



OPEN MEETING

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

Tuesday, December 13, 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 Ross**
- 2. Pledge of Allegiance to the Flag – Director Casey**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. November 8, 2022 – Regular Open Session
 - b. November 14, 2022 – Special Open Meeting
 - c. November 23, 2022 – Agenda Prep Meeting
 - d. October 11, 2022 – Annual Meeting
 - e. October 11, 2022 – Organizational Meeting
- 6. Report of Chair**
- 7. Solar Update – (Oral Discussion)**
- 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**
 - a. Response to open forum speakers
 - b. Response to past open forum speakers – Maggie Blackwell
- 10. VMS Board Update – Director Kahn**

11. CEO Report

12. United Board Vacancy Appointment *(Introduce Candidates, Opening Statements, Interview, Closing Statements, Balloting and Announce Results)*

13. 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 months of October 2022, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee - None**
- c. **Recommendation from the Architectural Control and Standards Committee - None**
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in November 2022, and such review is hereby ratified. (CHECK LIST)
- e. **Recommendation from the Finance Committee - None**

14. Unfinished Business

- a. Entertain a Motion to Approve Proposed Revision to Land Use Policy (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**).
- b. Entertain a Motion to Discuss and Consider Criminal Background Qualifications Policy (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**).
- c. Strategic Planning Update – President Ross
- d. Update Committee Assignment
- e. Entertain a Motion to Approve Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (**December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

15. New Business

- a. Report of Town Hall – (Oral Discussion)
- b. Entertain a Motion to Approve Private Loans Research Ad Hoc Committee

16. Director Comments (Two minutes per director)

17. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on November 29, 2022; next meeting December 27, 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 – Director Blackwell. The Committee met on October 20, 2022; next meeting January 19, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Lee. The Committee met on November 24, 2022; next meeting December 8, 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 17, 2022; next meeting December 15, 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 November 28, 2022; next meeting January 23, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Bastani. The Committee met on October 26, 2022; next meeting December 28, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on December 8, 2022; next meeting January 12, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

18. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The committee met on October 19, 2022; next meeting December 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the GRF Strategic Planning Committee— Director Casey. The committee met on October 3, 2022; next meeting TBA.
- c. Report of the Community Activities Committee – Director Casey. The committee met on December 8, 2022; next meeting January 12, 2022, at 1:30

p.m. in the Board Room and as a virtual meeting.

- d. Report of the GRF Landscape Committee – Director Casey. The committee met on September 14, 2022; next meeting December 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Simon. The committee met on October 12, 2022; next meeting December 14, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Simon. The Ad Hoc Committee met June 24, 2022; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Blackwell. The committee met on November 21, 2022; next meeting December 19, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Website Ad-Hoc Committee – Director Liberatore. The committee met on September 14, 2022; Next meeting TBA
 - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on November 29, 2022; next meeting TBA.
- g. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on December 7, 2022; next meeting February 1, 2023, at 1:30 p.m. in the Board Room.
- h. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on October 31, 2022; next meeting February 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on November 16, 2022; next hearings on December 21, 2022, at 9:00 a.m. in the Board Room.
- j. Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on November 29, 2022; next meeting January 31, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- k. Report of the Purchasing Task Force Ad Hoc Committee – President Ross. The Committee met on April 7, 2022; next meeting TBA.
- l. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on October 28, 2022; next meeting December 9, 2022 as a virtual meeting.
- m. Report of the Insurance Ad Hoc Committee – Director Liberatore. The Committee met on July 25, 2022; next meeting TBA.
- n. Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on October 19, 2022; next meeting TBA.

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

- Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body
- Discussion of Social Services

20. 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 8, 2022 – Regular Closed Session

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

21. Adjourn

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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 08, 2022- 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore, Pearl Lee, Diane Casey, Maggie Blackwell, Cash Achrekar, Azar Asgari

Directors Absent: Reza Bastani, Mary Simon (Excused)

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Abraham Ballesteros, Eric Nunez, Robert Carroll, Steve Hormuth, Bart Mejia, Kurt Wiemann

Others Present: GRF: None
Third: None
VMS: Cynthia Rupert

1. Call Meeting to Order/Establish Quorum

President Ross called the meeting to order at 9:32 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.

4. Approval of Agenda

President Ross asked if there were any changes to the agenda.

Hearing no changes or objections, the motion was called to a vote and passed by unanimous consent.

5. Approval of Minutes

- a. September 13, 2022 – Regular Open Session
- b. September 23, 2022 – Special Open Meeting
- c. October 6, 2022 – Special Open Meeting
- d. October 21, 2022 – Special Open Meeting
- e. October 27, 2022 – Agenda Prep Meeting

Director Casey requested that she be marked as absent from the October 27, 2022 Agenda Prep meeting minutes.

Hearing no objections, the amended minutes were approved by unanimous consent.

6. Report of the Chair

President Ross commented on the following items:

- Announced that the professionalism of the United Board meetings will be enhanced, to ensure problems are solved for residents. New meeting rules have been set in place for United Directors.
- An Investment Ad-Hoc Committee has been created to maintain the safety position with United's finance investment regarding their reserves.

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 the Foundation of the Laguna Woods Village.
- A member asked if there could be an update on the Solar equipment installed on the laundry room patios, and also thanked the new United President who is striving for improved decorum.
- Assistant Corporate Secretary, Paul Nguyen, read an email from a member who is requesting for an apology from the United Board and VMS Staff for taking legal action against this member.

Director Asgari entered the meeting at 9:44 a.m.

8. Responses to Open Forum Speakers

- Director Liberatore provided clarification regarding what the member stated in reference to the legal action, and provided clarification that it was in fact a TRO.
- Director Tunning thanked the member who spoke on the Foundation of Laguna Woods Village.
- President Ross additionally thanked the member who spoke on the Foundation of Laguna Woods Village, also stated that a Solar Update will be provided at the next Board Meeting, and informed the residents that the Board will be providing a formal response to the allegations made from the member.
- Director Blackwell commented that this is the Season of Giving, and informed those that the Foundation accepts donated gifts.

9. VMS Board Update

VMS Director Rupert provided an updated on the following items:

- Successful Contractor Open House
- Focus Groups – Resident Communications
- Employee Excellence Awards
- Employee Excellence Awards Recipients
- Resident Services – October Performance
- Call Center – Resident Services October
- Call Center – Broadband Services October
- Walk-in Services – October
- Work Order Satisfaction Survey Results
- Best Times to Call Resident Services
- Resident Services 2023 Priorities
- Key Performance Indicators (KPIs)
- Board Director Training Coordinator

VMS Director Rupert answered questions and discussion ensued among the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- A law was passed in 2019 that requires HOA's to inspect the exteriors of condominium buildings which includes walkways, stairs, handrails, etc. The mutuals hired consultant, Cardoso and Associates to conduct the state mandated inspections to comply with the new law. Inspections recently started in United Mutual. Inspections must be completed from both Mutuals by January 1, 2025. The inspector may require access to certain balconies from inside units. The schedule of accessing certain units can be found on the website.
- The Key File Program – Resident Services maintains keys to manors within the community for the convenience of residents. Members are encouraged to file manor keys or keyless access codes with resident services to ensure that authorized personnel may gain access to their manor to perform necessary maintenance repairs in the event of an emergency or residing members can obtain their keys to gain manor access when and if the need arises.
- Veterans Day is held on Friday, November 11, 2022. Residents are encouraged to honor our veterans this veteran's day from 10 a.m. – 11 a.m. at Clubhouse 2.

CEO Foster answered questions from the board.

11. Consent Calendar

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

- 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 August and September 2022, such review is hereby ratified.**

b. Recommendation from the Landscape Committee

- (1) Recommendation to Deny the Request for the Removal of One Brazilian Pepper Tree Located at 74-E Calle Aragon

RESOLUTION 01-22-64

**Deny Removal of One Brazilian Pepper Tree
74-E Calle Aragon**

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 September 26, 2022, the Landscape Committee reviewed a request from the Member at 74-E, to remove one Brazilian Pepper tree, the reasons cited are overgrown and serious decline; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in fair health; 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 Brazilian Pepper tree located at 74-E Calle Aragon;

NOW THEREFORE BE IT RESOLVED, November 8, 2022, the Board of Directors denies the request for the removal of one Brazilian Pepper tree located at 74-E; and

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 the Removal of One Canary Island Pine Tree Located at 82-A Calle Aragon

RESOLUTION 01-22-65

**Approve Removal of One Canary Island Pine Tree
82-A Calle Aragon**

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 October 20, 2022, the Landscape Tree Ad Hoc Committee reviewed a request from the Member at 82-A, to remove one Canary Island Pine tree, the reasons cited are overgrow, poor condition, structural damage to roof, view obstruction, and litter and debris; and

WHEREAS, on October 24, 2022, the Landscape Committee reviewed the request and received the recommendation to approve the removal of the tree from the Landscape Tree Ad Hoc Committee; and

WHEREAS, staff inspected the condition of the tree and found the tree to be showing signs of previous pest infestation, and a close proximity to the roof which would require a large amount of limb removal that could cause decline and tree failure; 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 Canary Island Pine tree located at 82-A Calle Aragon;

NOW THEREFORE BE IT RESOLVED, November 8, 2022, the Board of Directors approves the request for the removal of one Canary Island Pine tree located at 82-A; and

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 Approve the Removal of One Brazilian Pepper Tree Located at 463-N Avenida Sevilla

RESOLUTION 01-22-66

Approve Removal of One Brazilian Pepper Tree 463-N Avenida Sevilla

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01- 13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences

concerning shape, color, size, or fragrance.

- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on October 24, 2022, the Landscape Committee reviewed a request from the Member at 463-N, to remove one Brazilian Pepper tree, the reasons cited are makes the manor dark; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in poor health with an unbalanced canopy due to necessary frequent clearance trimming; 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 Brazilian Pepper tree located at 463-N Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, November 8, 2022, the Board of Directors approves the request for the removal of one Brazilian Pepper tree located at 463-N; and

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

c. Recommendation from the Architectural Control and Standards Committee

- (1) Variance Request – 773-C (Cordoba) Approve Non-Standard Wrought Iron Entry Gate

RESOLUTION 01-22-67

Variance Request

WHEREAS, Mrs. Bonnie Maningo of 773-C Calle Aragon, a Cordoba style manor, requests Board approval of a variance for non-standard wrought iron entry gate; and,

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit has been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee (ACSC) or in person at the ACSC Meeting on October 20, 2022; and,

WHEREAS, the ACSC reviewed the variance and moved a recommendation for approval to the Board;

NOW THEREFORE BE IT RESOLVED, November 8, 2022, the Board of Directors hereby approves the request for non-standard wrought iron gate; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the property's member at 773-C Calle Aragon and all future mutual members at 773-C Calle Aragon; 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.

d. **Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in September and October 2022, and such review is hereby ratified.**

e. **Recommendation from the Finance Committee**

- (1) Approve a Resolution for Recording a Lien against Member ID # 947-425-65

RESOLUTION 01-22-68

Recording of a Lien

WHEREAS, Member ID 947-425-65; 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 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-425-65 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 a Lien against Member ID # 947-358-40

RESOLUTION 01-22-69

Recording of a Lien

WHEREAS, Member ID 947-358-40; 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 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-358-40 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.

- (3) Approve a Resolution for Recording a Lien against Member ID # 947-364-54

RESOLUTION 01-22-70

Recording of a Lien

WHEREAS, Member ID 947-364-54; 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 8, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-364-54 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.

- (4) Approve a Resolution for Recording a Lien against Member ID # 947-420-87

RESOLUTION 01-22-71

Recording of a Lien

WHEREAS, Member ID 947-420-87; 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 8, 2022 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-420-87 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.

- f. Entertain a Motion to Approve 2023 Collection & Lien Enforcement Policy

RESOLUTION 01-22-72

2023 Collection and 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 updated policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies;

NOW THEREFORE BE IT RESOLVED, November 8, 2022, that the Board of Directors hereby adopts the 2023 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.

Director Tunning made a motion to approve the Consent Calendar. Director Casey seconded.

Hearing no changes or objections, the Consent Calendar was approved unanimously.

12. Unfinished Business

- a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (**MAY Initial Notification – revised September – postpone 28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied**)

Director Blackwell read the following resolution:

RESOLUTION 01-22-73

**Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy
and Charter of the Joint Hearing Body Committee**

WHEREAS, the Board of Directors of United Laguna Woods Mutual (“United”) and Golden Rain Foundation (“GRF”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc., fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

WHEREAS, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

WHEREAS, this Policy is being adopted by the Board of Directors of United and GRF, in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

NOW THEREFORE BE IT RESOLVED, November 8, 2022, that the Board of Directors of this Corporation hereby adopts the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

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

Director Casey made a motion to approve Resolution 01-22-73. Director Liberatore seconded.

Discussion ensued among the board.

Francis Gomez, Operations Manager, entered the meeting at 10:30 a.m. and provided an overview of the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee

A few members provided their stance on this item in discussion.

Director Liberatore made a motion to end the debate. Director Casey seconded.

Hearing no changes, the motion to end debate was passed 6-1-1. Director Asgari opposed. Director Tunning abstained.

Hearing no changes or objections, the motion was called to a vote and passed 5-2. Directors Tuning and Asgari were opposed. President Ross did not vote.

b. Strategic Planning Update – President Ross (Oral Discussion)

President Ross made a motion to hold a Special Meeting to discuss Strategic Planning Update. Director Asgari seconded.

Discussion ensued among the board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

c. Discuss and Consider 2021 Operating Deficit Transfer (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied).

Director of Financial Services, Steve Hormuth, provided an overview of the 2021 Operating Deficit Transfer.

Director Blackwell made a motion to approve the 2021 Operating Deficit Transfer without legal input. Director Casey seconded.

Discussion ensued among the board.

Hearing no changes or objections, the motion to approve the 2021 Operating Deficit Transfer without legal input was called to a vote and passed unanimously.

d. Entertain a Motion to Approve Disabled Child/ Grandchild Application (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied).

RESOLUTION 01-22-74

**DISABLED CHILD/GRANDCHILD
APPLICATIONS**

WHEREAS, United Laguna Woods Mutual (ULWM) is a non-profit mutual benefit corporation which is authorized, through its Board of Directors, to adopt, amend or repeal necessary or desirable rules and regulations; and

WHEREAS, a primary purpose of the common interest development is to promote the health, safety and welfare of the residents within the Development; and

WHEREAS, California Civil Code Section 51.3, which establishes and

preserves accessible housing for senior citizens, provides that a child or grandchild of a senior citizen may be considered a “qualified permanent resident” so long as he has a disabling illness or injury and needs to live with the senior citizen because of the disabling condition, illness or injury; and

WHEREAS, ULWM has found it necessary to amend the Disabled Child/Grandchild Health Certification Application and integrate it with the Co-occupancy Permit Application to ensure a more complete application process; and

WHEREAS, authorization for co-occupancy is effective only when approved in writing by ULWM and issued in writing by an authorized VMS staff member(s);

NOW THEREFORE BE IT RESOLVED, November 8, 2022, the Board of Directors of this Corporation hereby adopts amendments to the Disabled Child/Grandchild Health Certification and the Co-occupancy Application; and

RESOLVED FURTHER, that this resolution supersedes all prior Disabled Child/Grandchild Health Certification forms and the Co-occupancy Application; and

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

Director Blackwell made a motion to approve Resolution 01-22-74. Director Casey seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 8-0-1. Director Achrekar abstained.

- e. Recommendation to Approve a Resolution for Personal Items in Common Areas (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**).

RESOLUTION 01-22-75

Personal Items in Common Areas

WHEREAS, all land outside the unit walls is considered common area, including the planting beds immediately adjacent to the units. The Board of Directors of this Corporation is concerned about the placement of privately-owned objects in the common areas, the possible safety hazards to persons, and maintenance problems caused by such placement; and

WHEREAS, the placement of privately-owned objects including plants, potted plants, statuary, and solar lights has become prevalent and unrestrained causing concerns about clutter, safety, and an obstruction to Mutual maintenance.

activities; and

WHEREAS, the Compliance Division and Landscape Committee receives numerous concerns from residents regarding the proliferation of privately-owned objects;

NOW THEREFORE BE IT RESOLVED, November 8, 2022 that placement of privately- owned objects in the common areas, including planting beds, shall permit personal/non- standard landscape, within the following guidelines:

- Residents may not enlarge foundation planters.
- Residents may place decorative items, garden décor, statuary, potted plants, or freestanding solar lights within one single 36 square foot area immediately adjacent to their unit.
- Residents shall be responsible for the maintenance of this area including weeding, pruning and clean up. These items should be kept in good repair and potted plants should be well-maintained and any empty pots, gardening supplies or tools removed.
- Items placed in this area shall not impede the regular maintenance of the landscape and building, nor shall they block or interfere with Mutual irrigation systems.
- Residents understand that the area shall remain common area, subject to the use and passage of all residents.
- Upon sale of the unit, the Member or the estate will be financially responsible for the removal of all personal items and the re-landscaping of this area.
- If the personal plantings and/or decorative items in the common area directly adjacent to the manor are not maintained in a satisfactory manner may result in disciplinary action, including monetary penalties, suspension of member privileges and/or legal action.
- Members are responsible for ensuring that the rules, regulations and policies are followed by anyone they allow into the Community.
- Residents seeking a larger area or alteration of the Mutual owned landscape shall seek and obtain permission from the Board of Directors prior to any changes through the Landscape Request Form process.

RESOLVED FURTHER, that Resolution 01-05-63, adopted June 14, 2005 is hereby superseded and cancelled; and

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

Director Blackwell made a motion to approve Resolution 01-22-75. Director Casey seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 5-2. Directors Achrekar and Asgari opposed. President Ross did not vote.

- f. Recommendation to Approve a Resolution for Restrictions on Outside Plant Watering (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**).

RESOLUTION 01-22-76

Outside Plant Watering Restrictions

WHEREAS, August 22, 2022, the United Landscape Committee recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use; and

WHEREAS, exterior water sources available to residents in United Mutual are potable water, accessed through hose bibs on the exterior of the units; and

WHEREAS, at this time, state and local mandates apply to potable water; and

WHEREAS, the United Landscape Committee determined that members and residents in United Mutual must limit exterior watering of outside plants with potable water from exterior mounted hose bibs using a hose or other methods;

NOW THEREFORE BE IT RESOLVED, on November 8, 2022, that members and residents within United Mutual must limit the exterior watering of outside personal plants using potable water from exterior mounted hose bibs using a hose or other methods to Wednesdays and Sundays only, and no watering of common area plant material is permitted at any time from exterior mounted hose bibs; and

RESOLVED FURTHER, this resolution shall become in full force and effect on November 8, 2022; and

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

Director Blackwell made a motion to approve Resolution 01-22-76. Director Casey seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 5-2. Directors Asgari and Tuning opposed. President Ross did not vote.

vote.

g. Consider Investment Ad Hoc Committee Member(s) (Oral Discussion)

Director Asgari provided an update regarding the creation of the Investment Ad Hoc Committee, which the purpose was to obtain experienced finance advisors as members.

Director Asgari requested to add Ken Benson and Michael Dalek as members to the Investment Ad Hoc Committee. President Ross seconded.

Discussion ensued among the board.

Hearing no changes or objections, the motion was called to a vote and passed 6-0-1. Director Achrekar abstained.

h. Town Hall (Oral Discussion)

President Ross discussed the upcoming Town Hall Meeting with the Board on December 9, 2022.

Director Casey made a motion to work with Dan Yost to hold a Town Hall Meeting regarding Insurance. Director Blackwell seconded.

Hearing no changes or objections, the motion was called to a vote and failed.

Director Tuning made a motion to move the Town Hall to the month of January. Director Blackwell seconded.

Director Tuning withdrew the motion.

Director Lee made a motion to hold a meeting on December 9, 2022 for residents to have discussion with the United Board.

Hearing no changes or objections, the motion was called to a vote and passed. 6-1. Director Blackwell was opposed.

Director Tuning made a motion to formally hold a Town Hall meeting on December 9, 2022. Director Blackwell seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

i. Update Committee Appointments

RESOLUTION 01-22-77

Golden Rain Foundation Committee Appointments

RESOLVED, November 8, 2022, 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

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

GRF Community Activities Committee

~~Maggie Blackwell~~
Diane Casey
Pearl Lee

GRF Finance

Azar Asgari
Pat English
~~Diane Casey, Alternate~~
Thomas Tuning

GRF Landscape Committee

~~Maggie Blackwell~~
Diane Casey
Lenny Ross

GRF Maintenance & Construction

~~Cash Achrekar~~
~~Lenny Ross~~
Reza Bastani
Mary Simon

Clubhouses & Facilities Renovation Ad Hoc Committee

~~Diane Casey~~
~~Pat English~~
Reza Bastani
Mary Simon

GRF Media and Communications Committee

~~Neda Ardani~~
Maggie Blackwell
Anthony Liberatore

GRF Mobility and Vehicles Committee

~~Maggie Blackwell~~
~~Pearl Lee~~
Azar Asgari
Pat English

GRF Security and Community Access

Maggie Blackwell
Cash Achrekar

Disaster Preparedness Task Force

~~Diane Casey~~
Anthony
Liberatore

~~Cash Achrekar, Alternate~~
~~Pat English~~

Laguna Woods Village Traffic Hearings

~~Neda Ardani~~
~~Anthony Liberatore, Alternate~~
Cash Achrekar
Pearl Lee

Purchasing Ad Hoc Committee

~~Diane Casey~~
~~Neda Ardani~~
Thomas Tuning
Lenny Ross

Information Technology Advisory Committee

Diane Casey
~~Cash Achrekar~~
Thomas Tuning

Broadband Ad Hoc Committee

Diane Casey
Maggie Blackwell

Insurance Ad Hoc Committee

Anthony Liberatore
~~Cash Achrekar~~
Lenny Ross

Website Ad Hoc Committee

Anthony Liberatore
~~Pearl Lee~~
Azar Asgari

Compliance Ad Hoc Committee

Maggie Blackwell
Pearl Lee

RESOLVED FURTHER, that Resolution 01-22-59, adopted September 13, 2022, 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.

