements, Balloting and Announce Results)*
- 11. CEO Report**

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

b. Recommendation from the Landscape Committee:

(1) Approve Tree Removal Request: 2061-A Via Mariposa – One Canary Island Pine

c. Recommendation from the Finance Committee

(1) Approve a Resolution for Recording a Lien against Member ID# 947-406-19

d. Update Officer Resolution

e. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in November 2021, and such review is hereby ratified.

13. Unfinished Business - None

14. New Business

a. Discuss and Consider Amendment to the Clutter Policy

b. Discuss and Consider the Formation of a Strategic Planning Committee

15. Director Comments (Two minutes per director)

16. Committee Reports

a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on December 28, 2021; next meeting January 25, 2022, 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 – President Liberatore. The Committee met on December 16, 2021; next meeting January 20, 2022, 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 December 16, 2021; next meeting January 20, 2022, 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 February 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director English. The Committee met on December 22, 2021; next meeting February 23, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Lee. 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.

17. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on December 15, 2021; next meeting February 16, 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 January 10, 2022; next meeting March 9, 2022 in the Board Room and as a virtual meeting.
- c. Report of the Community Activities Committee – Director Blackwell. 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 Casey. 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 Acrekar. 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 December 29, 2021; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Ardani. The Committee met on November 17, 2021; next meeting January 17, 2022, 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 December 15, 2021; next hearings will be held January 19, 2022, 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 17, 2021. Next meeting TBA.

18. 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.*

19. 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) December 14, 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

20. Adjourn



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, December 2, 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, Neda Ardani, Reza Bastani, Maggie Blackwell, Pat English, Pearl Lee, Diane Casey

Directors Absent: Azar Asgari, Cash Achrekar

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

President Liberatore called the meeting to order at 2:02 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 14, 2021

The board discussed the committee assignments.

The board agreed by a 4-3 vote (Directors Torng, Bastani, and Ardani opposed) to revise the finance committee list to place Director English as the chair. The full committee list will be up for approval by the board at their December 14, 2021 meeting.

The board discussed items for the open and closed agendas for the December 14, 2021 meeting.

United Board Agenda Prep Meeting (Open)

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4. Director Comments - None

5. Adjournment

President Liberatore adjourned the meeting at 3:49 p.m.

DocuSigned by:
Neda Ardani
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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, December 14, 2021, 9:30 a.m.
Open Session, Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Anthony Liberatore, 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: Jeff Beaumont Esq.

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 Lee led the pledge of allegiance.

3. Acknowledge Media

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

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

5. Approval of Minutes

a. October 12, 2021 – 46th United Annual Meeting

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

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- b. October 12, 2021 – 46th United Organizational Meeting
- c. October 28, 2021 – Agenda Prep Meeting
- d. November 9, 2021 – Regular Open Session

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 HOA/insurance costs
- A member commented on outdoor lighting and patio furniture
- A member commented on insurance
- A member commented on furniture in common area
- A member commented on patio furniture
- A member commented on pine tree trimming and shedding

8. Responses to Open Forum Speakers

- President Liberatore commented on insurance
- Director Casey commented on insurance
- Director Blackwell commented on insurance coverage and loans and pine tree shedding
- Director Torng commented on outdoor furniture
- Director Lee commented on outdoor lighting

9. VMS Appointment *(Introduce Candidates, Opening Statements, Interview, Closing Statements, Balloting and Announce Results)*

President Liberatore introduced the candidates for the United Representative to the VMS Board:

- Lenny Ross
- Manny Robledo

Each candidate gave their opening statements and answered questions from the board.

Hearing no other questions, the candidates gave their closing statements.

The board voted by secret ballot.

Interim Corporate Secretary Grant Schultz an Interim Assistant Corporate Secretary Cindy Shoffeitt tallied the votes.

Grant Schultz announced that the results were 10-0-0 and that Mr. Robledo was appointed as the United Representative to the VMS Board.

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10. CEO Report

CEO Jeff Parker reported on the following topics:

- Insurance
- Covid update: masks will be worn while indoors starting tomorrow, December 15, 2021 through January 15, 2022 due to spiking numbers.
- Flash flood warning today

COO Siobhan Foster reported on the following:

- Christmas tree curbside pick up by Landscaping
- New Resident Orientations available for all mutual
- Village decorating contest

11. Consent Calendar

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

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

11b. 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

RESOLUTION 01-21-79

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.

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

RESOLUTION 01-21-80

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.

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

Discussion ensued among the directors.

President Liberatore called the motion to a vote and it passed a vote of 8-0-2 (Directors Bastani and Tornig abstained)

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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 October 2021; such review is hereby ratified.

Directors Asgari and Casey reviewed the preliminary financial for the month of October 2021.

Discussion ensued among the directors.

President Liberatore called for the vote and the motion passed by a vote of 8-1-1. (Director Bastani opposed, Director Torng abstained).

- 12b.** Entertain a Motion to Approve United Committee Assignments

Resolution 01-21-81

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 Mehrair, 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~~

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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)
~~Gash 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.

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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 01-21-82
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~~

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~~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

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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.

President Liberatore asked for a motion to adopt the resolution.

Director Ardani made a motion to adopt a resolution for United Board Committee Assignments. Director Bastani seconded the motion.

Discussion ensued among the directors.

Director Asgari made a motion to amend the committee appointments to change the Finance Chair to Director Asgari. Director Bastani seconded the motion.

President Liberatore called the amendment to a vote and the motion failed 4-5-0 (Directors Blackwell, Lee, English, Achrekar, and Casey opposed).

President Liberatore called for the vote and the main motion and the motion passed by a vote 4-3-2 (Directors Achrekar, Asgari, and Tornig opposed. Directors Bastani and Ardani abstained).

12c. Discuss and Consider Hybrid meetings (Oral discussion)

The board discussed the procedure for United Board meetings in the future and if the board wanted to continue to have hybrid meetings.

13. New Business

13a. Entertain a Motion to Approve Officer Appointment

Director Blackwell moved that the board elect a First Vice President to fill the vacancy. Director Casey seconded the motion.

Discussion ensued among the directors.

President Liberatore called the meeting to a vote and the vote was 5-4-0 (Directors Bastani,

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Ardani, Asgari, Torng opposed)

Director Ardani read the following resolution:

RESOLUTION 01-21-83
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 |
| Maggie Blackwell | 1st 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.

President Liberatore opened up nominations for the First Vice President position.

Director Casey nominated Director Blackwell. Director Blackwell accepted the nomination.

Director Torng nominated Director English. Director English did not accept the nomination.

Director Ardani nominated Director Lee. Director Lee did not accept the nomination.

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Hearing no other nominations, President Liberatore closed nominations for First Vice President and Director Blackwell is the named the 1st Vice President.

Director Blackwell made a motion to approve the resolution for the appointment of officers. Director English seconded the motion.

President Liberatore called for the vote and the motion passed 5-4-0 (Directors Bastani, Ardani, Asgari, and Torng o

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.

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- 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

17. Director's Comments- None

18. Recess - *At this time the meeting will recess for lunch and reconvene to Closed Session to*

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discuss the following matters per California Civil Code §4935.

The meeting recessed at 12:52 p.m. into the Closed Session.

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

During the November 9, 2021, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

- (a) September 14, 2021 – Regular Closed Session*
- (b) September 24, 2021 – Special Closed Meeting*
- (c) October 6, 2021 – Emergency Closed Meeting*
- (d) October 14, 2021 – Special Closed Meeting*

Discussed and Considered Litigation, Legal and Legislation Matters


Discuss and Consider Contractual Matters

Discussed Personnel Matters

Discussed Member and Board Disciplinary Matters

19. Adjourn

The meeting was adjourned at 5:15 p.m.

DocuSigned by:

33AA1B659E4B444...

Neda Ardani, Secretary of the Board
United Laguna Woods Mutual

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RESOLUTION 01-22-XX

Approve Removal Of One Canary Island Pine Tree 2061-A Via Mariposa

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

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

WHEREAS, on December 9, 2021, the Landscape Committee reviewed a request to remove one Canary Island Pine tree from the Member at 2061-A, who cited the reasons as structural damage and the inability to grow grass in and around the tree, 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 2061-A Via Mariposa.

NOW THEREFORE BE IT RESOLVED, January 11, 2022, the Board of Directors approves the request for the removal of one Canary Island Pine tree at 2061-A;

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

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RESOLUTION 01-22-XX

Recording of a Lien

WHEREAS, Member ID 947-406-19; 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, January 11, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-406-19 and;

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

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RESOLUTION 01-22-xx
Appointment of Officers

RESOLVED, on January 11, 2022, 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 |
| Maggie Blackwell | 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:

| | |
|----------------|--------------------------------|
| Siobhan Foster | Vice President ex Officio |
| XXXX XXXX | Assistant Secretary ex Officio |
| Steve Hormuth | Assistant Treasurer ex Officio |

RESOLVED FURTHER, that Resolution 01-21-83, adopted December 14, 2021, is hereby superseded and cancelled; and

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

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Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending December 31, 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 | <u><i>Anthony Liberatoro</i></u> |
| Print Name | <u>ANTHONY LIBERATORO</u> |
| Title | <u>PRESIDENT</u> |
| Date | <u>01/06/2022</u> |

Membership Trust Transfer Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending December 31, 2021.

