



OPEN MEETING

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

**Tuesday, February 14, 2023 - 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 Blackwell**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. January 10, 2023 – Regular Open Session
 - b. January 26, 2023 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. Discussion of Social Services – (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 – Director Liberatore
- 10. VMS Board Update – Director Kahn**
- 11. CEO Report**

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

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the months of December 2022, such review is hereby ratified.
- b. Recommendation from the Landscape Committee**
 - 1. Recommendation to Deny Off-Schedule Tree Trimming Request: 818-O Via Alhambra – One Magnolia Tree
 - 2. Recommendation to Deny Tree Removal Request: 2077-D Via Mariposa East – One Chinese Elm Tree
- 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 January 2023, and such review is hereby ratified. (CHECK LIST)
- e. Recommendation from the Finance Committee**
 - 1. Approve a Resolution for Recording a Lien against Member ID # 947-385-22

13. Unfinished Business

- a. Update Committee Assignments
- b. Entertain a Motion to Rescind Resolution 01-22-73: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

14. New Business

- a. Town Halls – (Oral Discussion)
- b. Entertain a Motion to Approve Supplemental Appropriation for United Turf Reduction Projects
- c. Entertain a Motion to Approve Supplemental Appropriation for Shepherd’s Crook Installation
- d. Entertain a Motion to Approve Exclusive Use Agreement for Common Area Parking for 901-Q

- e. Entertain a Motion to Approve the Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- f. Entertain a Motion to Approve the Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- g. Entertain a Motion to Amend the United Anti-Harassment Policy **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

15. Director Comments (Two minutes per director)

16. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on January 31, 2023; next meeting February 28, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report – February
 - (2) United Finance Committee Report – January
 - (3) Resales/Leasing Reports – January
 - (4) Report of the Investment Ad Hoc Committee – Director Asgari. The Committee met on February 9, 2023; next meeting TBA.
 - (5) Report of the Loan Ad Hoc Committee – Director Asgari. Next meeting TBA.
- b. Report of the Architectural Controls and Standards Committee – Director Blackwell. The Committee met on January 19, 2023; next meeting March 16, 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; January 12, 2023; next meeting February 9, 2023, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on January 19, 2023; next meeting February 16, 2023, 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 January 23, 2023; next meeting February 27, 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 December 28, 2022; next meeting February 22, 2023, 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 February 9, 2023; next meeting March 9, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

17. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The committee met on December 21, 2022; next meeting February 15, 2023, 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 January 12, 2023; next meeting March 9, 2023, 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 December 14, 2022; next meeting February 8, 2023, 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 December 14, 2022; next meeting April 12, 2023, 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 January 24, 2023; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Blackwell. The committee met on January 16, 2023; next meeting February 22, 2023, 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 February 8, 2023; Next meeting TBA
 - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on January 24, 2023; next meeting TBA.
- g. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on February 1, 2023; next meeting April 5, 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 January 18, 2023; next hearings on February 15, 2023, at 9:00 a.m. in the Board Room.
- j. Report of the Disaster Preparedness Task Force – Director Liberatore. The

Task Force met on January 31, 2023; next meeting March 28, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.

- k. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on January 27, 2023; next meeting TBA.
- l. Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on January 27, 2023; next meeting TBA.

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

- e. Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof
- f. Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs
- g. Amend the United Anti-Harassment Policy

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

CLOSED SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) January 10, 2023 – Regular Closed Session

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

20. Adjourn

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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, January 10, 2023 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore Diane Casey, Maggie Blackwell, Azar Asgari, Alison Bok, Cash Achrekar, Mary Simon

Directors Absent: Reza Bastani, Pearl Lee

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Robert Carroll, Steve Hormuth, Bart Mejia, Jacob Huanosto

Others Present: GRF: None
Third: None
VMS: Manny Robledo, Homa Afjeh

1. Call Meeting to Order/Establish Quorum

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

2. Pledge of Allegiance to the Flag

Director Liberatore 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 requested to add agenda item 14b. Committees and Frequency of Committees - (Oral Discussion).

Director Blackwell made a motion to approve the agenda as amended. Director Casey seconded.

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

5. Approval of Minutes

- a. December 5, 2022 – Special Open Meeting
- b. December 13, 2022 – Regular Open Session
- c. December 22, 2022 – Agenda Prep Meeting

Director Asgari requested to add her as present to the minutes of December 13, 2022 – Regular Open Session.

Director Blackwell requested to change “Frances Bok” to “Alison Bok” on page 4 of 18 of the minutes of December 13, 2022 – Regular Open Session.

Director Asgari made a motion to approve the amended meeting minutes. Director Blackwell seconded.

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

6. Report of the Chair

President Ross commented on the following items:

- Wishing everyone a Happy New Year, and to stay safe during the rain.
- Presidents and 1st Vice Presidents meeting occurred on January 9, 2023, in which Strategic Planning was discussed regarding long-term plans for the next 3 to 5 years. Additionally, the Presidents and 1st Vice Presidents plan to look at all options to control the high expenses of insurance.

THIS ITEM WAS POSTPONED TO BE DISCUSSED AT THE NEXT MEETING

7. Overview of Social Services – (Oral Discussion)

8. Presentation: Solar System Payback Report – (Oral Discussion)

Bart Mejia, Maintenance & Construction Assistant Director, provided an oral update regarding Solar System Payback.

Mr. Mejia answered questions from the Board.

9. 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 Laguna Woods Village and provided recent updates.
- A member commented on parking concerns regarding their disability, and the need for a handicap parking space.
- A member commented on their concerns regarding the needs for replacement

of their roof.

- A member expressed their concerns regarding lack of communication and follow up for building maintenance. Additionally, discussed concerns regarding a neighbor's clutter.
- A member commented on the solar program.
- A member commented on their stance regarding the solar program and Electrical Vehicles.

10. Responses to Open Forum Speakers

a. Response to Open Forum Speakers – None

b. Response to Past Open Forum Speakers – Cash Achrekar

- Director Achrekar commented on the responses to the previous Open Forum Speakers from the December board meeting, and advised on updates.

11.VMS Board Update

VMS Director Robledo provided an update on the following items:

- New Board Members and updated Officers
- Strategic Plan Update
- Provide excellent customer service
- Operational excellence and sustainability
- Financial stability and longevity of Village
- Attract, develop, and retain quality staff

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

12. CEO Report

CEO Siobhan Foster discussed the following items:

- CR&R Performance Updates:
 - The one-year anniversary of CR&R was January 1, 2023. Since the service contract is between the City of Laguna Woods and CR&R; VMS has expressed concerns to the City regarding CR&R performance in the Village, and asked what steps the city is taking to improve performance.
 - As a possible next step, the City may schedule a performance hearing. The contract allows the City to hold performance hearings on biennial basis to ensure services are being provided with adequate quality. First opportunity to hold performance hearing will be in July 2023 (18 months into the contract term).
 - As a result of the review, City may direct or take corrective actions for any performance inadequacies.

CEO Foster answered questions from the board.

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 month of November 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.**
- e. **Recommendation from the Finance Committee**
 - 1. Approve a Resolution for Recording a Lien against Member ID # 947-413-50

RESOLUTION 01-23-01

Recording of a Lien

WHEREAS, Member ID 947-413-50; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, January 10, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-413-50 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 the Consent Calendar. Director Bok seconded.

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

14. Unfinished Business

- a. 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 has been satisfied**)

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, January 10, 2023, 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.

Discussion ensued among the Board.

CEO Foster and Jacob Huanosto, answered questions from the Board.

Director Blackwell made a motion to approve Resolution 01-23-XX. Director Casey seconded.

Hearing no changes or objections, the motion was called to a vote and failed 3-6.

Directors Blackwell, Liberatore, and Casey were in favor.

THIS ITEM WAS ADDED DURING THE APPROVAL OF AGENDA

b. Committees and Frequency of Committees - (Oral Discussion).

President Ross discussed each committee with the respective chairs of the committees, and also discussed the frequency of meetings.

Further discussion ensued among the board.

The Board made a determination to hold committee meetings monthly, however, if a meeting is not needed, cancel as necessary.

15. New Business

a. Town Halls – (Oral Discussion)

Director Casey discussed what is on the agenda for the upcoming Town Hall Meeting on Friday, January 13, 2023.

President Ross discussed with the board the potential topics to be discussed for the February Town Hall Meeting.

16. Director Comments (Two minutes per director)

- Director Asgari wished all a Happy New Years, and discussed that the United Reserve account is in great standing, and will not lose in investment. Additionally, commented that common way lights are left on during the day.

17. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on November 29, 2022 and December 27, 2022; next meeting January 31, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report – December and January
 - (2) United Finance Committee Report – November and December
 - (3) Resales/Leasing Reports – November and December
 - (4) Report of the Investment Ad Hoc Committee – Director Asgari. The Committee met on November 10, 2022; next meeting TBA.
 - (5) Report of the Loan Ad Hoc Committee – Director Asgari. Next meeting TBA.
- 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 December 8, 2022; next meeting January 12, 2023, 9:00 a.m. in the Sycamore 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 January 19, 2023, 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 and December 28, 2022; next meeting February 22, 2023, 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 and December 21, 2022; next meeting February 15, 2023, 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 November 10, 2022 and December 8, 2022; next meeting January 12, 2023, 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 and December 14, 2022; next meeting February 8, 2023, 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 and December 14, 2022; next meeting February 8, 2023, 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 January 16, 2023, 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 December 29, 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 October 5, 2022 and 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 January 18, 2023, 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 December 9, 2022; next meeting TBA.
- 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 November 30, 2022; next meeting TBA.

19. Future Agenda Items

- 2023 Objectives for VMS Reps

20. 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 1:03 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) December 13, 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

The meeting was adjourned at 3:34 p.m.

DocuSigned by:


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, January 26, 2023, 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, Anthony Liberatore, Maggie Blackwell, Cash Achrekar, Diane Casey, Pearl Lee, Mary Simon, Alison Bok, Azar Asgari

Directors Absent: Reza Bastani, Thomas Tuning

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

Others Present: None

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

President Ross called the meeting to order at 2:02 p.m. and established that a quorum was present.

2. Approval of the Agenda

President Ross called for an approval of the agenda.

Director Blackwell made a motion to approve the agenda. Director Liberatore seconded.

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 February 14, 2023

Director Asgari entered the meeting at 2:08 p.m.

CEO Foster entered the meeting at 2:17 p.m.

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

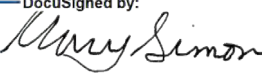
Director Blackwell made a motion to approve the Open and Closed agendas.
Director Asgari seconded.

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 2:45 p.m.

DocuSigned by:

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Mary Simon, Secretary
United Mutual Laguna Woods



UNITED LAGUNA WOODS
M U T U A L

LAGUNA WOODS VILLAGE SOCIAL SERVICES DIVISION

February 14, 2023



Susan McInerney, LCSW

Social Services Manager

susan.mcinerney@vmsinc.org

(949) 597-4235

Our Mission

The mission of Social Services is to help Laguna Woods Village residents maintain independence and enhance their quality of life.

Social Services has been an intricate part of Laguna Woods Village since 1972.

Our Team

5 Social Workers – LCSW and MSW
Social Work Graduate Level Interns
Administrative Supervisor
Administrative Specialist

Services Provided



ASSESSMENTS

Comprehensive in-home assessments administered by a Licensed Clinical Social Worker (LCSW), Master of Social Work (MSW) or a Master of Social Work Intern (MSWI).

RESOURCES AND REFERRALS

Our team is able to connect Residents to community programs and services, such as caregiver services, transportation, meal delivery programs, mental health programs, dementia care programs, social engagement programs and much more.

SUPPORT GROUPS

We offer a variety of support groups focused on issues such as caregiver support, bereavement, healthy aging, women's issues, anxiety and mindfulness. These support groups are offered throughout the year.

EDUCATIONAL SEMINARS

We provide workshops and seminars on timely topics of health and wellness for successful aging throughout the year.

SHORT-/LONG-TERM CARE PLANNING

Our social workers assist in developing plans for residents' future needs.

COUNSELING SERVICES

We provide short-term counseling for Residents.

Short-term counseling is goal driven and focused on immediate needs; it is usually completed within six to eight sessions. A referral to long-term counseling services will be provided if necessary.

SOCIAL ISOLATION PREVENTION

Social Services and Council on Aging – Southern California partner to provide social work assessments, interventions, resources and referrals to help alleviate social isolation.

COGNITIVE HEALTH PROGRAM

Social Services provides direct services to Village residents who are experiencing memory loss or cognitive impairment.

Confidential memory screenings are offered as a tool to help identify possible changes in memory and cognition. In-home or office visits help residents learn about the disease, community resources, caregiver tips and strategies, and planning for the future.

CONFIDENTIALITY

We take protecting your privacy very seriously. Our services are confidential, meaning that we will not disclose information about you to anyone who is not directly involved in your care without your written or verbal permission, or as required by law.

How Residents are connected to Our Services

- Self referral
- Family
- Neighbors/Other Village Residents/Village Club Members
- Doctors/Hospitals
- Adult Protective Services
- OCSD
- Other VMS Departments

Social Services Statistics



January 2022 – December 2022 Data Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Open Cases*	415	459	410	415	426	464	412	434	462	447	478	381	433.6
New Cases Opened	76	52	60	59	55	64	41	43	105	75	57	49	736
No. of Cases Closed	132	8	109	54	44	17	93	21	77	90	26	142	813
SW's Home Visits/Office Visits	96	85	110	90	92	103	81	95	129	191	166	141	1379
SW's Phone Calls	531	563	582	607	620	500	436	463	612	700	682	567	6863
Front Desk Phone Calls/Walk-Ins	789	563	901	771	835	766	693	629	749	810	699	706	8911
* "Total" represents the monthly average of all open cases.													
Client / Resident Attendance	73	34	20	127	183	303	138	51	127	56	54	57	1223
Outreach	0	0	0	12	14	25	0	0	35	0	0	0	86
Educational Seminars	30	10	10	105	103	223	120	46	73	48	50	48	866
Support Groups/Classes	43	24	10	10	66	55	18	5	19	8	4	9	271
Resources & Referrals	613	468	632	524	642	624	459	543	571	733	585	471	6865

Foundation of Laguna Woods Village



The Foundation of Laguna Woods Village has partnered with Social Services in order to provide temporary emergency financial assistance to qualifying residents of our community.





Cognitive Behavioral Therapy Program for Later-Life Depression

With financial support from the Foundation of Laguna Woods Village, Social Services collaborated with The Optimal Aging Center and adapted a 6 to 8 week individual Cognitive Behavioral Therapy program for residents struggling with depression.

Partnership with Council on Aging – Southern California

Laguna Woods Village Social Services and Council on Aging – Southern CA established a partnership in 2018 to serve residents of Laguna Woods Village who are isolated, at risk of developing and/or exhibiting behavioral health symptoms.

In 2022, this collaboration grew to include two social workers housed in Social Services with a goal to improve Laguna Woods Village resident’s mental health status, quality of life, and ability to live independently by providing clinical case management services, short term individual therapy, and group therapy services.

UCI Division of Geriatric Medicine & Gerontology Collaboration



UNITED LAGUNA WOODS
M U T U A L

2023 Optimal Aging Lecture Series

First Thursday of each month

Clubhouse 7, 2:30pm – 3:30pm

March 2nd - Technology Advanced Geriatrics – Dr. Julie Rousseau

April 6th - Over the Counter Medications – Dr. Tatyana Gurvich

May 4th - Advanced Directives- Dr. Maryam Rahimi

June 1st - Fall and Balance Health – PA Valerie George, Dr Sonia Sehgal

July 6th – Older Adults & Driving - Camille Fitzpatrick , NP

August 3rd - Brain Health- Dr. Steven Tam

Mobility & Stability

Monthly Fall Prevention Classes



The UCI Division of Geriatric Medicine and Gerontology, the Laguna Woods Village Social Services Division and The Foundation of Laguna Woods Village offer basic classes that incorporate chair exercises, stretches and strengthening to help improve strength and stability.

WEDNESDAYS • CLUBHOUSE 2 • 2:30 TO 3:30 PM
MARCH 1, 8, 15 • APRIL 5, 12, 19 • MAY 3, 10, 17

Registration is required at ActiveNet or at the Clubhouse 2 or Recreation office. Space is limited.

Contact Information



Laguna Woods Village Social Services
COMMUNITY CENTER BUILDING
24351 El Toro Road • Laguna Woods, CA 92637
(949) 597-4267

Open Monday through Friday • 8 a.m. to 5 p.m.

Thank You, any Questions?



RESOLUTION 01-23-XX

**Deny Off-Schedule Trimming of One Magnolia Tree
818-O Via Alhambra**

WHEREAS, on January 23, 2023, the Landscape Committee reviewed a request for the off-schedule trimming of one Magnolia tree received from the Member at 818-O, who cited the reasons as lack of sunlight; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in good health with an open canopy; and

WHEREAS, the committee is recommending to accept Staff's recommendation to deny the off-schedule trimming of the tree and maintain the scheduled trimming in 2024;

NOW THEREFORE BE IT RESOLVED, February 14, 2023, the Board of Directors denies the off-schedule trimming of the tree at 818-O and maintains the scheduled trimming of the tree in 2024; and

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

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RESOLUTION 01-23-XX

**Deny Removal of Chinese Elm Tree
2077-D Ronda Granada**

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

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

WHEREAS, on January 23, 2023, the Landscape Committee reviewed a request from the Member at 2077-D, to remove one Chinese Elm tree, the reasons cited are overgrown, poor condition, and structural damage; 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 Chinese Elm tree located at 2077-D Ronda Granada;

NOW THEREFORE BE IT RESOLVED, February 14, 2023, the Board of Directors denies the request for the removal of one Chinese Elm tree located at 2077-D; and

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

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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 January 31, 2023.

- _____ 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. Liberatoro*

Print Name ANTHONY M. LIBERATORO

Title DIRECTOR

Date 2/06/2023

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

Secretary out of town

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 January 31, 2023.