RESOLUTION 01-22-78

United Laguna Woods Mutual Committee Appointments

RESOLVED, November 8, 2022, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)

~~Reza Bastani~~

~~Gash Achrekar~~

~~Pat English~~

Maggie Blackwell

Finance Committee

Azar Asgari, Chair

~~Pat English~~

~~Lenny Ross~~

Thomas Tuning

Mary Simon

Governing Documents Review Committee

Maggie Blackwell (Chair)

~~Diane Casey~~

~~Pearl Lee~~

Mary Simon

Azar Asgari

Landscape Committee

Diane Casey (Chair)

~~Maggie Blackwell~~

Lenny Ross

Anthony Liberatore

Landscape Tree Ad Hoc

Diane Casey (Chair)

Maintenance and Construction Committee

~~Pat English (Chair)~~

Reza Bastani (Chair)

Pearl Lee

Lenny Ross

Members Hearing Committee

~~Neda Ardani (Chair)~~

Pearl Lee (Chair)

~~Maggie Blackwell~~

Thomas Tuning

~~Pat English~~

New Resident Orientation

Maggie Blackwell (~~Chair~~)

Cash Achrekar (~~Chair~~)

Resident Advisory Committee

Anthony Liberatore (~~Chair~~)

Pearl Lee (~~Chair~~)

~~Diane Casey~~

Cash Achrekar

Investment Ad Hoc Committee

Azar Asgari, Chair

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 01-22-44, adopted July 12, 2022, 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.

Director Asgari made a motion to approve Resolution 01-22-77 and Resolution 01-22-78. Director Tuning seconded.

Hearing no changes or objections, the motion was called to a vote and passed 7-0-1. Director Achrekar abstained.

13. New Business

- a. **Hearing – Smoke-Free Building Designation for Building 582 Avenida Majorca**
Discussion ensued among the Board.

Director Asgari made a motion to approve the Smoke-Free Building designation for Building 582 Avenida Majorca. Director Tuning seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

- b. Entertain a Motion to Approve Proposed Revision to Land Use Policy (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**).

Maintenance and Construction Assistant Director, Bart Mejia, entered the meeting at 1:09 p.m. and provided an overview of the proposed revision to land use policy.

RESOLUTION 01-22-XX

Land Use Alteration Policy

WHEREAS, the Board of Directors of United Laguna Woods Mutual (“Board”) established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73, 01-17-94 and 01-19-12 (collectively referred to as the “Land Use Policy”) adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit; and

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board’s policy to allow members to use common area for their exclusive use by making alterations to units that expand the improvements beyond the original footprint; and

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans; and

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and having previously terminated the Land Use Policy that allowed members to make exclusive use of common area through such alterations;

NOW THEREFORE BE IT RESOLVED, December 13, 2022, that the Board hereby introduces the Revised Land Use Policy; and

NOW THEREFORE BE IT RESOLVED, that California Civil Code Section 4600 states that “...the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development shall be required before the board may grant exclusive use of any portion of the common area to a member”; and

RESOLVED FURTHER, that the Board of Directors determines that there are no exclusive use common areas outside of the original footprint of the manor and therefore, California Civil Code Section 4600 (b) (3) (E) is not applicable to variance requests; and

RESOLVED FURTHER, that the Board of Directors acknowledges that current and active standards that allows improvements in common areas such as the installation of solar panels, lifts, ramps, etc. will continue to be in effect; and

RESOLVED FURTHER, that the Board of Directors shall not approve any alterations expanding the original footprint of units (some examples include the installation of new sliding doors that lead into common areas which require the installation of a landing in common area, and the installation of pads in common areas for golf cart parking), but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; and

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved, permitted or grandfathered alteration that encroaches upon common area, other than like for equivalent, that augments, enlarges, or changes the construction, purpose, or use of the previously approved, permitted or grandfathered alteration; and

RESOLVED FURTHER, that no new exclusive use improvement, room extension, or room addition may be constructed in common areas or on any previously approved or grandfathered expanded footprint area; and

RESOLVED FURTHER, that the determination of whether a proposed alteration is like- for-equivalent shall be made by Staff, in consultation with the Architectural Controls and Standards Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion; 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.

Director Tuning made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Casey seconded the motion.

There being no objections, the motion was approved 6-1. Director Asgari opposed. (NOVEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

- c. Entertain a Motion to Discuss and Consider Criminal Background Qualifications Policy (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**).

RESOLUTION 01-22-XX

Criminal Background Qualifications Policy

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

WHEREAS, the Board recognized the need to establish a Criminal Background Qualifications Policy;

NOW THEREFORE BE IT RESOLVED; December 13, 2022 that the Board of Directors of this Corporation hereby approves the Criminal Background Qualifications Policy, as attached to the official minutes of this meeting; and

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

Director Blackwell made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Casey seconded the motion.

There being no objections, the motion was approved unanimously. (NOVEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

14. Director Comments (Two minutes per director)

- Director Asgari thanked President Ross for a calm meeting.

Director Tuning made a motion to recess and convene into Closed session. President Ross seconded.

Hearing no changes or objections, the motion was approved unanimously.

THIS ITEM WAS NOT DISCUSSED AT THE MEETING

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The

Committee met on October 25, 2022; next meeting November 29, 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 – Director Blackwell. The Committee met on October 20, 2022; next meeting November 17, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Lee. The Committee met on October 27, 2022; next meeting November 24, 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 October 20, 2022; next meeting November 17, 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 October 24, 2022; next meeting November 28, 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 October 26, 2022; next meeting December 28, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on October 13, 2022; next meeting November 10, 2022, at 4:00 p.m. in the Elm Room and as a virtual meeting.
- h. Report of the Investment Ad Hoc Committee – Director Asgari. The Committee met on October 28, 2022; next meeting November 3, 2022 at 4:00 p.m. in the Sycamore Room and as a virtual meeting.

THIS ITEM WAS NOT DISCUSSED AT THE MEETING

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The committee met on October 19, 2022; next meeting December 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the GRF Strategic Planning Committee— Director Casey. The committee met on October 3, 2022; next meeting December 5, 2022, at

9:30 a.m. in the Board Room and as virtual meeting.

- c. Report of the Community Activities Committee – Director Casey. The committee met on October 13, 2022; next meeting November 10, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Landscape Committee – Director Casey. The committee met on September 14, 2022; next meeting December 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Simon. The committee met on October 12, 2022; next meeting December 14, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Simon. The Ad Hoc Committee met June 24, 2022; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Blackwell. The committee met on October 17, 2022; next meeting November 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Website Ad-Hoc Committee – Director Liberatore. The committee met on September 14, 2022; Next meeting TBA
 - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on October 25, 2022; next meeting November 21, 2022 at 10:00 a.m. in the Sycamore Room and as a virtual meeting.
- g. Report of the Mobility and Vehicles Committee – Director Blackwell. The Committee met on October 5, 2022; next meeting December 7, 2022, at 1:30 p.m. in the Board Room.
- h. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on October 31, 2022; next meeting December 26, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on October 19, 2022; next hearings on November 16, 2022, at 9:00 a.m. as a virtual meeting.
- j. Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on September 27, 2022; next meeting November 29, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- k. Report of the Purchasing Task Force Ad Hoc Committee – President Ross. The Committee met on April 7, 2022; next meeting TBA.
- l. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on October 28, 2022; next meeting November 25, 2022 as a virtual meeting.

- m. Report of the Insurance Ad Hoc Committee – Director Liberatore. The Committee met on July 25, 2022; next meeting TBA.
- n. Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on October 19, 2022; next meeting TBA.

17. Future Agenda Items – 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 1:36 p.m. into the Closed Session.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) August 9, 2022 – 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

The meeting was adjourned at 4:21 p.m.

DocuSigned by:

Lenny Ross

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Lenny Ross, President of the Board
United Laguna Woods Mutual

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SPECIAL OPEN MEETING

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

**Monday, November 14, 2022- 1:00 p.m.
Elm Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Lenny Ross, Anthony Liberatore, Pearl Lee, Mary Simon, Azar Asgari, Diane Casey, Maggie Blackwell, Thomas Tuning

Directors Absent: Cash Achrekar and Reza Bastani

Staff Present: Steve Hormuth, Carlos Rojas, Paul Nguyen, Makayla Schwietert

Others Present: GRF – Elsie Addington, Juanita Skillman
Bank of America – Russel Goldstein, John Wong
Pacific Financial Planners - Jerry Slusiewicz

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

President Ross called the meeting to order at 1:05 p.m. and acknowledged that a quorum was present.

2. Approval of Agenda

President Ross asked if there were any changes to the agenda.

Director Asgari requested to change Advisor Presentation to the following: (1) Investment Ad Hoc Committee, (2) Bank of America, and (3) Pacific Financial Planners

Hearing no changes or objections, the amended agenda was approved unanimously.

3. New Business

a. Advisor Presentation

- (1) Investment Ad Hoc Committee**
- (2) Bank of America**
- (3) Pacific Financial Planners**

Director Asgari discussed and provided the purpose of today's meeting.

(1) Investment Ad Hoc Committee – Allison Bok, Advisor of the Investment Ad Hoc Committee, presented their findings regarding the financial investment portfolio.

(2) Bank of America - Russel Goldstein and John Wong from Bank of America, provided a presentation on United Mutual's discretionary investment portfolio.

(3) Pacific Financial Planners – Jerry Slusiewicz from Pacific Financial Planners, provided a presentation on United Mutual's discretionary investment portfolio.

b. Presentation Q&A

The presenters answered questions from the United Board and United residents.

Further discussion ensued.

c. Discretionary Investment Change

RESOLUTION 01-22-79

DISCRETIONARY INVESTMENT CHANGE TO TREASURIES

WHEREAS, the United Laguna Woods Mutual Discretionary Investment balance as of October 31, 2022 was \$13,909,810.34; and

WHEREAS, the discretionary account is an investment account that allows the Corporation's investment manager to buy and sell investments without the Board's consent for each trade; and

WHEREAS, the funds maintained in the discretionary account, in the opinion of the managing agent, are not required within a reasonable time to pay obligations of the corporation; and

WHEREAS, the Board desires to transfer discretionary investment funds to Bank of America where the funds will be used to purchase US treasuries insured by the federal government; and

NOW THEREFORE BE IT RESOLVED, November 14, 2022 that the Board of this corporation hereby authorizes the full discretionary investment account balance, currently held by Fidelity Investments, be transferred to the Bank of America reserve bank account; and

RESOLVED FURTHER, that the Board of this corporation hereby authorizes the managing agent of this corporation to purchase US treasuries at the current available rates with the following maturities: \$2.0M maturing in 3 months; \$2.0M maturing in 6 months; \$2.0M maturing in 9 months; \$2.0M

maturing in 12 months; \$2.0M maturing in 15 months; \$2.0M maturing in 18 months; remaining balance of approximately \$1.9M maturing in 21 months; and

RESOLVED FURTHER, that the Board of this corporation hereby authorizes the managing agent of this corporation to provide old investment manager, SageView, a ninety-day termination notice as outlined in the investment advisory services agreement dated October 1, 2019; 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.

Director Asgari made a motion to accept staff recommendation for the current discretionary investment portfolio and Resolution 01-22-79. President Ross seconded.

Discussion ensued among the board.

Hearing no changes or objections, the motion was called to a vote and passed 6-2-0. Directors Casey and Liberatore were opposed.

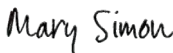
4. Member Comments - None

5. Director Comments

- Director Liberatore commented on the investigation of his claims regarding Bank of America.
- Director Asgari provided her gratitude towards the Investment Ad Hoc Committee, the financial advisors, and the residents who attended.
- President Ross additionally thanked all involved with today's meeting.

6. Adjourn

The meeting was adjourned at 3:03 p.m.

DocuSigned by:

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Mary Simon, Secretary of the Board
United Laguna Woods Mutual

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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**

Wednesday, November 23, 2022, 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: Lenny Ross, Mary Simon, Azar Asgari, Maggie Blackwell,
Cash Achrekar, Pearl Lee

Directors Absent: Diane Casey (excused), Reza Bastani (excused), Thomas
Tuning (excused), Anthony Liberatore

Staff Present: CEO-Siobhan Foster, Carlos Rojas, Paul Nguyen, Catherine
Laster

Others Present: None

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

President Ross called the meeting to order at 2:01 p.m. and established that a quorum was present.

2. Approval of the Agenda

President Ross called for an approval of the agenda.

Hearing no changes or objections, the agenda was approved unanimously.

3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on December 13, 2022

The Board as a consensus made decisions to remove, move, and add items onto and from the Open and Closed agendas.

Director Blackwell made a motion to approve the Open and Closed agendas.
Director Simon seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

4. Director Comments - None

5. Adjournment

President Ross adjourned the meeting at 2:56 p.m.

A handwritten signature in cursive script, reading "Mary Simon", followed by a period.

Mary Simon, Secretary of the Board
United Mutual Laguna Woods



OPEN SESSION

MINUTES OF THE 47th ANNUAL MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**Tuesday, October 11, 2022 - 9:30 a.m.
Laguna Woods Village Board 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: Anthony Liberatore, Maggie Blackwell, Reza Bastani, Cash Achrekar, Azar Asgari, Lenny Ross, Pat English, Pearl Lee, Diane Casey, Andrew Torng, Neda Ardani

New Directors: Mary Simon and Thomas Tuning

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Cheryl Silva, Makayla Schwietert, Paul Nguyen, Eric Nunez, Robert Carroll

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

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

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

2. Pledge of Allegiance to the Flag

Director Lee led the Pledge of Allegiance to the Flag.

3. Acknowledge Media

President Liberatore acknowledged the media and the Village Television camera crew.

4. Approval of the Agenda

President Liberatore called for a motion to approve the agenda.

Hearing no changes or objections, the motion passed by unanimous consent.

5. Approval of the Meeting Minutes

a. October 12, 2021, 46th Annual Meeting of Members

Director Casey made a motion to approve the minutes of the 46th Annual Meeting of the Members dated October 12, 2021. Director Lee seconded.

Director Blackwell stated that on page 3 of 4, the word scrubs should be shrubs.

Hearing no further changes or objections, the amended motion was approved by unanimous consent.

6. President's Remarks - None

7. Introduction of Directors with Expired Terms

- Neda Ardani
- Diane Casey
- Andre Torng

8. Introduction of Continuing Directors

- Cash Achrekar (term expires 2023)
- Azar Asgari (term expires 2023)
- Reza Bastani (term expires 2023)
- Lenny Ross (term expires 2023)
- Maggie Blackwell (term expires 2024)
- Pat English (term expires 2024)
- Pearl Lee (term expires 2024)
- Anthony Liberatore (term expires 2024)

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

- Diane Casey (term expires 2025)
- Mary Simon (term expires 2025)
- Thomas Tuning (term expires 2025)

10. Member Comments

- A member commented on the lack of advertisement in the Village
- A member commented on financial matters related to United and requested for an upgrade of Cell Towers throughout the village
- A member thanked the Board for their service and welcomed the new directors. The member additionally commented on the trash issue occurring in the community.
- A member commented on personal legal matters
- A member commented on the yearly audits of the mutual

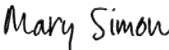
11. Responses to Open Forum Speakers

- Director Achrekar offered his services to any resident who wish to speak with him.
- Multiple directors commented on refinancing and insurance
- Multiple directors commented on the trash bin issue
- Director Lee thanked the outgoing directors and welcomed the new directors
- Director Lee commented on the importance of attending committee meetings
- Director Asgari thanked Director Torng and Ardani for their years of service
- Director English spoke about her resident status

12. Adjournment

President Liberatore adjourned the meeting at 10:06 a.m.

ORGANIZATIONAL MEETING: Immediately following the Annual Meeting

DocuSigned by:

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Mary Simon, Secretary of the Board
United Laguna Woods Mutual

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OPEN SESSION

MINUTES OF THE 47th ORGANIZATIONAL MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**Tuesday, October 11, 2022
Immediately Following the Annual Meeting
Laguna Woods Village Board Room
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: Anthony Liberatore, Maggie Blackwell, Reza Bastani, Cash Achrekar, Azar Asgari, Lenny Ross, Pat English, Pearl Lee, Diane Casey, Mary Simon, Thomas Tuning

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Steve Hormuth, Robert Carroll, Eric Nunez

Others Present: Wei-Ming Tao (VMS), Joan Milliman (GRF), Juanita Skillman (GRF)

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

President Liberatore called the meeting to order at 10:17 a.m. and established that a quorum was present.

2. Approval of the Agenda

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

3. Approval of the Meeting Minutes

a. October 12, 2021, 46th Organizational Meeting of Members

President Liberatore called for a motion to approve the minutes.

Hearing no changes or objections, the motion was approved by unanimous consent.

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

- **President**

President Liberatore opened the floor for nominations for President.

Director Lee 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 Ross for President. Director Ross accepted the nomination.

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

The board voted by secret ballots and Corporate Secretary, Makayla Schwieter announced that Director Ross was elected President by a vote of 6-5.

- **First Vice President**

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

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

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

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

The board voted by secret ballots and Corporate Secretary, Makayla Schwieter announced that Director Tuning was elected First Vice President by a vote of 6-4.

- **Second Vice President**

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

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

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

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

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

The board voted by secret ballots and Corporate Secretary, Makayla Schwietert announced that Director Bastani was elected second vice president. Director Bastani received 5 votes, Director Blackwell received 4 votes, and Director Achrekar received 2 votes.

- **Secretary**

President Ross opened the floor for nominations for Secretary.

Director Casey made a motion to nominate Director Simon for Secretary of the Board. Director Simon accepted the nomination.

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

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

The board voted by secret ballots and Corporate Secretary, Makayla Schwietert announced that Director Simon was elected Secretary by a vote of 8-3.

- **Treasurer**

President Liberatore opened the floor for nominations for Treasurer.

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

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

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

The board voted by secret ballots and Corporate Secretary, Makayla Schwietert announced that Director Asgari was elected Treasurer by a vote 6-5.

5. Close Nominations

Director Achrekar made a motion to close nominations. Director Asagri seconded the motion and the motion passed without objection.

6. Announcement of 2022 Ex Officio Officers

Siobhan Foster, Vice President ex Officio, Carlos Rojas Assistant Secretary ex Officio and Steve Hormuth, Assistant Treasurer ex Officio

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

Siobhan Foster, CEO, read the following resolutions:

RESOLUTION 01-22-63

APPOINTMENT OF OFFICERS

RESOLVED, on October 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:

Lenny Ross	President
Thomas Tuning	1 st Vice President
Reza Bastani	2 nd Vice President
Mary Simon	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
Carlos Rojas	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 Ross asked for a motion to approve the resolution for appointment of board officers.

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

The motion passed 8-1-2. Director English opposed and Director Casey and Liberatore abstained.

8. Adjournment

President Ross adjourned the meeting at 10:50 a.m.

DocuSigned by:

Mary Simon

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Mary Simon, Secretary of the Board
United Mutual Laguna Woods

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Membership Trust Transfer Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending November 30, 2022.

_____ 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 Anthony M. Liberatori
Print Name Anthony M. Liberatori
Title DIRECTOR
Date 12/02/2022

UNITED LAGUNA WOODS MUTUAL

Signature Mary Simon
Print Name MARY Simon
Title Director
Date 12-7-22

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, 2022.

_____ 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. Libera*

Print Name ANTHONY M. LIBERA

Title DIRECTOR

Date 12/02/2022

UNITED LAGUNA WOODS MUTUAL

Signature *Mary Simon*

Print Name MARY SIMON

Title Director

Date 12-07-22

ENDORSEMENT (to Board)

Discuss and Consider Land Use Policy:

On January 8, 2019, the Board adopted Resolution 01-19-12 Revised Land Use Alteration Policy. This policy restricts the approval of alteration requests that include the use of common area. The original Land Use Policy, Resolution U-02-46, was adopted in April 2002, with revisions in 2002, 2004, 2007, 2008, 2017 and 2019.

The revisions to the Policy approved in 2019 state that in regards to grandfathered alterations, no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like-for-like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration. For example, if an expanded patio currently has a patio enclosure constructed on it, that enclosure may only be replaced with a similar enclosure; no room addition will be granted on the expanded footprint.

On October 20, 2022, Mr. Baltazar Mejia, Maintenance and Construction Assistant Director, presented the Land Use Alteration Policy. The Committee members made comments and asked questions.