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

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

| UNITED LAGUNA WOODS MUTUAL | |
|----------------------------|------------------------------|
| Signature | <u>Anthony M. Liberatore</u> |
| Print Name | <u>ANTHONY M. LIBERATORE</u> |
| Title | <u>PRESIDENT</u> |
| Date | <u>01/06/2022</u> |

ENDORSEMENT (to Board)

Discuss and Consider Amendment to the Clutter Policy:

On December 16, 2021, the Governing Documents Review Committee (Committee) reviewed Discuss and Consider Amendment to the Clutter Policy.

The Committee discussed and made the following changes to the Clutter Policy, Conditions, Section 5:

Items that constitute a nuisance to one's neighbors should not be placed in common areas or Exclusive Use Common Areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals or any objects which are offensive or objectionable. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.

Director Liberatore made a motion to make these changes and forward the matter to legal counsel for review and approval. Without objection the motion passed.

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STAFF REPORT

DATE: January 11, 2022
FOR: Board of Directors
SUBJECT: Clutter Policy

RECOMMENDATION

Staff recommends approval of the amended Clutter Policy.

BACKGROUND

The Governing Documents Review Committee is tasked to review policy and processes for consistency. One of the areas of review by the Committee is monitor appearances to protect re-sales and property values.

DISCUSSION

On December 16, 2021, the Governing Documents Review Committee (Committee) reviewed Discuss and Consider Amendment to the Clutter Policy.

The Committee discussed and made the following changes to the Clutter Policy, Conditions, Section 5:

Items that constitute a nuisance to one's neighbors should not be placed in common areas or Exclusive Use Common Areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals or any objects which are offensive or objectionable. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.

Director Liberatore made a motion to make these changes and forward the matter to legal counsel for review and approval. Without objection the motion passed.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Clutter Policy

Attachment 2: Resolution 01-22-XX

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Clutter Policy

Resolution 01-~~18XX-104XXX~~; Adopted ~~September 26, 2018XXX~~

I. Purpose

The purpose of this policy is to set forth guidelines by United Laguna Woods Mutual (United) for the safety and prevention of damage from items placed by the residents in “Exclusive Use Common Area” and “Common Area.”

Please note that this list is **not** exhaustive and **any** item that is placed within the Mutual property, including but not limited to, the balcony, breezeway, carport, patio, interior and common area is subject to the aforementioned rules and regulations of the Mutual.

II. Definitions

- a. Exclusive Use Common Area – a portion of the common area designated by the declaration for the exclusive use of one or more, but fewer than all, of the owners of the separate interests and which is or will be appurtenant to the separate interest or interests. Unless the declaration otherwise provides, any shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios, exterior doors, doorframes, and hardware incident thereto, screens and windows or other fixtures designed to serve a single separate interest, but located outside the boundaries of the separate interest, are exclusive use common area allocated exclusively to that separate interest (i.e. patios, balconies, carport and interior of a Unit). (Civil Code §4145)
- b. Clutter - to fill or litter with things in a disorderly manner; a collection of things lying about in an untidy mass. (cluttered. (n.d.) *Burton's Legal Thesaurus, 4E.* (2007)) In addition, anything positioned within the Mutual property in a manner which is obstructing the free use of the area, creating a health and safety risk to the community, and/or consequently causing property damage within the Mutual. See further details under Conditions.
- c. Common Area - the entire common interest development except the separate interests therein (i.e. walkways, breezeways, and open space). (Civil Code §4095)
- d. Community – Laguna Woods Village.
- e. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- f. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.

- g. Interior Clutter – any items that are hazardous or may be of fire or safety danger, and/or potential damage to the inside of the Unit or surrounding Units.
- h. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- i. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- j. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- k. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

III. Conditions Clutter

Common areas are for the use and enjoyment of all residents and it is essential that all residents be aware of the need for the safety and prevention of damage to the buildings by items placed by the residents in or on the common areas of the Mutual's multi-story buildings and where applicable to other residential buildings.

The following rules for residents address the safety and prevention of damage issues. Residents should take whatever corrective action is necessary to manage those items they have placed outside their unit. Residents who disregard these guidelines will be given a citation to correct the problem, possibly followed with disciplinary action.

- 1. All plants must be suitably potted with adequately sized saucers to collect excess water and elevated by substantial caster or sturdy platforms. Care must be used to control the amount of water given to these plants so as not to run over the saucer and collect on the floor surface or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- 2. Items, including plants, statues, furniture, etc., may be placed adjacent to a Unit's front door on the floor and shall be limited. Adequate clearance is required to allow for easy walkway access along the area (at least in number and size to allow for a 48-inch clearance as required by law.)
- 3. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good repair.

4. Potted plants are not to be placed on railings in common areas. Hanging plants or hanging objects are prohibited in breezeway and walkways.
5. Items that constitute a nuisance to one's neighbors should not be placed in common areas or Exclusive Use Common Areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals or any objects which are offensive or objectionable. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.
6. A resident's balcony and patio area adjoining a unit is Exclusive Use Common Area. This area needs the same care & protection as the walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings are allowed. No more than 15% of the total floor area of a balcony may be used for potted plants.
7. Landscape crews will not care for a resident's personal items placed in common areas unless arranged through the Customer Service Department as a chargeable service.

Any building, by majority decision, may establish additional rules for its own use, providing the rules are not in conflict with the above guidelines. United shall resolve any disputes or misunderstandings relating to Exclusive Use Common Areas and Common Areas.

Governing Documents: "The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon." (Occupancy Agreement, Article 5, Use of Premises)

IV. Enforcement

United is authorized to take disciplinary action against a Member(s) whose dwelling may be found in violation of the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate and impose, if appropriate, discipline as set forth in the Governing Documents.

The Board has the authority to impose monetary fines, suspend Member(s) privileges, and/or bring forth legal action. The Member(s) are entirely responsible for ensuring that the Governing Documents are followed by anyone they allow into the Community. This includes any Co-occupant, Lessee, Guest, Care Provider, Vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580-1400 or the Compliance Division by calling 949-268-CALL or email to compliance@vmsinc.org.

Investigating clutter: a Security Inspector patrols the Community and should Staff identify objective evidence of clutter a Notice of Clutter Violation is issued. The Compliance Division will send a follow up notice advising the Member of the rules and requesting compliance.

For interior clutter: Staff will schedule an interior inspection to obtain photographs and determine the severity of the clutter, potential hazard, and damage to the property. Staff works closely with the Social Services Division and outside agencies on interior clutter violations.



RESOLUTION 01-22-XX

Clutter Policy

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 Clutter Policy;

NOW THEREFORE BE IT RESOLVED; [DATE] that the Board of Directors of this Corporation hereby approves the amended Clutter Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-18-104, adopted February 26, 2018 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.

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Financial Report

Preliminary as of November 30, 2021



| INCOME STATEMENT (in Thousands) | | ACTUAL |
|------------------------------------|--|----------|
| Assessment Revenue | | \$41,498 |
| Non-assessment Revenue | | \$1,127 |
| Total Revenue | | \$42,625 |
| Total Expense | | \$40,835 |
| Net Revenue/(Expense) | | \$1,790 |

Financial Report

Preliminary as of November 30, 2021



| OPERATING ONLY INCOME STATEMENT ¹ (in Thousands) | ACTUAL |
|---|----------|
| Assessment Revenue | \$19,766 |
| Non-assessment Revenue | \$1,345 |
| Total Revenue | \$21,111 |
| Total Expense ¹ | \$21,071 |
| Operating Surplus | \$40 |