- _____ 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. Liberatoro*
Print Name ANTHONY M. LIBERATORO
Title DIRECTOR
Date 02/06/2024

UNITED LAGUNA WOODS MUTUAL

Signature _____
Print Name *Secretary out of town.*
Title _____
Date _____



RESOLUTION 01-23-XX

Recording of a Lien

WHEREAS, Member ID 947-385-22; 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, February 14, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-385-22; 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 01-23-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, February 14, 2023, 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

~~Alison Bok~~

Mary Simon

Finance Committee

Azar Asgari, Chair

Thomas Tuning

~~Mary Simon~~

Alison Bok

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)~~ (Lenny Ross ~~—temporarily—~~)(Chair)

~~Pearl Lee~~

Mary Simon

~~Lenny Ross~~

Alison Bok

Members Hearing Committee

Pearl Lee (Chair)

Thomas Tuning

Alison Bok

New Resident Orientation

Maggie Blackwell
Cash Achrekar (Chair)
Pearl Lee

Resident Advisory Committee

Anthony Liberatore (Chair)
Pearl Lee
Cash Achrekar

Investment Ad Hoc Committee

Azar Asgari, Chair

Loan 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 01-22-83, adopted December 13, 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.



RESOLUTION 01-23-XX

Golden Rain Foundation Committee Appointments

RESOLVED, February 14, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted January 18, 2021, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Strategic Planning Committee

Mary Simon

Reza Bastani (Lenny Ross temporary)

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~~

Lenny Ross

~~Mary Simon~~

Alison Bok

Clubhouses & Facilities Renovation Ad Hoc Committee

~~Reza Bastani (Alison Bok Temporary)~~

Anthony Liberatore

Mary Simon

GRF Media and Communications Committee

Maggie Blackwell

~~Anthony Liberatore~~

Mary Simon

GRF Mobility and Vehicles Committee

Azar Asgari
Alison Bok

GRF Security and Community Access

Maggie Blackwell
Cash Achrekar

Disaster Preparedness Task Force

Anthony Liberatore
~~Alison Bok~~
Cash Achrekar

Laguna Woods Village Traffic Hearings

Cash Achrekar
Pearl Lee

Purchasing Ad Hoc Committee

Thomas Tuning
Lenny Ross

Information Technology Advisory Committee

~~Diane Casey~~
Mary Simon
Thomas Tuning

Broadband Ad Hoc Committee

Diane Casey
~~Maggie Blackwell~~
Alison Bok

~~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 01-22-82, adopted December 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.



STAFF REPORT

DATE: February 14, 2023
FOR: Board of Directors
SUBJECT: Rescind Resolution 01-22-73 Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Joint Hearing Body

RECOMMENDATION

The Board of Directors rescind Resolution 01-22-73 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 authorized 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 authorized the formation of a Joint Hearing Body (Resolution 01-22-73).

On December 13, 2022, Director Casey made a motion to approve the Resolution for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Blackwell seconded the motion. The motion was called to a vote and passed 5-3. Directors Ross, Tuning and Asgari opposed.

DISCUSSION

On January 10, 2023, The United Board’s elected to not adopt the amended Anti-Harassment, Anti- Abuse and Anti-Intimidation Policy and Joint Hearing Body. Staff was directed to rescind Resolution 01-22-73 passed November 8, 2022.

FINANCIAL ANALYSIS

None.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Jacob M. Huanosto, Compliance Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 01-23-XX



RESOLUTION 01-23-XXX

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”) adopted the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) was 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, the Board elected not to adopt an amended Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee; and

NOW THEREFORE BE IT RESOLVED; February 14, 2023, that the Board of Directors of this Corporation hereby rescinds Resolution 01-22-73, Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee adopted 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 the purpose of this resolution.

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United Town Hall – January 13, 2023

- 1) Chase Douglas, a State Farm agent in Laguna Hills, was the presenter at the January 13, 2023, United Mutual town hall meeting.
- 2) Mr. Douglas used handouts (see attached) during the presentation on HO-6 insurance.
- 3) There were 93 attendees at the beginning of the meeting with additional attendees entering late.
- 4) The town hall moderator was Director Diane Casey. Other board members present in an official capacity were Maggie Blackwell, Tony Liberatore and Tom Tuning.
- 5) United Board President Lenny Ross provided an introduction of the board members and made several announcements regarding lighting, appliance policies, safety fencing and the 2024 budget process.
- 6) Chase provided a thorough presentation on HO-6 condominium insurance including what is covered and what is not standard coverage.
- 7) There was an extensive question and answer exchange throughout the presentation in an open forum environment.
- 8) The presentation, question and answer exchange ended at approximately 3:50 PM.
- 9) Some notable information not listed on the attached handouts include:
 - a. Standard HO-6 insurance policies are priced from \$200-\$250 with no upgrades.
 - b. HO-6 policies with additional coverages are priced higher (~\$750-\$800).
 - c. Important to consider a policy with sewer and drain backup protection.
 - d. HO-6 policies do not typically cover plumbing.
 - e. HO-6 insurance policies cannot be required (2019 United Board issue).
- 10) A short open forum comment, question and answer session followed the insurance portion. Questions included the topics of special assessments, crosswalk safety at Via Estrada & Avenida Majorca, crosswalk paint & maintenance needs, etc.
- 11) Four cards were submitted at the town hall meeting. All of the cards were responded to at the meeting.
- 12) The town hall meeting was well attended and had excellent participation. The town hall meeting concluded shortly after 4:00 PM.

United Town Hall - Resident Comments January 2023		Outcome/Status
Name	Manor	Issue/Comment
Carol Cragg	667-c	Does United offer chargeable services for problems not covered by the Mutual i.e. doorbell problem, etc.? Yes. United provides non-emergency maintenance chargeable services. The list is located on the website by selecting Documents>United Laguna Woods Mutual - Under Operating Rules (mid-page) - Policies and Procedures - United Chargeable Maintenance Services Summary
No Name Provided		What is the responsibility of United checking drains every few years to prevent tree root invasion? United Mutual does not have a program budgeted to check drains on a schedule; however, if there are any indications of slow draining or water beginning to back up, please do not hesitate to contact Resident Services to place a service request to have your drains inspected.
Joe Morris	175-Q	Crosswalk at the end of Avd Majorca by Gate 2 The Director of General Services had staff go out and inspect the area for the addition of crosswalk. Based on the volume of traffic that access Gate 2, it appears adding a crosswalk in this location could create a safety issue, since there is no stop sign on the cross street (Estrada). The location of the current crosswalks in the area make pedestrians highly visible to incoming and outgoing traffic at this location.
No Name Provided		Are sidewalks & building exterior lighting controlled by dusk to dawn timers? All common area lighting in United Mutual is controlled by a photocell. The lighting will turn on when the photocell senses a reduction in light as the sun begins to set and will turn off as the sun begins to rise in the morning.

Co-Op Dwelling/Building Items

United Mutual is responsible for the standard configuration as originally constructed by the builder. This includes Mutual owned fixtures and appliances.

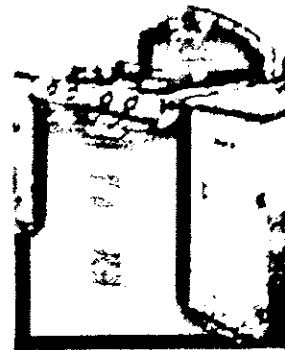
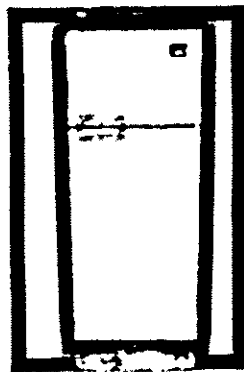
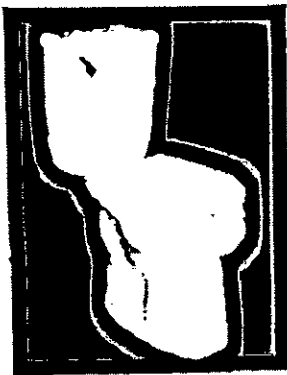
The standard configuration does not include builder-installed options such as a heat pump.

Examples of standard configuration materials are vinyl kitchen & bathroom flooring and Formica™ countertops.

The member is always responsible for improvements and alterations, including those installed by prior owners.

In United the resale inspection identifies most items that are the responsibility of the member.

Protect Your Home



Loss assessment

Uniquely designed for owners in condominiums/associations, loss assessment coverage recognizes the potential for owners to be assessed for certain kinds of loss. What type of circumstances might require the condominium association to assess all unit owners?

- Someone is seriously injured on common property (like a swimming pool) and the courts award a judgment that's higher than the amount of liability coverage provided by the condominium/association policy.
- Major damage occurs to commonly owned buildings and it is not fully covered by insurance.

For covered losses, loss assessment coverage would pay your share, up to the limit of coverage you select. You should review the need for this coverage with your agent and buy an appropriate amount of coverage.

Personal liability

Protects you if others make a claim or bring suit against you for bodily injury or property damage for which you or a covered resident of your household are responsible, either in your home or elsewhere and to which coverage applies.

In addition to settlement costs, this coverage may pay defense costs and court costs, even if a suit brought against you is groundless.

It is essential that you select liability limits high enough to protect your assets. If you need more protection than your regular policy limits, consider a personal liability umbrella policy. It adds an extra layer of personal liability protection for exposures you may have from your car policy, your boat policy (if you have one) and your condominium unitowners (homeowners) policy.

Medical payments to others

This coverage pays medical expenses for covered claims up to the limits in the policy for people who are on your premises with your permission and are accidentally injured. The coverage also extends to people accidentally injured by your activities. However, the coverage does not pay for medical expenses for you, your family members or other individuals that regularly reside with you or on your insured location.

Standard condo unitowners coverages

Building property

Insures your items of real property, including building additions, alterations and installations which are part of your unit and are your insurance responsibility according to the governing rules of the condominium association.

Personal property

Protects personal property in your home like clothes or furniture. It can also help provide protection for the personal property you take with you while away from home.

Loss of Use

If a fire, explosion, tornado or other insured loss causes your unit to be uninhabitable, you might need somewhere else to stay. Loss of Use covers the necessary increase in cost to maintain living conditions during the period of repair. The amount of coverage may be limited to a dollar value or your actual costs for up to a specified time. Review your limit with your agent.

Back Up of Sewer / Drain Endorsement

Back-Up of Sewers or Drains provides coverage for accidental direct physical loss to property covered under Coverage A (building property) and covered personal property located in the dwelling when the loss is caused by the back-up of water or sewage.

Determining Dwelling Coverage Property Limits

Below are some items you should consider when you determine the limits to set on your property insurance. Note that the policy limit should be different for "Replacement Cost" or "Actual Cash Value" (See Page 26)

Manor Building Items/Dwellings	
Air Conditioning	Patio/Balcony Enclosures
Bathroom Fixtures	Skylights/Windows
Built-in Appliances	Trim/Moldings
Carpet/Flooring	Wall/Window Coverings
Upgraded Counters/Cabinets	Water Heater/Unit, Co-Ops, Only
Upgraded Kitchen Fixtures	Mutual Deductible
Upgraded Lighting/Electrical Fixtures	Other Alterations

Belongings/Personal Property

Small Appliances	Living Needs/Other
Art/Decorations	Medical Equip/Good/Rx
Bedding	Musical Instruments
Books/ Music/Video Library	Office Furnishings
Clothing/Wardrobe/Shoes	Salvage/Handling/Storage
Furniture	Seasonal Items
Golf/Sporting Goods/Exercise Equipment	Souvenirs/Collectibles
Kitchenware/Foodstuffs	Tools
Linens	TV/Electronics

Protect Your Home & Belongings

Additional Living Expense/Loss of Use

- Covers reasonable and necessary increases in living expenses for food and lodging to maintain your normal standard of living if you need to move out of your manner during repairs after a covered loss.
- Monthly assessments must still be paid during this time. Davis-Stirling, Civil Code §4775(b) *"The costs of temporary relocation during the repair and maintenance of the areas within the responsibility of the association shall be borne by the owner of the separate interest affected."*



Loss Assessment Coverage

- Covers special assessments made by the Mutual if assessment results from a cause of loss covered by the Homeowners policy.
- May cover assessments for damage to mutual property.
- A separate Earthquake policy is required to cover special assessments due to earthquakes.



ENDORSEMENT (to Board)

Supplemental Appropriation for Turf Reductions

Kurt Wiemann, Director of Landscape Services, presented a staff report requesting approval for a supplemental appropriation in the amount of \$189,480 to fund a portion of the United Turf Reduction Projects.

A motion was made by Director Asgari and seconded by Director Alison Bok to approve and endorse staff's recommendation and present at the next board meeting.

Hearing no objections, the motion passed unanimously.

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STAFF REPORT

DATE: February 14, 2023
FOR: Board of Directors
SUBJECT: Supplemental Funding for Turf Reduction Projects

RECOMMENDATION

Approve a supplemental appropriation in the amount of \$189,480 to fund a portion of the United Turf Reduction Projects.

BACKGROUND

In the 2022 Business Plan, \$388,294 was budgeted for turf removal/landscape modernization in the Reserve Fund. Due to the extended time frame for designing the projects they are not complete as of the end of the fiscal year, resulting in a remaining balance of \$189,480; this supplemental appropriation represents those funds.

On January 23, 2023, the Landscape Committee discussed the supplemental appropriation in depth and voted to recommend award by the United Board of Directors.

DISCUSSION

The Governor of California issued Executive Order M-7-22, calling for increased restrictions on outdoor potable water irrigation and tasking local water agencies with developing plans for further restrictions on irrigating non-functional turf.

United Mutual is responsible for the maintenance of 236.7 acres of irrigated landscape, 138 of those acres are turf, all of which is irrigated with potable water. In the 2022 Business plan development, the Landscape Committee recognized that the State of California is experiencing record drought conditions and budgeted \$388,294 for turf reduction and replacement of high water use plant material.

FINANCIAL ANALYSIS

A supplemental appropriation of \$189,480 from the 2022 Reserve Fund, Landscape Services Tree Maintenance to the 2022 Reserve Fund, Landscape Services, Improvement & Restoration, which represents the funds not expended from the 2021 Business Plan.

Prepared By: Kurt Wiemann, Director of Landscape Services

Reviewed By: Jayanna Abolmoloki, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Resolution 01-23-XX Supplemental Appropriation

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RESOLUTION 01-23-XX
Supplemental Appropriation for Turf Reduction

WHEREAS, the 2022 Business Plan allocated \$388,294 for turf reduction and replacement of high water use plant material; and

WHEREAS, the United Landscape Committee directed staff to develop turf removal locations and strategies; and

WHEREAS, as a result of the extended design time frames, the budgeted funds for turf reduction for Fiscal Year 2022 were not fully expended, with a balance of \$189,480;

NOW THEREFORE BE IT RESOLVED, on February 14, 2023, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$189,480 to complete the Turf Removal Projects budgeted in Fiscal Year 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.

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United Laguna Woods Mutual
Maintenance & Construction Committee
December 28, 2022

ENDORSEMENT (to board)

Request for Supplemental Appropriation for Shepherd's Crook Installation

Manuel Gomez, Director of Maintenance and Construction, requested the committee approve and endorse a supplemental appropriation in the amount of \$40,000 from the Reserve Fund for the installation of approximately 400 linear feet of Shepherd's Crook.

On December 28, 2022, the United M&C Committee, by unanimous vote, approved a motion recommending the Board approve the request for a supplemental appropriation in the amount of \$40,000 for the Shepherd's Crook installation.

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ENDORSEMENT (to Board)

Supplemental Appropriation for Shepherd's Crook

Guy West, Projects Division Manager, presented a staff report requesting approval for a supplemental appropriation in the amount of \$40,000 to be funded from the Reserve Fund to install an additional 400 linear feet of Shepherd's Crook fencing.

A motion was made by Director Asgari and seconded by Director Thomas Tuning to approve and endorse staff's recommendation and be presented at the next board meeting.

Hearing no objections, the motion passed unanimously.

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STAFF REPORT

DATE: February 14, 2023
FOR: Board of Directors
SUBJECT: Request for Supplemental Appropriation to Install Shepherd's Crook Fencing

RECOMMENDATION

Approve a supplemental appropriation in the amount of \$40,000 from the Reserve Fund to install approximately 400 linear feet of additional Shepherd's Crook fencing along El Toro Road, east of Gate 1.

BACKGROUND

In 2017, the Laguna Woods City Council approved Conditional Use Permit 1135 to allow for placement of Shepherd's Crook fencing as a suitable replacement for the existing barbed wire fencing for perimeter walls located around Laguna Woods Village (Attachment 1).

At the December 28, 2022, Maintenance & Construction Committee meeting, the committee endorsed a recommendation for a supplemental appropriation in the amount of \$40,000 to install an additional 400 linear feet of Shepherd's Crook along El Toro Road.

On January 31, 2023, the United Finance Committee voted unanimously to recommend that the board consider approving the use of Reserve Funds for the proposed supplemental budget appropriation.

DISCUSSION

The 2023 Business Plan approved by the United Board allocates \$35,000, from the Reserve Fund to install approximately 300 linear feet of Shepherd's Crook fencing along El Toro Road. United has approximately 17,000 linear feet of barbed wiring remaining to be replaced. At the request of President Ross in response to concerns from residents along El Toro Road, a request to install additional Shepherd's Crook fencing was presented and approved by the M&C and Finance committees.

The recommended supplemental budget appropriation of \$40,000 will allow for installation of an additional 400 linear feet of Shepherd's Crook fencing and will complete the installation of fencing on the southerly edge of El Toro Road, east of Gate 1 (Attachment 2).

FINANCIAL ANALYSIS

Funding in the amount of \$35,000 from the Reserve Fund is allocated to install Shepherd's Crook fencing in 2023. The recommended action would approve a supplemental appropriation in the amount of \$40,000 from the Reserve Fund to install an additional 400 linear feet of Shepherd's Crook fencing along El Toro Road, east of Gate 1.