The Committee made changes to the document. Director Casey made a motion to approve the amendments and recommend approval to the Board. Director Lee seconded the motion.

By unanimous vote, the motion carried.

The Committee directed staff to review the changes with Legal Counsel.

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STAFF REPORT

DATE: December 13, 2022
FOR: Board of Directors
SUBJECT: Proposed Revision to Land Use Policy

RECOMMENDATION

Approve the Revised Land Use Policy.

BACKGROUND

The original Land Use Policy, Resolution U-02-46, was adopted in April 2002, with revisions in 2002, 2004, 2007, 2008, 2017 and 2019. On January 8, 2019, the Board adopted Resolution 01-19-12 Revised Land Use Alteration Policy (Attachment 1). This policy restricts the approval of alteration requests that include the use of common area.

The revisions to the policy approved in 2019 state that, in regards to grandfathered alterations, no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like-for-like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration. For example, if an expanded patio currently has a patio enclosure constructed on it, that enclosure may only be replaced with a similar enclosure; no room addition will be granted on the expanded footprint.

On October 20, 2022, the Governing Documents Review Committee considered the proposed revisions, discussed and unanimously approved to recommend approval to the board with revisions to include language pertaining to sliding doors and golf cart parking.

DISCUSSION

The current policy restricts the use of common area of any unit beyond the existing footprint. A previous revision also grandfathered existing alterations; permitting any previous expansion to remain in place. The proposed revision to the policy further restricts the use common area for exclusive use.

The Governing Documents Committee entertained revisions to the current Land Use Policy. The Committee requested further clarification regarding variance requests for sliding doors that lead to common area and its associated landing area, and for golf cart parking in common areas.

There are two scenarios for sliding doors that lead to common areas:

1. Replacement of existing sliding doors that were installed with the original construction or were previously permitted (grandfathered). In this instance, the required landing area would be considered incidental to the original or permitted installation and said landing area would be recommended for approval provided that the dimensions of the landing area do not exceed the minimum dimensions per the current building code.
2. Requests for new sliding doors. If the proposed revisions to the policy are adopted, this type of request would be handled as an encroachment into common area (due to the required landing area) and, therefore, would be prohibited and denied.

Another area that required clarification was for requests for improvements in common areas for golf cart parking. If the proposed revisions to the policy are approved, these requests would also be denied. The proposed policy and resolution have been revised to reflect these scenarios (Attachments 2 and 3).

FINANCIAL ANALYSIS

None.

Prepared By: Baltazar (Bart) Mejia, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S):

Attachment 1: Resolution 01-19-12: Existing Revised Land Use Alteration Policy

Attachment 2: Resolution 01-22-XX: Redlined Proposed Revised Land Use Alteration Policy

Attachment 3: Resolution 01-22-XX: Proposed Revised Land Use Alteration Policy



01-19-12

LAND USE ALTERATION POLICY (EXISTING POLICY)

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94
REVISED JANUARY 2019, RESOLUTION 01-19-12

WHEREAS, the Board of Directors of United Laguna Woods Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions;

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73 and 01-17-94 (collectively referred to as the "Land Use Policy") adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit;

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their exclusive use by making alterations to units that expand the structure beyond the original footprint;

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans;

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and having previously terminated the Land Use Policy that allowed members to make exclusive use of common area through such alterations.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board hereby introduces the Revised Land Use Policy; and

RESOLVED FURTHER, that the Board of Directors shall not approve any alterations expanding the original footprint of units, but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; and

ATTACHMENT 1

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration;

RESOLVED FURTHER, that no new improvement, room extension, or room addition may be constructed on any previously approved or grandfathered expanded footprint area;

RESOLVED FURTHER, that the determination of whether a proposed alteration is like-for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion;

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



RESOLUTION ~~01-19-12~~ 01-22-XX

LAND USE ALTERATION POLICY

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94
REVISED JANUARY 2019, RESOLUTION 01-19-12
REVISED NOVEMBER 2022, RESOLUTION 01-22-XX

WHEREAS, the Board of Directors of United Laguna Woods Mutual (“Board”) established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73 ~~and~~, 01-17-94 and 01-19-12 (collectively referred to as the “Land Use Policy”) adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit; and

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board’s policy to allow members to use common area for their exclusive use by making alterations to units that expand the structure improvements beyond the original footprint; and

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans; and

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and having previously terminated the Land Use Policy that allowed members to make exclusive use of common area through such alterations;

NOW THEREFORE BE IT RESOLVED, [~~January 8, 2019~~DATE], that the Board hereby introduces the Revised Land Use Policy; and

NOW THEREFORE BE IT RESOLVED, that California Civil Code Section 4600 states that “...the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development shall be required before the board may grant exclusive use of any portion of the common area to a member”; and

RESOLVED FURTHER, that the Board of Directors determines that there are no exclusive use common areas outside of the original footprint of the manor and therefore, California Civil Code Section 4600 (b) (3) (E) is not applicable to variance requests; and

ATTACHMENT 2

RESOLVED FURTHER, that the Board of Directors acknowledges that current and active standards that allows improvements in common areas such as the installation of solar panels, lifts, ramps, etc. will continue to be in effect; and

RESOLVED FURTHER, that the Board of Directors shall not approve any alterations expanding the original footprint of units (some examples include the installation of new sliding doors that lead into common areas which require the installation of a landing in common area, and the installation of pads in common areas for golf cart parking), but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; and

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved, permitted or grandfathered alteration that encroaches upon common area, other than like for ~~like~~equivalent, that augments, enlarges, or changes the construction, purpose, or use of the previously approved, permitted or grandfathered alteration; and

RESOLVED FURTHER, that no new exclusive use improvement, room extension, or room addition may be constructed in common areas or on any previously approved or grandfathered expanded footprint area; and

RESOLVED FURTHER, that the determination of whether a proposed alteration is like-for-~~like~~equivalent shall be made by Staff, in consultation with the Architectural Controls and Standards Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion; 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.

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



RESOLUTION 01-22-XX
LAND USE ALTERATION POLICY

ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155
REVISED APRIL 2004, RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94
REVISED JANUARY 2019, RESOLUTION 01-19-12
REVISED NOVEMBER 2022, RESOLUTION 01-22-XX

WHEREAS, the Board of Directors of United Laguna Woods Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73, 01-17-94 and 01-19-12 (collectively referred to as the "Land Use Policy") adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit; and

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their exclusive use by making alterations to units that expand the improvements beyond the original footprint; and

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans; and

WHEREAS, members have been permitted to construct alterations on previously approved or grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and having previously terminated the Land Use Policy that allowed members to make exclusive use of common area through such alterations;

NOW THEREFORE BE IT RESOLVED, December 13, 2022, that the Board hereby introduces the Revised Land Use Policy; and

NOW THEREFORE BE IT RESOLVED, that California Civil Code Section 4600 states that "...the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development shall be required before the board may grant exclusive use of any portion of the common area to a member"; and

RESOLVED FURTHER, that the Board of Directors determines that there are no exclusive use common areas outside of the original footprint of the manor and therefore, California Civil Code Section 4600 (b) (3) (E) is not applicable to various requests; and

ATTACHMENT 3

RESOLVED FURTHER, that the Board of Directors acknowledges that current and active standards that allows improvements in common areas such as the installation of solar panels, lifts, ramps, etc. will continue to be in effect; and

RESOLVED FURTHER, that the Board of Directors shall not approve any alterations expanding the original footprint of units (some examples include the installation of new sliding doors that lead into common areas which require the installation of a landing in common area, and the installation of pads in common areas for golf cart parking), but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; and

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved, permitted or grandfathered alteration that encroaches upon common area, other than like for equivalent, that augments, enlarges, or changes the construction, purpose, or use of the previously approved, permitted or grandfathered alteration; and

RESOLVED FURTHER, that no new exclusive use improvement, room extension, or room addition may be constructed in common areas or on any previously approved or grandfathered expanded footprint area; and

RESOLVED FURTHER, that the determination of whether a proposed alteration is like-for-equivalent shall be made by Staff, in consultation with the Architectural Controls and Standards Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion; 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.

November Initial Notification

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

ENDORSEMENT (to Board)

Criminal Background Qualifications Policy:

United Laguna Woods Mutual (United) has adopted multiple policies and Qualifiers throughout the years for approval of membership and/residence for individuals intending to purchase and/or reside at Laguna Woods Village. The process requires an application with required documentation, review by staff and submittal to United for approval. The process is coordinated by the Community Services Division.

The Governing Documents Review Committee is tasked to review policy and processes for consistency. The Committee recognized the need to establish a qualifications policy for criminal backgrounds.

On September 15, 2022, the Governing Documents Review Committee reviewed the Criminal Background Qualifications Policy. Without objection, the Committee recommended the Board approve the Policy.

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STAFF REPORT

DATE: December 13, 2022
FOR: Governing Documents Review Committee
SUBJECT: Criminal Background Qualifications Policy

RECOMMENDATION

Staff recommends approval of the Criminal Background Qualifications Policy.

BACKGROUND

United Laguna Woods Mutual (United) has adopted multiple policies and Qualifiers throughout the years for approval of membership and/residence for individuals intending to purchase and/or reside at Laguna Woods Village. The process requires an application with required documentation, reviewal by staff and submittal to United for approval. The process is coordinated by the Community Services Division.

The Governing Documents Review Committee is tasked to review policy and processes for consistency. The Committee recognized the need to establish a qualifications policy for criminal backgrounds.

On September 15, 2022, the Governing Documents Review Committee reviewed the Criminal Background Qualifications Policy. Without objection, the Committee recommended the Board approve the Policy.

DISCUSSION

The purpose of the policy is not intended to discriminate or create an unjustifiable discriminatory effect against the applicants regarding criminal history and records. Rather, the purpose of the Policy is to minimize the potential for applicants to create risk to the safety and well being of residents of United (Attachment 1 and 2). The proposed policy was drafted and vetted by Legal Counsel.

FINANCIAL ANALYSIS

None.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Jacob Huanosto, Interim Compliance Supervisor

Attachment(s):

Attachment 1: Criminal Background Qualifications Policy

Attachment 2: Resolution

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CRIMINAL BACKGROUND QUALIFICATIONS POLICY

I. PURPOSE

In order to promote the safety and well-being of the shareholders/members/residents of United Laguna Woods Mutual ("United"), prospective shareholders/members, prospective caregivers, and prospective sub-tenants of units in United (collectively referred to as "applicants") shall be required to provide United with a criminal background report. The purpose of the Criminal Background Qualifications Policy ("Policy") is not intended to discriminate or create an unjustifiable discriminatory effect against the applicants regarding criminal history and records. Rather, the purpose of the Policy is to minimize the potential for applicants to create risk to the safety and wellbeing of residents of United.

II. QUALIFICATIONS

Applicants with the following crimes will be disqualified:

- (1) Individuals with a lifetime requirement to register as a sex offender; and
- (2) Individuals convicted of manufacturing methamphetamine.

For other past convictions and history, United shall evaluate the nature and severity of the crime and the elapsed time to make a determination based on facts and evidence rather than a perceived threat.

- A. An infraction, or petty offense, is a minor violation of an administrative regulation, an ordinance, a municipal code, local traffic rule, or California state law and is not considered a criminal offense nor does it create a criminal record. Infractions are punishable by a fine, community service, and/or jail time of up to five days. Examples of infractions include traffic tickets, jaywalking, building permit violations, trespassing, littering, and disturbing the peace. Applicants with infractions are not disqualified.
- B. A misdemeanor is a crime for which the maximum sentence is no more than one year in county jail and/or a fine of up to \$1,000.00. Examples of misdemeanors include DUI, shoplifting, and domestic violence that did not result in injury.

United will evaluate the convictions for misdemeanors within five (5) years based on:

- i. the date of the conviction (more recent convictions are more relevant than older convictions);
- ii. the age of the individual at the time of the conviction;
- iii. jail time and/or fines imposed by the court at the time of conviction;
- iv. the type of crime (i.e., crimes such as burglary, assault, arson, and sex offenses, are more relevant to the decision on whether to approve an application than a conviction for a reckless driving); and

- v. other mitigating circumstances (such as whether the applicant has demonstrated rehabilitation efforts and/or has demonstrated a good tenant history before or after the conviction).
- C. Felony is a crime that can result in punishment ranging from a year in jail to life in prison, a fine of up to \$10,000, and a judge has the option of imposing formal felony probation. Examples of felony crimes include attempted murder, assault with a firearm, and grand theft.

United will evaluate the convictions for felony crimes within twenty (20) years based on:

- i. the date of the conviction (more recent convictions are more relevant than older convictions);
 - ii. the age of the individual at the time of the conviction;
 - iii. jail time and/or fines imposed by the court at the time of conviction;
 - iv. the type of crime (i.e., crimes such as burglary, assault, arson, and sex offenses, are more relevant to the decision on whether to approve an application than a conviction for a DUI); and
 - v. other mitigating circumstances (such as whether the applicant has demonstrated rehabilitation efforts and/or has demonstrated a good tenant history before or after the conviction).
- D. The criminal background report cannot be used in a manner to obtain information relating to race, color, religion, sex, familial status, national origin, sexual orientation, marital status, ancestry, source of income, or disability to evaluate the applicant. United will also consider the eligibility based on the following documents that prospective shareholders submit for consideration:
 - Record of Expungement; and
 - Letters from a guarantors, friends, and family.
- E. All applicants, and not only those applicants of a particular race or other protected characteristic, shall be required to authorize United to obtain a criminal background report. Any information obtained from a report may not be used for any other purpose than to evaluate the applicant's housing request. Upon the completion of the review, to maintain confidentiality, United will destroy, shred, and/or erase all physical and electronic files pertaining to the criminal background report.

III. PROSPECTIVE SHAREHOLDERS

With respect to prospective shareholders, once a Shareholder/Member has qualified within United, said shareholder need not re-qualify for purchase of a replacement unit as long as the person or persons in whose name the Membership Stock Certificate remains the same.

A. QUALIFICATION WAIVERS

Shareholders who purchase a replacement unit need to re-qualify for Membership if there is no change to the Membership vesting and the dual interim agreement is in effect.

Current members of one Mutual who wish to purchase in another Mutual are not required to meet the requirements of the Mutual in which they are purchasing.

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

B. DISCRETIONARY AUTHORITY

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

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

- Written approval of Membership by United's Board of Directors;
- Issuance of a Membership Stock Certificate;
- The signing of an Occupancy Agreement;
- Close of Escrow; and
- Non-Escrow Membership Transfers.

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RESOLUTION 01-22-XX

Criminal Background Qualifications Policy

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

WHEREAS, the Board recognized the need to establish a Criminal Background Qualifications Policy;

NOW THEREFORE BE IT RESOLVED; December 13, 2022 that the Board of Directors of this Corporation hereby approves the Criminal Background Qualifications Policy, as attached to the official minutes of this meeting; and

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

November Initial Notification

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

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RESOLUTION 01-22-XX

Golden Rain Foundation Committee Appointments

RESOLVED, December 13, 2022, 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

Mary Simon
Reza Bastani

GRF Community Activities Committee

Diane Casey
Pearl Lee

GRF Finance

Azar Asgari
Thomas Tuning

GRF Landscape Committee

Diane Casey
Lenny Ross

GRF Maintenance & Construction

Reza Bastani
Mary Simon

Clubhouses & Facilities Renovation Ad Hoc Committee

Reza Bastani
Mary Simon

GRF Media and Communications Committee

Maggie Blackwell
Anthony Liberatore

GRF Mobility and Vehicles Committee

Azar Asgari
Pat English

GRF Security and Community Access

Maggie Blackwell
Cash Achrekar

Disaster Preparedness Task Force

Anthony Liberatore
Pat English

Laguna Woods Village Traffic Hearings

Cash Achrekar
Pearl Lee

Purchasing Ad Hoc Committee

Thomas Tuning
Lenny Ross

Information Technology Advisory Committee

Diane Casey
Thomas Tuning

Broadband Ad Hoc Committee

Diane Casey
Maggie Blackwell

Insurance Ad Hoc Committee

Anthony Liberatore
Lenny Ross

Website Ad Hoc Committee

Anthony Liberatore
Azar Asgari

Compliance Ad Hoc Committee

Maggie Blackwell
Pearl Lee

RESOLVED FURTHER, that Resolution 01-22-77, adopted November 8, 2022, 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.



RESOLUTION 01-22-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, December 13, 2022, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)

Maggie Blackwell

Pat English

Finance Committee

Azar Asgari, Chair

Thomas Tuning

Mary Simon

Governing Documents Review Committee

Maggie Blackwell (Chair)

Mary Simon

Azar Asgari

Landscape Committee

Diane Casey (Chair)

Lenny Ross

Anthony Liberatore

Landscape Tree Ad Hoc

Diane Casey (Chair)

Maintenance and Construction Committee

Reza Bastani (Chair)

Pearl Lee

Lenny Ross

Members Hearing Committee

Pearl Lee (Chair)

Thomas Tuning

Pat English

New Resident Orientation

Maggie Blackwell

Cash Achrekar (Chair)

Resident Advisory Committee

Anthony Liberatore (Chair)

Pearl Lee

Cash Achrekar

Investment Ad Hoc Committee

Azar Asgari, Chair

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 01-22-78, adopted November 8, 2022, 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.



STAFF REPORT

DATE: December 13, 2022
FOR: Board of Directors
SUBJECT: Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Joint Hearing Body

RECOMMENDATION

The Board of Directors adopt the amended Anti-Harassment, Anti-Abuse and Anti-Intimidation and Joint Hearing Body.

BACKGROUND

The Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (“United”), and Third Laguna Hills Mutual (“Third”) recognized the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by members, residents, guests, board directors, board advisors and Village Manage Service (VMS) employees.

Since at least May 2022, the board presidents and VMS Board chair have collaborated with Jeffrey C. Beaumont, Esq. to develop the policy and charter for a joint hearing body. The proposed policy provides guidance relative to harassing, abusive, and/or intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

On September 6, 2022, the GRF Board of Directors unanimously adopted the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body (Resolution 90-22-39).

On September 20, 2022, the Third Board of Directors elected to not adopt the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Joint Hearing Body.

On November 8, 2022, the United Board of Directors adopted the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body (Resolution 01-22-73).

DISCUSSION

The purpose of the amendment is to reflect only GRF and United’s participation in the policy. References for Third have been removed.

FINANCIAL ANALYSIS

None.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Jacob M. Huanosto, Interim Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy

Attachment 2: Flow Chart

Attachment 3: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee

Attachment 4: Resolution 01-23-XX



Golden Rain Foundation and, United Laguna Woods Mutual ~~and Third Laguna Hills Mutual~~

**Joint Hearing Body Committee
Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy
Resolution 90-22-39; Adopted September 6, 2022 and
Resolution 01-22-73; Adopted November 8, 2022**

I. Purpose

Harassment, abuse and intimidation is strictly prohibited in the community. The boards of directors of Golden Rain Foundation ("GRF"), ~~Third Laguna Hills Mutual ("Third")~~, United Laguna Woods Mutual ("United") and Village Management Services ("VMS") require a clear and consistent policy to address claims of harassment, abuse and intimidation. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Policy") provides guidance relative to such behavior and guidelines for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This policy applies to:

- a. Members;
- b. Residents;
- c. GRF, United, ~~Third~~ and VMS board directors and advisors; and
- d. Member or resident guests.

The claims of harassment, abuse and/or intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, ~~Third~~, United and VMS board of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

VMS investigates incidents of harassment, abuse and/or intimidation from an employer's standpoint pursuant to the VMS Anti-Harassment Policy, and by necessary implication, there will be overlap when an employee is harassed by any of the foregoing and vice-versa.

This Policy has been adopted by the boards of directors of GRF, ~~Third~~ and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

II. Definitions

- a. Abuse - See details under Conditions for Abuse.

- b. Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee ("Committee") - A hearing body formed via charter by the boards of directors of GRF, ~~Third~~ and United to address claims of harassment, abuse and intimidation by members; residents; GRF, ~~Third~~, United and VMS boards of directors and advisors; and member or resident guests. Claims may involve members; residents; GRF, ~~Third~~, United and VMS boards of directors and advisors; member or resident guests; and VMS employees.
- c. Community - Laguna Woods Village, including, but not limited to, the community center, gate houses, clubhouses and amenities.
- d. Claimant - Member, resident, board member, advisor, member or resident guest who submits a claim of alleged harassment, abuse and/or intimidation ("claim") involving member, resident, board member, advisor, member or resident guest, and/or employee.
- e. Director - A board member from GRF, ~~Third~~, United or VMS boards of directors.
- f. Governing documents - All of the following, collectively: articles of incorporation, bylaws, ~~CC&Rs~~, rules and regulations, and resolutions or policies duly adopted by boards of directors of United (including occupancy agreement) ~~and~~, GRF ~~and Third~~; all as may be lawfully amended or modified from time to time.
- g. Harassment - See details under Conditions for Harassment.
- h. Intimidation - See details under Conditions for Intimidation.
- i. Member - Any person who is an owner of a unit in ~~Third's or~~ United's development who has been approved for membership in ~~Third or~~ United in accordance with the governing documents.
- j. Resident - An approved occupant of a residence in Laguna Woods Village.
- k. Respondent - Member, resident, board member, advisor, member or resident guest, or employee who is the subject of harassment, abuse and/or intimidation claim.
- l. Staff - Employees of VMS authorized to act on behalf of GRF, ~~Third~~ and United.