1) Excludes depreciation

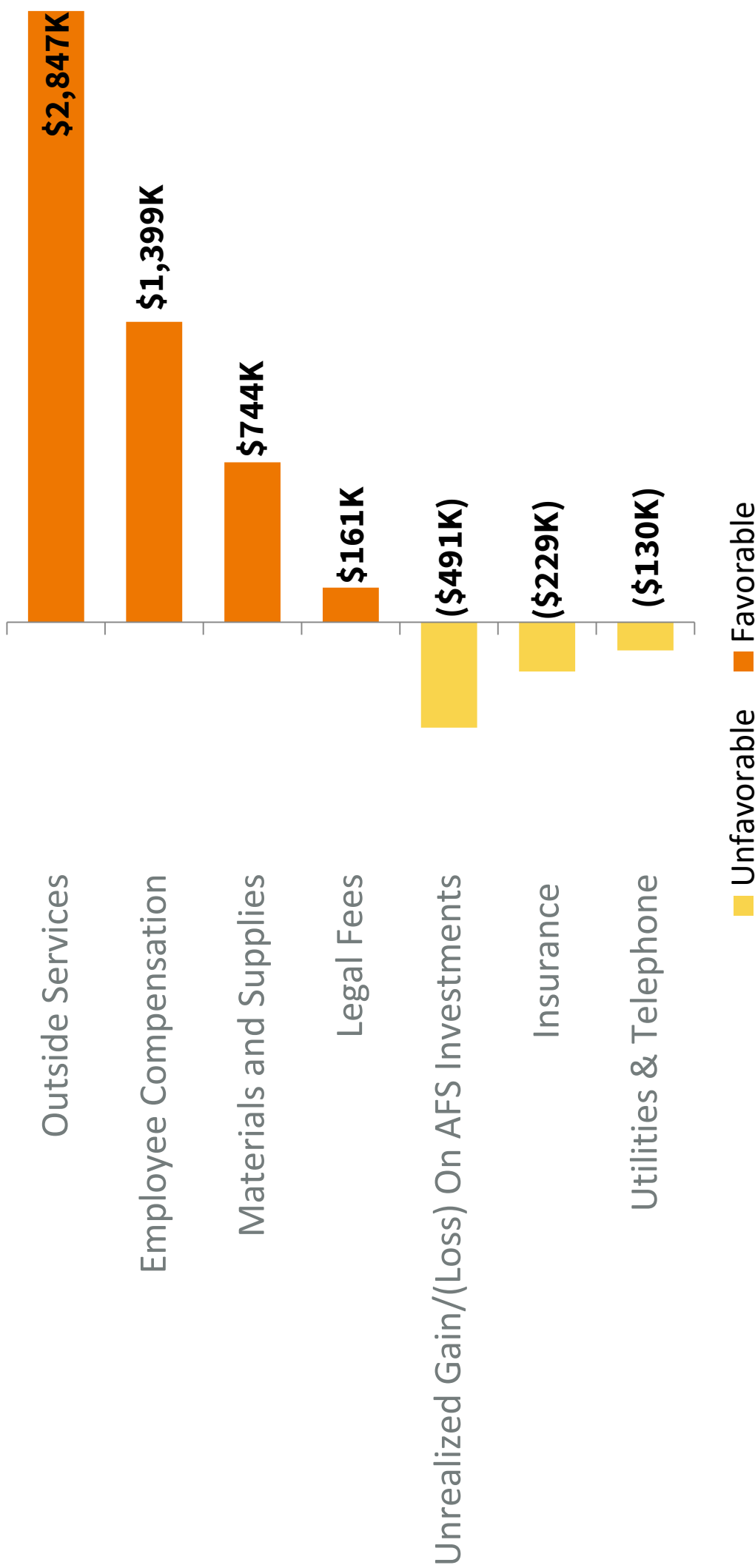
Financial Report

Preliminary as of November 30, 2021

| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|----------|-----------|-------------------|
| Assessment Revenue | \$41,498 | \$41,485 | \$13 |
| Non-assessment Revenue | \$1,127 | \$1,649 | (\$522) |
| Total Revenue | \$42,625 | \$43,134 | (\$509) |
| Total Expense | \$40,835 | \$46,053 | \$5,218 |
| Net Revenue/(Expense) | \$1,790 | (\$2,919) | \$4,709 |

Financial Report

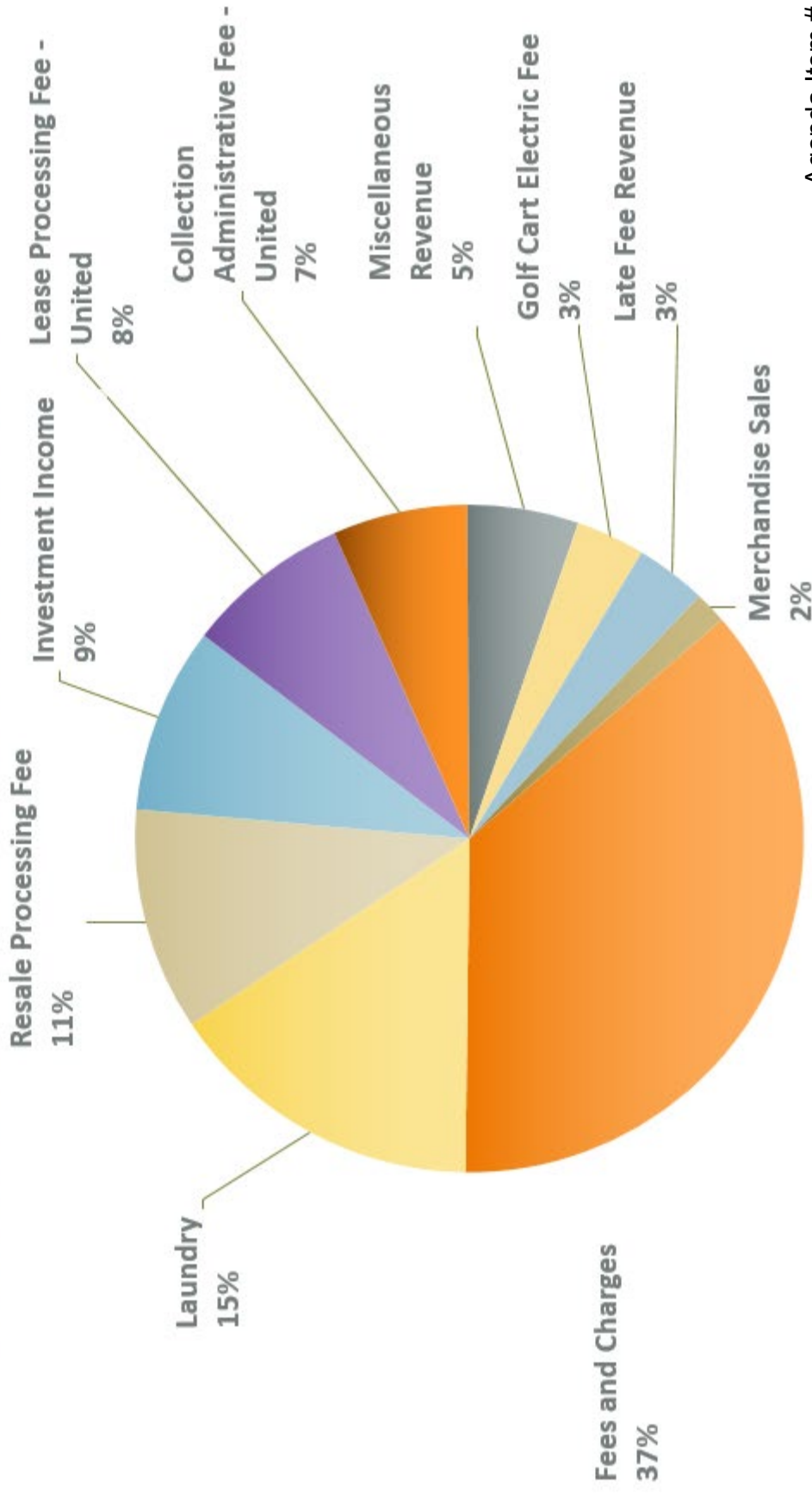
Preliminary as of November 30, 2021



Financial Report

Preliminary as of November 30, 2021

Total Non Assessment Revenues \$1,503,529 excluding Unrealized Loss on AFS Investments