Request for Supplemental Appropriation to Install Shepherd's Crook Fencing

February 14, 2023

Page 2

Prepared By: Guy West, Projects Division Manager

Reviewed By: Jose Campos, Assistant Finance Director
Bart Mejia, Maintenance and Construction Assistant Director
Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Conditional Use Permit 1135

Attachment 2 – Photo of Area Scheduled for Shepherd's Crook Installation

Attachment 3 – Resolution

Attachment 1 – Conditional Use Permit 1135

RESOLUTION NO. 17-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT CUP-1135 TO ALLOW FOR EXCEEDANCES OF MAXIMUM FENCE AND WALL HEIGHT PROVISIONS OF THE LAGUNA WOODS MUNICIPAL CODE, ALONG ALL PERIMETER FENCES AND WALLS OF LAGUNA WOODS VILLAGE, LAGUNA WOODS, CA 92637

WHEREAS, on May 17, 2017, the City Council of the City of Laguna Woods, after giving notice thereof as required by law, held a public hearing concerning the requested conditional use permit to allow for exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, along all perimeter fences and walls of Laguna Woods Village; and

WHEREAS, the City Council has carefully considered all pertinent testimony, as well as all information contained in the agenda report prepared for this application, as presented at the public hearing; and

WHEREAS, staff has reviewed the environmental form submitted by the applicant in accordance with the City's procedures. Based upon the information received and staff's assessment of the information, the project has been determined to be categorically exempt pursuant to sections 15301 (Existing Facilities) and 15303(e) (Small Structures) of the California Environmental Quality Act (CEQA); and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this resolution; and

WHEREAS, the City Council makes the following findings subject to the conditions of approval:

1. The proposed use or project is consistent with the City of Laguna Woods General Plan.

The proposed project is consistent with the Residential Community (RC) land use designation of the City's General Plan. Additionally, Objective 1 of the General Plan Housing Element is to maintain and improve residential neighborhoods and support quality housing for all residents. The proposal would allow for the exceedances of maximum fence and wall height

Attachment 1

provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet along all perimeter fences and walls of Laguna Woods Village. Conditions of approval would also provide for the replacement of barbed wire with masonry, shepherd's hook, or similar materials. As such, the applicant would be able to maintain and improve existing perimeter walls by increasing height or modifying materials.

2. The use, activity or improvements proposed are consistent with the provisions of the City Zoning Code.

The proposed project, which seeks an exception and modification of the maximum fence and wall height provisions of Section 13.16.230 of the Laguna Woods Municipal Code, is permitted under the City's Zoning Code contingent upon receiving a conditional use permit and making certain findings that the project will not result in or create a traffic hazard and will not create conditions or situations that may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.

3. The approval of the permit application is in compliance with the requirements of the California Environmental Quality Act.

Based upon the information received from the applicant and staff's assessment of the information, the proposed project has been determined to be categorically exempt under sections 15301 (Existing Facilities) and 15303(e) (Small Structures) of the California Environmental Quality Act (CEQA) guidelines.

4. The location, size, design and operating characteristics of the proposed use will not create conditions or situations that may be incompatible with other permitted uses in the vicinity.

The proposal to allow for exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, along all perimeter fences and walls of Laguna Woods Village shall have no demonstrable adverse effect upon abutting properties. The project boundaries are generally similar to the City's jurisdiction lines. The project area also abuts the cities of Aliso Viejo, Laguna Beach, and Laguna Hills, as well as unincorporated areas. Neighboring properties in all cardinal directions have a wide variety of land uses, most of which include the use of fences and/or walls of varying heights and materials.

Attachment 1

5. The approval of the permit application will not result in conditions or circumstances contrary to the public health, safety and the general welfare.

With the approval of the conditional use permit, conditions of approval have been added, which would regulate the modification of the perimeter fences and walls in a manner that is consistent with the purpose and intent of Section 13.16.230 of the Laguna Woods Municipal Code. Such conditions will assist in protecting the general public from any potential hazard.

6. The approval of the permit application is in compliance with all City-required public facilities regulations.

The proposal to allow for exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet, along all perimeter fences and walls of Laguna Woods Village has been evaluated against all City regulations through the conditional use permit process and is deemed in compliance, subject to the conditions of approval.

7. The height and location of the fence or wall as proposed will not result in or create a traffic hazard.

The current locations of the existing perimeter fences and walls included in the proposal do not present any known traffic hazard. The applicant has represented the same. The potential maximum height of fences and walls in excess of what is permitted by right is minimal (one foot). For modification of existing fences and walls, the applicant may be required to obtain building permits. For construction of new fences and walls, the applicant may be required to obtain building permits and planning approval (setback review, etc.). Existing law and the Laguna Woods Municipal Code gives the City the ability to challenge and abate hazardous conditions.

8. The location, size, design and other characteristics of the fence or wall will not create conditions or situations that may be objectionable, detrimental or incompatible with other permitted uses in the vicinity.

Permitted uses in the vicinity include a wide variety of land uses, most of which include the use of fences and/or walls of varying heights and materials. The potential maximum height of fences and walls in excess of what is permitted by right is minimal (one foot). The permitted materials for

Attachment 1

the increased fence height are ordinary, consisting of shepherd's hook, masonry, or similar materials. The proposed modifications would not create conditions or situations that would be objectionable, detrimental, or incompatible to the uses in the abutting area.

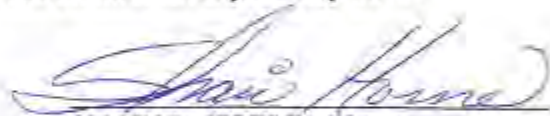
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA WOODS, CALIFORNIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council approves Conditional Use Permit CUP-1135 subject to the conditions of approval found in Exhibit A.

SECTION 3. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 17th day of May 2017.


SHARI L. HORNE, Mayor

ATTEST:


YOLIE TRIPPY, Deputy City Clerk

Attachment 1

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, YOLIE TRIPPY, Deputy City Clerk of the City of Laguna Woods, do
HEREBY CERTIFY that the foregoing **Resolution No. 17-12** was duly adopted by
the City Council of the City of Laguna Woods at a regular meeting thereof, held on
the 17th day of May 2017, by the following vote:

AYES: COUNCILMEMBERS: Conners, Hatch, Horne, Moore
NOES: COUNCILMEMBERS: -
ABSENT: COUNCILMEMBERS: Hack



YOLIE TRIPPY, Deputy City Clerk

Attachment 1

Exhibit A to Resolution No. 17-12

Conditions of Approval for Conditional Use Permit CUP-1135

1. The proposed project shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawing, and conditions imposed in the resolution of approval.
2. The Applicant(s)/Owner(s) shall comply with all of the requirements of Resolution No. 17-12, adopted as part of Conditional Use Permit CUP-1135.
3. The Applicant(s)/Owner(s) shall comply with all requirements of the City of Laguna Woods Municipal Code, as it pertains to this application, and such requirements are made a condition of permit approval. This includes, but is not limited to, all requirements related to building permits, engineering review, and plan review, generally, of proposed construction plans.
4. This conditional use permit allows exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet when viewed from adjoining properties, along all perimeter fences and walls of Laguna Woods Village. Permitted materials for any portion of a fence or wall in excess of six feet in height are shepherd's hook, masonry, or similar materials as determined by the City Manager.
5. Subject to the termination provisions below, this conditional use permit shall remain in effect, indefinitely, provided that at least 900 lineal feet of perimeter fencing and walls for Laguna Woods Village is modified each calendar year with the first requirement of 900 lineal feet due no later than December 31, 2018. For the purpose of this section, "modified" shall mean increased in height in excess of six feet and/or the removal and replacement of barbed wire with shepherd's hook, masonry, or similar materials as determined by the City Manager.
6. Termination: It is a specific condition of this conditional use permit that the Applicant(s)/Owner(s) shall prosecute the perimeter walls and fencing modifications hereunder diligently and to completion, completing no less than 900 lineal feet of modifications each calendar year, until all such modifications have been completed, and failure to do so shall be grounds for

Attachment 1

revocation of the CUP as to all then-remaining unmodified portions of the perimeter walls and fencing, under Laguna Woods Municipal Code Section 13.24.080(a)(3). The Applicant(s)/Owner(s) shall provide the City with a report on each December 31, beginning on December 31, 2018, indicating the amount of lineal feet of fencing and walls that the Applicant(s)/Owner(s) have succeeded in modifying over the preceding calendar year, the location and nature of such modifications, and the location(s) of modifications planned for the upcoming calendar year. Upon the Applicant(s)/Owner(s)' failure to modify at least 900 lineal feet of the perimeter walls and fencing in any given calendar year, the City may notice a public hearing on the revocation of this conditional use permit for all remaining unmodified portions of the perimeter walls and fencing. Such revocation shall not affect those portions of perimeter walls and fencing previously modified in compliance with the approvals granted hereunder, but the Applicant(s)/Owner(s)' completion of such portions does not and shall not create any vested rights to any continued completion of any remaining, unmodified portions if the Applicant(s)/Owner(s) fail to modify the required 900 lineal feet per year.

7. The Applicant(s)/Owner(s), or successor in interest, shall as a condition of issuance of this permit, at its sole expense, defend, indemnify, and hold harmless the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers from any claim, action, or proceeding against the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers to attach, set aside, void or annul an approval of the City Council, Planning Agency, or other decision-making body, or staff action concerning this conditional use permit approval, or its implementation. The Applicant(s)/Owner(s) shall pay all of the City's defense costs incurred by counsel of the City's choosing, and shall reimburse the City for any and all court costs and other parties' attorney fees that the City may be required by a court to pay as a result of such defense. The Applicant(s)/Owner(s) may its sole discretion participate in the defense of any such action under this condition, with its own counsel.

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Attachment 2 – Photo of Area Scheduled for Shepherd’s Crook Installation



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Resolution 01-23-XX

**Supplemental Appropriation for
Shepherd's Crook Installation**

WHEREAS, in May 2017, the City of Laguna Woods issued CUP-1135 governing the replacement of barbed-wire fencing with Shepherd's Crook fence; and

WHEREAS, The 2023 Business Plan approved by the United Board allocates \$35,000, from the Reserve Fund to install approximately 300 linear feet of Shepherd's Crook fencing along El Toro Road; and

WHEREAS, on December 28, 2022 and on January 31, 2023, the United M&C and Finance Committees endorsed a recommendation for a supplemental appropriation in the amount of \$40,000 to install an additional 400 linear feet of Shepherd's Crook along El Toro Road, east of Gate 1;

NOW THEREFORE BE IT RESOLVED, on February 14, 2023, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$40,000 to be funded from the Reserve Fund; and

RESOLVED FURTHER, a supplemental appropriation is authorized from the Reserve Fund in the amount of \$40,000 to be used for this project; 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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ENDORSEMENT (to Board)

Exclusive Use Agreement for Common Area Parking for 901-Q

On January 19, 2023, Mr. Gomez, Maintenance and Construction Director, presented the request from manor owner at 901-Q requesting a designated parking space in cul-de-sac 72 to accommodate parking of her wheelchair-accessible van. The Committee members made comments and asked questions.

A motion was made and unanimously approved to recommend the Board approve exclusive use of a common area parking space to the current owner which would revert back to a guest space upon the sale of Manor 901-Q.

By unanimous vote, the motion carried.

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STAFF REPORT

DATE: February 14, 2023
FOR: Board of Directors
SUBJECT: Request for Exclusive Use of Common Area Parking in Cul-de-sac 72

RECOMMENDATION

Approve an Exclusive Use Agreement for common area parking for Manor 901-Q.

BACKGROUND

On January 10, 2023, Ms. Katherine Arndt addressed the Board of Directors with a request for a designated parking space in cul-de-sac 72 to accommodate parking of her wheelchair-accessible van.

On January 19, 2023, the United Architectural Control and Standards (ACSC) committee unanimously approved recommending that the Board approve an Exclusive Use Agreement for common area parking for Manor 901-Q.

DISCUSSION

The assigned carport space for 901-Q is located at Carport 666, Space 6, and is considered part of the dwelling unit. This parking space must remain a designated parking space for Manor 901-Q. The parking space requested by Ms. Arndt is designated for guest parking and considered common area.

To accommodate the request for a designated parking space that provides room for Ms. Arndt to lower the wheelchair-accessible ramp to her vehicle, the board could consider granting Ms. Arndt the exclusive use of a common area parking space. If this is approved by the Board, staff recommends that a zero-dollar lease agreement between United and Ms. Arndt be signed so that upon the sale of Manor 901-Q, the parking space would revert back to a guest space and no longer considered as exclusive use common area to a future shareholder of 901-Q. The designated parking space would be marked by stenciling the Manor number on the pavement.

FINANCIAL ANALYSIS

Funding to stencil the recommended parking space for Manor 901-Q is available from the General Services department operating budget.

Prepared By: Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Membership Election & Voting Policy, Section 12
Attachment 2 – Photo of Proposed Parking Area
Attachment 3 – Exclusive Use Agreement

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ATTACHMENT 1 - MEMBERSHIP ELECTION & VOTING POLICY, SECTION 12



Membership Election & Voting Policy Resolution 01-20-26; June 9, 2020

12. Secret Ballots: Grant of Exclusive Use of Common Area.

- a. The affirmative vote of at least sixty-seven present (67%) of Members secret ballot pursuant to the procedures set forth herein is required before the Board may grant exclusive use of any portion of the Common Area to a Member, unless the grant of exclusive use of Common Area meets an exception provided by California Civil Code § 4600(b), or any superseding statute, which includes, but is not limited to any grant of exclusive use that is for any of the following reasons:
 - i. To eliminate or correct engineering errors in documents recorded with the county recorder or on file with a public agency or utility company;
 - ii. To eliminate or correct encroachments due to errors in construction of any improvements;
 - iii. To permit changes in the plan of development submitted to the Real Estate Commissioner in circumstances where the changes are the result of topography, obstruction, hardship, aesthetic considerations, or environmental conditions;
 - iv. To fulfill the requirement of a public agency;
 - v. To transfer the burden of management and maintenance of any Common Area that is generally inaccessible and not of general use to the membership at large;
 - vi. To accommodate a disability;
 - vii. To install and use an electric vehicle charging station in a garage or a designated parking space that meets the requirements of California Civil Code § 4745, where the installation or use of the charging station requires reasonable access through, or across, the common area for utility lines or meters;
 - viii. To install and use an electric vehicle charging station through a license granted by an association under California Civil Code § 4745; or
 - ix. To comply with governing law.

Any measure placed before the members requesting that the Board grant exclusive use of any portion of the Common Area shall specify whether the Corporation will receive any monetary consideration for the grant and whether the Corporation or the transferee will be responsible for providing any insurance coverage for exclusive use of the Common Area.

Last Updated 4-27-2020

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ATTACHMENT 2 - PHOTO OF PROPOSED PARKING AREA



Location Map

ATTACHMENT 2 - PHOTO OF PROPOSED PARKING AREA



Proposed Parking Space to be Assigned to 901-Q

ATTACHMENT 2 - PHOTO OF PROPOSED PARKING AREA



Walkway to Building 901 from designated parking space

ATTACHMENT 3 - EXCLUSIVE USE AGREEMENT



Exclusive Use Agreement

UNITED LAGUNA WOODS MUTUAL, a California nonprofit mutual benefit corporation (hereinafter referred to as “Lessor”), and Occupant(s) of dwelling unit No. 901-Q at Laguna Woods Village, in the County of Orange, State of California, (hereinafter referred to as “Lessee”), in consideration of the mutual covenants contained herein agree as follows:

1. Lessor hereby leases to Lessee and Lessee rents from Lessor, subject to the terms and conditions contained herein, one (1) common area parking space, as depicted in Exhibit A and attached hereto, located at Laguna Woods Village, in the County of Orange, State of California (hereinafter referred to as “the premises”).
2. Use of the premises shall be limited to parking of one handicapped accessible passenger automobile owned and registered by Lessee. No other vehicle or equipment shall be parked in the premises.
3. This lease shall be for a term of 12 months commencing on the first day of February 1, 2023 and will automatically renew annually for an additional 12-month period until terminated.
4. Lessee shall pay rent to Lessor in the initial sum of NO DOLLARS (\$0.00) per year, payable in advance on the first day of the term of this lease and on each annual anniversary of that date. The annual rental may be adjusted by Lessor without Lessee’s consent, effective on the anniversary date of the initial term and beginning with the first anniversary of the commencement of the lease; provided, however, that Lessor shall notify Lessee at least 40 days before the anniversary date of the new rental rate. Either party shall have a right to terminate the lease on 30 days written notice to the other party, and Lessor shall refund to Lessee any unearned portion of rent paid, if any, in advance. Finally, the terms of this lease shall expire automatically when Lessee ceases to be a current occupant inside Laguna Woods Village.
5. Lessee shall not make any alterations of the premises, or any part thereof, without written consent of Lessor. Any additions to or alterations of the premises shall become part of the realty at once and become property of Lessor. Lessee shall keep the premises and the real property of which the premises are a part free from any liens arising out of any work performed, material furnished or obligations incurred by Lessee. Upon termination of this lease, Lessor shall have the option to require Lessee to return the premises to Lessor in the same condition as existed at the time Lessee entered into possession, reasonable wear and tear excepted.
6. Lessee shall do nothing nor permit anything to be done which would increase the existing rate of insurance upon the premises or any part thereof or cause a cancellation of any insurance policy covering the premises or any part thereof nor shall Lessee keep or permit to be kept in or about the premises any article which may be prohibited by any fire insurance policy covering the premises. Lessee, at its own expense, shall comply with any and all requirements necessary for the maintenance of insurance covering the premises.

ATTACHMENT 3 - EXCLUSIVE USE AGREEMENT

7. Lessee shall not permit or allow to be committed any waste or nuisance upon the premises. No sign shall be posted in, on, about or adjacent to the premises without prior written consent of Lessor.
8. Lessor shall have the right to enter the premises at reasonable times for the purpose of making inspections and such repairs and maintenance for which Lessor may be responsible.
9. Lessee, at all times during the term of this lease, shall comply with all laws and governmental regulations now or hereafter in effect. The judgment of any court of competent jurisdiction, or the admission of Lessee in any action or proceeding against Lessee that Lessee has violated any such law or regulation with respect to the premises shall be conclusive of that fact between Lessor and Lessee. Similarly, Lessee shall obey and comply with all regulations of Lessor, now or hereafter in effect, relating to the premises.
10. Lessee shall indemnify, defend and hold Lessor, its officers, directors, agents and members, harmless from any and all liability, liens, claims, damages, costs, and expenses, including reasonable attorney's fees, arising out of or relating to use, operation or condition of the premises or enforcement of this lease. Similarly, Lessee shall obey and comply with all regulations of Lessor.
11. Lessee shall not assign this lease, or any interest therein, and shall not sublet the premises or any part thereof, or any right or privilege appurtenant thereto, or allow any other person to occupy or use the premises, or any part thereof, without prior written consent of Lessor. A consent to assignment, subletting, occupation, or use by another person shall not be deemed to be a consent to any subsequent assignment, subletting, occupation, or use by another person. Any such assignment or subletting without such consent shall be void and, at the option of the Lessor, shall terminate this lease. Neither this lease nor any part thereof, shall be assignable by operation of law without prior written consent of Lessor.
12. This lease and the leasehold estate created hereby are and shall be subject, subordinate and inferior to the lien and estate of any liens and encumbrances, renewals, extensions or replacements thereof, now or hereafter imposed by Lessor upon the premises or any part thereof or the building of which the premises are a part. Lessor hereby expressly reserves the right to place liens and encumbrances on and against the premises or any part thereof or the building of which the premises may be a part, superior in lien and effect to this lease and the estate created hereby. Upon written demand of Lessor, Lessee shall execute such documents as may be required from time to time to subordinate the rights and interests of Lessee hereunder to the lien of any mortgage or deed of trust which Lessor may wish to execute at any time.
13. In the event of total or partial destruction of the premises, Lessor, at its option and without liability, may terminate this lease. In the event the premises are taken by judgment of a court of competent jurisdiction in condemnation proceedings, sold under threat of condemnation or otherwise for any public purpose, Lessor, at its option, may terminate this lease.