III. Conditions for Harassment

Below are various definitions and descriptions of harassment under both federal and California law:

- a. Federal law: Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose" (18 U.S.C.A. §1514[d][1][B]).
- b. California law: California Law: California defines "harassment" as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).
- c. Department of Housing and Urban Development (HUD) "Final Rule": Recent federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF ~~and~~, United ~~and Third~~ with regard to the investigation and treatment of reported

harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners' associations, including GRF ~~and~~, United ~~and Third~~, are considered housing providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF ~~and~~, United ~~and Third~~ are required to investigate all reported claims of potential harassment of residents and, as appropriate, take all action permitted under the governing documents to address such harassing behavior (24 CFR 100.600).

IV. Conditions for Abuse

Below are various definitions and descriptions of abuse under both federal and California law:

- a. Federal law: Under federal law, "abuse" is defined to mean "the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm" (42 USC §1397[j]).
- b. California law: Under California law, "abuse" includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, "abuse" also includes conduct that creates a hostile work environment as defined under California law.

V. Conditions for Intimidation

Below are various definitions and descriptions of intimidation under both federal and California law:

- a. Federal law: Under Federal law, "intimidation" is defined to mean "a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose" (18 USC §1514[d][1]).
- b. California law: Under California law, the definition of "intimidation" was noted "to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ..." (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

VI. Examples of Harassment, Abuse and/or Intimidation

Examples of harassment, abuse and/or intimidation in community, subject to review and interpretation by committee, may include:

- a. Physical intimidation;
- b. Threatening bodily harm or to harm one's property;
- c. Discriminatory shouting and yelling;
- d. Stalking, such as following someone around to intimidate or "make a point";

- e. Disrupting organized activities in progress, including board and committee meetings;
- f. Entering the second floor of the community center without escort or pass with intent to disrupt operations;
- g. Interfering, instructing or otherwise disrupting the work of vendors or staff;
- h. Unreasonable, hostile and/or telephone calls and/or emails without a legitimate purpose to a resident, vendor or staff;
- i. Disparaging someone;
- j. Humiliating someone; and/or
- k. Other behavior that the ordinary person would find unreasonable and/or threatening.

VII. Reporting Harassment, Abuse and/or Intimidation Claims

To report a claim, members; residents; GRF, United ~~Third~~ and VMS board directors and advisors; member and resident guests; and/or VMS employees may contact:

- a. Security Department
 - i. By telephone: 949-580-1400
- b. Compliance Division
 - i. By telephone: 949-268-2255; or
 - ii. Via email: compliance@vmsinc.org

Staff may inform the claimant to call the Security Department for documentation of the reported harassment, abuse and/or intimidation. Staff may also inform the claimant to call the Orange County Sheriff's Department ("OCSD") if harassment, abuse and/or intimidation occur.

VIII. Assessment of Harassment, Abuse, and/or Intimidation Claims

Upon receipt of claim by Security Department or Compliance Division, the following steps will occur:

- a. Security Director informs CEO/General Manager ("CEO") and Human Resources ("HR") Director of claim.
- b. CEO confers with Security Director and HR Director to determine if claim may involve harassment, abuse and/or intimidation and requires further action;
 - i. If claim does not meet definition of harassment, abuse and/or intimidation, no further action is taken.
 - ii. If claim meets definition of harassment, abuse and/or intimidation, claim will be investigated by third party or internally by Security Director or designee.
- c. CEO may implement interim administrative actions to prevent employee harassment, abuse and/or intimidation during investigation depending on facts/governing documents. Actions must not interfere with resident's rights.

IX. Investigation of Harassment, Abuse and/or Intimidation Claims

- a. If claim involves member, resident, board member, advisor, member or resident guest, investigator at direction of Security Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation);

- b. If claim involves employee, investigator at direction of HR Director gathers sufficient evidence to determine whether prohibited conduct occurred (harassment, abuse and/or intimidation). VMS investigates claims from an employer's standpoint pursuant to federal and state laws regarding employees and the VMS Anti-Harassment Policy and confirmed cases of harassment, abuse and intimidation by necessary implication, there will be overlap when an employee is harassed by a member, board member and/or advisor. VMS will investigate harassment to determine what action must be taken to protect employee while investigation results will be shared with the committee to determine what action to take against the member, board member or advisor. VMS and the committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.
- c. Legal counsel reviews investigative report to confirm findings meet legal definition(s) of harassment, abuse and/or intimidation. If claim does not meet the definition(s), no further action is taken.

X. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Member, Resident, Board Member, Advisor, Member or Resident Guest

- a. Pursuant to Civil Code §5855 and applicable governing documents, Compliance Division issues notice of hearing with committee to respondent, including summary of evidence;
 - i. When respondent is board member or advisor, any committee members from defendant's board do not participate in hearing. Four committee members from other boards hear and render decision on case.
- b. During disciplinary hearing, respondent has right to meet before committee in executive session.
- c. If committee finds respondent in violation of policy, committee may impose fine, suspend member privileges and/or consider legal action.
- d. Any respondent found to have violated policy may be removed as officer of their board, if serving as such, or from any committee they serve by their respective board (e.g., GRF, ~~Third~~, United and VMS).

XI. Appeal of Committee Decision - Member, Resident, Board Member, Advisor, Member or Resident Guest

- a. Committee disciplinary decisions against respondent are subject to appeal to their respective corporation's board. If VMS board member is respondent, appeal would be to mutual board in which respondent resides.
 - i. When defendant is board member or advisor, any committee members from board who did not participate in committee hearing would participate in appeal hearing with full board.

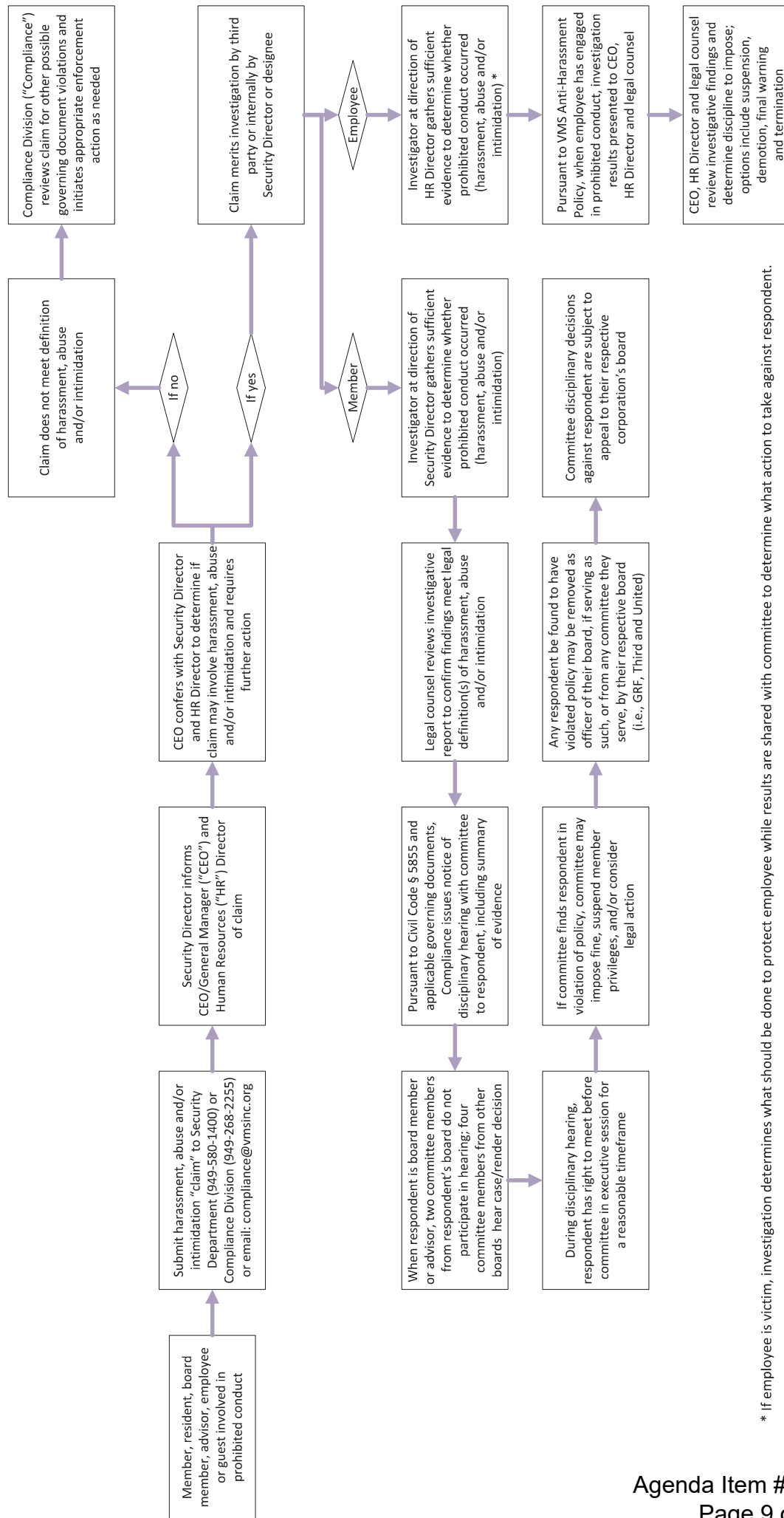
XII. If Harassment, Abuse and/or Harassment Claim Substantiated by Investigation – Employee

- a. Pursuant to VMS Anti-Harassment Policy, when employee has engaged in prohibited conduct (harassment, abuse and/or intimidation), investigation results presented to CEO, and HR Director and legal counsel.

- b. CEO, HR Director and legal counsel review investigative findings and determine discipline to impose including suspension, demotion final warning and/or termination.

Attachment 2

Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("policy") – Flow Chart



* If employee is victim, investigation determines what should be done to protect employee while results are shared with committee to determine what action to take against respondent.

Refer to Sections III, IV and V of Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy for conditions of harassment, abuse and intimidation

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Golden Rain Foundation and, United Laguna Woods Mutual ~~and Third Laguna Hills Mutual~~
Anti-Harassment, Anti-Abuse and Anti-Intimidation ~~Policy~~
Charter of Joint Hearing Body Committee
Resolution 90-22-39; Adopted September 6, 2022 and
Resolution 01-22-73; Adopted November 8, 2022

I. Introduction

This Charter of the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy ("Charter") serves to create the Joint Hearing Body Committee ("committee") for the Golden Rain Foundation ("GRF"), ~~Third Laguna Hills Mutual ("Third")~~ and United Laguna Woods Mutual ("United") pursuant to:

- a. Article VIII of the Amended and Restated Bylaws ("Bylaws") of GRF and California Corporations Code Section 7212, the board of directors of GRF is entitled to create committees to assist it in the execution of their powers and duties; and
- ~~b. Article VII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of Third and California Corporations Code Section 7212, the board of directors of Third is entitled to create committees to assist it in the execution of their powers and duties; and~~
- c. b. Article VIII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of United and California Corporations Code Section 7212, the board of directors of United is entitled to create committees to assist it in the execution of their powers and duties.

II. Purpose

The committee (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation ("claims") by:

- a. Members;
- b. Residents;
- c. GRF, ~~Third~~, United and Village Management Services (VMS) boards of directors and advisors; and
- d. Member or resident guests.

Claims of harassment, abuse and intimidation may be against:

- a. Members;
- b. Residents;
- c. GRF, ~~Third~~, United and VMS boards of directors and advisors;
- d. Member or resident guests; and
- e. VMS employees.

The committee will interface with the GRF, ~~Third~~, United and VMS boards of directors, as well as VMS, legal counsel and other relevant individuals, and impose discipline and/or recommendations, as appropriate.

III. Committee

a. Composition:

- i. Committee shall be comprised of ~~six~~four members including two directors from each of GRF, ~~Third~~ and United boards of directors. VMS board is not represented on committee, as VMS board members are appointed by GRF, ~~Third~~ and United.
- ii. When respondent is a board director or advisor to GRF, ~~Third~~ or United, any members of the committee from the respondent's board will not participate in the hearing. The ~~four~~ committee members from the other boards will hear and render a decision on the case, preserving any committee members' ability to hear a possible appeal that would be heard by the full board.

b. Eligibility: Committee members must be in "good standing" at all times, defined as the following and the respective policies of each board, ~~Resolution 90-xx-xx, 03-xx-xx, and 01-xx-xx~~:

- i. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF and, United ~~and Third~~;
- ii. No outstanding violations of the governing documents of their respective organization, as determined by their respective board;
- iii. No active dispute, including pending claims, dispute resolution, litigation or the like between the committee member and their respective organization or board or VMS; and
- iv. Committee members must attend committee meetings regularly and not have missed three consecutive board meetings.

c. Term:

- i. Committee membership shall be concurrent with each member's term on their respective board of directors to which they have been elected or appointed.
- ii. Committee members serve at pleasure of their respective board to which they have been elected or appointed to serve on committee and may be removed with or without cause, at any time, in sole discretion of their respective board.

IV. Scope of Authority – Powers of Committee

- a. Mission: Committee is formed to serve as hearing body to address claims submitted by members, residents, board members and advisors, and member or resident guests. Claims may involve members, residents, board members and advisors, member or resident guests, and VMS employees.
- b. Review: Committee has the power and authority to review claims, investigative reports and interface with the boards of directors of GRF and, United ~~and Third~~, as well as VMS, legal counsel and other relevant individuals.
- c. Impose discipline: Committee shall have authority to impose discipline against the respondent, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the boards of GRF and, United ~~and Third~~.

V. Scope of Authority – Committee Member Compensation and Conduct

No committee member shall receive compensation of any kind for participation on the committee.

VI. Scope of Authority – Meetings

- a. Meetings: Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality.
- b. Meeting minutes: Minutes of all meetings shall be prepared and maintained.
- c. Tie votes: In the event of a tie vote, the motion would fail pursuant to Robert's Rules of Order.

VII. Scope of Authority – Effect of Decisions by Committee

- a. Appeal: Decisions by the committee to impose disciplinary action against respondent shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the board hearing the appeal.
 - i. Fines: If the committee imposes a fine, the respondent can appeal to their respective board and that board can affirm or overturn that decision, given the board can levy fines.
 - ii. Access to amenities: If the committee bans the respondent from accessing the administrative building or the clubhouse/amenities, a mutual board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the respondent would need to appeal to GRF, not a mutual board.

VIII. Scope of Authority – Insurance/Defense/Indemnity

- a. D&O insurance: GRF and, ~~United and Third~~ shall at all times maintain a directors' and officers' liability insurance policy, as required by law and their respective governing documents (i.e., bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a member's service on the committee, and as authorized by the boards of GRF and, ~~United and Third~~.
- b. Defense/indemnity: GRF and, ~~United and Third~~ will defend and indemnify committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the committee, including any self-insured retention costs, and shared by GRF and, ~~United and Third~~.

IX. Scope of Authority – Confidentiality

- a. Confidentiality: Committee members are obligated to maintain strict confidentiality of information obtained while on the committee, beyond the term of service on the committee, and such information shall only be used for its purpose as provided herein.
- b. Executive session: The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate

| privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that committee members similarly acknowledge and respect the privacy interests of GRF, ~~Third~~ and United and its members, exercising constant vigilance in the handling of confidential information.

- c. Information sharing: VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director or advisor. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the committee will also investigate and determine what action to take against the director or advisor. Accordingly, VMS and the committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.



RESOLUTION 01-23-XX

Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee

WHEREAS, the Board of Directors of United Laguna Woods Mutual (“United”) and Golden Rain Foundation (“GRF”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc., fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

WHEREAS, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

WHEREAS, this Policy is being adopted by the Board of Directors of GRF and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

NOW THEREFORE BE IT RESOLVED, [Date], that the Board of Directors of this Corporation hereby adopts the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

RESOLVE FURTHER, that Resolution 01-22-73, adopted November 8, 2022 is hereby suspended and cancelled; and

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

December Initial Notification

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

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ENDORSEMENT (to Board)

Establish a Private Loan Research Ad Hoc Committee

The United Finance Committee has expressed concern over (1) the inability for existing members to obtain loans using their manor / membership as collateral and (2) potential members inability to obtain a loan to purchase a new unit. A motion was made and seconded to set up a Private Loan Research Ad Hoc Committee made up of one or more directors and four residents, for the purpose of researching loan options and reexamining prior policies that currently restrict the use of private loans.

The motion passed by a 3-0 vote to accept the motion and present it at the next Board meeting.

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STAFF REPORT

DATE: December 13, 2022
FOR: Board of Directors
SUBJECT: Establish a Private Loan Research Ad Hoc Committee

RECOMMENDATION

Approve the formation of a Private Loan Research Ad Hoc Committee and Proposed Charter for the purpose of researching loan options and reexamining prior policies that currently restrict the use of private loans.

BACKGROUND

United Laguna Woods Mutual was formed as a cooperative (Co-Op) meaning that each household owns a share of the corporation entitling the member to occupy the unit of housing. While members are shareholders of the corporation, they do not own a deed to the physical property. The lack of a deed prevents traditional mortgage lenders from offering loans to members of United. As an alternative to mortgages, some lenders offer share loans as well as personal loans. In the case of getting a loan in United, a lender must first be approved by the board and involves the lender signing United's Recognition Agreement. This agreement states that the lender must pay to United the monthly assessment in the event a member fails to pay.

Prior to 2016, private lenders were permitted to loan funds to existing and potential members as long as they signed the recognition agreement. These private lenders were generally investors, or groups of investors, who pooled investor funds together and offered loans. In November 2016 the board approved resolution 01-16-107 discontinuing the use of private lending due to recognition agreements not being honored or were subject to abuse.

In recent years, only one bank has agreed to sign the Recognition Agreement therefore allowing them to lend to United members. This bank has since stopped offering new loans to United members beginning in 2022. The discontinued lending was the result of Federal National Mortgage Association (Fannie Mae) no longer being willing to purchase United's loans from the bank, caused by United choosing to purchase less property insurance than what Fannie Mae requires. While United carries adequate property insurance to cover the Probable Maximum Loss (PML) determined by a third-party study, purchasing sufficient property insurance to meet the requirements of Fannie Mae was deemed cost prohibitive.

The United Finance Committee met on November 29, 2022 and expressed concern over (1) the inability for existing members to obtain loans using their manor / membership as collateral and (2) potential member's inability to obtain a loan to purchase a new unit. The committee unanimously approved a recommendation to the board to form a Private Loan Research Ad Hoc Committee.

DISCUSSION

The purpose of the Private Loan Research Ad Hoc Committee would be to research loan options and reexamining prior policies that currently restrict the use of private loans.

The proposed committee would be comprised of five members, one Director from the Board and four at-large members selected by the Board of Directors to represent the Corporation based on their expertise with private loans. The at-large members will be United owners and may or may not currently serve as an advisor to another committee.

The duties of the committee would include:

- (a) study the history of United loan approvals including use of a Recognition Agreement,
- (b) become familiar with recent events that have prevented lenders from loaning money to United members,
- (c) understand the history leading up to the approval of Resolution 01-16-107 discontinuing the use of individual recognition agreements, and
- (d) recommend solutions to the Board of Directors that may allow existing and potential members to obtain loans using their manor / membership as collateral.

FINANCIAL ANALYSIS

None. If the board approves the creation of the Ad Hoc Committee, analysis will be completed once the committee makes a recommendation to the board.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Pam Jensen, Controller

ATTACHMENT(S):

Attachment 1: Resolution 01-16-107

Attachment 2: Resolution for Private Loan Research Ad Hoc Committee Charter



RESOLUTION 01-16-107

Discontinued Use of Individual Recognition Agreement

WHEREAS, the United Laguna Woods Mutual Board of Directors is aware of its fiduciary duty to protect the financial well-being of the Corporation; and

WHEREAS, United Laguna Woods Mutual Bylaws, Article III, Section 1 provides that prospective members unable to satisfy financial requirements may be approved for Membership if another financially qualified person enters into an Agreement with the Corporation to become financially responsible for expenses associated with such membership and that other person meets the financial requirements established by the Corporation; and

WHEREAS, a Guarantor Agreement has been developed to comport with the Article III, Section 1 of the Bylaws and has been in use for many years; and

WHEREAS, no financial qualifications were ever developed for individual (private) lenders and, historically, Individual Recognition Agreements have not been honored and/or have been subject to abuse; and

WHEREAS, prospective members currently have three two avenues available to satisfy United Laguna Woods Mutual financial requirements: 1. they may qualify financially on their own merits; 2. they may obtain with or without a loan from a recognized qualified financial institution who have has entered into an individual recognition agreement with the Corporation such as NCB; or 3. 2. they may obtain a Guarantor who meets the financial qualifications established by United Laguna Woods Mutual from time to time; and

NOWHEREFORE BE IT RESOLVED, November 8, 2016, that United Laguna Woods Mutual hereby discontinues the practice of entering into Individual Recognition Agreements with individual (private) lenders; 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

Private Loan Research Ad Hoc Committee Charter

WHEREAS, the United Finance Committee has expressed concern over (1) the inability for existing members to obtain loans using their manor / membership as collateral and (2) potential members inability to obtain a loan to purchase a new unit;

NOW THEREFORE BE IT RESOLVED, December 13, 2022, the Board of Directors hereby forms a Private Loan Research Ad Hoc Committee and assigns the duties and responsibilities as follows:

MISSION

The purpose of the Private Loan Research Ad Hoc Committee is to research loan options and reexamine prior policies that currently restrict the use of private loans.