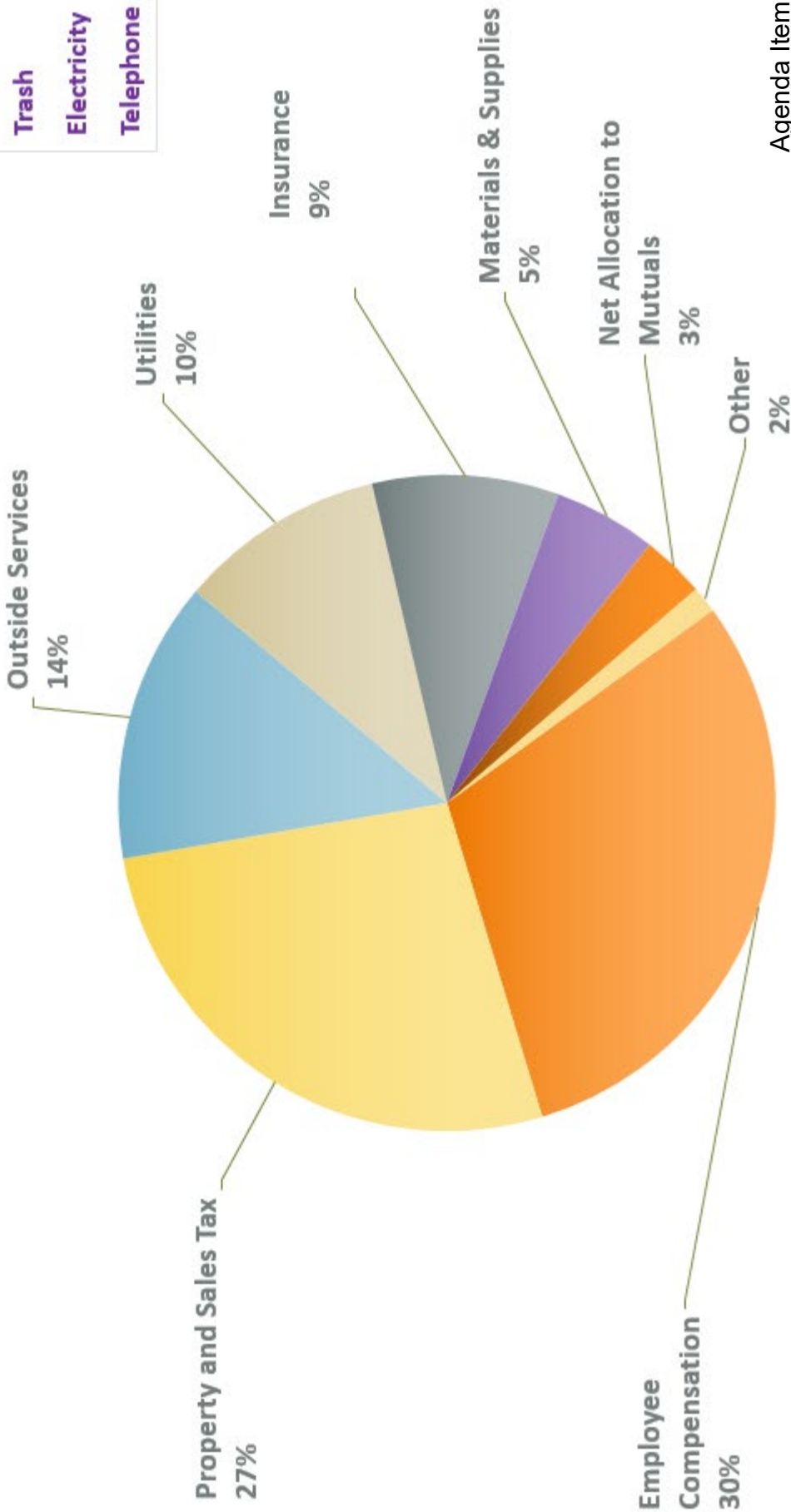
Financial Report

Preliminary as of November 30, 2021



UNITED LAGUNA WOODS
— M U T U A L —

Total Expense \$40,835,089

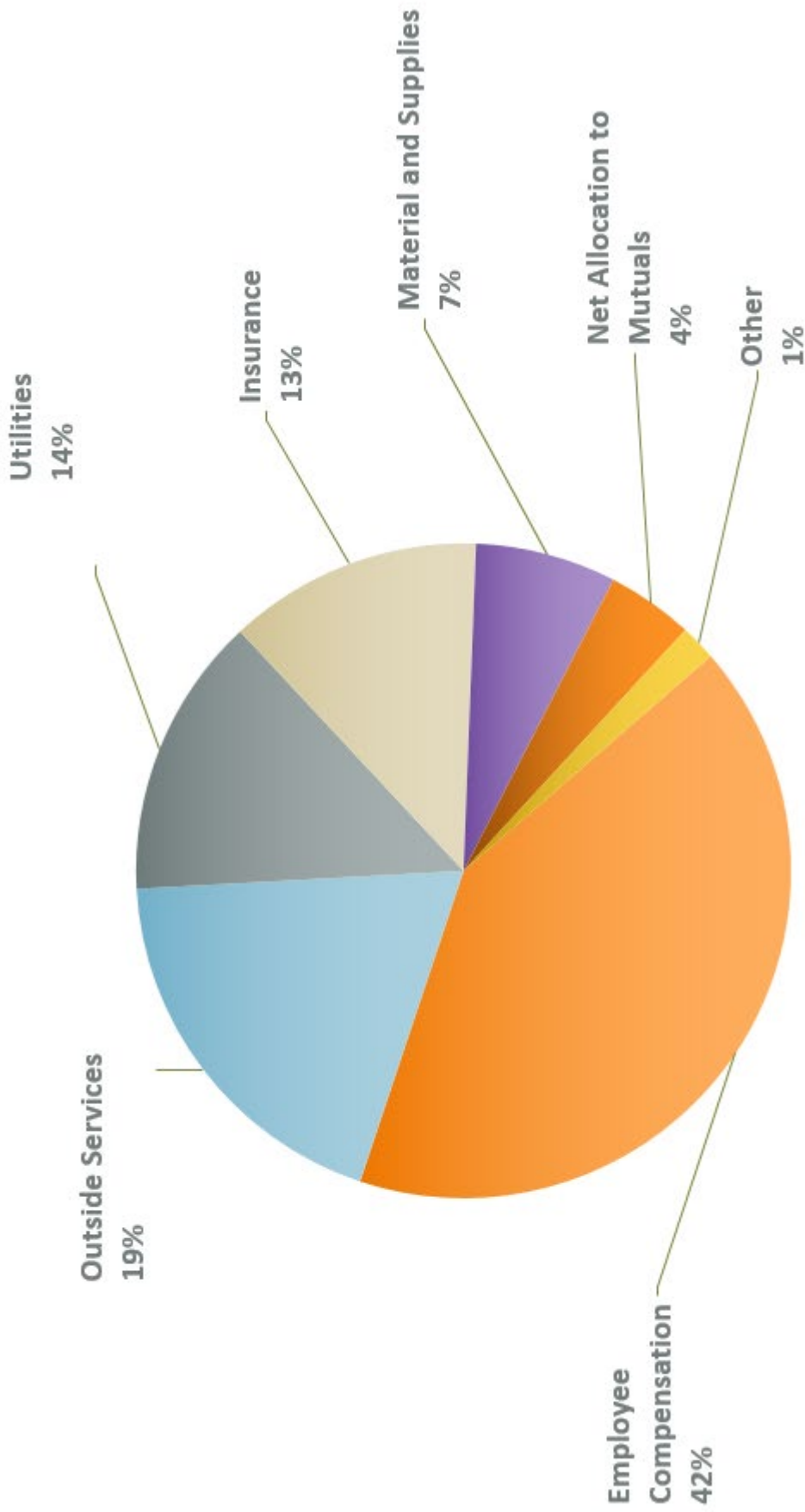


| | |
|-------------|-------------|
| Water | \$1,983,477 |
| Sewer | \$1,640,979 |
| Trash | \$419,440 |
| Electricity | \$108,678 |
| Telephone | \$577 |

Financial Report

Preliminary as of November 30, 2021

Total Expenses Excluding Property and Sales Tax \$29,824,069



Financial Report

Preliminary as of November 30, 2021

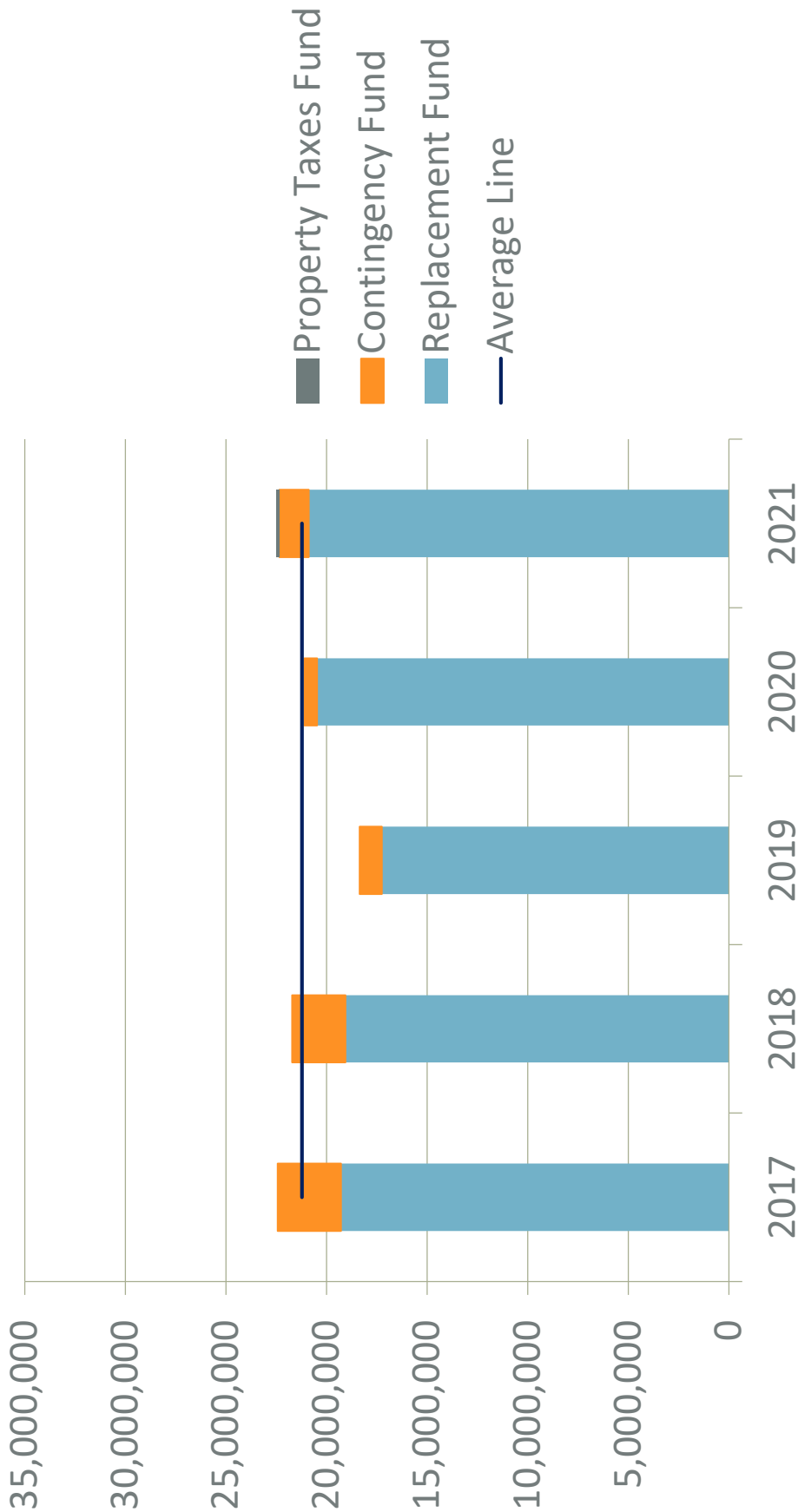


| NON-OPERATING FUND BALANCES (in Thousands) | CONTINGENCY | RESERVE | PROPERTY TAX |
|--|-------------|----------|-----------------|
| Beginning Balances: 1/1/21 | \$371 | \$20,196 | \$0 |
| Contributions & Interest | 680 | 9,675 | 11,159 |
| Expenditures | (414) | 8,987 | 11,011 |
| Current Balances: 11/30/21 | \$1,465 | \$20,884 | \$148 |