ATTACHMENT 3 - EXCLUSIVE USE AGREEMENT

14. The waiver by any party of any breach by any other party of any term, covenant, condition herein contained, shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Lessor shall not be deemed to be a waiver of any preceding breach by Lessee of any term, covenant, or condition of this lease, other than the failure of Lessee to pay the particular rental so accepted, regardless of Lessor's knowledge of such preceding breach at the time of the acceptance of such rent.
15. Lessee shall provide written notice of its intent to terminate the Agreement 60 days prior to the date of termination.
16. All notices shall be given in writing personally or by depositing same in the United States mail, postage prepaid, and addressed to Lessor at 24351 El Toro Road, Laguna Woods, California 92637 or to Lessee at the address on file for Lessee, or to such other place as the parties may designate in writing from time to time. Notices given by registered or certified mail shall be deemed to be given when deposited in the United States mail and other notices shall be deemed to be given when actually received.
17. The laws of the State of California shall govern the interpretation, validity and construction of the terms and conditions of this lease.
18. Should any of the provisions of this lease be invalid or otherwise inoperative, the other provisions of this lease shall remain in full force and effect.
19. Any lease of the premises executed by Lessor, or any previous owner or management body, and Lessee, or any predecessor of Lessee, is hereby cancelled.

United Laguna Woods Mutual, Lessor

Date

Lessee

Date

Lessee

Date

ENDORSEMENT (to Board)

Revised Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend the board approve the revised Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space.

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STAFF REPORT

DATE: February 14, 2023
FOR: Board of Directors
SUBJECT: Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space

RECOMMENDATION

Staff recommends the United Architectural Controls and Standards Committee (ACSC) endorse the revised Architectural Standard Section 35 Solar Panels, 1 Story Buildings and the revised fee schedule to the United Laguna Woods Mutual Board.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Architectural Standards available for members to use to perform alterations to their manor. Architectural Standard Section 35 – Solar Panels, 1 Story Buildings was last revised in April 2008, via Resolution 01-08-61 (Attachment 1).

DISCUSSION

Architectural Standard Section 35 Solar Panels, 1 Story Buildings (Attachment 2) needs to be revised to reflect current Federal and State regulations, City-adopted Building Codes, Municipal Codes, and mutual policies.

The proposed revisions to Standard Section 35 – Solar Panels, 1 Story Buildings along with the accompanying revised resolution are included in Attachments 3 and 4. Attachment 5 contains a final version of the proposed changes.

California Civil Code Section 714 has specific requirements for the processing time and solar energy system restrictions. The proposed standard has been revised to incorporate these requirements.

In December 2017, per Resolution 01-17-149 (Attachment 6), United Mutual approved the solar panel mutual consent processing fees to be based on valuation rather than the flat basic fee. The average valuation of a solar panel installation project is over \$10,000, which means the alteration applications is the maximum \$700.

The Alteration fees were last revised in February 2019, via resolution 01-19-22 (Attachment 6).

Staff recommends that solar panel installations be reassigned to a fixed fee in the Alterations Fee Schedule based on the attached Mutual Consent Processing Analysis for Solar Panel Applications (Attachment 7) billed at the current bill rates. The proposed Solar installation fee for

2023 is \$223 and will be adjusted annually with the adoption of the new bill rates for Manor Alterations. A revised fee resolution and fee schedule are included as (Attachment 8).

On January 19, 2023, the ACSC reviewed and approved the revisions to the Standard (Attachment 4).

FINANCIAL ANALYSIS

Based on the Mutual Consent Processing Analysis for Solar Panel Applications, it is anticipated that revenue for 2023 revenue will be reduced by \$954; however, the proposed new rates, which are based on actual average processing times, more closely represent and reimburse the staff time used to process these applications.

Prepared By: Gavin Fogg, Manor Alterations Interim Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 01-08-61

Attachment 2 – Current Standard 35 Solar Panels, 1 Story Buildings

Attachment 3 – Revised Resolution 01-23-XX

Attachment 4 – Redlined Revised Standard 35 Solar Panels, 1 Story Buildings

Attachment 5 – Final Draft Standard 35 Solar Panels, 1 Story Buildings

Attachment 6 – Current Resolution 01-19-22

Attachment 7 – Mutual Consent Processing Analysis for Solar Panel Applications

Attachment 8 – Proposed Fee Resolution and Fee Schedule

ATTACHMENT 1 – CURRENT RESOLUTION 01-08-61

RESOLUTION 01-08-61

Alteration Standard, Section 35:

Solar Panels, 1 Story Buildings and Buildings, and Buildings with Unshared Roof Space

WHEREAS, this Corporation recognizes the need to establish a policy to address the proper installation and maintenance of Solar Panels, 1 Story Buildings;

NOW THEREFORE BE IT RESOLVED, April 8, 2008, the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, Section 35 - Solar Panels, 1 Story Buildings and Buildings with Unshared Roof Space as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended; 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.

ATTACHMENT 2 – CURRENT STANDARD 35
SOLAR PANELS, 1 STORY BUILDINGS

UNITED LAGUNA WOODS MUTUAL

**SECTION 35 SOLAR PANELS, 1 STORY BUILDINGS, AND BUILDINGS WITH
UNSHARED ROOF SPACE**

ADOPTED APRIL 2008, RESOLUTION 01-08-61
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual Consent for Manor Alterations Department is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.

ATTACHMENT 2

USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

- 2.1. Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2. This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor that is unshared roof space for which the request is being submitted
- 2.3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4. All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5. Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.6. Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.7. The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.

ATTACHMENT 2

- 2.8. Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.9. Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.10. Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11. Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.12. The installer is responsible for ensuring that lag screws have adequate pullout strength and shear capacities.
- 2.13. The installer is responsible for maintaining the waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers.
- 2.14. Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15. Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16. All work must comply with the California Building Code.



ATTACHMENT 3 – REVISED RESOLUTION 01-23-XX

RESOLUTION 01-23-XX
Alteration Standard, Section 35:

Solar Panels, 1 Story Buildings and Buildings

WHEREAS, the Board of Directors of the United Laguna Woods Mutual (Board) recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Board recognizes the need to revise Standard 35 - Solar Panels, 1 Story Buildings;

NOW THEREFORE BE IT RESOLVED, March 14, 2023 that the Board hereby adopts Standard 35 - Solar Panels, 1 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-08-61 adopted April 8, 2008, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates and is to be applied at the time an application is approved; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

RESOLVED FURTHER, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete 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 as written.

FEBRUARY 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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ATTACHMENT 4 – REDLINED REVISED STANDARD 35
SOLAR PANELS, 1 STORY BUILDINGS



UNITED LAGUNA WOODS MUTUAL

STANDARD SECTION 35 SOLAR PANELS, 1 STORY BUILDINGS, AND
BUILDINGS WITH UNSHARED ROOF SPACE

ADOPTED APRIL 2008, RESOLUTION 01-08-61
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** ~~A Mutual Consent for Manor Alterations Department is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.~~
- 1.2 MEMBERS RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.~~
- 1.3 CODES AND REGULATIONS:** ~~All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.~~
- 1.4 WORK HOURS:** ~~Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~
- 1.5 PLANS:** ~~The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a~~

ATTACHMENT 4



~~detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~

~~**1.6 DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.~~

~~**1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~**1.8 CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

~~SEE STANDARD SECTION 1: GENERAL REQUIREMENTS~~

2.0 APPLICATIONS

- 2.1. Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2. This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor; that is unshared roof space for which the request is being submitted
- 2.3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4. All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).

ATTACHMENT 4



- 2.5. Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to ~~the Manor Alterations Department~~ for approval.
- 2.6. Structural details and calculations for the installation of the proposed solar system existing roof structure~~existing roof structure~~, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements., ~~per the California Building Code.~~
- ~~2.7. The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.~~
- 2.7. Solar Panels installed on any PVC Flat roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. PVC Flat roofs that remain under a Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the member's expense.
- 2.8. Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.
- 2.9. The solar panel array must be located a Flat roof mounting must leave a minimum of ~~two~~ 3 feet from the edge of the roof; and a minmum of 3 feel shall be maintained between rows of solar ~~the panels,~~ and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent ipes in order to enable proper access for maintenance. ~~the parapet to permit access.~~
- ~~2.9.~~

ATTACHMENT 4



- 2.10. Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11. Detailed plans of the installation of roof jacks should be submitted to ~~the~~ Manor Alterations ~~Department~~ for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during original installation.; ~~is required to be completed during the original installation.~~
- 2.12. ~~The installer is responsible for ensuring that~~ lag screws must have adequate pullout strength and shear capacities.
- ~~2.13.~~ The installer is responsible for maintaining the waterproof integrity of the roof, ~~including the selection and use of appropriate flashing and sealers.~~
- ~~2.13.~~
- 2.14. Connections to the manor's electrical system must be coordinated with the local electric utility.
- ~~2.15.~~ Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- ~~2.15-2.16.~~ A solar panel system can only serve a single manor. Leasing of Solar Panels is not allowed.
- 2.17. All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after roof replacement is complete, prior to a final inspection of the Mutual Consent. All work must comply with the California Building Code.

3.0 OBLIGATIONS

- 3.1. Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal; and, Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property

ATTACHMENT 4



caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

- 3.2.** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.
- 3.3.** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5.** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.6.** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.7.** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.16.3.8.** When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle

ATTACHMENT 4



roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

ATTACHMENT 5 – FINAL DRAFT STANDARD 35
SOLAR PANELS, 1 STORY BUILDINGS



**STANDARD 35 SOLAR PANELS, 1 STORY BUILDINGS, AND BUILDINGS WITH
UNSHARED ROOF SPACE**

ADOPTED APRIL 2008, RESOLUTION 01-08-61
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED MARCH 2023, RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2** This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor; that is unshared roof space for which the request is being submitted
- 2.3** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5** Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to Manor Alterations for approval.
- 2.6** Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and

ATTACHMENT 5



that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements.

- 2.7** Solar Panels installed on any PVC Flat roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the member's expense. PVC Flat roofs that remain under a Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the member's expense.
- 2.8** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C (International Code Council), State and City standards.
- 2.9** The solar panel array must be located a a minimum of 3 feet from the edge of the roof; and a minmum of 3 feel shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent ipes in order to enable proper access for maintenance.
- 2.10** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11** Detailed plans of the installation of roof jacks should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during original installation.
- 2.12** Lag screws must have adequate pullout strength and shear capacities.
- 2.13** The installer is responsible for maintaining the waterproof integrity of the roof.

ATTACHMENT 5



- 2.14** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16** A solar panel system can only serve a single manor. Leasing of Solar Panels is not allowed.
- 2.17** All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after roof replacement is complete, prior to a final inspection of the Mutual Consent.

3.0 OBLIGATIONS

- 3.1** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal; and, Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.
- 3.2** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.

ATTACHMENT 5



- 3.3** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.6** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.7** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 3.8** When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

ATTACHMENT 6 – CURRENT RESOLUTION 01-19-22

RESOLUTION 01-19-22
ALTERATION PROCESSING FEE POLICY

WHEREAS, alteration requests require significant administrative time for proper processing, including research, report preparation, and presentation to the appropriate committee and the Board;

WHEREAS, in order to offset administrative costs associated with processing alteration requests, Staff has determined it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs; and

WHEREAS, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests and;

WHEREAS, the Mutual also currently charges a fee on a sliding scale for alterations meeting certain criteria; and

WHEREAS, the Board determined the fees should be non-refundable;

NOW THEREFORE BE IT RESOLVED, February 12, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-17-149 adopted December 12, 2017, 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.

JANUARY Initial Notification

28-day notification to comply with Civil Code §4360 has been satisfied.

**ATTACHMENT 7 – MUTUAL CONSENT
PROCESSING ANALYSIS FOR SOLAR PANEL
APPLICATIONS**

Mutual Consent Processing Analysis - Solar Panels	2023 Bill Rate	Hours	Total
Initial submittal, Preliminary review, Re-submittal, Accept complete packet	\$ 40.76	1	\$40.76
Stellar Ticket entry, assign MC#, e-mail response	\$ 40.76	0.2	\$8.15
Plan Check	\$ 40.76	0.75	\$30.57
Process final packet, payment, CAUA and release of consent	\$ 40.76	1	\$40.76
Permit database entry, ticket notation	\$ 40.76	0.25	\$10.19
Processing City permit submission, ticket notes, schedule inspections	\$ 40.76	0.5	\$20.38
Pre-Installation Roof Inspection	\$ 72.45	0.5	\$36.23
Initial submittal, Preliminary review, Re-submittal, Accept Complete Packet	\$ 72.45	0.5	\$36.23
Total		4.7	\$223.27

Fiscal Impact			
Current Fee			\$ 700.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 1,400.00
Proposed New Fee			\$ 223.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 446.00
Net estimated revenue reduction for 2023			\$ 954.00



ATTACHMENT 8 - PROPOSED FEE RESOLUTION AND FEE SCHEDULE

RESOLUTION 01-23-XX

Solar Application Processing Fee

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27; and

WHEREAS, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, that Resolution 01-19-22 adopted February 12, 2019 is hereby superseded and canceled; and

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

FEBRUARY 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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Laguna Woods Village®

Alteration Fee Schedule

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
 All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

Unauthorized Alteration Fee	\$300
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Variance Processing Fee	\$150
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (Standard, Less than 54")	Yes
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences (Less than 84") and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (New Installation through Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer (New Installation)	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

*In the event a member requires an "after the fact" ("ATF") Mutual Consent for work completed without prior appropriate authorization, the following will apply as appropriate to the nature of the improvement work: Unauthorized Alteration Fee + Variance Fee and/or Mutual Consent Fee and/or Demolition Fee.

*Variance Processing Fees are in addition to any fees incurred via permit processing.

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700



Proposed Solar Application Processing Fee Schedule

For questions pertaining to the Solar Application process, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
All items require HOA Mutual Consent from Manor Alterations and a City Permit.

Type	Fee
Solar Application Processing Fee	\$223

United Laguna Woods Mutual
Architectural Controls and Standards Committee
January 19, 2023

ENDORSEMENT (to Board)

Revised Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs

Baltazar Mejia, Maintenance & Construction Assistant Director, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend the board approve the revised Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs.

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STAFF REPORT

DATE: February 14, 2023
FOR: Board of Directors
SUBJECT: Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs

RECOMMENDATION

Staff recommends the United Architectural Controls and Standards Committee (ACSC) endorse the revised Architectural Standard Section 42 Solar Panels, 2 Story Buildings and the revised fee schedule to the United Laguna Woods Mutual Board.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Architectural Standards available for members to use to perform alterations to their manor. Architectural Standard Section 42 – Solar Panels, 2 Story Buildings was last revised in October 2014, via Resolution 01-14-130 (Attachment 1).

DISCUSSION

Architectural Standard Section 42 Solar Panels, 2 Story Buildings (Attachment 2) needs to be revised to reflect current Federal and State regulations, City-adopted Building Codes, Municipal Codes, and mutual policies.

The proposed revisions to Standard Section 42 – Solar Panels, 2 Story Buildings along with the accompanying revised resolution are included in Attachments 3 and 4. Attachment 5 contains a final version of the proposed changes.

California Civil Code Section 714 has specific requirements for the processing time and solar energy system restrictions. The proposed standard has been revised to incorporate these requirements.

In December 2017, per Resolution 01-17-149 (Attachment 6), United Mutual approved the solar panel mutual consent processing fees to be based on valuation rather than the flat basic fee. The average valuation of a solar panel installation project is over \$10,000, which means the alteration applications is the maximum \$700.

The Alteration fees were last revised in February 2019, via resolution 01-19-22 (Attachment 6).

Staff recommends that solar panel installations be reassigned to a fixed fee in the Alterations Fee Schedule based on the attached Mutual Consent Processing Analysis for Solar Panel Applications (Attachment 7) billed at the current bill rates. The proposed Solar installation fee for

2023 is \$223 and will be adjusted annually with the adoption of the new bill rates for Manor Alterations. A revised fee resolution and fee schedule are included as (Attachment 8).

On January 19, 2023, the ACSC reviewed and approved the revisions to the Standard (Attachment 4).

FINANCIAL ANALYSIS

There is no financial impact to the mutual if these revisions are implemented.

Based on the Mutual Consent Processing Analysis for Solar Panel Applications, it is anticipated that revenue for 2023 revenue will be reduced by \$954; however, the proposed new rates, which are based on actual average processing times, more closely represent and reimburse the staff time used to process these applications.

Prepared By: Gavin Fogg, Manor Alterations Interim Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 01-14-130

Attachment 2 – Current Standard 42 Solar Panels, 2 Story Buildings

Attachment 3 – Revised Resolution 01-23-XX

Attachment 4 – Redlined Revised Standard 42 Solar Panels, 2 Story Buildings

Attachment 5 – Final Draft Standard 42 Solar Panels, 2 Story Buildings

Attachment 6 – Current Resolution 01-19-22

Attachment 7 – Mutual Consent Processing Analysis for Solar Panel Applications

Attachment 8 – Proposed Fee Resolution and Fee Schedule

ATTACHMENT 1 – CURRENT RESOLUTION 01-14-130

RESOLUTION 01-14-130

Alteration Standard, Section 42:

Solar Panels, 2 Story Buildings with Flat Roofs

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

WHEREAS, this Corporation recognizes the need to establish a policy for the installation of solar panels for 2 story buildings with flat roofs;

NOW THEREFORE BE IT RESOLVED, October 23, 2014, that the Board of Directors of this Corporation hereby establishes a new Mutual Alteration Standard Section 42 Solar Panels, 2 Story Buildings with Flat Roofs, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended; 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.