MEMBERSHIP

The Private Loan Research Ad Hoc Committee shall be comprised of five members, one Director from the Board and four at-large members selected by the Board of Directors to represent the Corporation based on their expertise with private loans. The at-large members will be United owners and may or may not currently serve as an advisor to another committee.

DUTIES AND RESPONSIBILITIES

1. The Private Loan Research Ad Hoc Committee will be chaired by the Treasurer of the Board and will meet as often as determined necessary to accomplish the objectives.
2. The Private Loan Research Ad Hoc committee will (a) study the history of United loan approvals including use of a Recognition Agreement, (b) become familiar with recent events that have prevented lenders from loaning money to United members, (c) understand the history leading up to the approval of Resolution 01-16-107 discontinuing the use of individual recognition agreements, and (d) recommend solutions to the Board of Directors that may allow existing and potential members to obtain loans using their manor / membership as collateral.



RESOLVED FURTHER, the Private Loan Research Ad Hoc committee shall perform such other duties as may be assigned by the United Finance Committee during this assignment; and

RESOLVED FURTHER, the Private Loan Research Ad Hoc Committee will be automatically disbanded upon conclusion of the duties and responsibilities assigned herein or when directed by the Board.



Treasurer's Report for December 13, 2022 Board Meeting

SLIDE 1 – Through the reporting period of **October 31, 2022**, total revenue for United was \$39,831K compared to expenses of \$39,976K, resulting in net expense of \$1,611K.

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 \$280K through the reporting period. This chart shows how much of our revenue went into operations, with \$18,766K coming in from assessments and \$1,387K coming from non-assessment revenue. This is compared to operating expenditures of \$19,873K (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 \$1,493K when combining both operating and reserve savings.

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

Employee Compensation \$1,586K; Favorable variance resulted primarily in the M&C and Landscape Services largely due to open positions. Impacted areas include grounds maintenance, plumbing, paint and carpentry. Recruitment is in progress to fill in current open positions. Grounds maintenance has contracted out shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.

Outside Services \$492K; Favorable variance resulted primarily in Building Structures due to late contract approvals and contract change orders for moisture intrusion plumbing leaks and maintenance operations. While events occur regularly throughout the year, work didn't begin until March. Work is in progress and work center anticipates these programs to be in line with budget by year end.

Materials and Supplies \$471K; Favorable variance resulted primarily from delays in vendor invoicing and open positions within M&C. Several areas are impacted such as appliance, interior components, plumbing and paint. Although inventory may be received, it may not be invoiced from the vendor right away. Vendor invoicing can be sporadic throughout the year. Recruitment is in progress to fill open positions.

Insurance \$181K; Favorable variance resulted due to lower premiums for property and casualty insurance upon renewal on 10/1/2021, which was in effect for 9 months of 2022.

Unrealized Gain/(Loss) On Investments (\$1,466K); Unfavorable variance due to adverse conditions for bond index fund investments during the reporting period. A monthly entry is made to reflect investment market conditions, which fluctuate.



Treasurer's Report for December 13, 2022 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,594K, excluding the Unrealized Loss on Available for Sale Investments. If you include the unrealized loss on investments, non-assessment revenue totaled \$128K. Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Investment Interest Income, Laundry, Resale Processing Fee, Lease Processing Fee, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$39,976K, showing that our largest categories of expense are for Employee Compensation and Property 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 tax.

SLIDE 8 – Our fund balances are shown here. The Contingency Fund balance on October 31, 2022 was \$1,114K. The Reserve Fund balance on October 31, 2022 was \$17,441K. Contributions and investment revenue collected totaled \$7,720K while expenditures were \$9,447K. The Property Tax Fund balance on October 31, 2022 was (\$108K). Contributions and investment revenue collected totaled \$10,492K while expenditures were \$10,493K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$20 Million.

SLIDE 10 – We have a slide here to show resale history from 2020 - 2022. Through October 31, 2022, United resales totaled 369, which is 43 resales lower than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$396K, which is \$97K higher than prior year for the same time period.

Financial Report

Preliminary as of October 31, 2022



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$38,238
Non-assessment Revenue	\$1,593
Total Revenue	\$39,831
Total Expense	\$39,976
Other Changes	(\$1,466)
Net Revenue/(Expense)	(\$1,611)

Financial Report

Preliminary as of October 31, 2022



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$18,766
Non-assessment Revenue	\$1,387
Total Revenue	\$20,153
Total Expense ¹	\$19,873
Other Changes	0
Operating Surplus	\$280

1) Excludes depreciation

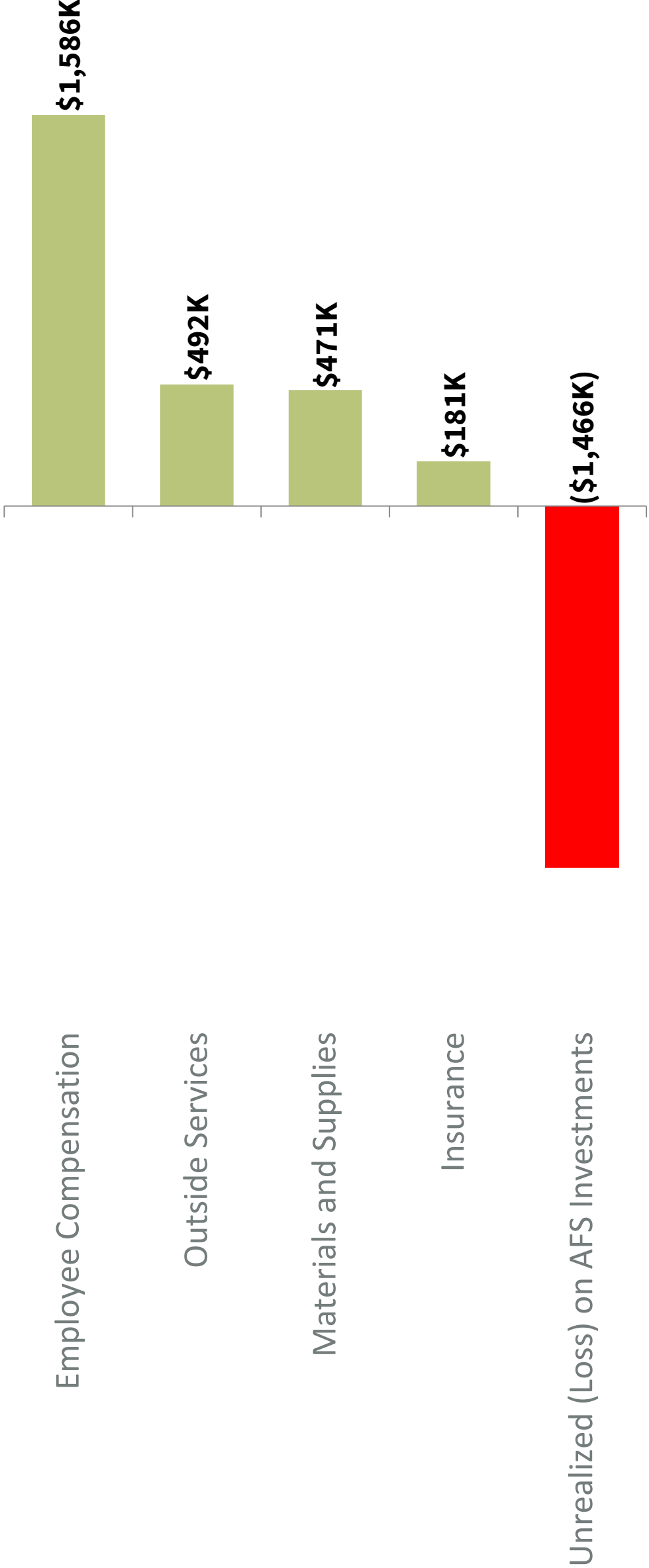
Financial Report

Preliminary as of October 31, 2022

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$38,238	\$38,080	\$158
Non-assessment Revenue	\$1,593	\$1,527	\$66
Total Revenue	\$39,831	\$39,607	\$224
Total Expense	\$39,976	\$42,711	\$2,735
Other Changes	(\$1,466)	\$0	(\$1,466)
Net Revenue/(Expense)	(\$1,611)	(\$3,104)	\$1,493

Financial Report

Preliminary as of October 31, 2022

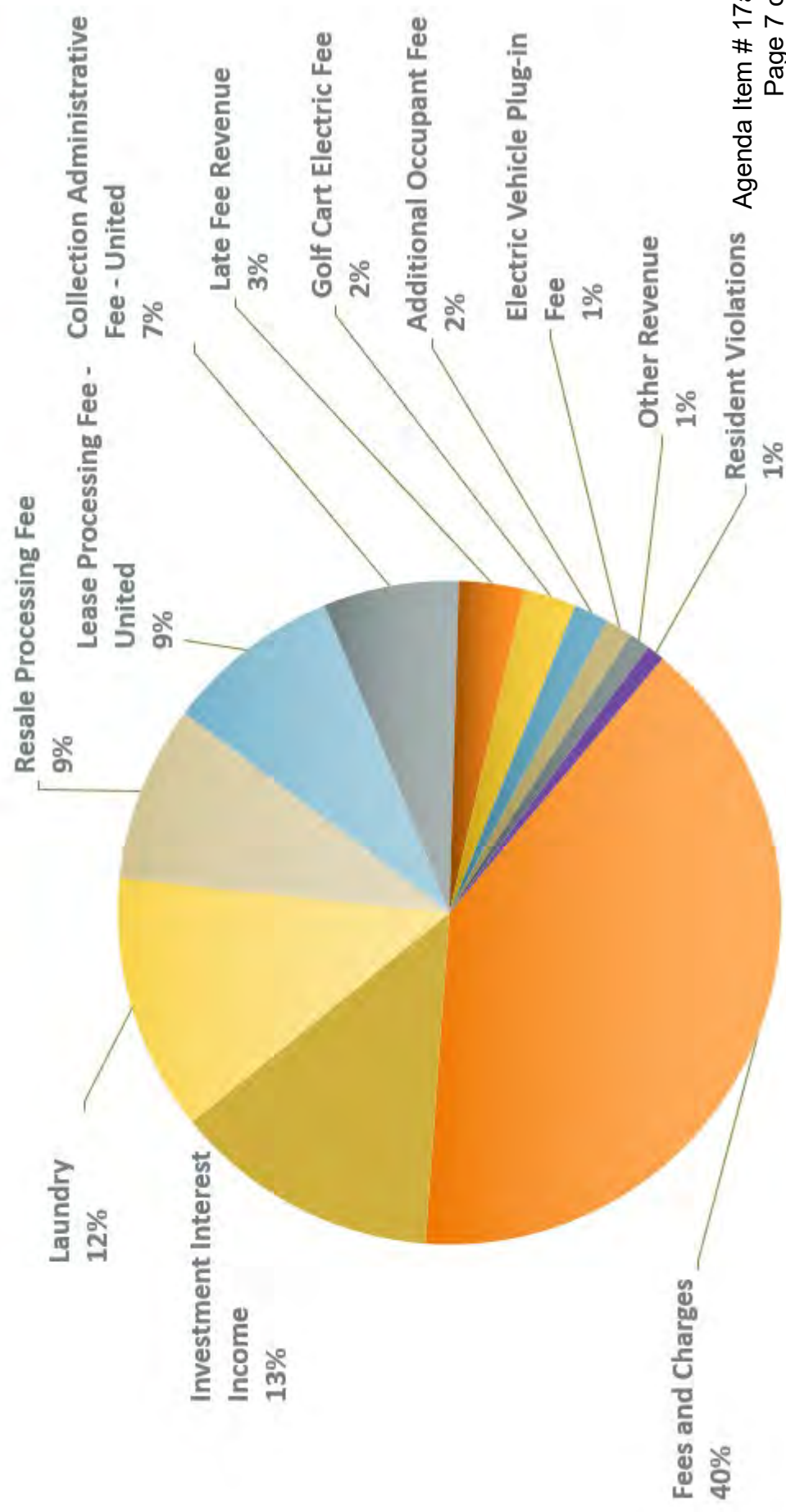


■ Unfavorable ■ Favorable

Financial Report

Preliminary as of October 31, 2022

Total Non Assessment Revenues \$1,593,588



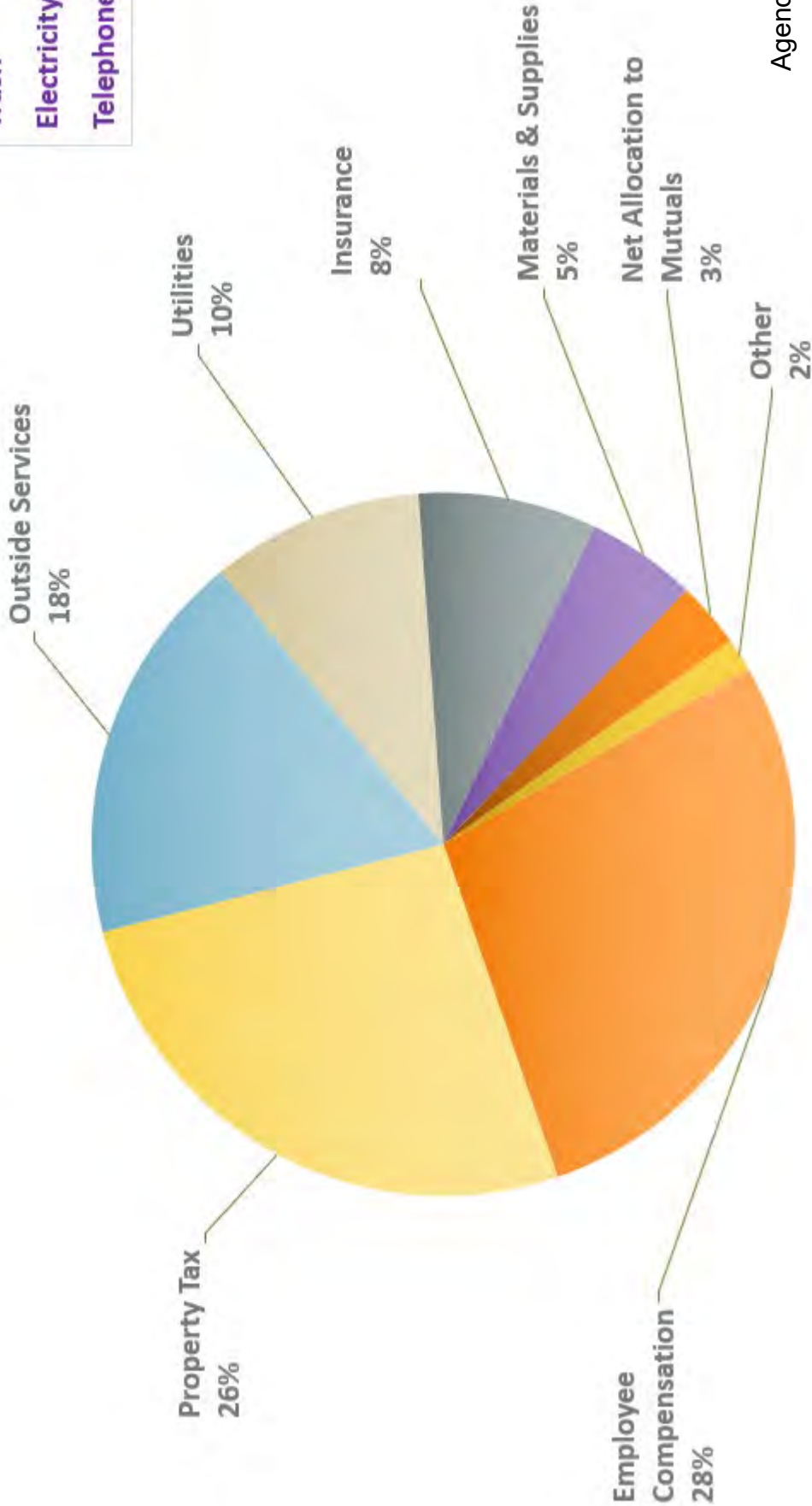
Financial Report

Preliminary as of October 31, 2022



UNITED LAGUNA WOODS
— M U T U A L —

Total Expense \$39,976,457

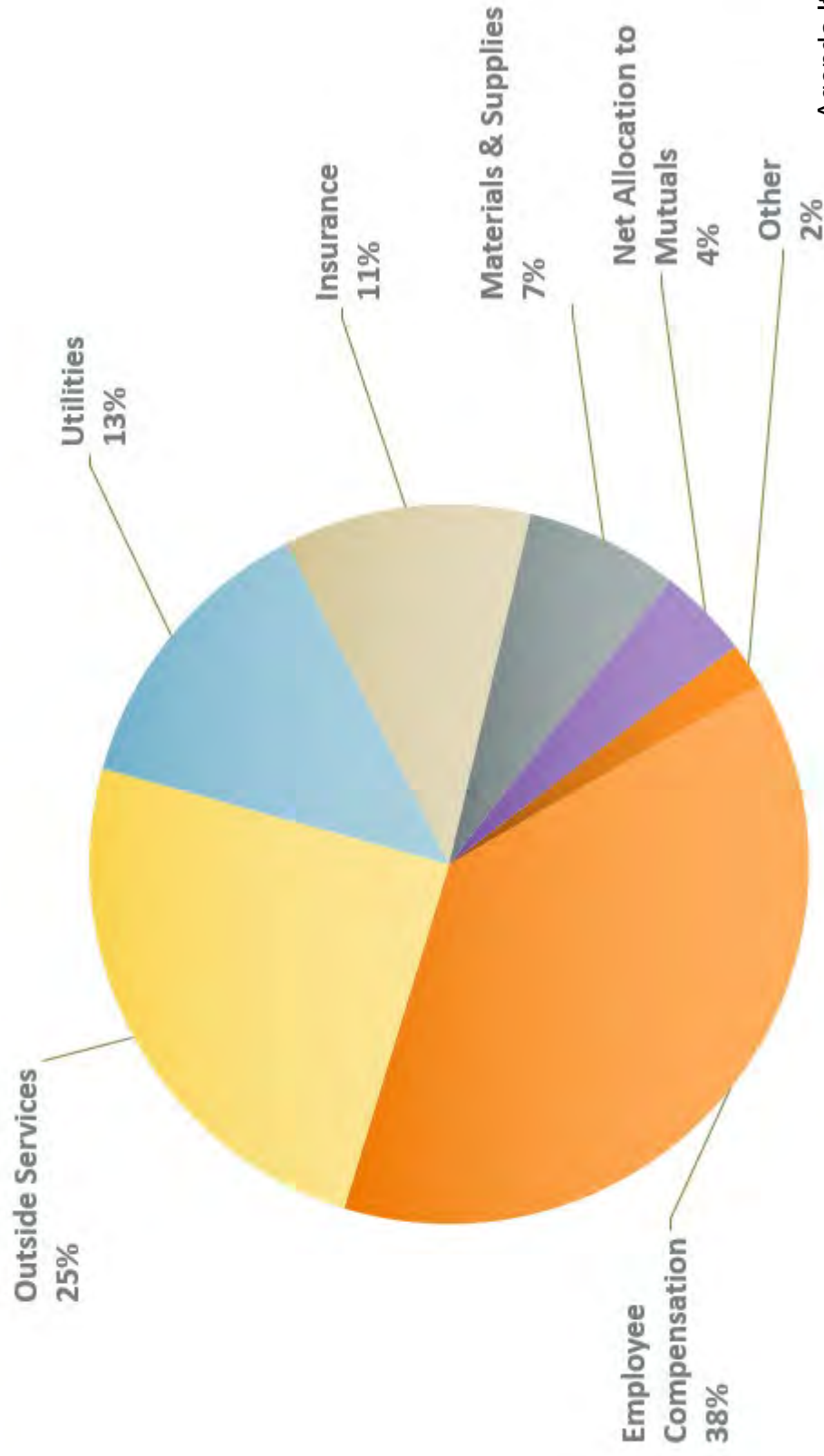


Water	\$1,856,830
Sewer	\$1,459,567
Trash	\$419,587
Electricity	\$167,476
Telephone	\$485