Financial Report

Preliminary as of November 30, 2021

FUND BALANCES – United Mutual



Financial Report

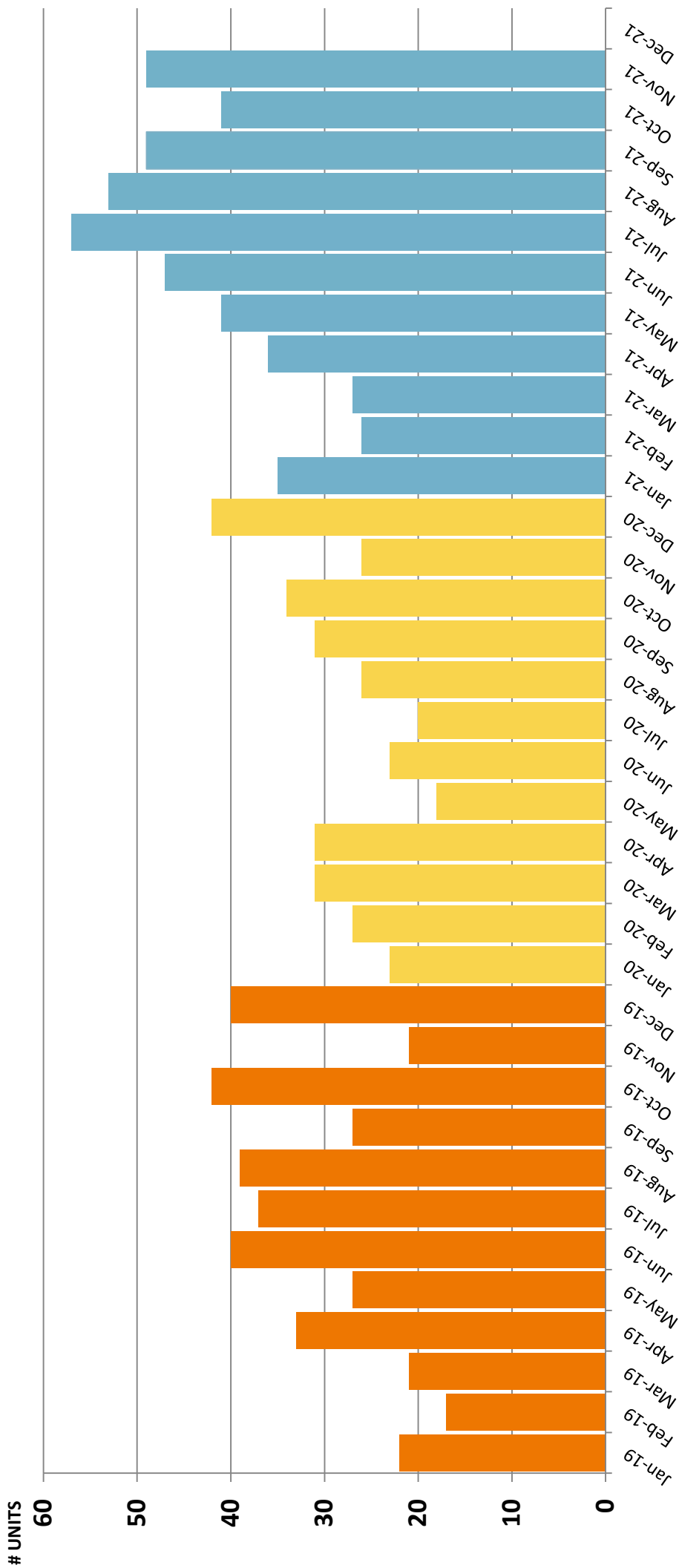
Preliminary as of November 30, 2021

RESALE HISTORY – United Mutual

| | NO. OF RESALES | AVG. RESALE PRICE |
|----------|-------------------|----------------------|
| YTD 2019 | 326 | \$257,243 |
| YTD 2020 | 290 | \$257,276 |
| YTD 2021 | 461 | \$278,569 |



UNITED LAGUNA WOODS
MUTUAL





Treasurer's Report for January 11, 2021 Board Meeting

SLIDE 1 – Through the reporting period of **November 30, 2021**, total revenue for United was \$42,625K compared to expenses of \$40,835K, resulting in net revenue of \$1,790K.

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 surplus of \$40K through the reporting period. This chart shows how much of our revenue went into operations, with \$19,766K coming in from assessments and \$1,345K coming from non-assessment revenue. This is compared to operating expenditures of \$21,071K (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 \$4,709K when combining both operating and reserve savings.

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

Outside Services \$2,847K; 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 \$1,399K; 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 low participation in non-union medical insurance and retirement plan.

Materials and Supplies \$744K; Favorable variance resulted in several areas of operations such as interior components, plumbing, and appliance. The Board allowed residents to refuse entry for appliance replacements through June 15th causing less replacements of items such as water heaters and refrigerators.

Legal Fees \$161K; 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 (\$491K); 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 January 11, 2021 Board Meeting

Insurance (\$229K); 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 (\$130K); Unfavorable variance due to less seasonal rainfall. Budget was based on a five-year average of water consumption, however, seasonal rainfall through November was 26% lower than 5-year average during the same period.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,504K, excluding the Unrealized Loss on Available for Sale Investments. If you include the unrealized loss on investments, non-assessment revenue totaled \$1,127K. 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 \$41M, 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 November 30, 2021 was \$1,465K. Contributions and investment revenue totaled \$680K while expenditures were a credit of (\$414K). The Reserve Fund balance on November 30, 2021 was \$20,884K. Contributions and investment revenue collected totaled \$9,675K while expenditures were \$8,987K. The newly added Property Taxes Fund balance on November 30, 2021 was \$148K. Contributions and investment revenue collected totaled \$11,159K while expenditures were \$11,011K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$22 Million.

SLIDE 10 – We have a slide here to show resale history from 2019 - 2021. Through November 30, 2021, United sales totaled 461, which is 171 higher than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$279K, which is \$22K higher than prior year for the same time period.



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

Tuesday, December 28, 2021 – 1:30 p.m.
Board Room/Virtual Meeting
24351 El Toro Road

MEMBERS PRESENT: Pat English – Chair, Azar Asgari, Advisor: Richard Rader

MEMBERS ABSENT: Pearl Lee

OTHERS PRESENT: United – Anthony Liberatore – President
VMS – Juanita Skillman

STAFF PRESENT: Jose Campos, Steve Hormuth, Erika Hernandez

Call to Order

Chair Pat English, chaired the meeting and called it to order at 1:30p.m.

Acknowledgment of Media

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

Approval of Agenda

The agenda was approved as presented.

Approval of the Regular Meeting Report of November 30, 2021

The meeting report was approved as presented.

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

Director Dick Rader asked whether money will be borrowed from the reserves to cover upcoming bills such as property taxes. Steve Hormuth, Controller, addressed his question and stated that if borrowing is necessary it will be presented to the Finance Committee to make a recommendation to the board to ratify the borrowing.

Department Head Update

Jose Campos, Interim Financial Services Director, provided updates on the 2022 annual budget, annual policy statement, insurance and the 2022 city trash service rate increase.

Review Preliminary Financial Statements dated November 30, 2021

The committee reviewed financial statements for November 30, 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.

Endorsements from Standing Committees

None.

Future Agenda Items

Bank of America negotiation

VMS staffing report from Human Resources.

Committee Member Comments

Chair English wished everyone a Happy New Year.

Date of Next Meeting

Tuesday, January 25, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:50 p.m.