**ATTACHMENT 2 – CURRENT STANDARD 42 SOLAR
PANELS, 2 STORY BUILDINGS**

UNITED LAGUNA WOODS MUTUAL

**Section 42 - Solar Panels, 2 Story Buildings
with Flat Roofs**

ADOPTED OCTOBER 2014, RESOLUTION 01-14-130
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

ATTACHMENT 2

Contractor's or Member's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

- 2.1 Leasing of solar panels for installation on United Mutual manors is strictly prohibited.
- 2.2 In this section, Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.3 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 5, 6, 7 and 8 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively.
- 2.4 Detailed, site-specific plans, including for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.5 Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.6 Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.7 Water and electric lines must be set on blocking above the surface to facilitate re-roofing.

ATTACHMENT 2

- 2.8 Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.10 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.11 The solar panel array cannot be installed over any existing Mutual component or Member alteration.
- 2.12 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.13 Lag screws must have adequate pullout strength and shear capacities.
- 2.14 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16 All work must comply with the California Building Code.
- 2.17 The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.

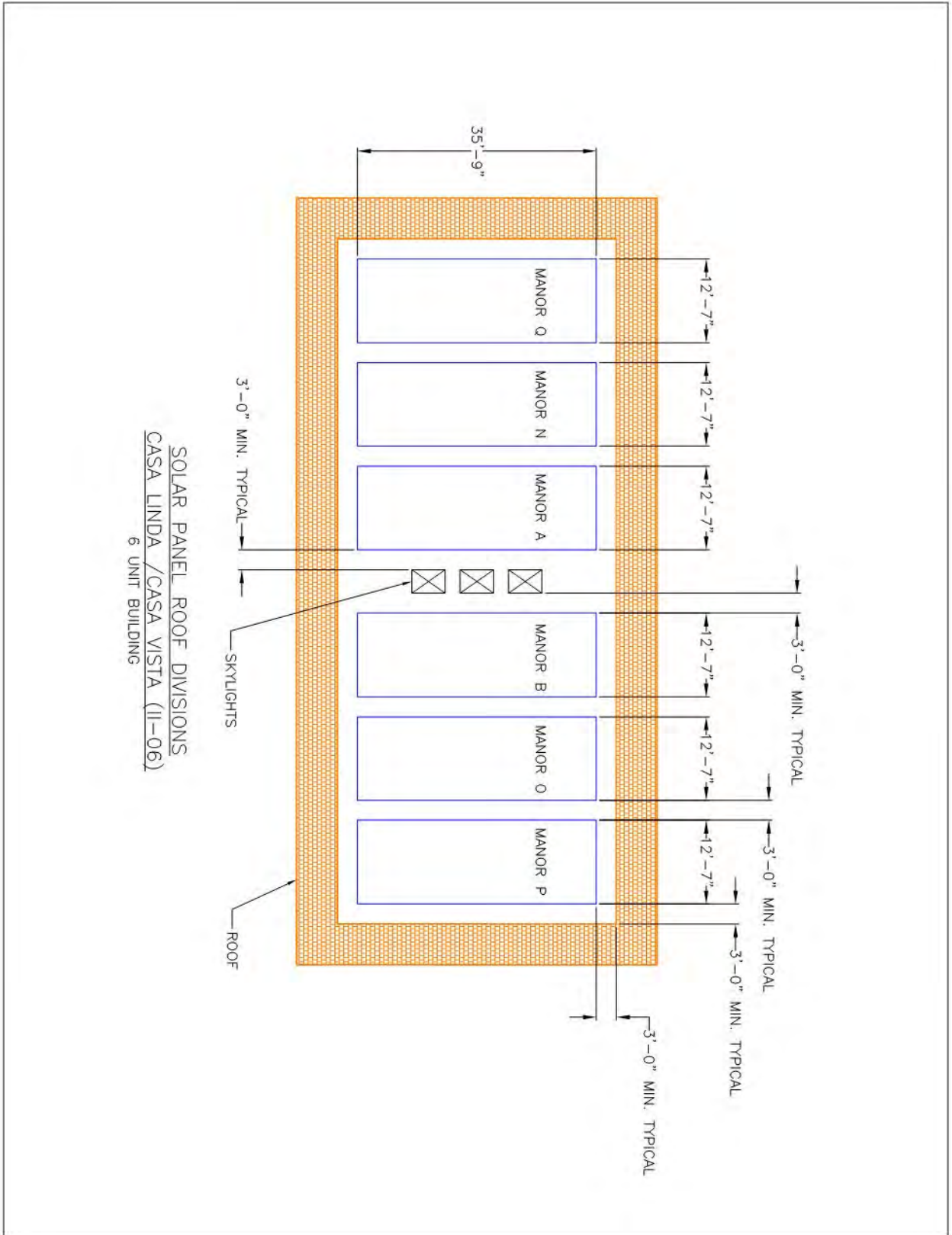
3.0 OBLIGATIONS

- 3.1 Member agrees to pay for repairs to roof that may be attributed to damage caused by contractors installing or servicing solar panels if manifested within 5 years of installation or servicing of solar panels.

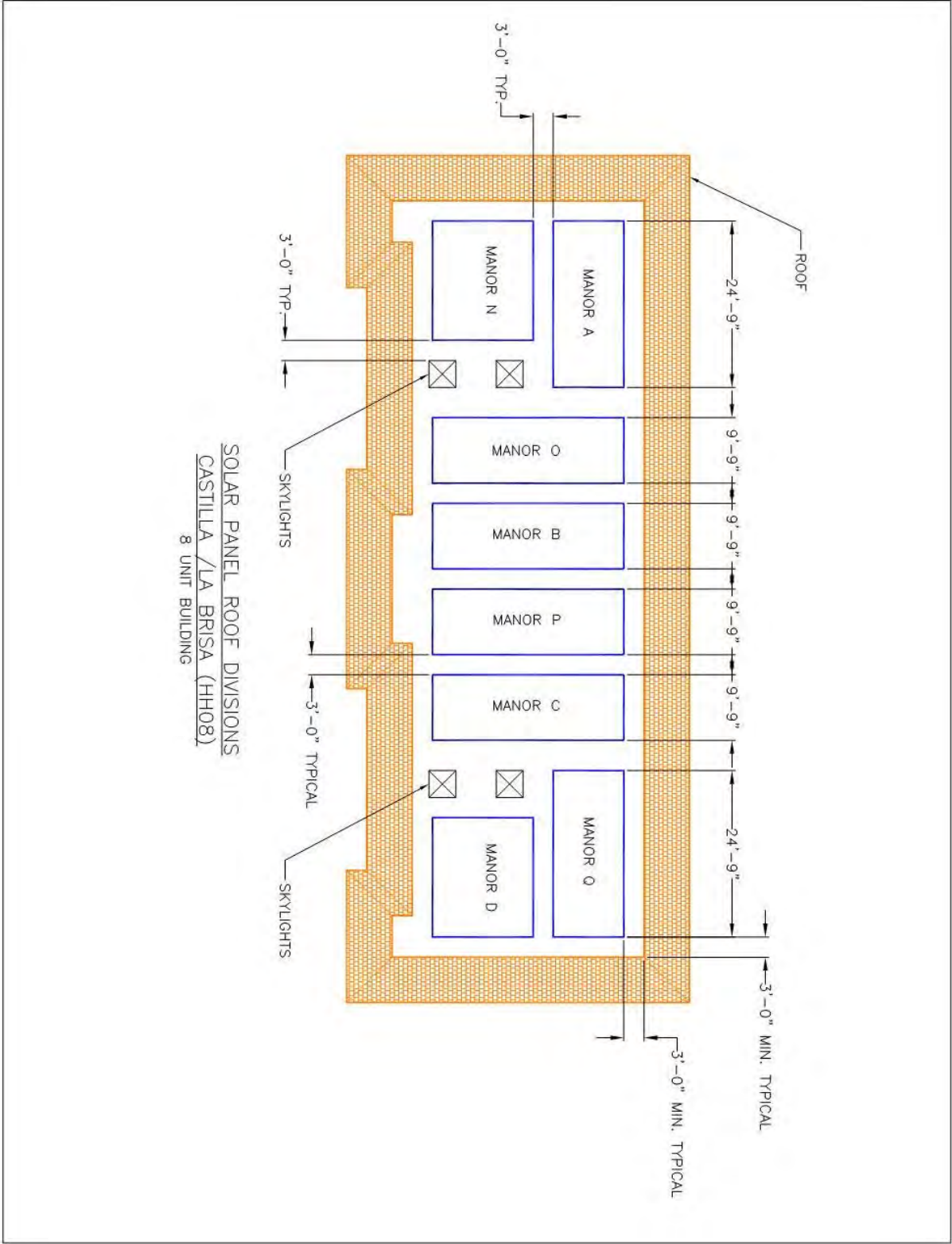
ATTACHMENT 2

- 3.2** The Mutual Member is responsible for, and will bear all costs associated with removing, altering, covering or replacing the alteration as may be necessary or appropriate to allow the corporation business.
- 3.3** The Mutual Member is responsible for, and will bear all costs associated with, clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).

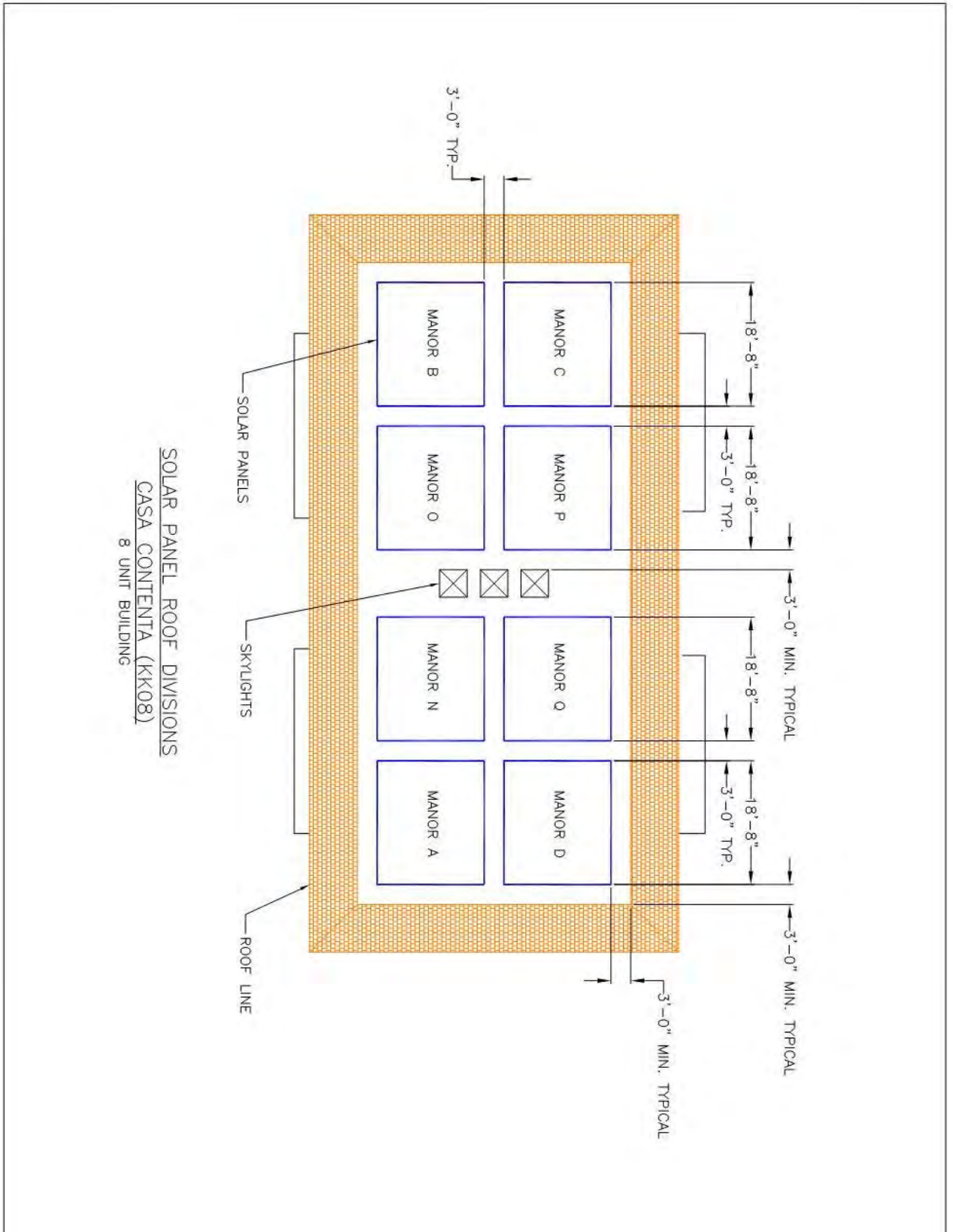
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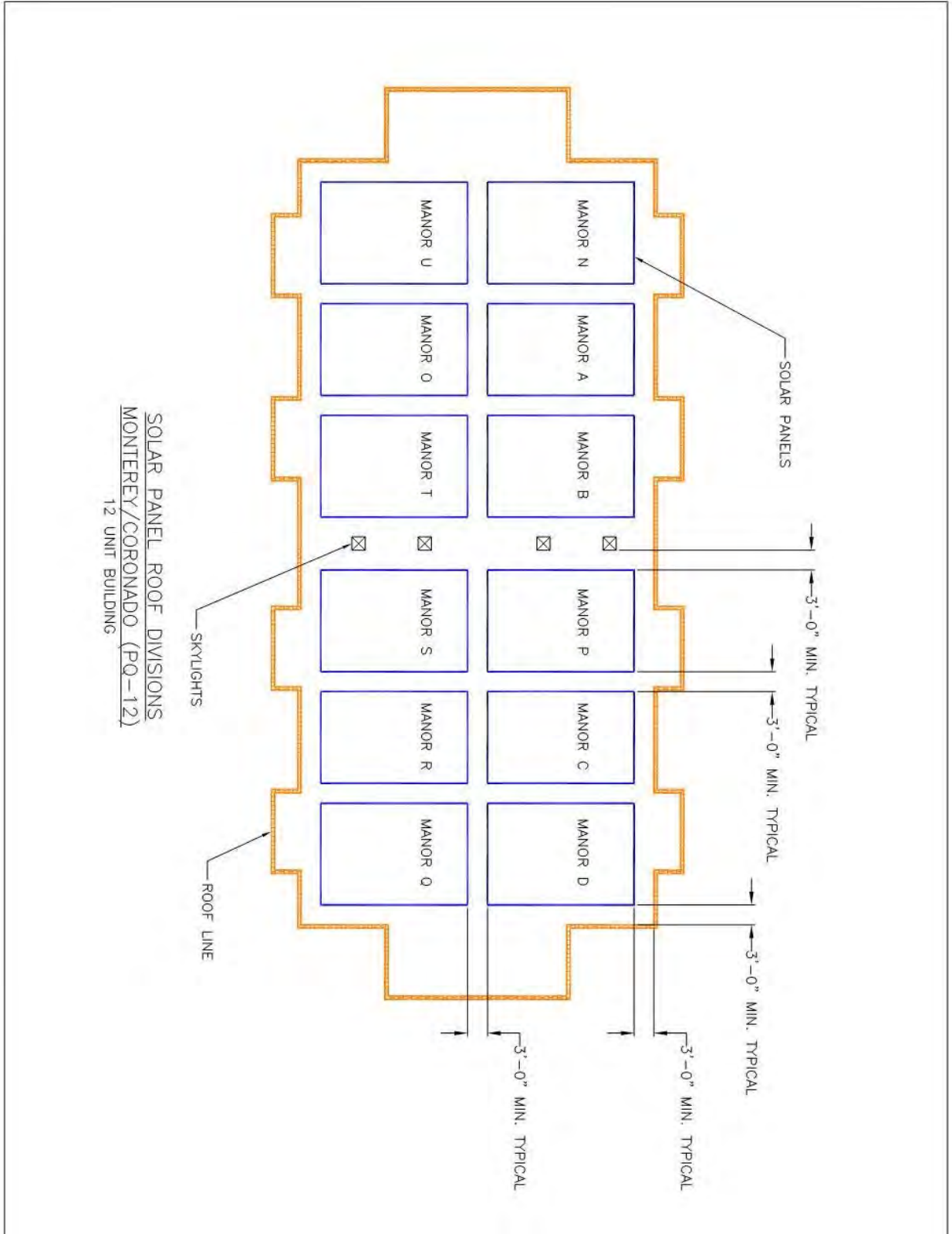
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ATTACHMENT 3 – REVISED RESOLUTION 01-23-XX

RESOLUTION 01-23-XX
Alteration Standard, Section 42:
Solar Panels, 2 Story Buildings

WHEREAS, the Board of Directors of the United Laguna Woods Mutual (Board) recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Board recognizes the need to revise Standard 42 - Solar Panels, 2 Story Buildings;

NOW THEREFORE BE IT RESOLVED, March 14, 2023 that the Board hereby adopts Standard 42 - Solar Panels, 2 Story Buildings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-14-130 adopted October 23, 2014, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates and is to be applied at the time an application is approved; and

RESOLVED FURTHER, the Mutual Consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and

RESOLVED FURTHER, the Mutual Consent processing time for Solar Panel installation requests is to be completed within 45 days from receipt of a complete 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 as written.

FEBRUARY 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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ATTACHMENT 4 – REDLINED REVISED STANDARD 42
SOLAR PANELS, 2 STORY BUILDINGS



~~UNITED LAGUNA WOODS MUTUAL~~

**~~Section 42 – Solar Panels, 2 Story Buildings
with Flat Roofs~~**

STANDARD 42 SOLAR PANELS, 2 STORY BUILDINGS, WITH FLAT ROOFS

ADOPTED OCTOBER 2014, RESOLUTION 01-14-130

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** ~~A Mutual consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department office with City permit number(s) prior to beginning work.~~
- 1.2 MEMBERS' RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.3 CODES AND REGULATIONS:** ~~All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).~~
- 1.4 WORK HOURS:** ~~Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~
- 1.5 PLANS:** ~~The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~



- ~~1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Manor Alterations Department.~~
- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~
- ~~SEE STANDARD SECTION 1: GENERAL REQUIREMENTS~~

2.0 APPLICATIONS

- ~~2.1 Leasing of solar panels for installation on United Mutual manors is strictly prohibited.~~
- ~~2.2 2.1 In this section, Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).~~
- ~~2.2 2.3 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 85, 96, 107 and 118 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively. The designated areas will be on a first come, first serve basis.~~
- ~~2.3 All costs and maintenance of the alteration, present and future are the responsibility of the Mutual Member.~~

ATTACHMENT 4



- 2.4 All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.54 Detailed, site-specific plans, including ~~for~~ all water and electrical lines for the solar panel installation, ~~including~~ penetrations, shall be submitted to ~~the~~ Manor Alterations ~~Department~~ for approval.
- 2.65 Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements
- ~~Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.~~
- 2.6 ~~Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.~~
- 2.7 Solar Panels installed on any PVC Flat Roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the Member's expense. PVC Flat roofs that remaining under the Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the Member's expense.
- 2.8 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of the stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C. (International Code Council), State and City Standards.