Financial Report

Preliminary as of October 31, 2022

Total Expenses Excluding Property Tax \$29,482,839



Financial Report

Preliminary as of October 31, 2022

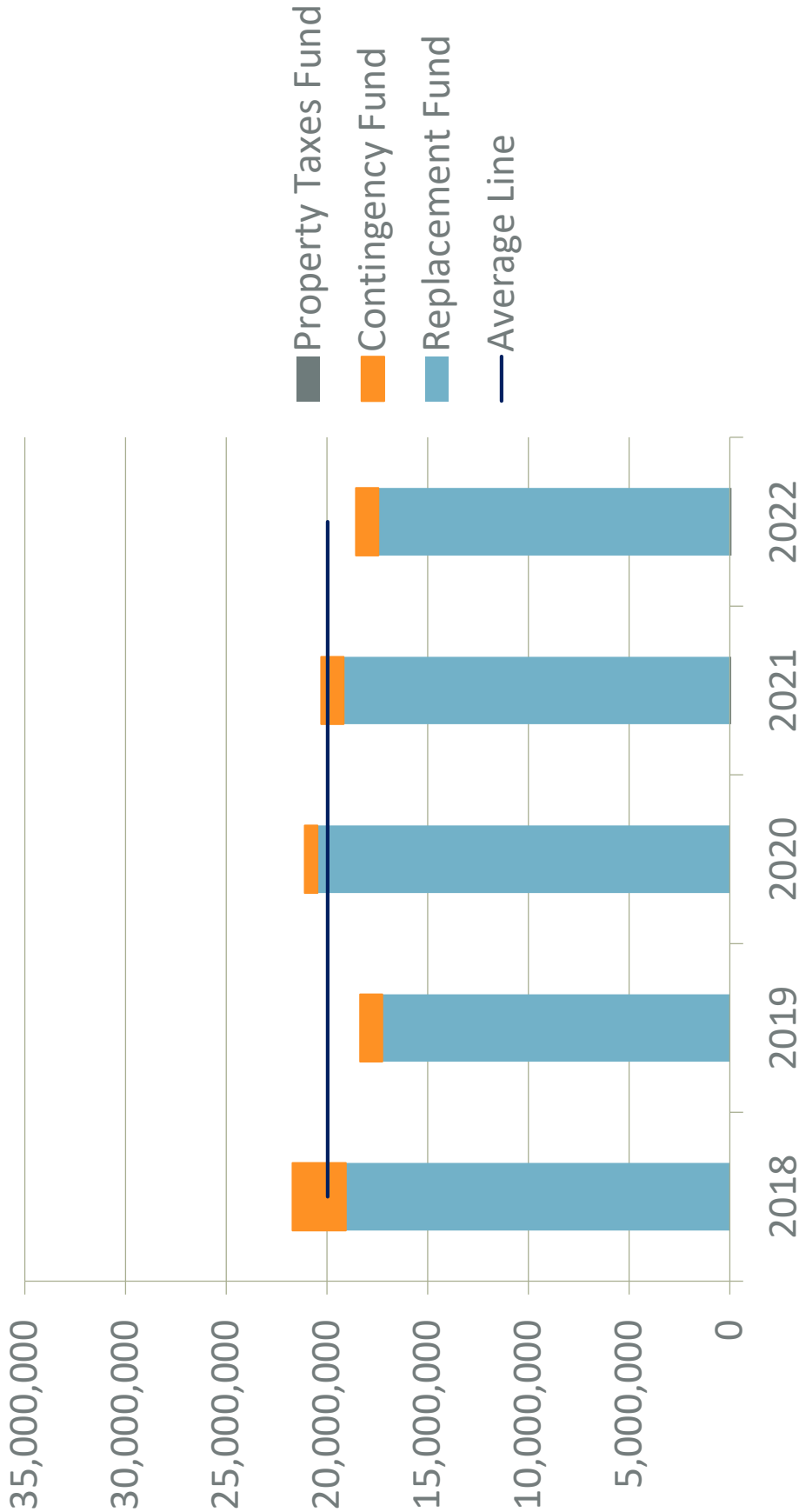


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/22	\$1,114	\$19,168	(\$107)
Contributions & Interest	0	7,720	10,492
Expenditures	0	9,447	10,493
Current Balances: 10/31/22	\$1,114	\$17,441	(\$108)

Financial Report

Preliminary as of October 31, 2022

FUND BALANCES – United Mutual



Financial Report

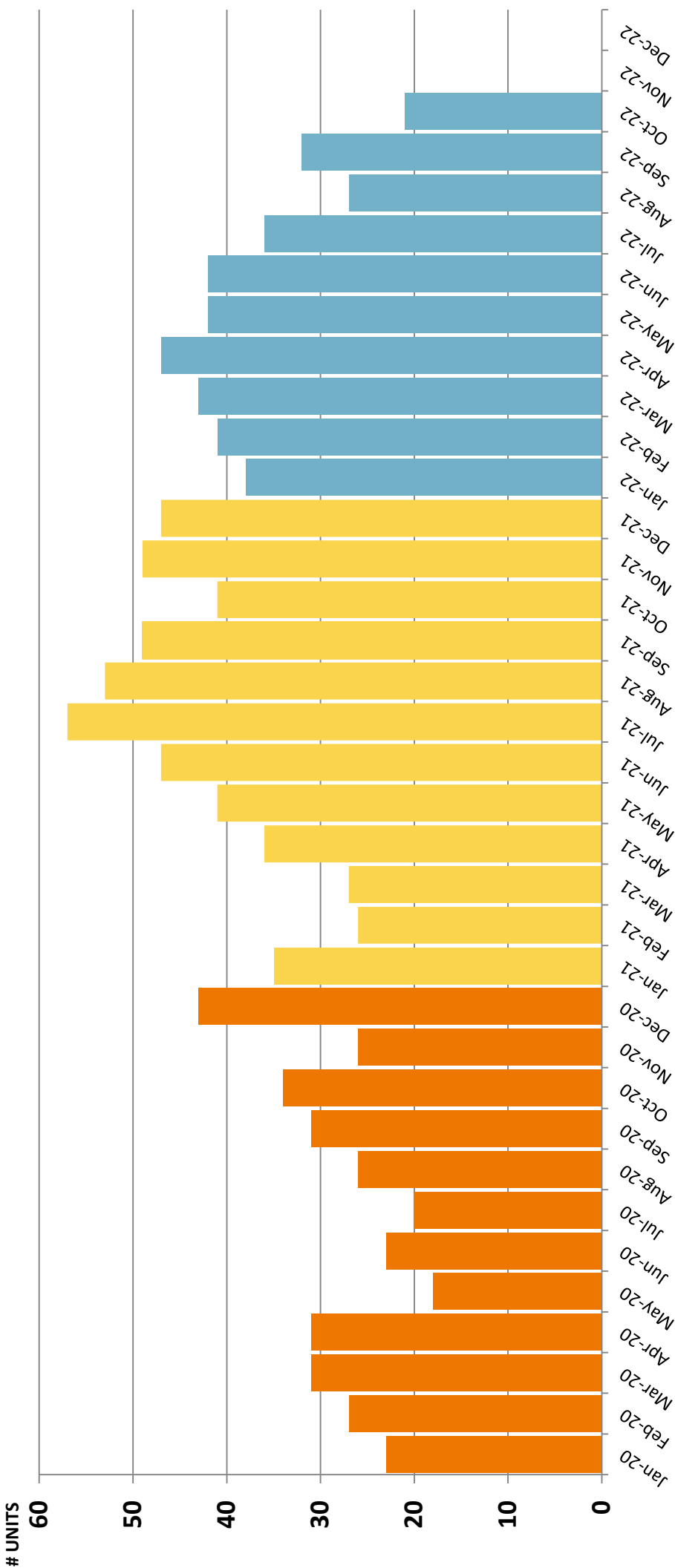
Preliminary as of October 31, 2022

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	264	\$293,600
YTD 2021	412	\$299,022
YTD 2022	369	\$395,595





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

Tuesday, November 29, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Azar Asgari – Chair, Thomas Tuning, Mary Simon
DIRECTORS ABSENT: None.
ADVISORS PRESENT: Alison Bok, Mike Daillak
STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez
OTHERS PRESENT: United – Lenny Ross, Cash Achrekar

Call to Order

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 1:30 p.m.

Acknowledgment of Media

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

Approval of Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Approval of the Regular Meeting Report of October 25, 2022

A motion was made and carried unanimously to approve the committee report as presented.

Chair Remarks

Director Asgari mentioned the vote to change the reserve investment from Mutual Bonds to Treasury Bills in effort to stop losses and thanked the members of the Investment Ad Hoc Committee for their dedication to resolve this matter and VMS staff for their cooperation.

Member Comments (Items Not on the Agenda)

A member made a comment regarding private mortgages. No further action was taken.

Department Head Update

Steve Hormuth, Director of Financial Services, briefly summarized the actions taken by the board during the November 14 special open meeting where they approved the sale of existing discretionary investment portfolio and the purchase of laddered treasuries.

Review Preliminary Financial Statements dated October 31, 2022

The committee reviewed financial statements for October 31, 2022 and questions were addressed

Report of United Finance Committee Regular Open Meeting

November 29, 2022

Page 2 of 2

and noted by staff.

Compensation and Outside Services

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

Private Mortgages

Pamela Bashline, Community Services Manager, briefly presented on options for individuals interested in private mortgages. Discussion ensued.

Director Asgari made a motion to establish an Ad Hoc Committee for the purpose of investigating various options and alternatives for members and potential members to obtain private loans and membership related loans for a United Mutual membership. The motion was moved and seconded by Director Thomas Turning. The motion passed by a 3-0 vote.

Education – GRF Contributions

Steve Hormuth provided a brief presentation summarizing United Mutual membership in Golden Rain Foundation (GRF) which is commonly referred to as the GRF Contribution. Comments were addressed and noted by staff. No action was taken.

Endorsements from Standing Committees

None.

Future Agenda Items

Investment Policy

Solar Report by Bart Mejia

Population Report

Committee Member Comments

None.

Date of Next Meeting

Tuesday, December 27, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:55 p.m.

Azar Asgari

Azar Asgari, Chair

Signature: *Azar Asgari*
Azar Asgari (Dec 6, 2022 16:24 PST)

Email: azar1022@hotmail.com

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

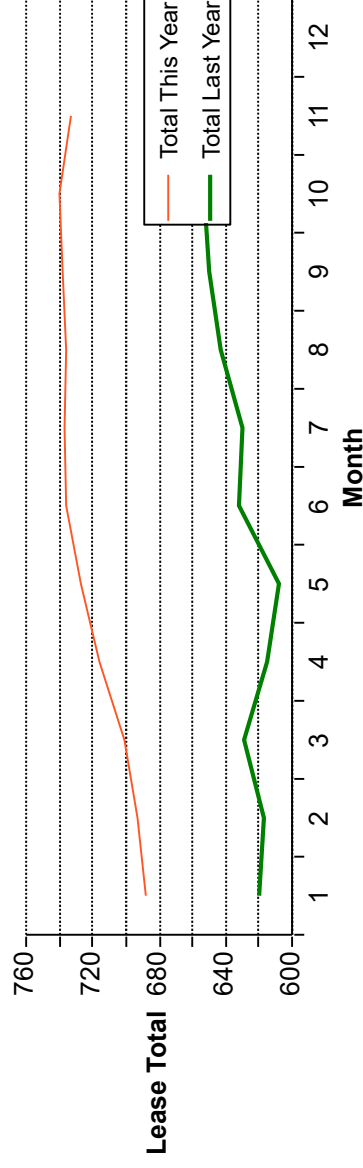
November, 2022

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	35	\$11,905,094	\$8,997,153	\$313,292	\$257,062
February	41	26	\$11,864,402	\$6,846,600	\$289,376	\$263,331
March	43	27	\$13,513,900	\$6,978,425	\$314,277	\$258,460
April	47	36	\$16,880,200	\$9,605,499	\$359,153	\$266,819
May	42	41	\$16,042,396	\$10,258,400	\$381,962	\$250,205
June	42	47	\$14,862,850	\$13,580,100	\$353,877	\$288,938
July	36	57	\$14,458,900	\$16,700,700	\$401,636	\$292,995
August	27	53	\$10,572,700	\$15,529,600	\$391,581	\$293,011
September	32	49	\$12,218,000	\$15,157,100	\$381,813	\$309,329
October	21	41	\$8,307,500	\$12,259,900	\$395,595	\$299,022
November	21	49	\$6,530,000	\$13,969,200	\$310,952	\$285,086
December		* 47		* \$14,364,950		* \$305,637
TOTAL	390.00	461.00	\$137,155,942	\$129,882,677		
ALL TOTAL	390.00	508.00	\$137,155,942	\$144,247,627		
MON AVG	35.00	41.00	\$12,468,722	\$11,807,516	\$353,956	\$278,569
% CHANGE - YTD	-15.4%		5.6%		27.1%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2022 Period 11 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased Last Year	% Change	Total Renewals	Total Expirations
2022	January	17	28	89	554	688	620	10.9	9.8	1.1	40	17
2022	February	17	25	104	547	693	617	11.0	9.8	1.2	50	18
2022	March	17	25	118	541	701	629	11.1	9.9	1.2	39	26
2022	April	14	29	143	530	716	615	11.3	9.7	1.6	66	25
2022	May	15	29	161	522	727	608	11.5	9.6	1.9	32	28
2022	June	17	33	172	514	736	632	11.6	10.0	1.6	67	24
2022	July	21	30	178	508	737	630	11.7	10.0	1.7	49	24
2022	August	24	33	184	495	736	643	11.6	10.2	1.4	35	20
2022	September	20	35	192	491	738	650	11.7	10.3	1.4	45	35
2022	October	17	38	207	478	740	653	11.7	10.3	1.4	40	42
2022	November	15	35	219	464	733	672	11.6	10.6	1.0	37	22
2022	December					678						



OPEN MEETING

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

**Thursday, October 20, 2022 – 9:30 a.m.
Laguna Woods Village Cypress Room /Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

MEMBERS PRESENT: Anthony Liberatore – Chair, Maggie Blackwell in for Reza Bastani

OTHERS PRESENT: Richard Rader

MEMBERS ABSENT: Cash Achrekar, Reza Bastani

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Interim Manager, Abraham Ballesteros – Manor Alterations Inspector II, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Liberatore called the meeting to order at 9:55 a.m. after a short recess in order to obtain a quorum.

2. Acknowledgement of Media

No media present.

3. Approval of Agenda

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

4. Approval of Meeting Report for August 18, 2022

Hearing no objection, the meeting report for August 18, 2022 was approved by unanimous consent.

5. Chair's Remarks

Chair Liberatore thanked Director Blackwell for standing in for an absent director and apologized to the members for the lack of participation by the committee members.

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

None.

7. Division Manager Update

Mr. Mejia informed the committee that Gavin Fogg is the Interim Manager for Manor Alterations as Robbi Doncost has separated from employment; efforts continue to improve customer service; and the current standards will be reviewed and revised as needed.

8. Monthly Mutual Consent Report

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.*

Hearing no objection, the Consent Report was approved unanimously.

9. Variance Requests

A. 773-C – Non-Standard Wrought Iron Entry Gate

Mr. Ballesteros introduced the variance and answered questions from the committee. The committee reviewed the variance and moved a recommendation for approval to the Board.

Items for Discussion:

None.

Items for Future Agendas:

- TBD

Concluding Business:

10. Committee Member Comments

- Chair Liberatore apologized for the lack of participation from the committee members and thanked Director Blackwell for filling in for an absent director.
- Director Blackwell commented that she is pleased with the work of the committee and staff.

11. Date of Next Meeting – November 17, 2022 at 9:30 a.m.

12. Adjournment

The meeting was adjourned at 10:06 a.m.



Anthony Liberatore, Chair

Anthony Liberatore, Chair
Bart Mejia, Staff Officer
949-597-4616

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OPEN MEETING

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

Thursday, November 17, 2022 – 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, Azar Asgari and Mary Simon

MEMBERS ABSENT: None

ADVISORS PRESENT: Juanita Skillman, Mary Stone and Dick Rader

ADVISORS ABSENT: None

STAFF PRESENT: Francis Gomez, Pamela Bashline, Jeff Spies and Ruby Rojas

CALL TO ORDER

Maggie Blackwell, Chair, called the meeting to order at 1:37 p.m.

APPROVAL OF THE AGENDA

Chair Blackwell made a motion to approve the agenda as presented.

Without objection the agenda was approved as presented.

APPROVAL OF MEETING REPORTS

Chair Blackwell made a motion to approve the meeting report from the October 20, 2022 meeting. Chair Simon seconded the motion.

By unanimous consent, the motion carried.

CHAIR'S REMARKS

None

MEMBER COMMENTS

Director Liberatore suggested that a private Credit Union be considered for reverse mortgages for members.

Director Ross discussed a realtor package on the MLS website, reassess income and assets requirements, as well as providing a refinancing service for loans via federal insurance and recognition agreements with outside vendors.

ITEMS FOR DISCUSSION AND CONSIDERATION

Discuss and select regulations and information for inclusion in a presentation/ package for Realtors.

Ms. Pamela Bashline, Community Services Manager, presented the existing information available to realtors and took suggestions to implement further resources to members and their realtors.

The Committee members made comments and asked questions.

The Committee did not make changes.

CONCLUDING BUSINESS:

Committee Member Comments

Provide a Staff directive to create a Resident Orientation video to be posted to the company's website.

Date of Next Meeting

The next meeting is scheduled for Thursday, December 15, 2022 at 1:30 p.m. in the Board Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 2:52 p.m.

MABlackwell

MABlackwell (Dec 5, 2022 18:36 PST)

Maggie Blackwell, Chair
United Laguna Woods Mutual



OPEN MEETING

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

**Monday, November 28, 2022 – 1:30 P.M.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Maggie Blackwell, Anthony Liberatore, Lenny Ross (Joined the meeting at 1:38 p.m.)

COMMITTEE MEMBERS ABSENT: Diane Casey (Excused)

OTHERS PRESENT: Juanita Skillman

ADVISORS PRESENT: Ann Beltran, Mary Sinclair

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call to Order

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

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Chair Blackwell made a motion to approve the agenda. Director Liberatore seconded. The agenda was approved unanimously.

4. Approval of the Meeting Report for October 24, 2022

Chair Blackwell made a motion to approve the report. Director Liberatore seconded. The committee was in unanimous support.

5. Chair's Remarks

Chair Blackwell stated that she is happy to see things going well, and that the slopes look very good. Chair Blackwell also shared that the Gate 1 replanting will be complete soon.

6. Department Head Update

Mr. Wiemann explained items on the project log in detail. Mr. Wiemann reviewed the Water Use Comparison Graph with the committee. Mr. Wiemann also shared two presentations, providing an update on Turf Reduction and Canary Island Pine Tree Trimming throughout the Village.

Members made comments and asked questions.

7. Member Comments (Items not on the agenda)

Topics included:

- Yellow Flags

8. Response to Member Comments

Mr. Wiemann responded to the member comment.

Items for Discussion and Consideration

9. Reminder: December Meeting Cancelled

Chair Blackwell reminded the committee and the audience that the United Landscape Committee meeting in December has been cancelled due to the holidays.

Concluding Business

10. Committee Member Comments

Various comments were made.

11. Date of Next Meeting – Monday, January 23, 2023 at 1:30 p.m.

12. Adjournment at 1:49 p.m.



Maggie Blackwell, Chair



OPEN MEETING

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

**Wednesday, October 26, 2022 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Reza Bastani - Chair, Maggie Blackwell (in for Pat English), Pearl Lee

MEMBERS ABSENT: Lenny Ross, Advisor Ken Deppe

OTHERS PRESENT: Richard Rader

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Roberto Valdovinos - Maintenance Operations Manager, Sandra Spencer – Administrative Assistant

REPORT

1. Call to Order

Director Bastani called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

The meeting was being broadcast on Granicus and Zoom. No media was present.

3. Approval of Agenda

Hearing no objection, the agenda with the amendment removed was approved by unanimous consent.

4. Approval of Meeting Report from August 24, 2022

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

Chair Bastani remarked that the prior chair of the committee has resigned.

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

- Staff read an email submitted by a member's relative regarding a plumbing issue.

Mr. Gomez responded to the comment. Staff will review the issue with Maintenance personnel and will follow up with the member.

7. Department Head Update

Mr. Gomez reminded the committee about the Contractor Open House event scheduled for October 27, 2022.

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.*

8. Project Log

9. Solar Production Report

The project log and solar production report were pulled for discussion. Staff answered questions from the committee and members. The consent calendar was approved unanimously.

Items for Discussion and Consideration:

10. Balcony Inspection Status

Mr. West updated the committee via a PowerPoint presentation on the exterior elevated elements inspection project and answered questions from the committee. Of the 52 buildings scheduled to be inspected in 2022, 28 have been completed to date; residents are mailed notifications 30 days in advance of the inspection date; repairs vary in scope and all repairs are scheduled appropriately and recorded; information is available on the website.

11. 2022/2023 Shepherd's Crook Project Status

Mr. West updated the committee via a PowerPoint presentation on the Shepherd's Crook installation project and answered questions from the committee. Of the estimated 21,000 linear feet of barbed wire on top of the perimeter walls in United, a total of 3,884 linear feet of Shepherd's Crook has been installed as replacement for the barbed wire; 320 linear feet was completed in 2022 and 300 linear feet is planned for 2023 with a budget of \$35,000. The Third M&C Committee is considering discontinuing installation of the remaining Shepherd's Crook as replacement to the barbed wire. Staff will keep the United M&C committee apprised of any updates.

12. Solar Panel Policy

- a. United Section 35 – Solar Panels 1 Story Buildings
- b. United Section 42 – Solar Panels 2 Story Buildings

Mr. Mejia introduced the standards and informed the committee that there are discrepancies between the standards regarding leasing of solar panels on buildings with shared roofs. Staff answered questions from the committee.