DRAFT

Pat English, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

All Mutuals

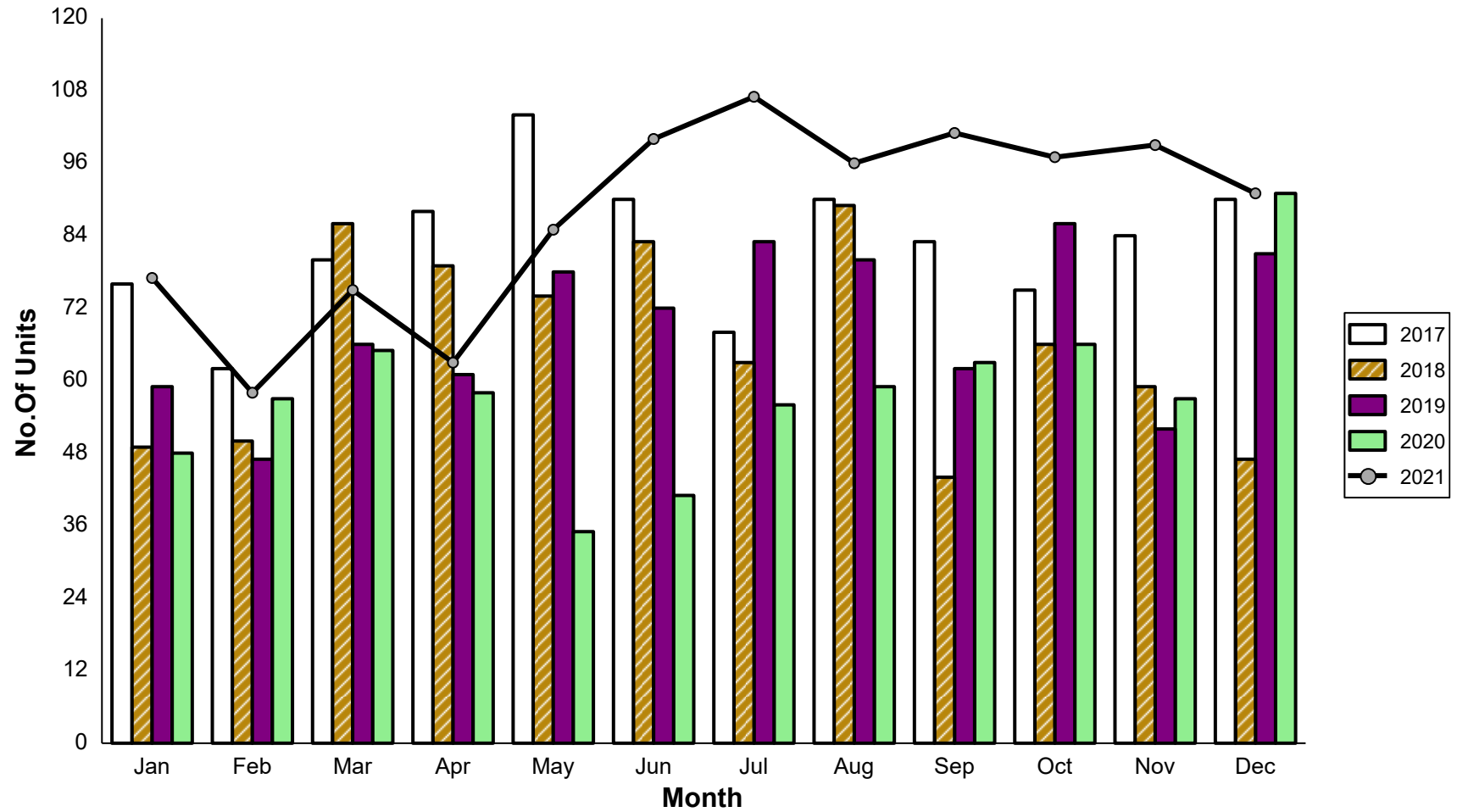
December, 2021

| 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 | 91 | 91 | \$33,958,550 | \$29,495,361 | \$373,171 | \$324,125 |
| TOTAL | 1051.00 | 696.00 | \$376,935,493 | \$230,325,571 | | |
| ALL TOTAL | 1051.00 | 696.00 | \$376,935,493 | \$230,325,571 | | |
| MON AVG | 87.00 | 58.00 | \$31,411,291 | \$19,193,798 | \$357,321 | \$329,309 |

* Amount is excluded from percent calculation

ALL MUTUALS

Resales - 5 Year Comparison



Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

December, 2021

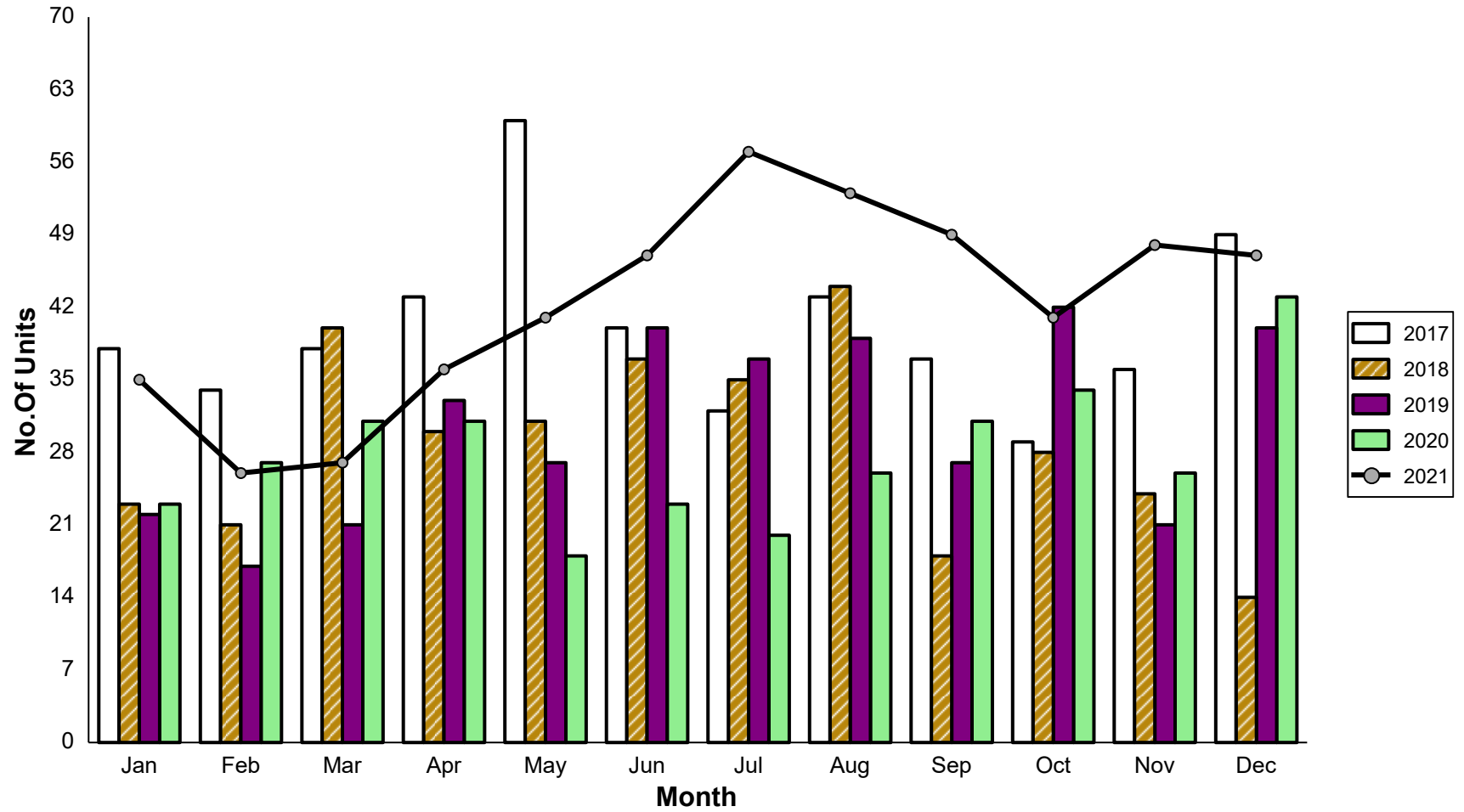
| MONTH | NO. OF RESALES | | TOTAL SALES VOLUME IN \$\$ | | AVG RESALE PRICE | |
|----------------|----------------|-----------|----------------------------|--------------|------------------|-----------|
| | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR | THIS YEAR | LAST YEAR |
| January | 35 | 23 | \$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 | 47 | 43 | \$14,364,950 | \$10,896,560 | \$305,637 | \$253,408 |
| TOTAL | 508.00 | 333.00 | \$144,247,627 | \$85,553,535 | | |
| ALL TOTAL | 508.00 | 333.00 | \$144,247,627 | \$85,553,535 | | |
| MON AVG | 42.00 | 27.00 | \$12,020,636 | \$7,129,461 | \$280,825 | \$256,954 |
| % CHANGE - YTD | 52.6% | | 68.6% | | 9.3% | |

% 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

Dec-21

| Month | NUMBER OF RESALES | | | | TOTAL SALES VOLUME IN \$\$ | | | | AVG RESALE PRICE | | | |
|--------------|-------------------|-------|------|--------|----------------------------|--------------|--------------|--------------|------------------|-----------|-----------|-----------|
| | 2021 | 2020 | 2019 | 2018 | 2021 | 2020 | 2019 | 2018 | 2021 | 2020 | 2019 | 2018 |
| January | 35 | 23 | 22 | 23 | \$8,997,153 | \$6,100,300 | \$5,282,150 | \$6,014,390 | \$257,062 | \$265,230 | \$240,098 | \$261,495 |
| February | 26 | 27 | 17 | 21 | \$6,846,600 | \$6,375,200 | \$4,256,150 | \$6,059,250 | \$263,331 | \$236,119 | \$250,362 | \$288,536 |
| March | 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 | 47 | 43 | 40 | 14 | \$14,364,950 | \$10,896,560 | \$9,175,800 | \$3,368,300 | \$305,637 | \$253,408 | \$229,395 | \$240,593 |
| TOTAL | 508 | 333 | 366 | 345 | \$144,247,627 | \$85,553,535 | \$92,862,644 | \$95,388,540 | | | | |
| ALL TOTAL | 508 | 333 | 366 | 345 | \$144,247,627 | \$85,553,535 | \$92,862,644 | \$95,388,540 | | | | |
| MON AVG | 42 | 28 | 31 | 29 | \$12,020,636 | \$7,129,461 | \$7,738,554 | \$7,949,045 | \$280,825 | \$256,954 | \$254,922 | \$274,454 |
| % CHANGE-YTD | 52.6% | -9.0% | 6.1% | -28.3% | 68.6% | -7.9% | -2.6% | -22.3% | 9.3% | 0.8% | -7.1% | 7.6% |