ATTACHMENT 4



- 2.9 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- ~~2.10.7~~ Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11 Detailed plans of the installation of roof jacks should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during the original installation.
- 2.12 Lag screws must have adequate pullout strength and shear capacities.
- 2.13 The installer is responsible for maintaining the waterproof integrity of the roof.
- 2.14 Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16 A solar panel system may only serve a single manor. Leasing of Solar Panels is not allowed.
- 2.17 All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after the roof replacement is complete prior to a final inspection of the Mutual Consent.
- ~~2.8—Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept~~

ATTACHMENT 4



~~attachments and to support all applied loadings, per the California Building Code.~~

~~2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.~~

~~2.10 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.~~

~~2.11 The solar panel array cannot be installed over any existing Mutual component or Member alteration.~~

~~2.12 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. n~~

~~2.13 Lag screws must have adequate pullout strength and shear capacities.~~

~~2.14 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.~~

~~2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.~~

~~2.16 All work must comply with the California Building Code.~~

~~2.17 The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.~~

~~2.21 Panels for water solar heating systems are not permitted.~~

~~2.21 Leasing of Solar Panels is permitted only under the following conditions:~~

ATTACHMENT 4



- ~~Only prepaid leases are permitted and Member must provide the Mutual a copy of the pre-paid lease contract together with proof of the payment before any work on the construction or installation of the solar panel system begins, and:~~
- a) ~~The prepaid lease contract must be assigned by the Member.~~

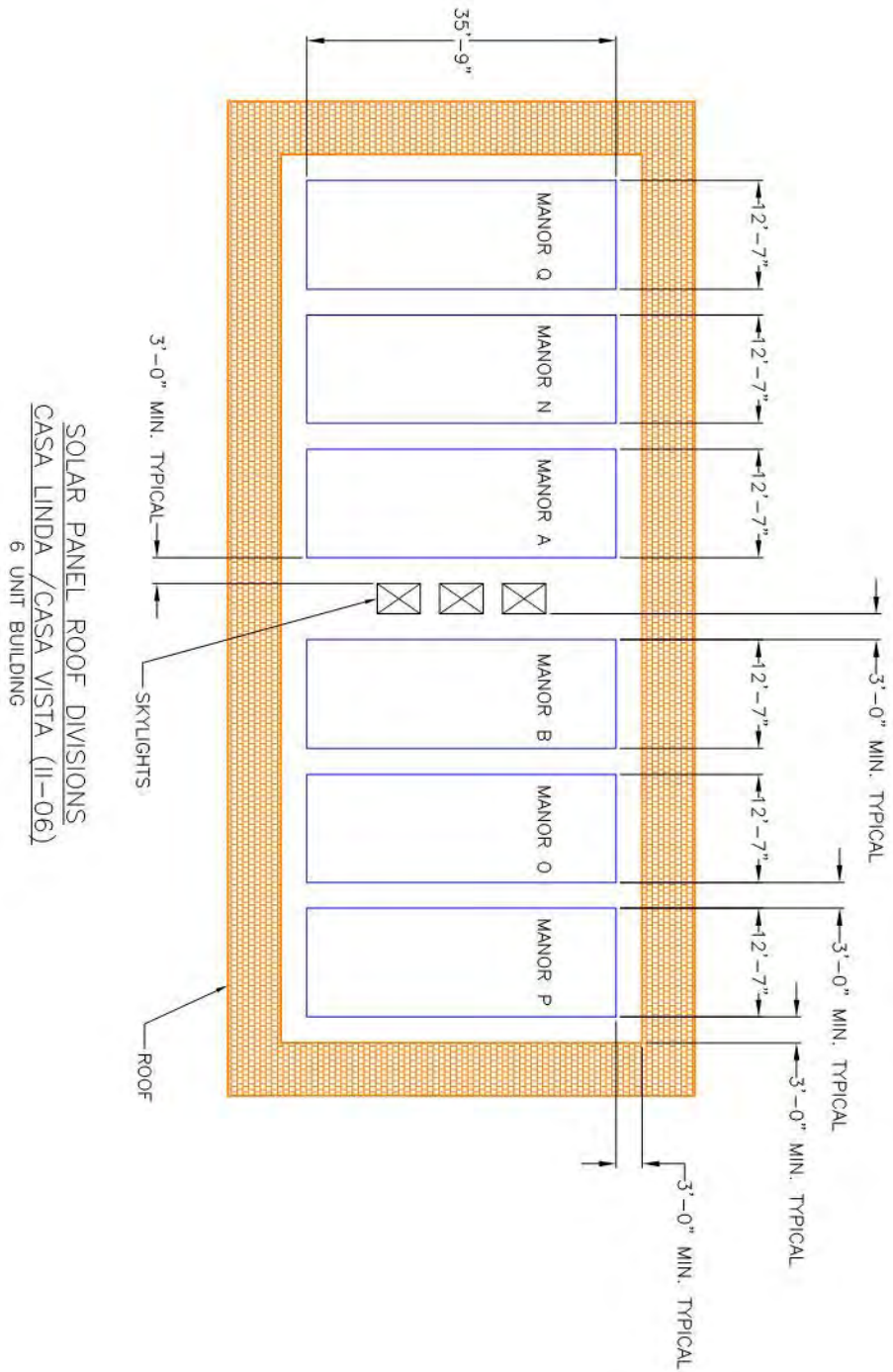
3.0 OBLIGATIONS

- 3.1 Member ~~accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.~~ agrees to pay for repairs to roof that may be attributed to damage caused by contractors installing or servicing solar panels if manifested within 5 years of installation or servicing of solar panels.
- 3.2 The ~~Mutual~~ Member is responsible for, and will bear all costs associated with removing, altering, covering or ~~reinstalling~~ replacing the alteration as may be necessary or appropriate to allow the ~~Mutual~~ to conduct maintenance or repairs of common area. The ~~Mutual~~ will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the ~~Mutual~~ perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the ~~Mutual~~ as a chargeable service remains the responsibility of the member. ~~corporation business.~~
- 3.3 The ~~Mutual~~ Member is responsible for, and will bear all costs associated with, clean-up or repair of ~~Mmutual~~ owned or controlled property made necessary by or resulting from the alteration.

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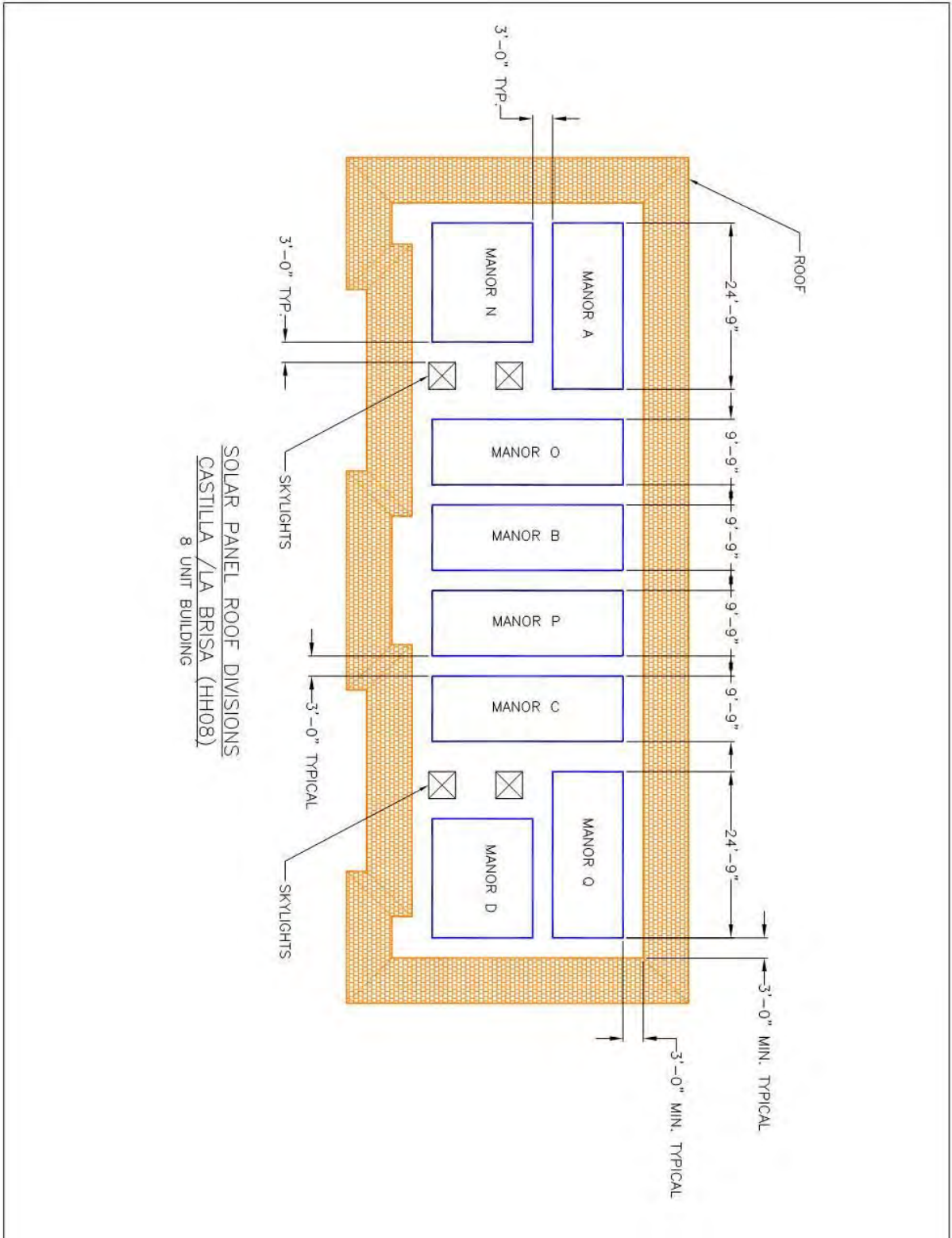
- 3.4 All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5 The roof area allocated for solar panel installation is depicted in the attached Roof Allocation plan for each type of 2-story buildings. It is the Member's responsibility to ascertain and adapt to any roof interference by vents or other roof mounted equipment already in place.
- 3.65 Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.76 If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 3.8 When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.



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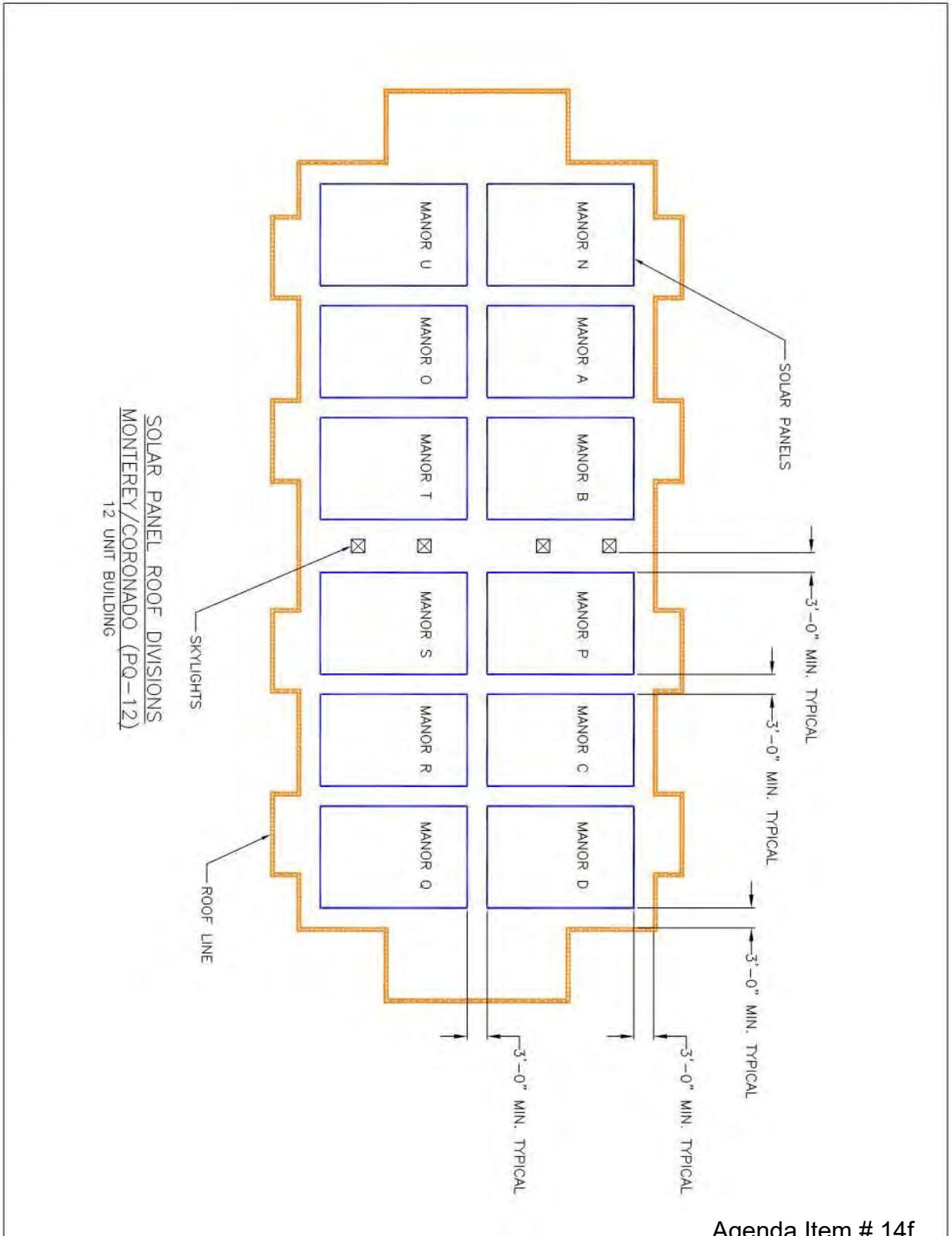
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ATTACHMENT 5 – FINAL DRAFT STANDARD 42
SOLAR PANELS, 2 STORY BUILDINGS



STANDARD 42 SOLAR PANELS, 2 STORY BUILDINGS, WITH FLAT ROOFS
ADOPTED OCTOBER 2014, RESOLUTION 01-14-130
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED MARCH 2023, RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2** This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 8, 9, 10 and 11 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively. The designated areas will be on a first come, first serve basis.
- 2.3** All costs and maintenance of the alteration, present and future are the responsibility of the Mutual Member.
- 2.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5** Detailed, site-specific plans, including all water and electrical lines for the solar panel installation, penetrations, shall be submitted to Manor Alterations for approval.
- 2.6** Structural details and calculations for the installation of the proposed solar system existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and

ATTACHMENT 5



that the roof is adequate to accept attachments and to support all applied loadings. Consult with the City for additional requirements

- 2.7** Solar Panels installed on any PVC Flat Roof under warranty with the Mutual's reroofing contractor shall require the roofing contractor holding the warranty to complete the roof tie-in work at the Member's expense. PVC Flat roofs that remaining under the Johns Manville materials warranty shall require a Johns Manville (JM) Approved Contractor perform the tie-in work at the Member's expense.
- 2.8** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties. The lowest point of the solar array equipment shall be a minimum of 10 inches above the flat roof. The top of the stanchions used to connect the array to the roof shall be water tight and meet or exceed all current I.C.C. (International Code Council), State and City Standards.
- 2.9** The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.10** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11** Detailed plans of the installation of roof jacks should be submitted to Manor Alterations for approval, and installation of roof jacks, including hot mopping and/or flashing, is required to be completed during the original installation.
- 2.12** Lag screws must have adequate pullout strength and shear capacities.
- 2.13** The installer is responsible for maintaining the waterproof integrity of the roof.
- 2.14** Connections to the manor's electrical system must be coordinated with the local electric utility.

ATTACHMENT 5



- 2.15** Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16** A solar panel system may only serve a single manor. Leasing of Solar Panels is not allowed.
- 2.17** All solar panel installations located on the roof of a unit must be inspected and approved by a VMS Inc. Roofing Inspector before the solar array is installed and again, after the roof replacement is complete prior to a final inspection of the Mutual Consent.