A motion was made to refer this item to the Architectural Controls and Standards Committee for further review and updates. The motion was approved by unanimous consent.

Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Options for Improving Delivery of Hot Water to Individual Manors

Director Lee left the meeting at 10:38 a.m.

Concluding Business:

13. Committee Member Comments

- Director Blackwell commented on installation of InSinkErator instant hot water heaters and potential changes to committee membership.
- Chair Bastani commented on the water heater replacement program and directed staff to prepare a staff report on the cost savings for extending the replacement of water heaters beyond the 10-year warranty period.

14. Date of Next Meeting: December 28, 2022

15. Recess - The meeting was recessed at 10:53 a.m.


Reza Bastani, Chair

Reza Bastani, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 19, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Jim Hopkins – Chair, Elsie Addington, Mark Laws, Jim Cook
(Alternate for Donna Rane Szostak), Azar Asgari, Lenny Ross, Diane Casey

DIRECTORS ABSENT: Donna Rane-Szostak, Debbie Dotson, Pat English

ADVISORS PRESENT: Rosemarie DiLorenzo

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: GRF – Bunny Carpenter, Egon Garthoffner, Juanita Skillman, Reza Karimi, Joan Milliman

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:34 p.m.

Acknowledgement of Media

The meeting was streamed via Zoom for members of the community to participate virtually.

Approval of Meeting Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Approval of the Regular Meeting Report of August 17, 2022

A motion was made and carried unanimously to approve the committee report with the following change:

- Move Debbie Dotson's and Diane Casey's name from "Directors Present" to "Others Present".

Chair Remarks

Director Hopkins made a statement in response to an entry submitted in the Global by a member.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, briefly touched base on GRF's investment portfolio as of September 30, 2022 and the upcoming meetings calendar.

Review Preliminary Financial Statements dated September 30, 2022

The committee reviewed the financial statements dated September 30, 2022. Questions were addressed.

Proposed Defunding at Year End

Jose Campos, Assistant Director of Financial Services, presented a staff report recommending to defund capital projects as follows: three items from the Equipment fund, one from Facilities Fund and reducing one from the Equipment Fund by December 31, 2022. The capital items will be closed out at year end and be replaced with 2023 capital items. A motion was made and moved by Director Elsie Addington to accept staff's recommendation to be presented at the next board meeting. Director Sue Stephens seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

Endorsement from Standing Committees

Communities Activity Committee – Garden Center Rental Fees. Steve Hormuth presented a staff report provided by the CAC recommending the board to approve the proposed schedule of Garden Rental Fees with effective date January 1, 2023. A motion was made and moved by Director Addington to accept and endorse this recommendation to be presented at the next Board meeting. Director Azar Asgari seconded. Discussion ensued. Hearing no objections, the motion passed by unanimous decision.

Security and Community Access Committee – Aliso Creek “No bicycle Signage”. Steve Hormuth presented a staff report provided by the SCAC recommending a supplemental appropriation in the amount of \$740 from the Equipment fund for the purpose of adding 4 universal “Bicycles are prohibited” signage to the main entrance of the Aliso Creek Park. A motion was made and moved by Director Stephens to accept and endorse staff recommendation to be presented at the next board meeting. Director Addington seconded. Discussion ensued.

Director Stephens retracted her motion. No vote took place.

Director Diane Casey left at 3:40pm.

Director Hopkins made a motion to send the report back to the SCAC committee with recommendations for consideration. Hearing no objections, the motion passed unanimously.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Wednesday, December 21, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:44 p.m.

JW HOPKINS

[JW HOPKINS \(Oct 30, 2022 18:57 PDT\)](#)

James Hopkins, Chair

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OPEN MEETING

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
STRATEGIC PLANNING COMMITTEE**

**Monday, October 3, 2022 – 1:30 p.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

Director Present: Debbie Dotson, Mark Laws, Nathaniel Ira Lewis, Diane Casey, Ryna Rothberg, Joan Milliman, James Hopkins

Directors Absent: Gan Mukhopadhyay, Anthony Liberatore, Cash Achrekar

Staff Present: CEO-Siobhan Foster, Makayla Schwietert, Paul Nguyen

Others Present: Richard Rader (Advisor)

1. Call to Order—Director Dotson, Chair

Chair Dotson called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. Approval of the Agenda

Chair Dotson requested the addition of Item 6c. Broadband Status Update, Item 6d. Website Status Update, and Item 6e. Space Planning (Oral Discussion).

Hearing no changes or objections, Chair Dotson declared the agenda as approved unanimously.

3. Approval of the Minutes

a. GRF Strategic Planning Committee Meeting – May 02, 2022

Hearing no changes or objections, Chair Dotson declared the minutes of May 02, 2022 as approved unanimously.

4. Chair's Remarks

Chair Dotson commented on the following:

- Goal for today is to discuss comments and ideas from committee members, and hopefully end the meeting with some new goals for the future.

5. Old Business

a. Committee Member Responses to Internal Survey

Chair Dotson provided a presentation on the Internal Survey with responses from committee members.

Discussion ensued among the committee.

b. Discussion of Ideas

The committee further discussed ideas that can be brought back at future meetings.

6. New Business

a. Status of Corporate Vote on Building E Replacement

Chair Dotson provided an update regarding Building E Replacement vote results from the Corporate Members.

Discussion ensued among the committee.

b. Set 3 Goals for 2023

Chair Dotson and the Committee discussed the following goals for 2023:

- Obtain trend reports.
- Recreational space utilization consultant.

THIS ITEM WAS ADDED DURING APPROVAL OF AGENDA

c. Broadband Status Update

Chair Dotson commented on a study that took place to advise on strategic planning for broadband services.

Discussion ensued among the committee.

THIS ITEM WAS ADDED DURING APPROVAL OF AGENDA

d. Website Status Update

Chair Dotson provided a brief update regarding the status of the Website renewals.

THIS ITEM WAS ADDED DURING APPROVAL OF AGENDA

e. Space Planning (Oral Discussion)

Chair Dotson commented that over the years, the need for space planning has been discussed.

Chair Dotson has requested a short-term ad-hoc committee be formed to move forward on the Building-E space planning project.

7. Next Meeting – TBD


8. Committee Member Comments

- Director Hopkins commented on the importance of obtaining a trends report, as the facts are the most important things to gather
- Chair Dotson commented Board Elections are in some way a form of Strategic

Planning. Sometimes change in Boards are needed, and sometimes they are not. The importance that a Member has proper experience, and want to be on a Board to make a difference.

9. Adjournment

There being no further business the meeting was adjourned at 3:25 p.m.

DocuSigned by:

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Debbie Dotson, Chair
GRF Strategic Planning Committee

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OPEN MEETING

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

Thursday, November 10, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Pearl Lee, Diane Casey, Annie McCary, Mark Laws, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: Ryna Rothberg

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Joan Milliman, Maggie Blackwell

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Jackie Chioni

Call to Order

Chair Horton called the meeting to order at 1:33 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director McCary made a motion to approve the agenda, no second.

Director Laws inquired as to the Poster Policy Review not listed on the agenda. Chair Horton stated staff was directed at a later date to leave the agenda item under Items for Future Agendas.

Motion passed unanimously.

Approval of Committee Report for October 13, 2022

Director Addington made a motion to approve the report, Director Casey seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated the Recreation Department is working diligently to staff all facilities.

Report of the Recreation and Special Events Director

Ms. Giglio stated the Garden Center operating rules have been approved; the next step is to identify Garden Center compliance priorities and begin a more thorough inventory to build a more accurate data base; in the planning stages for tree trimming at both centers and will be communicating with gardeners about upcoming work when scheduled; there are currently 20 Garden Centers volunteers supporting staff and gardeners with life challenges; a new Fitness membership module has been installed; there are approximately 2,500 to 3,000 cups of coffee self-served per month at the Drop-in lounge at Clubhouse 1 as it is open every day 8 a.m. to 10 p.m. with 13 to 15 room reservations a day; the Performing Arts Center billiards room has expanded hours to include Monday and Wednesday nights from 6 to 10 p.m. to accommodate men's and women's club nights; over 2,000 people attended the Bonanza at Clubhouse 4 in which over 100 resident artists sold self-created items; the lobby furniture at Clubhouse 5 has been replaced; the Thanksgiving buffet sold out in five days; pool covers have been added to maintain temperatures of the pool water; outside services have been contracted for daily pool maintenance while the pool technician is on medical leave; annual pool maintenance is underway with Pool 2 as the next pool to be closed; there are currently two lesson horses at the Equestrian Center; the Halloween Hoedown hosted approximately 350 attendees; a new Equestrian Center stable lead has been hired; Library volunteers worked 756 hours supporting 2,685 residents in October and 3,243 items circulated through the front desk in October .

Mr. McCray stated carts are restricted to cart paths after rain as protecting the greens is the priority; the driving range suffers after rain as there is no grass; the Par 3 must remain closed after rain if deemed unsafe and will be reopened tomorrow; courses are analyzed each morning after rain to ensure safety and greens protection; tee reseeding is going well; text messaging communication with golfers who opt in has been instituted to allow for alerts or special event announcements that may impede play; first session of the Silver Tees program went very well; the next Silver Tees session starts in three weeks; the fencing at the driving range is completed and the remaining project is scheduled to begin in March; holiday merchandise promotions will be held; Mr. McCray thanked the projects team for their assistance.

Director McCary inquired as to the location of merchandise sales. Mr. McCray stated a small amount of merchandise is located at the Par 3 with most at the Golf pro shop. Director Lee inquired as to the comparison of activity volume today versus pre-COVID. Mr. McCray stated it has nominally increased as there is no room to increase play. Director Lee stated those moving in are younger and they may be more active with regards to golf. Mr. McCray stated staff instructs those individuals wishing to play golf on the use of the foreUP reservation system.

Ms. Murphy stated the Veterans day event will be held at Clubhouse 2, 10 to 11 a.m. with a guest speaker, colors to be presented and light refreshments; the free Monday movie, *Spencer*, will be hosted at the Performing Arts Center on November 21 at 2 p.m.; the

Volunteer Luncheon will be hosted at Clubhouse 5 on December 2 for the 2022 volunteers; on December 3 Clubhouse 1 will host the holiday tree lighting at 6 p.m. which will include a toy drive, hot cocoa and cookies; the Christmas buffet will be hosted at Clubhouse 5 at 1 p.m. and tickets will go on sale on November 29 at the Clubhouse 5 office; the Performing Arts Center will host a variety show on New Year's Eve starting at 7:30 p.m. with tickets on sale now at the Performing Arts Center box office; Clubhouse 5 will host Rockin' New Year's Eve at 6:30 p.m. with dinner, live music and a champagne toast.

Chair Horton stated Mr. McCray has done a great job. Director Addington inquired as to distributing Garden Center operating rules to all gardeners. Ms. Giglio stated new gardeners receive a copy when securing a garden or tree plot and the rules may be viewed online. Ms. Giglio stated staff will send a message to all gardeners instructing them how to locate the rules online and anyone may request a hard copy from staff.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: use of the GRF mobile stage, Laguna Woods Village buses and cocktail tables for a club event; extension of Veterans Day holiday hours to allow for a club dance in 2023.

Discussion ensued.

Staff was directed to follow up with the VMS Risk Manager in regards to insurance carrier response to club use of the GRF mobile stage.

Staff was directed to create a staff report regarding the Veterans Day exception and present at CAC next month.

CONSENT

Director Addington made a motion to approve the consent calendar, Director Casey seconded.

Motion passed 5-1 (Director Laws abstained).

REPORTS

Clubhouse Expanded Hours - Ms. Giglio stated Recreation is in the process of hiring more Recreation Leaders to assist with all clubhouse operations during open hours. She stated the top priority is opening more hours at Clubhouse 7, then Clubhouse 2.

Members were called to speak regarding the following: exception of use of Clubhouse 2 outside of current operating hours in April for a wedding; exception of use of Clubhouse 7 outside of current operating hours; staff training of AV equipment.

Discussion ensued.

ITEMS FOR DISCUSSION AND CONSIDERATION

2023 Aquadettes Billing – Ms. Murphy stated the staff report regarding the Aquadettes proposed payment of \$1,250 to GRF for the 2023 Aqua Follies show.

Director Addington made a motion to have the Aquadettes pay GRF the amount of \$2,250 for the 2023 Aqua Follies show, Director Casey seconded.

Members were called to speak regarding the following: Aquadettes thanked CAC and GRF for supporting the 2022 Aqua Follies show; costs for Aqua Follies show; ticket sales; club working with VCF for donations; sponsorship for this event; club to club donations.

Discussion ensued.

Motion passed 4-1 (Director Laws voted against).

ITEMS FOR FUTURE AGENDAS

GRF Credit Card and Transaction Fee (ActiveNet) – Staff was directed to bring this item to the Community Activities Committee on December 8, 2022.

Poster Policy Review – Staff was directed to bring this item to the Community Activities Committee on December 8, 2022.

Facility Operating Rules – Staff was directed to keep this item under Items for Future Agendas.

Performing Arts Center Rental Fees – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Gidwani stated the Recreation Department makes every effort to assist the community and stated the Aqua Follies show is great.

Director Lee stated she is looking forward to next year's Aqua Follies show.

Director Addington stated she is looking forward to discussing the GRF Credit Card and Transaction Fee through ActiveNet agenda item in the future.

Director McCary stated she loves the Aqua Follies show.

Advisor Boudreau stated the golfers pay the credit card fee at Golf.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, December 8, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:17 p.m.

____*Yvonne Horton*____

Yvonne Horton, Chair

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OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE
WEDNESDAY, SEPTEMBER 14, 2022 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Reza Karimi, Ira Lewis, Diane Casey, Maggie Blackwell

COMMITTEE MEMBERS ABSENT: Annie McCary

OTHERS PRESENT: Bunny Carpenter, Yvonne Horton, Joanna Kipper (Biologist from Chambers Group, inc.)

ADVISORS PRESENT: Lynn Jarrett

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Acknowledgment of Media

No press was present.

3. Approval of the Agenda

Director Karimi made a motion to approve the agenda. Director Lewis seconded. The committee was in unanimous support.

4. Approval of the Meeting Report for June 6, 2022

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman addressed the audience by reminding them that the GRF Landscape Committee typically highlights items of particular interest.

6. Department Head Update

6a. Irrigation Control Project Update

Mr. Wiemann stated that GRF owns the irrigation controls for the entire community and informed the audience that the current system is almost 25 years old. Mr. Wiemann updated the committee by stating that he is waiting on the first set of controllers to be delivered. Mr. Wiemann also reminded the committee that the new system is eligible for rebates.

Members made comments and asked questions.

Reports

7. Update on the Creek (Presentation)

Mr. Wiemann introduced Joanna Kipper, the Biologist working with Landscape Services to preserve Aliso Creek. Ms. Kipper presented a slide show containing images and information regarding the creek.

Members made comments and asked questions.

8. Drought Tolerant Plants (Presentation)

Mr. Wiemann discussed the many drought tolerant plants depicted in the slide show presented. Mr. Wiemann also shared that Landscape Services will be replanting the Gate 1 area as a pilot to display multiple drought tolerant plants. Mr. Wiemann stated that United Mutual will soon have a passive park planted full of drought tolerant plants, and it will be pet-friendly. Mr. Wiemann recommends that residents purchase their drought tolerant plants from nurseries, in lieu of big box stores.

Members made comments and asked questions.

Items for Discussion and Consideration

9. Member Comments (Items Not on the Agenda)

Several members made comments and asked questions. Topics included:

- The history of Conservators of the Creek
- Request to speak at a Fish, Game, and Wildlife Meeting
- Willow trees near Aliso Creek
- Request to re-plant butterfly-friendly bushes near Aliso Creek
- Informational brochures available at the History Center

10. Response to Members Comments

Kurt Wiemann and Joanna Kipper both responded to member comments.

Concluding Business:

11. Committee Member Comments

Advisor Lynn Jarrett stated that she appreciates the presentations shared. She also stated that Bob Merget's previous presentation given should be turned into a YouTube video.

Director Blackwell stated that What's Up in the Village should soon contain information on drought tolerant plants.


Director Casey commented that she is doing good things with the United Tree Ad Hoc Committee.

Director Lewis stated he is happy that this information is getting to the public.

Director Karimi appreciates what Landscape Services is doing in Aliso Creek.

12. Date of Next Meeting – Wednesday, December 14, 2022 at 1:30 p.m.

13. Recess for Special Closed Session at 3:18 p.m.


Juanita Skillman (Sep 26, 2022 11:19 PDT)

Juanita Skillman, Chair

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OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE***

**Wednesday, October 12, 2022 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Egon Garthoffner – Chair, Cash Achrekar, Jim Cook, Ralph Engdahl, Gan Mukhopadhyay, Lenny Ross, Sue Stephens
Advisors Ajit Gidwani, Carl Randazzo, Bill Walsh

MEMBERS ABSENT: None

OTHERS PRESENT: **GRF:** Elsie Addington, Bunny Carpenter, Juanita Skillman
Third: Cush Bhada
United: Reza Bastani
Richard Rader

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Chair Garthoffner noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for August 10, 2022

Hearing no objection, the August 10, 2022 meeting report was approved unanimously.

5. Chair's Remarks

Chair Garthoffner commented on a statement in the VMS Agreement regarding the principals of cooperative effort and stressed the goal of the committee to work together, discuss controversial issues calmly, and to reach a consensus.

6. Member Comments

A member commented via email on EV charging in Laguna Woods Village. The committee addressed the comments and discussed the topic.

7. Department Head Update

Mr. West commented that repairs to the swamp cooler in the archery range will be made but there are no plans to replace it with an HVAC unit at this time. Mr. West also commented that a meeting has been scheduled for 11:00 a.m. on October 19, 2022 with the representatives from each mutual and 27 Diamonds, the interior design consultant for CH1 and the PAC lobby restrooms.

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 Project Log was pulled for discussion. Mr. West provided an overview of the projects and answered questions from the committee.

Mr. Mejia updated the committee on the status of SCE's evaluation of potential EV charging sites. Of the 7 sites that were initially evaluated, 3 met the requirements: CH3, CH4 and CH5. Discussion ensued regarding the number of charging stations per site; the loss of parking spaces; and SCE's approval criteria.

Mr. Mejia suggested the results of the SCE evaluation be presented at a special M&C committee meeting. Staff was directed to schedule the meeting at Clubhouse 2 (or similar venue) to provide an opportunity for residents to participate in a discussion on this important topic.

8. Project Log

9. ChargePoint Summary

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

10. Building E – Open Discussion

President Carpenter requested the item be tabled at this time. After discussing the reasons for tabling the item, Chair Garthoffner approved the request.

11. Call Center Completion

Mr. West presented a PowerPoint update on the completion of the project to add 11 new work stations in the call center on the first floor of the community center.

12. Warehouse Dock Leveler Completion

Mr. West presented a PowerPoint update on the completion of the warehouse replacement of the dock leveler, bumpers, straps, concrete pad, and removable bollards.

13. Equestrian Hay Barn

Mr. West presented a staff report recommending the purchase of lightweight curtains to protect the hay bales stored at the equestrian barn. A motion was made to approve staff's recommendation. The motion passed by unanimous consent.

14. 2023 Equestrian Center Arena Lighting

Mr. West presented a PowerPoint overview of the preliminary scope for the lighting options at the equestrian center which have been budgeted for 2023.

15. 2023 Equestrian Center Fencing and Gate

Mr. West presented a PowerPoint overview of the preliminary scope for the gate and fencing options at the equestrian center which have been budgeted for 2023.

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Maintenance Service Center Generator
- EMS Status Update
- MelRok Energy Management System
- SCE EV Charging Stations
- 2023 Projects Overview

Concluding Business:

16. Committee Member Comments

- Director Ross commented on the need for financial transparency on large projects; and potential cost sharing of projects at the equestrian center.
- Advisor Randazzo commented on solar panel installation for EV charging.
- Advisor Gidwani thanked the committee and staff for their hard work and dedication to

the village.

- President Carpenter commented on reserve funding for projects.
- Advisor Walsh agreed that a separate special meeting on EV charging would be beneficial.
- Director Bhada commented on deferred maintenance.
- Director Cook, Achrekar and Chair Garthoffner commented on the need for economy in spending.
- Director Mukhopadhyay commented on space planning for the community center.

17. Date of Next Meeting: Wednesday, December 14, 2022 at 9:30 a.m.

18. Adjourn – The meeting was adjourned at 11:52 a.m.



Egon Garthoffner, Chair

Egon Garthoffner, Chair
Guy West, Staff Officer
Telephone: 949-268-2380



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

**Monday, November 21, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Elsie Addington, Maggie Blackwell, James Cook, Anthony Liberatore; Alternate Cris Prince; Advisors Catherine Brians, Lynn Jarrett, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Directors Moon Yun (excused), Ryna Rothberg; Advisor Theresa Frost (excused)

Others Present: Juanita Skillman, Richard Rader, Egon Garthoffner

Staff Present: Eileen Paulin, Paul Ortiz, Ellyce Rothrock, Susan Logan-McCracken

1. Call to Order

The meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for October 17, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman commended the all-boards training and presentations on Friday, November 18. The meeting was recorded and will be available on the website.