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

Resales Report

United Laguna Woods Mutual

December, 2021

| Close | Manor | Mutual | Price | Model/Style | Listing Realtor | Buyer Realtor | Escrow |
|------------|-------|--------|-----------|-------------|--------------------------------|------------------------------|----------------------|
| 12/16/2021 | 40-S | 1 | \$235,000 | Casa Blanca | HomeSmart Evergreen | Laguna Premier Realty, Inc | Escrow Options Group |
| 12/16/2021 | 41-P | 1 | \$162,000 | Cadiz | Century 21 Award | First Team Real Estate | Corner Escrow Inc. |
| 12/16/2021 | 97-B | 1 | \$284,000 | Majorca | Re/Max Select One | Luxre Realty, Inc | Corner Escrow Inc. |
| 12/13/2021 | 169-B | 1 | \$250,000 | Madrid | Coldwell Banker | Good Deal Properties | Escrow Options Group |
| 12/22/2021 | 175-B | 1 | \$235,500 | Cadiz | eXp Realty of California | Residential Agent Inc. | Generations Escrow |
| 12/08/2021 | 185-D | 1 | \$175,000 | Cadiz | HomeSmart Evergreen | TBD | Granite Escrow |
| 12/29/2021 | 211-P | 1 | \$159,500 | Cadiz | Coldwell Banker Best Realty | Village Real Estate | Generations Escrow |
| 12/07/2021 | 216-C | 1 | \$450,000 | Madrid | HomeSmart Evergreen | HomeSmart Evergreen | Escrow Options Group |
| 12/21/2021 | 228-A | 1 | \$412,000 | Seville | HomeSmart Evergreen | Laguna Premier Realty, Inc | Escrow Options Group |
| 12/02/2021 | 247-C | 1 | \$410,000 | Cordoba | Keller Williams Real Estate | Focus Real Estate Team | Granite Escrow |
| 12/29/2021 | 249-D | 1 | \$485,000 | Valencia | HomeSmart Evergreen | Coldwell Banker Best Realty | Granite Escrow |
| 12/06/2021 | 253-D | 1 | \$285,000 | Granada | California Freedom Real Estate | Regency Real Estate | Generations Escrow |
| 12/17/2021 | 311-A | 1 | \$585,000 | Cordoba | Laguna Premier Realty, Inc | New Star Realty & Investment | Granite Escrow |
| 12/22/2021 | 345-P | 1 | \$249,000 | Casa Blanca | New Star Realty & Investment | US Real Estate Services | Blue Pacific Escrow |
| 12/15/2021 | 352-B | 1 | \$288,000 | Madrid | Laguna Premier Realty, Inc | Triple S Realty | Blue Pacific Escrow |
| 12/29/2021 | 366-D | 1 | \$505,000 | Seville | Compass | Compass | Blue Pacific Escrow |
| 12/14/2021 | 400-N | 1 | \$179,000 | Cadiz | Keller Williams Realty Irvine | Cal State Realty Services | Granite Escrow |
| 12/10/2021 | 437-D | 1 | \$350,000 | Cordoba | HomeSmart Evergreen | New Star Realty & Investment | Escrow Options Group |
| 12/08/2021 | 508-C | 1 | \$302,250 | La Corona | Realty Quest | HomeSmart Professionals | Escrow Options Group |
| 12/23/2021 | 518-D | 1 | \$387,000 | Cordoba | RE/MAX Coastal Homes | RE/MAX Coastal Homes | Granite Escrow |
| 12/03/2021 | 522-D | 1 | \$240,000 | Granada | Century 21 Rainbow | Century 21 Rainbow | Generations Escrow |
| 12/30/2021 | 525-N | 1 | \$230,000 | Casa Blanca | Coldwell Banker | Berkshire Hathaway | Granite Escrow |
| 12/01/2021 | 531-P | 1 | \$200,000 | Casa Blanca | Century 21 Rainbow | Mark Carlson, Broker | Corner Escrow Inc. |
| 12/29/2021 | 590-B | 1 | \$420,000 | Cordoba | Century 21 Rainbow | New Star Realty & Investment | Granite Escrow |
| 12/06/2021 | 598-F | 1 | \$220,000 | Granada | Berkshire Hathaway | Re/Max Select One | Generations Escrow |

Resales Report

United Laguna Woods Mutual

December, 2021

| Close | Manor | Mutual | Price | Model/Style | Listing Realtor | Buyer Realtor | Escrow |
|------------|--------|--------|-----------|---------------|-----------------------------|-------------------------------|----------------------|
| 12/30/2021 | 626-O | 1 | \$255,000 | Casa Linda | Surterre Properties, Inc. | HomeSmart Evergreen | Corner Escrow Inc. |
| 12/16/2021 | 642-Q | 1 | \$325,000 | Casa Linda | Laguna Premier Realty, Inc | Coldwell Banker Best Realty | Blue Pacific Escrow |
| 12/21/2021 | 645-B | 1 | \$375,000 | Cordoba | Keller Williams Realty | Laguna Premier Realty, Inc | Blue Pacific Escrow |
| 12/10/2021 | 747-A | 1 | \$355,000 | Madrid | Laguna Premier Realty, Inc | Residential Agent Inc. | Blue Pacific Escrow |
| 12/17/2021 | 763-A | 1 | \$250,000 | San Sebastian | Aramis Realty Group, Inc | Village Real Estate | Blue Pacific Escrow |
| 12/09/2021 | 766-U | 1 | \$239,000 | Casa Blanca | HomeSmart Evergreen | Laguna Premier Realty, Inc | Blue Pacific Escrow |
| 12/23/2021 | 781-C | 1 | \$300,000 | Casa Contenta | HomeSmart Evergreen | Landmark Realtors | Escrow Options Group |
| 12/01/2021 | 781-N | 1 | \$217,300 | Casa Contenta | Laguna Premier Realty, Inc | Keller Williams Realty Irvine | Generations Escrow |
| 12/13/2021 | 781-P | 1 | \$397,500 | Casa Contenta | HomeSmart Evergreen | HomeSmart Evergreen | Granite Escrow |
| 12/16/2021 | 818-A | 1 | \$349,000 | Casa Linda | HomeSmart Evergreen | RE/MAX Coastal Homes | Escrow Options Group |
| 12/23/2021 | 829-N | 1 | \$225,000 | Casa Contenta | Team Spirit Realty | Uniti Realty | Team Escrow, Inc. |
| 12/30/2021 | 834-N | 1 | \$320,000 | Casa Linda | Century 21 Award | HomeSmart Evergreen | Corner Escrow Inc. |
| 12/28/2021 | 868-O | 1 | \$384,000 | Casa Linda | Coldwell Banker Residential | Coldwell Banker | Generations Escrow |
| 12/30/2021 | 877-P | 1 | \$320,000 | Casa Linda | Seven Gables Real Estate | Century 21 Award | Corner Escrow Inc. |
| 12/06/2021 | 893-Q | 1 | \$270,000 | Casa Contenta | Village Real Estate | HomeSmart Evergreen | Granite Escrow |
| 12/02/2021 | 908-Q | 1 | \$359,000 | Casa Linda | Coldwell Banker Residential | Coldwell Banker Residential | Granite Escrow |
| 12/14/2021 | 2014-B | 1 | \$369,000 | Casa Linda | The DeBlis Group | Platinum Realty Group | Corner Escrow Inc. |
| 12/27/2021 | 2032-D | 1 | \$300,000 | Valencia | eXp Realty of California | Village Real Estate | Granite Escrow |
| 12/09/2021 | 2065-A | 1 | \$345,000 | Valencia | Laguna Premier Realty, Inc | Seniority Realty | Blue Pacific Escrow |
| 12/08/2021 | 2095-C | 1 | \$280,000 | Valencia | No Broker | No Broker | Granite Escrow |

Resales Report

United Laguna Woods Mutual

December, 2021

| Close | Manor | Mutual | Price | Model/Style | Listing Realtor | Buyer Realtor | Escrow |
|------------|--------|--------|-----------|---------------|-------------------------------|-------------------------------|---------------------|
| 12/21/2021 | 2124-D | 1 | \$200,000 | Casa Contenta | FSBO | FSBO | Blue Pacific Escrow |
| 12/10/2021 | 2143-N | 1 | \$231,900 | Casa Contenta | Keller Williams Realty Irvine | Keller Williams Realty Irvine | Granite Escrow |

| | |
|-----------------------|--------------|
| Number of Resales: | 47 |
| Total Resale Price: | \$14,364,950 |
| Average Resale Price: | \$305,637 |
| Median Resale Price: | \$288,000 |



OPEN MEETING

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

Thursday, December 16 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

COMMITTEE MEMBERS ABSENT: Reza Bastani, Cash Achrekar

ADVISORS PRESENT:

STAFF PRESENT: Robbi Doncost, Lauryn Varnum

1. Call to Order

Chair Liberatore called the meeting to order at 9:31 AM. The meeting was terminated at 9:45 AM due to lack of committee member's attendance. A quorum could not be reached.

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

N/A

4. Approval of Meeting Report for October 21, 2021

N/A

5. Chair's Remarks

N/A

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

N/A

7. Manor Alterations Division Manager Update

N/A

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

N/A

Items for Discussion

9. Demolition Permit – Potential Adjustment to Mirror City Policy

N/A

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

N/A

11. Technology Update – Initial Online Permit Launch

N/A

Items for Future Discussion:

12. Website Revisions for Manor Alterations

Concluding Business:

13. Committee Member Comments

N/A

14. Date of Next Meeting – Thursday January 20, 2021 9:30 AM

15. Adjournment – 9:45 AM

X _____

Anthony Liberatore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281



OPEN MEETING

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

Thursday, December 16, 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 – Chair, Anthony Liberatore and Diane Casey

MEMBERS ABSENT: Pat English

ADVISORS PRESENT: Juanita Skillman and Dick Rader

ADVISORS ABSENT: Bevan Strom and Mary Stone

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

CALL TO ORDER

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

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF THE AGENDA

Director Liberatore made a motion to approve the agenda as presented.

Without objection the agenda was approved as presented.

APPROVAL OF MEETING REPORTS

Director Liberatore made a motion to approve the meeting report from the November 18, 2021 meeting. Interim-Chair Blackwell seconded the motion.