3.0 OBLIGATIONS

- 3.1** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.
- 3.2** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. The Mutual will endeavor to give a minimum of thirty (30) days advance written notice (unless it is an emergency) of the need to remove, alter, cover or replace the solar panel. Failure to complete the required work within the allowed time will require that the Mutual perform the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member. Re-installation of any components removed by the Mutual as a chargeable service remains the responsibility of the member.
- 3.3** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

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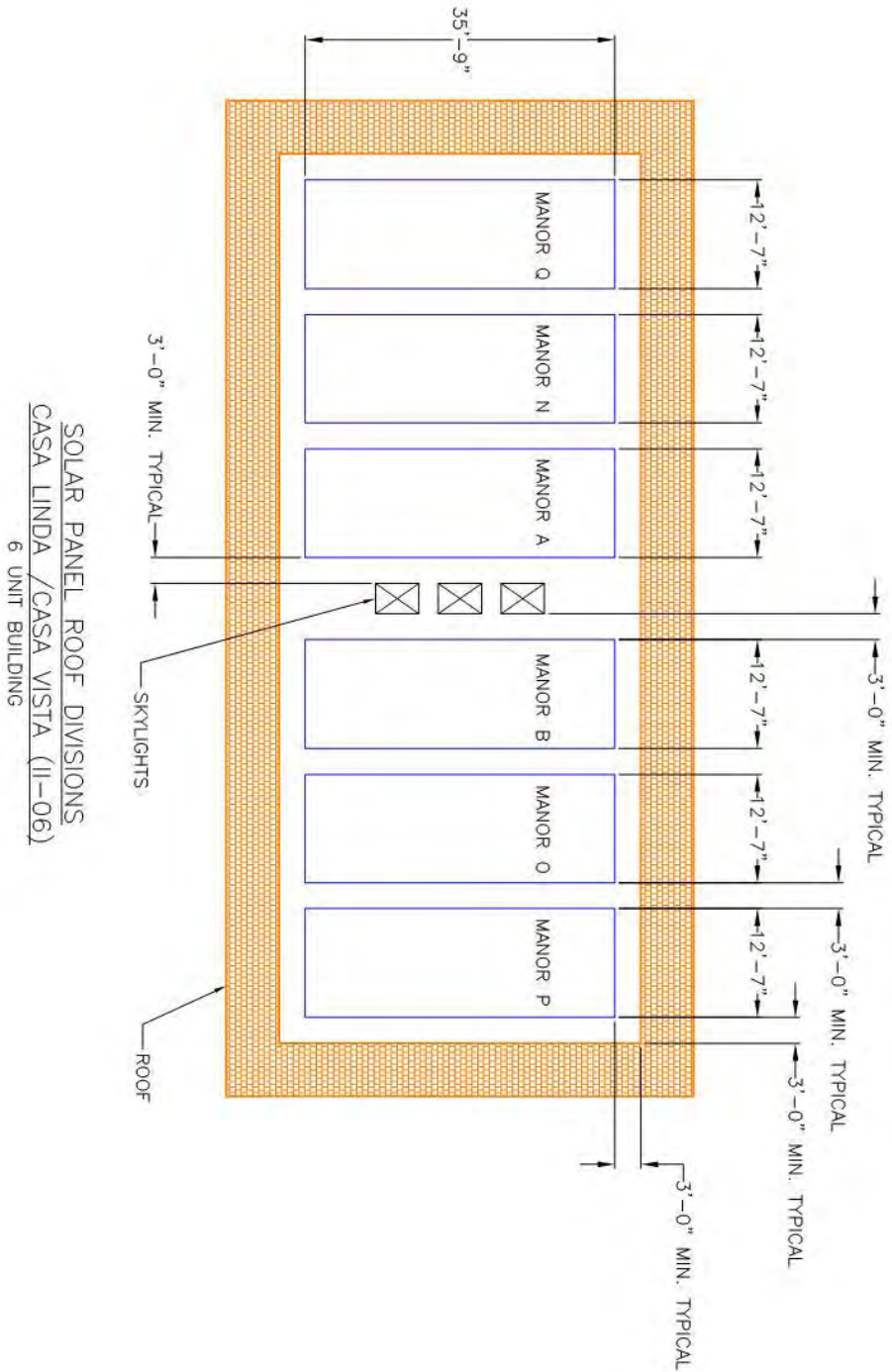


- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.5** The roof area allocated for solar panel installation is depicted in the attached Roof Allocation plan for each type of 2-story buildings. It is the Member's responsibility to ascertain and adapt to any roof interference by vents or other roof mounted equipment already in place.
- 3.6** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.7** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Alterations Division. Regardless of roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.
- 3.8** When applicable, the solar installer and his roofer will provide a copy of the composition shingle manufacturer's warranty and will provide a separate labor and materials warranty of 5 years for the composition shingle roof installation. If any leaks occur on a roof so constructed, the solar installer will remove the solar equipment, repair the roof and put back the solar equipment at no cost to the Mutual. If the solar installer/roofer chooses not to comply with this requirement, then the Mutual Roofing Contractor must be hired to do the roofing work at the member's expense.

ATTACHMENT 5



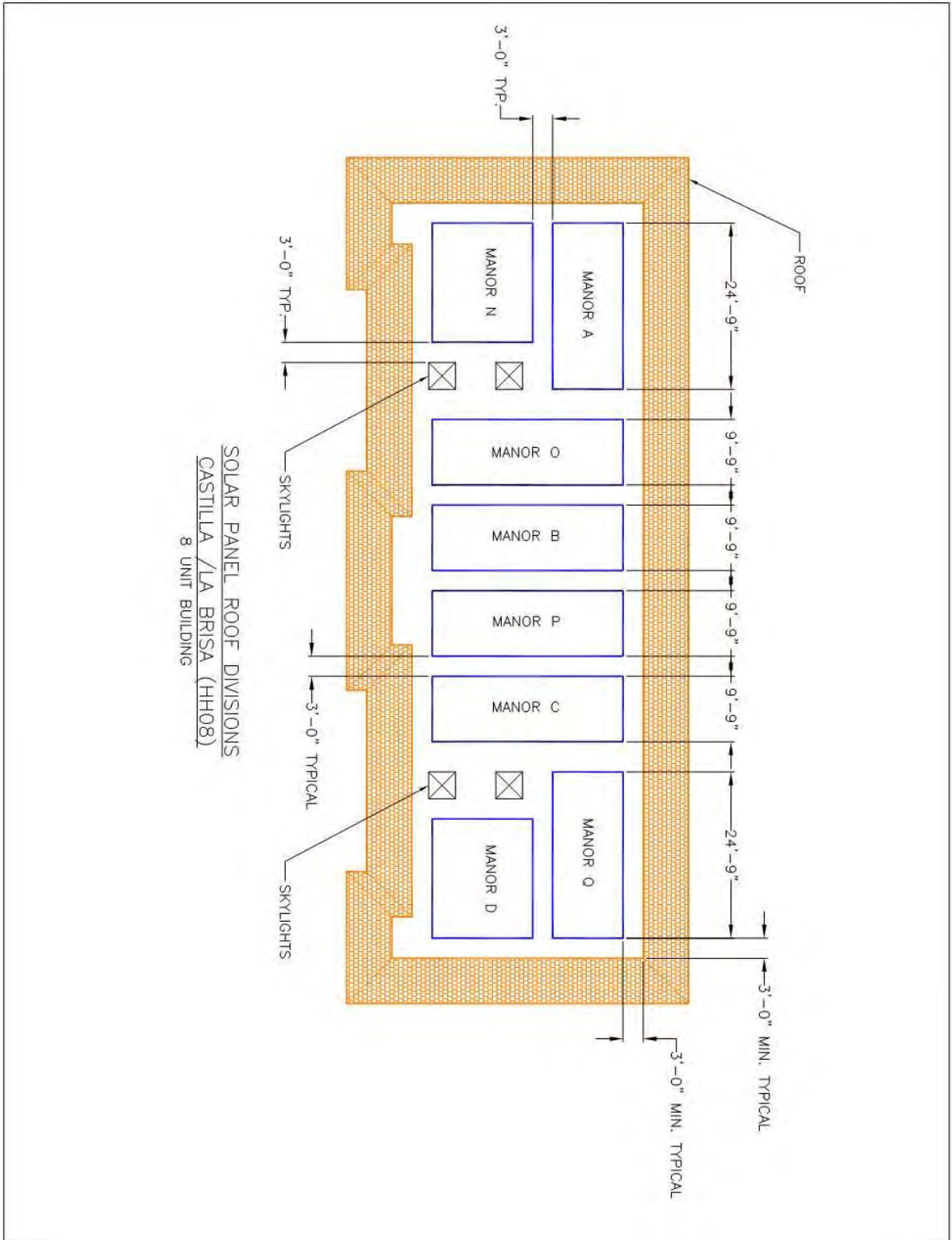
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MUTUAL



ATTACHMENT 5



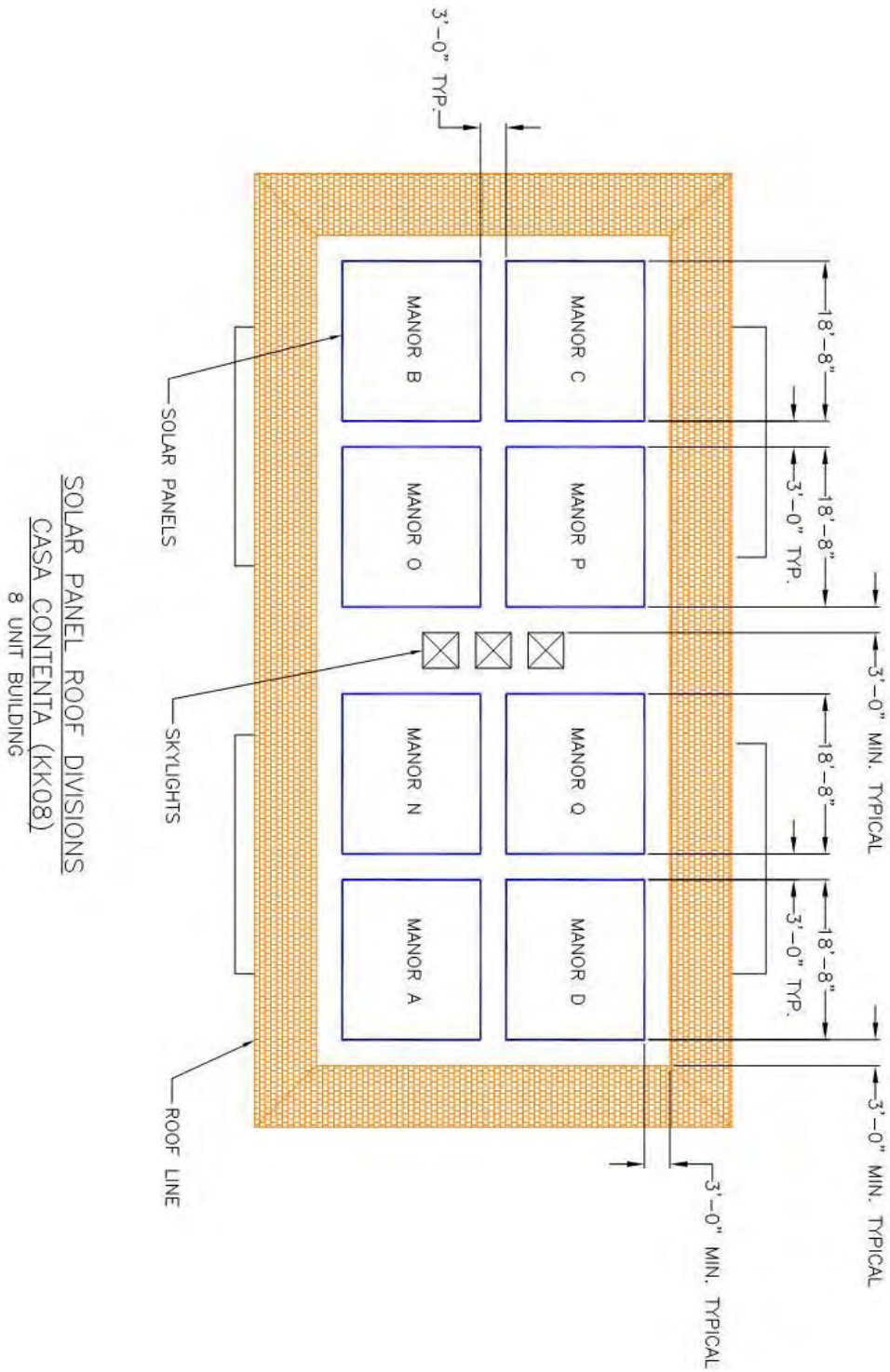
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MUTUAL



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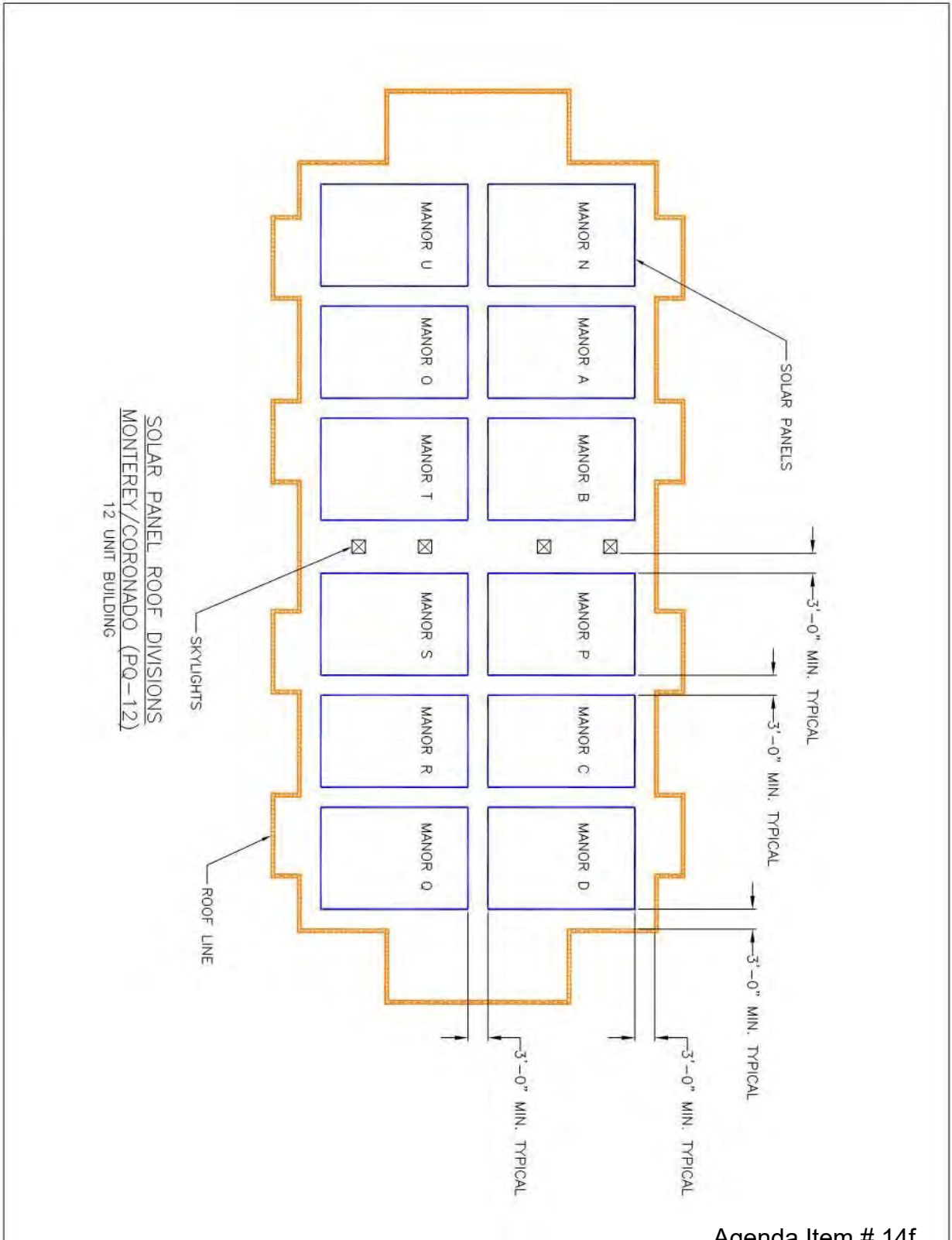
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MUTUAL



ATTACHMENT 5



UNITED LAGUNA WOODS
MUTUAL



ATTACHMENT 6 – CURRENT RESOLUTION 01-19-22

RESOLUTION 01-19-22
ALTERATION PROCESSING FEE POLICY

WHEREAS, alteration requests require significant administrative time for proper processing, including research, report preparation, and presentation to the appropriate committee and the Board;

WHEREAS, in order to offset administrative costs associated with processing alteration requests, Staff has determined it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs; and

WHEREAS, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests and;

WHEREAS, the Mutual also currently charges a fee on a sliding scale for alterations meeting certain criteria; and

WHEREAS, the Board determined the fees should be non-refundable;

NOW THEREFORE BE IT RESOLVED, February 12, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-17-149 adopted December 12, 2017, 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.

JANUARY Initial Notification

28-day notification to comply with Civil Code §4360 has been satisfied.

**ATTACHMENT 7 – MUTUAL CONSENT PROCESSING
ANALYSIS FOR SOLAR PANEL APPLICATIONS**

Mutual Consent Processing Analysis - Solar Panels	2023 Bill Rate	Hours	Total
Initial submittal, Preliminary review, Re-submittal, Accept complete packet	\$ 40.76	1	\$40.76
Stellar Ticket entry, assign MC#, e-mail response	\$ 40.76	0.2	\$8.15
Plan Check	\$ 40.76	0.75	\$30.57
Process final packet, payment, CAUA and release of consent	\$ 40.76	1	\$40.76
Permit database entry, ticket notation	\$ 40.76	0.25	\$10.19
Processing City permit submission, ticket notes, schedule inspections	\$ 40.76	0.5	\$20.38
Pre-Installation Roof Inspection	\$ 72.45	0.5	\$36.23
Initial submittal, Preliminary review, Re-submittal, Accept Complete Packet	\$ 72.45	0.5	\$36.23
Total		4.7	\$223.27

Fiscal Impact			
Current Fee			\$ 700.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 1,400.00
Proposed New Fee			\$ 223.00
Estimated number of solar installations			2
Total estimated revenue for 2023			\$ 446.00
Net estimated revenue reduction for 2023			\$ 954.00

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ATTACHMENT 8 - PROPOSED FEE RESOLUTION AND FEE SCHEDULE

RESOLUTION 01-23-XX

Solar Application Processing Fee

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 01-20-27 and

WHEREAS, the following revisions are approved: 1) The Solar Installation Application Fee is revised to \$223; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

RESOLVED FURTHER, that Resolution 01-19-22 adopted February 12, 2019 is hereby superseded and canceled; and

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

FEBRUARY 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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Laguna Woods Village®

Alteration Fee Schedule

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
 All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

Unauthorized Alteration Fee	\$300
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Variance Processing Fee	\$150
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings (Standard, Less than 54")	Yes
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences (Less than 84") and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (New Installation through Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer (New Installation)	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

*In the event a member requires an "after the fact" ("ATF") Mutual Consent for work completed without prior appropriate authorization, the following will apply as appropriate to the nature of the improvement work: Unauthorized Alteration Fee + Variance Fee and/or Mutual Consent Fee and/or Demolition Fee.

*Variance Processing Fees are in addition to any fees incurred via permit processing.

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

ATTACHMENT 8



Proposed Solar Application Processing Fee Schedule

For questions pertaining to the Solar Application process, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
All items require HOA Mutual Consent from Manor Alterations and a City Permit.