6. Member Comments

There were no member comments during this portion of the meeting, but there were two member comments during the committee member comments.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin mentioned slides from the all-boards training presentation are available for board members who would like a copy.

She highlighted from the Media and Communications Activities Report:

- The October/November Village Breeze
- The weekly email blast to residents
- Reporting on Village elections
- Town hall for new fire station
- Focus groups preliminary report
- Volunteer luncheon
- Employee Excellence Awards
- Halloween morale building costume contest and potluck
- New resident orientations
- Docent tours
- Press releases sent weekly to the Globe

She discussed the results of the focus groups.

Director Addington mentioned the need for volunteers who speak multiple languages to help translate news and information for residents who speak English as a second language. Ms. Paulin concurred and mentioned that one of the focus groups included those individuals. A discussion ensued.

Director Skillman mentioned the afternoon Saturday docent tours are scheduled when the Village Library is closed. Ms. Rothrock explained that morning tours are less attended than afternoon tours. A discussion ensued.

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin announced the next meeting will immediately follow today's MACC closed meeting. The subsequent meeting will be Tuesday, November 29, from 10 a.m. to 2 p.m. and will include lunch.

9. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock reported on a meeting with three potential vendors on November 15. She expects to receive proposals back from each of them.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz highlighted:

- The Village YouTube subscriber count is up over 43% year-over-year.
- Bonus movies will be shown over the Thanksgiving holiday weekend.
- Subscriber counts are decreasing in general because people are increasingly using different devices.
- The two lowest tiers of internet services are down as people opt for higher

speeds.

- The A&E contract will expire Dec. 31, 2022, and is in negotiations.
- This year has been a successful political year for advertising revenue.

Items for Future Agendas

Report on the focus groups

Concluding Business

Committee Member Comments

Chair Milliman stated that she is looking into possibly having Globe newsstands at the Village Library and Community Center. The First Amendment might require us to include newsstands for all media who wish to be here if we allow newsstands for the Globe. This is under review by our legal counsel.

Advisor Jarrett commended the movie selections that go out to residents on Mondays, Fridays and Saturdays.

Advisor Brians stated she is happy to be part of this committee.

Advisor Pacella commended the meeting and suggested the Globe be delivered to every home in the Village. A discussion ensued.

Director Blackwell stated her interest in the results of the focus groups.

Director Skillman stated that she has been assigned to another committee and this would be her last meeting after 10 years on this committee.

Chair Milliman welcomed the new advisor and directors on the committee. She also thanked Director Skillman for her service on this committee.

Two members commented on the Globe suggestion. Ms. Deb Allen stated her support for the idea of getting the Globe out to the residents. Mr. Richard Rader also supported the idea.

Date of Next Meeting – Monday, December 19, 2022, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:33.


Joan Milliman, Chair
Media and Communications Committee

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

Wednesday, October 5, 2022 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Don Tibbetts (Chair), Egon Garthoffner, Cush Bada, Jim Cook (Alternate), Anthony Liberatore (Alternate), Pearl Lee, Margaret Bennett

ADVISORS:

MEMBERS ABSENT: John Frankel, Maggie Blackwell

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Sue Stephens

STAFF PRESENT: Robert Carroll - General Services Director, Francisco Perez – Transportation Supervisor, Bob Merget – Landscape Manager, Liz Cortez – Administrative Coordinator

1. Call to Order

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

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved by acclamation.

4. Approval of Meeting Report for

Hearing no objection, the regular meeting report of June 1, 2022 was approved by acclamation.

5. Chair's Remarks

None

6. Member Comments (Items Not on the Agenda)

Member Rhoda Lindner spoke on the Village bus system and the RFID chips residents utilize for ridership data.

7. Response to Member Comments

Chair Tibbetts responded to member's comments.

Reports

8. Director's Report

Staff provided the committee with a current overview of the Laguna Woods Village Transportation ridership for the Fixed-Route, Journey and BOOST transportation programs.

Staff also provided a map of Laguna Woods Transportation boundaries. Staff is following guidance from County/State mandates for mask requirements in public Transportation as it relates to COVID-19 restrictions.

The committee was provided with a delivery update of the vehicles per the 2021 capital approved purchases. The delay of new vehicle deliveries is a result of a worldwide chip shortage and supply chain issues.

9. City of Laguna Woods Mobility Technology Plan Power Point Presentation

Representatives of the firm IBI Group presented a power point presentation on Laguna Woods City's mobility and technology plan.

Items for Discussion

10. Update on Fleet Right-Sizing Project

The General Services department completed the first biannual Fleet Right-Sizing Assessment. This project is to ensure the number and types of vehicles in the GRF fleet are appropriate for supporting VMS operations.

Staff provided a report on the following items:

- Assessment resulted in the projected reduction of ten vehicles and one specialty equipment.
- Assessment resulted in ten vehicles that will be reduced to different vehicle classes when they are scheduled to be replaced.
- Assessment identified six vehicles that can be repurposed, shared, or pooled across departments.

The Fleet Right-Sizing Assessment includes approximately \$620,200 in savings over a four-year period.

Chair Tibbets commented on the report. Director Garthoffner suggested staff provide a list of the VMS vehicles and the departments they are assigned to. Director Bhada confirmed with staff the results of the report are being implemented.

At this time Member Steve Seyman commented on the Village's transportation operational hours.

11. Vehicle Purchase – Two Ford Escape Plug-In Hybrid Vehicles for the Security Department

Staff presented a report recommending the committee approve the purchase of two replacement Ford Escape vehicles for the Security Department in the estimated amount of \$79,996.

Director Cook made a motion to approve staff's recommendation, Director Liberatore seconded. The motion passed by unanimous decision.

12. Vehicle Purchase – Four Ford F-250 Crew Cab Trucks for the Landscape Department

Staff presented a report recommending the committee approve the purchase of four Ford F-250 trucks for the Landscape Department in the estimated amount of \$202,636.

Discussion ensued amongst directors. Director Cook made a motion to approve staff's recommendation, Director Liberatore seconded. The motion passed by unanimous decision.

13. Equipment Purchase – Four Equipment Trailers for the Landscape and General Services Departments

Staff presented a report recommending the committee approve the purchase of four equipment trailers for the Landscape and General Services Departments in the estimated amount of \$52,403.

Director Cook made a motion to approve staff's recommendation, Director Liberatore seconded. The motion passed by unanimous decision.

Director Garthoffner presented a power presentation to the committee on average maintenance costs over several years for various vehicle types.

Items for Future Agendas:

None.

Concluding Business:

Committee Member Comments:

None.

Date of Next Meeting – Wednesday December 7, 2022 at 1:30 p.m.

Adjournment:

The meeting was adjourned at 3:14 p.m.

Don Tibbetts

Don Tibbetts (Oct 19, 2022 10:00 PDT)



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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Monday, October 31st, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts, Maggie Blackwell, Reza Karimi, Annie McCary, Cris Prince

OTHERS PRESENT: Elsie Addington, Juanita Skillman

STAFF PRESENT: Eric Nuñez, Tom Siviglia, Cody DeLeon, Ed Green

CALL TO ORDER

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

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda without requested changes.

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the August 29th, 2022 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts did not have remarks at this time.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

1. Date of next meeting
2. Cris Prince now a member of the board for the Security and Community Access Committee representing Third Mutual

RESPONSE TO MEMBER COMMENTS

Chair Tibbetts stated Next meeting will be held February 27th, 2023. Canceled meeting on December 26th, 2022 due to VMS holiday.

REPORTS

Disaster Preparedness Task Force Report

Chief Nuñez discussed the meeting report provided in the packet from September's DPTF meeting. Chief Nuñez shared that the Great Shakeout this year was handled by the radio club. Chief Nuñez also shared his commitment to meeting with the Clubhouse Coordinators at each clubhouse in efforts to familiarize everyone with the location of emergency supplies and inventory.

Director Blackwell suggested a duck and cover safety video be put out over channel 6 once and a while.

RV Update

Chief Nuñez notified the committee of the temporarily appointed Security Administrative Specialist person as well as the Traffic Officer who has been handling the recent RV lots audit. The audit is freeing up spots for residents who have been on the waiting list for over a year. Currently the Traffic Officer is in the process of calling residents of seemingly vacant spots while waiting for call backs on residents who have been waiting.

Noteworthy Incidents

Chief Nuñez shared Ed Green being officially hired as a part time VMS employee responsible for coordinating disaster preparedness activities within the village. Chief Nuñez noted that our Net Control Officer Jim Riedel as well as Bruce Bonbright (monthly radio drill coordinator) will be resigning effective January 1st, 2023.

Security Statistics

Chief Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

Chief Nuñez stated that VMS does not admonish trespassers, it is a job for OCSD. It is still highly encouraged to call security first and security will notify OCSD unless there is a concern that there is something more urgent. Chief Nuñez will also be communicating this to the other Boards of Directors.

ITEMS FOR DISCUSSION AND CONSIDERATION

Stop Signs and Crosswalks on Avenida Sevilla and Via Mendoza

Mr. Siviglia discussed the Staff Report to be voted on.

Director McCary made a motion to approve staff recommendation of hiring a Traffic consultant for approval of stop signs and sidewalks being put at intersection Avenida Sevilla and Via Mendoza.

Director Prince seconded the motion.

The motion failed in a 3-2 vote.

ITEMS FOR FUTURE AGENDAS

No future agenda items.

CONCLUDING BUSINESS

DATE OF THE NEXT MEETING

The next meeting is scheduled for Monday, February 27th, 2023 at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

Center.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:54 p.m.

Don Tibbetts

[Don Tibbetts \(Nov 8, 2022 17:22 PST\)](#)

Don Tibbetts, Chair

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OPEN MEETING

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

Tuesday, December 13, 2022 – 9:30 AM

BOARD ROOM/VIRTUAL MEETING

Laguna Woods Village Community Center 24351 El Toro Road
Virtual Meeting

ADDENDUM TO THE AGENDA

The attached documents were added after the agenda packet was printed for distribution. Please add the agenda items in your open packet:

14c. Strategic Planning Update – President Ross

15a. Report of Town Hall – (Oral Discussion)

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THE CASE FOR ONE LAGUNA WOODS VILLAGE STRATEGIC PLAN

Strategic planning is the cornerstone of every common-interest community. Without strategic planning, the community will never know where it is going — much less know if it ever got there. An important concept of strategic planning is an understanding that for a community to flourish, stakeholders need to collaborate to ensure the vision, mission, and goals are met. Laguna Woods Village stakeholders include all 18,000 association homeowners, the boards of directors, and village staff. These stakeholders need to work as a cooperative body to be successful — and the Strategic Plan is their playbook.

Strategic planning is more than ensuring Laguna Woods Village will remain financially sound and be able to maintain its reserves — it's projecting where the village expects to be in three to five years — and how it will get there. Strategic planning is a systematic process involving a series of steps that evaluate the village vision for the future, mission, core values, needs (strengths, weaknesses, opportunities, and threats), goals, prioritized strategies, and other operations.

The Laguna Woods Strategic Plan will:

- Align the community under one vision and mission
- Set broad goals for future changes and improvements
- Provide a structure and timeframe for funding future needs and allocating scarce resources.

GRF has chartered a strategic planning committee and the United Board is considering developing a strategic plan. In addition, VMS wrote its own strategic plan. None of these are being coordinated with a common vision and mission for the village, nor have they included an open, transparent, and inclusive resident participation process.

Having more than one strategic plan for the village will result in further fractures between the Boards and residents. Multiple plans will create competing visions, missions, and goals for the community at large. Understanding that each Board has specific areas of responsibility, i.e., GRF over the amenities and clubhouses, and the Mutuels over the housing units, there needs to be communication and collaboration between the Boards to ensure their planning is based on reaching the same community vision, mission, and goals as determined by the residents. This will ensure that the Boards always remain focused on working on resident priorities and for the greater good of the community.

Strategic planning:

- Creates the blueprint for what the community wants to be. It addresses three basic questions:
 - 1) Where are we now?
 - 2) Where do we want to be?
 - 3) How do we get there?

- Conducts a broad environmental scan of community conditions, a fiscal scan of current resources and future needs, and an assessment of current plans
- Identifies and rates community amenities, infrastructure, programs, and services
- Conducts an inventory of congruent and divergent values and visions in the community
- Coalesces the visions and needs of community residents and other stakeholders through an inclusive public participation process
- Produces a written plan that:
 - Guides the development of Mutual and GRF Annual Operating Plans and projects to be prioritized in the Greenbook (see plan hierarchy chart below)
 - Provides a framework for ongoing evaluation of community needs and resources.

BENEFITS OF ONE PLAN vs. ONE FOR EACH MUTUAL PLUS GRF

- One plan and one planning process saves money! It is more cost effective to have one comprehensive resident participation and data collection process rather than having each Board do their own.
- Better community support! One planning process creates an open, transparent, and inclusive resident participation component.
- Unites the village under the same vision, mission, and goals.
- Improves communication and coordination among the Boards, residents, and staff.
- Facilitates accountability through evaluation of the association's assets, programs, and services.
- Avoids the trap of linear thinking, competing interests, and uninformed decision-making if individual plans are created behind closed doors.



December 9, 2022

TO: United Mutual Town Hall
FROM: Gay Page | 786C
RE: Laguna Woods Village Strategic Plan

Strategic plans are a valuable resource – especially for large and aging communities like Laguna Woods. Developing one overarching strategic plan for the village will coalesce our 18,000 community members, Mutual Boards and GRF under a common vision and mission. It will identify and establish focus areas to prioritize maintenance and future improvements – and set goals to ensure that limited financial resources are used efficiently and effectively.

Strategic planning is more than ensuring Laguna Woods Village will remain financially sound and be able to maintain its reserves — it's projecting where the village expects to be in three to five years — and how it will get there. Strategic planning is a systematic process involving a series of steps that evaluate the village vision for the future, mission, core values, needs (strengths, weaknesses, opportunities, and threats), goals, strategies, and operations. The process will reveal our community's brand, values, and culture, as well as resident priorities for amenities, housing, and infrastructure needed to ensure a thriving community now and in the future.

A strategic plan is the blueprint for continuity of governance for current and future Board members and drives the development of fiscally responsible Mutual and GRF Annual Operating Plans. While the Annual Operating Plans guide the community's day-to-day operations and prioritize funding for maintenance, landscaping, security, insurance, staff, etc., the Strategic Plan:

- Aligns the community under a common vision and mission;
- Sets focus areas and goals to ensure we can evaluate our progress; and
- Provides a structure and timeframe for funding future needs and allocating scarce resources.

Further, the Strategic Plan will answer:

- 1) Where are we now?
- 2) Where do we want to be?
- 3) How do we get there?

Strategic planning is the cornerstone of every common-interest community. Without it, the community will never know where it is going — much less know if it ever got there. An important concept of strategic planning is the understanding that for a community to be successful, all stakeholders need to be engaged in an open, transparent, and collaborative planning process.

I appreciate your consideration and wish you all the best in working for the greater good of Laguna Woods Village.

As you move forward in establishing a Strategic Planning Committee, I would be happy to serve as one of the Resident Members representing United Mutual.

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VMS:

- 1) Long time for replacement of appliances
- 2) Horrible service in general
- 3) No trained staff who know the advice on resident services
- 4) VMS should have more transparency on items that are not considered non-contract, non-personnel, etc.
- 5) 60% of HOA to support VMS we need compensation transparency
- 6) VMS should residents knows the compensation of their employ by job title
- 7) where residents can find the amount of money spend on gasoline for the maintenance vehicles.
- 8) The facilitation should allow board response to concerns voiced by residents.
- 9) VMS \$ transparency; It's the law.
- 10) United insurance claim with Kohler; all the retrofits of United kitchens where they were redone; N. Carlson has info and has sent to board
- 11) Lighting: in the winter is too dark and dangerous

Landscape:

- 1) Clean the fallen leaves
- 2) Use clipping for mulch
- 3) No supervise or front man at the job side, many workers in landscape don't know English and there is no Supervisor that we can talk to him
- 4) Use catchers on mowers rather than blow it to other side
- 5) Clean flat roof and have drones to take picture which roof needs more attention
- 6) Mowers need to slow down
- 7) Grass & leaves should not be blown in flower beds.
- 8) Supervisors should be visible.

Board:

- 1) We need a bill of rights for all mutuals; contact Jules Zalon
- 2) When is a resolution passed United should publish it on Friday: What's Up in the Village?
During the 28-day waiting period to notify residents so that they are aware and can comment on it before final approval at the next board meetings
- 3) Encourage GRF to pull money out of the bond funds after losing \$2 M and invest in better invest
- 4) Thank you for holding the town hall

- 5) board should respond to concerns voiced by residents.
- 6) publish United directors' email, general email address on > website United page in > Village Breeze, United page so residents can contact them
- 7) Publish how residents submit agenda items
- 8) Visually impaired people can best be given information by **email**; then they can have it read to them.
- 9) How to get rid of VMS? 10 years ago, it was paradise now HOA gone up and service and beauty is down.

M&C:

- 1) big building numbers for buildings, it is done only for some building
- 2) Lighting: in the winter is too dark and dangerous
- 3) Make one washing machine in laundry room market for pet staff to be washed, we are tired of cleaning hair of pet in machines it is not healthy either for people who have allergy to pet hair.

United Mutual Town hall

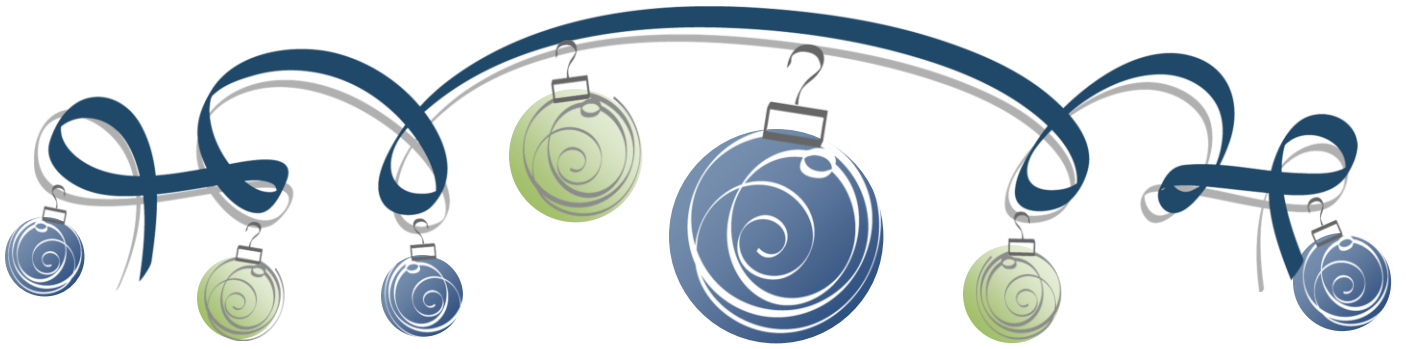
Friday, December 9, 2022

2- 4 pm

Club house 3

The purpose of this meeting is to have a direct communication to resolve resident problems

1. Call to open the meeting by **President Lenny Ross**
2. Meeting will be moderated by **Director Azar Asgari**
3. Introduce our board members
4. Meeting is an open forum and residents can share their suggestion, concerns, or comments
5. Each resident can speak up to three minutes
6. Director's comment
7. Adjournment



UNITED MUTUAL TOWNHALL

Friday_ December 9, 2022
2-4 (pm)

**Clubhouse 3, Performing Arts Center,
(PAC) - Ballroom**

*United board invites all residents to the last
townhall of 2022*

*Bring your concerns, comments, or
suggestions*

to this open Forum



RESIDENT COMMENTS

Jean Bender 2037B Via Mariposa E

Landscaping >> use catchers on mowers; use clippings for mulch

J. Godwin 458A

replacement of appliances; request made in May of 2022; no progress so far

Bill Barnett 422F

Horrible services in general by VMS

Ralph Magid (?) 2052A

VMS should have more transparency on items that are not considered non-contract, non-personnel, etc.

Members should have access to general discussions at meetings

Ellen Leonard 422G

60% of fees to support VMS; compensation transparency

Nancy Gannon 669N Via Mendoza

big building numbers for buildings

Stevie Magid 2052A

1) We need a bill of rights for all mutuals; contact Jules Zalon

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3) Encourage GRF to pull money out of the bond funds after losing \$2 M and invest in better invest

Joseph Siry (?) 190_A Ave Majorca

Thank you for holding the town hall today. I would like to know where I can find the amount of money, we spend on gasoline for the maintenance vehicles and staff and tools

The facilitation should allow board response to concerns voiced by residents.

Also start with the HOA fees>> in a pie chart as to where each of the parts of the chart/costs are allocated

<No name/address>

Landscaping. Mowers need to slow down. Grass & leaves should not be blown in

flower beds.

Supervisors should be visible.

<No name/address>

1) publish United email, general email address for residents to use for board
on> website United page

in> Village Breeze, United page

2) Publish how residents submit agenda items

3) VMS \$ transparency; It's the law.

<No name/address>

United insurance claim with Kohler; all the retrofits of United kitchens where they
were redone; N. Carlson has info and sent to board

Jim Roppo 51B

Visually impaired people can best be given information by email; then they can
have it read to them. Thank you!

Harold Midence(?) Midence (?) 421B

How to get rid of VMS; more information on how you spend our money.