Without objection the motion carried

CHAIR'S REMARKS

Chair Blackwell commented that she is looking for ways for the United Board to better supervise the residents, promote the governing documents and better understanding of them. Chair Blackwell further commented that items will be considered as they come up. Chair Blackwell also reviewed the Charter with the Committee.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Aim: Monitor Unit Appearance to Protect Re-Sales and Property Values

Chair Blackwell presented Aim: Monitor Unit Appearance to Protect Re-Sales and Property Values. The Committee members made comments and asked questions.

The Committee discussed and made the following changes to the Occupancy Agreement, and Clutter Policy:

Occupancy Agreement Article 15. Compliance with Regulations:

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

Clutter Policy, Conditions, Section 5:

Items that constitute a nuisance to one's neighbors should not be placed in common areas or Exclusive Use Common Areas. Examples are intrusive wind chimes, food and water, which will attract birds, insects, and other animals or any objects which are offensive or objectionable. (City of Laguna Woods Municipal Code Section 5.20.070) Residents are encouraged to resolve amicably differences or disputes involving such items.

Director Liberatore made a motion to make these changes and forward the matter to legal counsel for review and approval. Without objection the motion passed.

CONCLUDING BUSINESS:

Committee Member Comments

Director Liberatore stated that some terms are subjective and can be unfair in their interpretations.

Director Casey stated that they're a lot of things to discuss normally.

Chair Blackwell stated that HOAs were formed to protect property value. She hopes that legislature did not revoke the interest.

Future Agenda Items

None

Date of Next Meeting

The next meeting is scheduled for Thursday, January 20, 2022 at 1:30 p.m. in the Board Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 1:54 p.m.

Maggie Blackwell

Maggie Blackwell (Dec 30, 2021 19:16 PST)

Maggie Blackwell, Chair
United Laguna Woods Mutual

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OPEN MEETING

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

**Thursday, December 9, 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- Diane Casey, Maggie Blackwell, Pearl Lee,

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

4. Approval of the Meeting Report for November 12, 2021

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

5. Chair's Remarks

Chair Casey stated this is her first time chairing a committee.

6. Department Head Update

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.

Mr. Wiemann presented a PowerPoint of the Landscape Department's Key Performance Indicators (KPI) and answered some questions.

7. Member Comments (Items not on the agenda)

A member made a short presentation regarding kikuyu grass and that it can cause allergies and irritations to pets who walk on the grass.

Member asked if his request to remove a Canary Island Pine tree would be reconsidered.

Member asked what is the average time to replace a landscaper? Mr. Wiemann said it varies but that he is contracting out for eight employees to fill in for unfilled positions in our landscape crews.

Director Skillman commented that residents should watch the Landscape Department video illustrating how the Village nursery, mulch yard, and equipment shop are run. It is enlightening about all that goes on in landscaping behind the scenes. It is an eye opener. Here is link to that video: <https://www.youtube.com/watch?v=FI7tl0yXCso>

8. Response to Member Comments

Mr. Wiemann stated it is not practical to take all Kikuyu grass away.

Regarding herbicide use: staff leaves flags out for two days which indicate that area was recently sprayed. Staff only sprays edges so when you see flags, keep your dog away from these areas if you are concerned. We have bought nozzle covers to reduce overspray. We have been looking at some areas in United to make them herbicide-free and we will do everything by hand in those areas. He will bring more on that to the committee next month.

As far as pine trees, he has a bid out for removing overplanted Pine trees in United. Our goal is to thin them out and he will propose to remove about 400 pines over a three-year period. He will be bringing more information about this to a future meeting.

He will look to see if the Member's Pine that he requested be removed would be on the list of pines staff is suggesting be removed during the anticipated pine removal project.

Reports:

9. Alternative Herbicide Trial

Mr. Wiemann reviewed with the committee the results of his recent herbicide trial and answered some questions. He said the result was to use a new mix of Finale™ and Oroboost™ which involves using only half the amount of Finale™ staff had been using.

Items for Discussion and Consideration

10. Tree Removal Request: 2061-A Via Mariposa E. – One Canary Island Pine

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

Concluding Business:

11. Committee Member Comments

Director Blackwell commented that it is interesting that we have new ways to handle the same problems. We try what we can. She is looking forward to see the plan to remove some of the over planted Canary Island Pines.

Director Lee stated that we are always looking at options to address resident concerns.

Mr. Wiemann stated that, in some areas, we are putting in turf alternatives which residents can still walk their dogs on. We are trying to make areas more water efficient and user-friendly.

12. Date of Next Meeting – Thursday, January 13, 2022

13. Adjournment at 10:18 a.m.

anthony libertore
anthony libertore (Jan 4, 2022 14:07 PST)

Diane Casey, Chair

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OPEN MEETING

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

**Wednesday, December 22, 2021 - 9:30 a.m.
Board Room and Virtual On-line Meeting**

MEMBERS PRESENT: Pat English - Chair, Anthony Liberatore, Diane Casey

MEMBERS ABSENT: None

ADVISORS PRESENT: Ken Deppe

OTHERS PRESENT: Juanita Skillman, Dick Rader

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Baltazar Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Koh Shida – Maintenance Operations Manager, Laurie Chavarria – Senior Management Analyst, Sandra Spencer, Administrative Assistant

1. Call to Order

Chair English called the meeting to order at 9:33 a.m.

2. Acknowledgement of Media

Chair English noted that the meeting was broadcasting on Granicus and being recorded. There were no media present and the meeting was not televised.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of the Meeting Report – October 27, 2021

The meeting report for October 27, 2021 was approved as written.

5. Chair's Remarks

Chair English remarked that she was happy to be at the meeting and thanked staff for the Christmas card.

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

A member commented on the issue of installing solar panels in designated areas on their two-story manor. The member had questions about whether or not solar panels would reduce their electricity bills, why United prohibits the leasing of solar panels, and if staff knows the approximate number of residents who have solar panels at this time.

Staff was directed to provide a report on the issue of solar panel installation, leasing, and usage within the mutual and share this information at a future committee meeting.

A member inquired about the conversion of common-area lighting to LED. Staff responded that all common area lighting (except for those owned by SCE) has been converted to LED including breezeways, walkways, and laundry rooms.

7. Department Head Update

Mr. Gomez updated the committee on an October 2021 agenda topic regarding electrical usage reimbursement for dry-down services after a moisture intrusion event. The item was forwarded to the Governing Docs Committee questioning whether a flat fee per room should be adjusted to reflect higher electricity rates. The Governing Docs Committee took no action but directed staff to monitor the issue for 12 months and bring back any information at that time which would be relevant.

Consent:

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

The Solar Production Report was pulled for discussion. The remainder of the consent calendar was approved unanimously.

8. Solar Production Report

Mr. Mejia answered questions from the committee. A discussion ensued regarding existing solar panels producing electricity which goes into the grid; the recent presentation on hydrogen as a potential energy source in the future; the overall use of solar energy throughout the village; the benefits and cost of solar energy; and the benefits to individuals and the mutual in general.

By consensus, staff was directed to review the policy for solar panel installation and return to the committee with information at a future meeting.

9. Project Log

Items for Discussion and Consideration:

10. Use of Virtual Meetings for the M&C Committee

Mr. Gomez confirmed that committee must offer virtual meetings at this time and for the foreseeable future. Discussion ensued about directors and residents being able to participate via Zoom. Chair English stressed the importance of keeping meetings businesslike and without interruptions.

Staff was directed to bring back any new information regarding the need for virtual meetings at a future date.

11. Appliance Update – Purchasing, Inventory and Delivery Delays (Verbal Presentation)

Mr. Barnette provided an update to the committee including information about delays in delivery of appliance repair parts due to the pandemic and the increase in cost of materials. Discussion ensued regarding GE as the preferred vendor; the ability to continue stocking parts, and that staff has already been trained on the repair of GE appliances. Mr. Barnette referenced a Purchasing Agreement signed by the Boards on 1/1/21 giving rights to continue with GE as preferred vendor.

Director Casey commented on whether or not particular styles have been discontinued and Mr. Barnette confirmed that a dishwasher was replaced with a different model and a GE refrigerator model was changed out for a smaller size. Staff is continuing to repair appliances as needed instead of replacing them in order to keep current stock in reserve.

Staff was requested to inspect the oven vent at manor 521-B and repair as needed.

12. Solutions for Clogged Gutters/Downspouts (General Services)

Mr. Shida informed the committee that General Services is responsible for cleaning the gutters while new installations are handled by the M&C division. If a service ticket is submitted to Resident Services, General Services will clean out a clogged gutter. Between October and December, a vendor cleans all the gutters in United. If General Services can't clear a clog, then Maintenance Operations will clean, repair, or replace as necessary.

Staff was requested to inspect the gutters at manor 2022-D and repair as needed.

Items for Future Agendas:

- Virtual Meeting Requirements
- Discussion on Solar Panel Usage in United

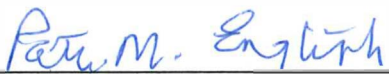
Concluding Business:

13. Committee Member Comments

- Directors Liberatore and Casey commented that the meeting went well and thanked staff for the information that was provided. Chair English and Mr. Gomez wished everyone Merry Christmas.

14. Date of Next Meeting: February 23, 2022

15. Adjournment: The meeting was adjourned at 10:20 a.m.


Pat English, Chair

Pat English, Chair
Manuel Gomez, Staff Officer
Telephone: (949) 268-2380