Type	Fee
Solar Application Processing Fee	\$223



STAFF REPORT

DATE: February 14, 2023
FOR: Board of Directors
SUBJECT: Harassment Policy

RECOMMENDATION

Discuss and consider amending the Anti-Harassment policy.

BACKGROUND

The member-discipline process is coordinated by the Compliance Division. Upon notice of an alleged violation, Staff investigates and should Staff identify objective evidence of a violation by a Member or their guests, Staff will send a courtesy notice to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected. Staff then monitors the situation and if compliance is not achieved, Staff will send a final notice requesting compliance. Additionally, the matter is scheduled for a disciplinary hearing with the Board of Directors to determine if member-discipline is merited. If the alleged violation has been resolved, no further action is required.

If a disciplinary hearing is necessary, Staff will notice the Member for a hearing before the Board of Directors in Executive Session. If the Board finds the Member to be in violation of the governing documents, the Board may impose a fine based on the Monetary Fee Schedule, suspend Member privileges, and/or consider legal action.

On September 26, 2018 the United Board of Directors adopted the Harassment Policy.

DISCUSSION

On January 10, 2023, the Board of Directors asked legal counsel to review the existing policy and suggest changes to ensure that it is reflective of current applicable laws.

FINANCIAL ANALYSIS

None

Prepared By: Jacob M Huanosto, Compliance Coordinator

Reviewed By: Blessilda Wright, Compliance Supervisor

ATTACHMENT(S)

Attachment 1: Harassment Policy Red Line Version

Attachment 2: Harassment Policy Clean version

Attachment 3: Resolution 01-23-XX

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Attachment 1



Harassment Policy Resolution 01-18-102; Adopted September 26, 2018

I. Purpose

The purpose of this policy is to set forth guidelines for harassment complaints received by United Laguna Woods Mutual (United).

II. Definitions

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- d. Harassment – see details under Conditions.
- e. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- f. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- h. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

III. Conditions

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).)

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 the person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)

"Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ. §527.6(b)(1).)

"Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

Department of Housing and Urban Development (HUD) "Final Rule": ~~New~~ guidelines were enacted in an effort to further define housing discrimination in the form of harassment. In that regard HUD's ~~new~~ guideline, adopted in August 2016 and referred to as the Final Rule, ~~now~~ deems harassment in housing a form of illegal discrimination. Based on HUD's guidelines the Board must now evaluate alleged harassment from a perspective of a housing provider, which HUD deems homeowners association Boards as just that, and to investigate whether a resident is being subjected to harassment to the extent that it, under the Final Rule, amounts to illegal housing discrimination. (24 CFR 100.600.)

Governing Documents: The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. If by reason of the occupancy or use of the dwelling unit or any other building of the Corporation by the Member the rate of insurance on any building or other property of the Corporation shall be increased, the Member shall become personally liable for the additional insurance premiums. (Occupancy Agreement, Article 5, Use of Premises.)

IV. Enforcement

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

Attachment 1

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

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

Investigating Harassment: to determine if harassment is taking place, Staff evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration, and location of the conduct, and the relationships of the people involved. Staff will inform the reporting parties to call the Orange County Sheriff's Department if and when the behavior occurs and the persons subjected to this type of harassment and threats of violence can seek a restraining order.

The Board will address if the harassment is of the type that ~~will require~~ United ~~to~~ is able to, and must intervene versus deem the matter a neighbor to neighbor dispute that must be resolved between the two residents.

Any reports of harassment will be evaluated by Staff and Legal Counsel to ensure that the Board complies with the Final Rule.

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Attachment 2



Harassment Policy Resolution 01-18-102; Adopted September 26, 2018

I. Purpose

The purpose of this policy is to set forth guidelines for harassment complaints received by United Laguna Woods Mutual (United).

II. Definitions

- a. Community – Laguna Woods Village.
- b. Golden Rain Foundation (GRF) – the Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation.
- c. Governing Documents – all of the following, collectively, the Articles of Incorporation; the Bylaws; Occupancy Agreements; the Rules and Regulations; and any Resolutions or Policies of the Board; all the same may be lawfully amended or modified from time to time.
- d. Harassment – see details under Conditions.
- e. Member – Shareholder(s) entitled to Membership in the Corporation and approved by the Board of Directors. Also known as Shareholder(s).
- f. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- g. Staff - Employees of Village Management Services, Inc. authorized to act on behalf of United.
- h. United Laguna Woods Mutual (United) - is a non-profit cooperative housing corporation which owns and manages all real property within the original 21 cooperative Mutual's. In a cooperative, Shareholders are members of a corporation which own all real property, including the dwelling units, carports, and laundry facilities within the Mutual's boundaries, and each Shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as Corporation. Also known as the Mutual.

III. Conditions

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).)

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 the person, and that serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must

actually cause substantial emotional distress to the petitioner. (Code Civ. §527.6(b)(3).)

"Course of Conduct" is defined as a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including following or stalking an individual, making harassing telephone calls to an individual, or sending harassing correspondence to an individual by any means, including, but not limited to, the use of public or private mails, interoffice mail, facsimile, or computer email. (Code Civ. §527.6(b)(1).)

"Credible threat of violence" is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose. (Code Civ. §527.6(b)(2).)

Department of Housing and Urban Development (HUD) "Final Rule": New guidelines were enacted in an effort to further define housing discrimination in the form of harassment. In that regard HUD's new guideline, adopted in August 2016 and referred to as the Final Rule, now deem harassment in housing a form of illegal discrimination. Based on HUD's guidelines the Board must now evaluate alleged harassment from a perspective of a housing provider, which HUD deems homeowners association Boards as just that, and to investigate whether a resident is being subjected to harassment to the extent that it, under the Final Rule, amounts to illegal housing discrimination. (24 CFR 100.600.)

Governing Documents: The Member shall not permit or suffer anything to be done or kept in or about the dwelling unit or other premises of the Corporation which will increase the rate of insurance on any building or other property of the Corporation or on the contents thereof or which will obstruct or interfere with the rights of other members of the Corporation or annoy them by unreasonable noises or otherwise nor will it commit or permit any nuisance in or about the dwelling unit or other premises of the Corporation or commit or suffer any immoral or illegal act to be committed thereon. The Member shall comply with all of the requirements of governmental authorities with respect to the dwelling unit and all other premises of the Corporation. If by reason of the occupancy or use of the dwelling unit or any other building of the Corporation by the Member the rate of insurance on any building or other property of the Corporation shall be increased, the Member shall become personally liable for the additional insurance premiums. (Occupancy Agreement, Article 5, Use of Premises.)

IV. Enforcement

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

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

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

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The Board will address if the harassment is of the type that will require United to intervene versus deem the matter a neighbor to neighbor dispute that must be resolved between the two residents.

Any reports of harassment will be evaluated by Staff and Legal Counsel to ensure that the Board complies with the Final Rule.

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Attachment 3



RESOLUTION 01-23-XX

Amend the United Ant-Harassment Policy

WHEREAS, the United Laguna Woods Mutual Board of Directors, has recognized the need to amend the Harassment Policy to set forth guidelines for harassment complaints received by the Board;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, that the Board of Directors of this Corporation hereby adopt the amended Harassment Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-18-102, adopted September 28, 2018, is hereby superseded and canceled; and

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

February 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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Treasurer's Report for February 14, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **December 31, 2022**, total revenue for United was \$47,868K compared to expenses of \$49,124K, resulting in net expense of \$2,645K.

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 \$434K through the reporting period. This chart shows how much of our revenue went into operations, with \$22,519K coming in from assessments and \$1,627K coming from non-assessment revenue. This is compared to operating expenditures of \$23,712K (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 \$987K when combining both operating and reserve savings.

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

Employee Compensation \$1,894K; 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.

Materials and Supplies \$528K; Favorable variance resulted primarily from less materials used inside the mutual than anticipated. Additionally, open positions within M&C. Several areas are impacted such as appliance, paint, plumbing, and interior components. Recruitment is in progress to fill open positions.

Utilities and Telephone \$409K; Favorable variance resulted primarily from savings resulting from lower residential sewer rates that went into effect in July, 2022. Additionally, water conservation efforts in irrigation began in August, 2022. The variance was partially offset by an overage in electricity stemming from higher rates and usage than anticipated.

Loss on Sale or Trade (\$1,476K); Unfavorable variance resulted from the sale of discretionary investments. Strategic purchases of laddered U.S. treasuries have been executed to recover the loss and produce steady interest payments.

Outside Services (\$328K); Unfavorable variance primarily resulting from higher outside expense of Shrub-Bed Maintenance than anticipated due to open positions within Landscape. The pruning/weeding cycle of the shrub-beds within the mutual is currently outsourced to an outside vendor until positions are filled. Recruitment is in progress.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,983K, excluding the Loss on Sale or Trade. If you include the loss on investments, non-assessment revenue totaled \$507K. Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Investment Interest Income, Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.



Treasurer's Report for February 14, 2023 Board Meeting

SLIDE 6 – On this pie chart, we see the expenses to date of \$49,124K, 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. In 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 December 31, 2022 was \$1,114K. The Reserve Fund balance on December 31, 2022 was \$16,817K. Contributions and investment revenue collected totaled \$9,743K while expenditures were \$12,094K. The Property Tax Fund balance on December 31, 2022 was (\$681K). Contributions and investment revenue collected totaled \$12,590K while expenditures were \$13,164K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$19.7 Million.

SLIDE 10 – We have a slide here to show resale history from 2020 - 2022. Through December 31, 2022, United resales totaled 412, which is 96 resales lower than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$363K, which is \$57K higher than prior year for the same time period.

Financial Report

Preliminary as of December 31, 2022



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$45,885
Non-assessment Revenue	\$1,983
Total Revenue	\$47,868
Total Expense	\$49,124
Other Changes	(\$1,389)
Net Revenue/(Expense)	(\$2,645)

Financial Report

Preliminary as of December 31, 2022



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$22,519
Non-assessment Revenue	\$1,627
Total Revenue	\$24,146
Total Expense ¹	\$23,712
Other Changes	0
Operating Surplus	\$434

1) Excludes depreciation

Financial Report

Preliminary as of December 31, 2022



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$45,885	\$45,696	\$189
Non-assessment Revenue	\$1,983	\$1,833	\$151
Total Revenue	\$47,868	\$47,529	\$340
Total Expense	\$49,124	\$51,160	\$2,036
Other Changes	(\$1,389)	\$0	(\$1,389)
Net Revenue/(Expense)	(\$2,645)	(\$3,631)	\$987

Financial Report

Preliminary as of December 31, 2022



Employee Compensation

\$1,894K

Materials and Supplies

\$528K

Utilities and Telephone

\$409K

Loss on Sale or Trade

(\$1,476K)

Outside Services

(\$328K)

■ Unfavorable ■ Favorable

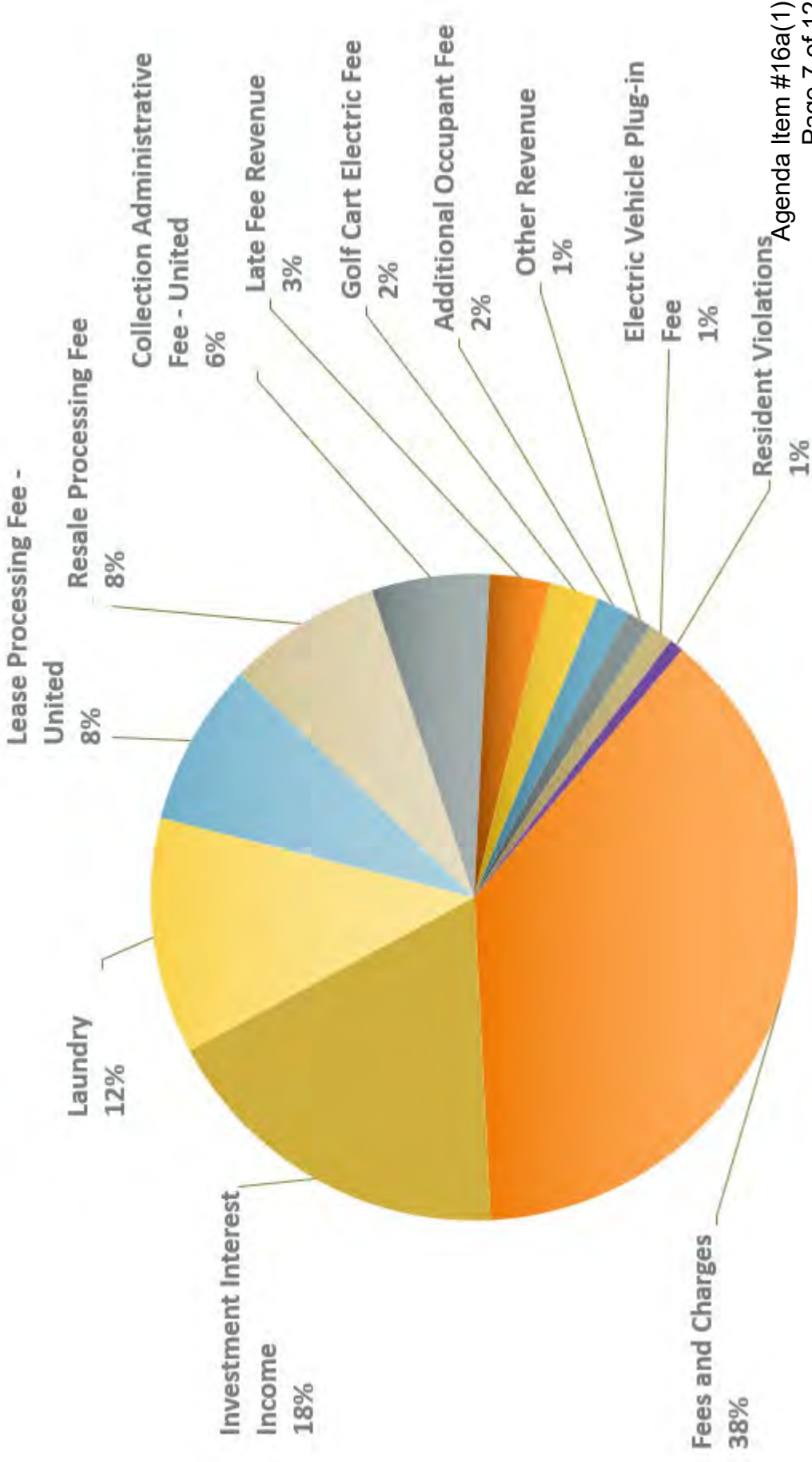
Financial Report

Preliminary as of December 31, 2022



UNITED LAGUNA WOODS
MUTUAL

Total Non Assessment Revenues \$1,983,333



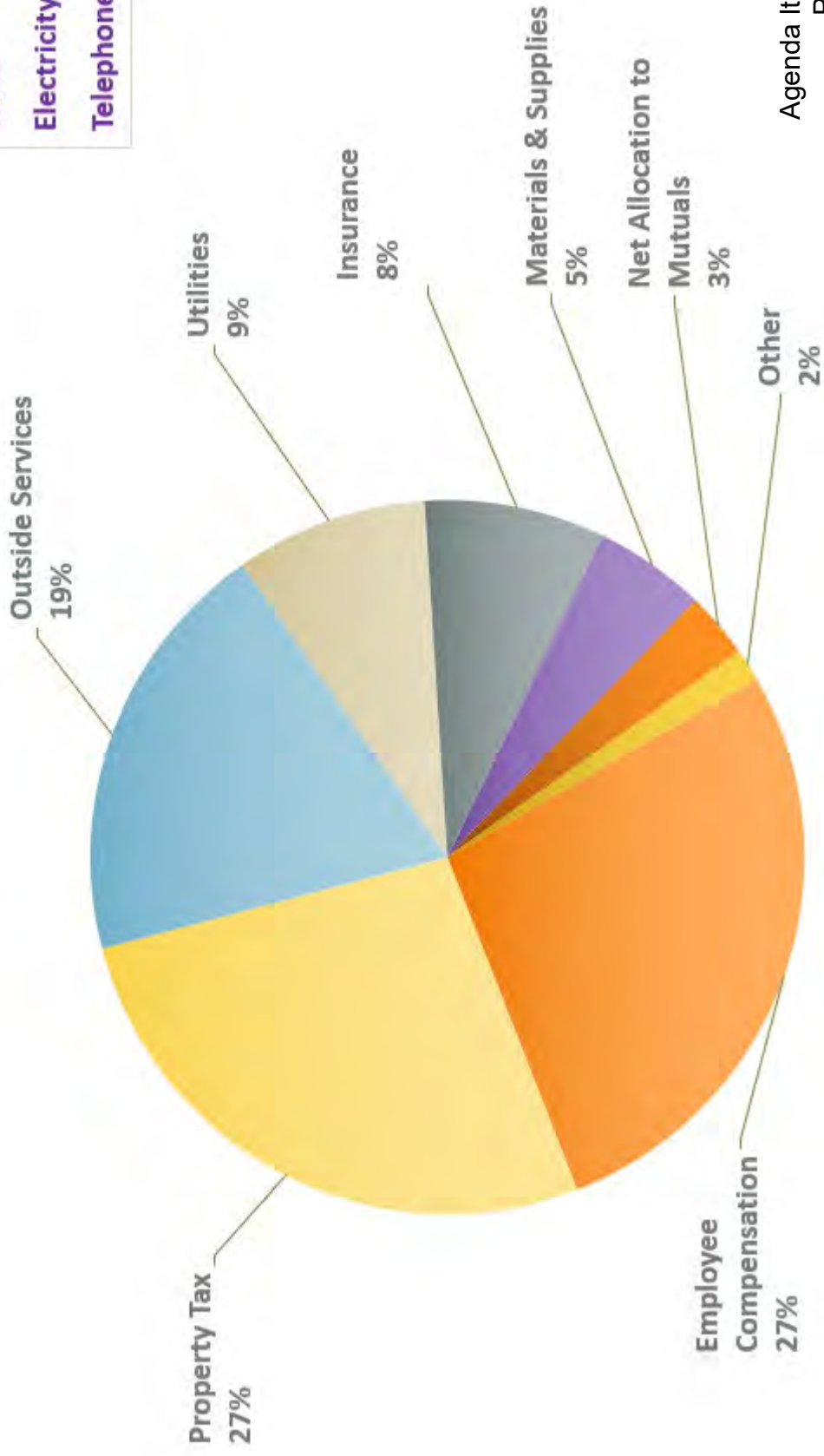
Financial Report

Preliminary as of December 31, 2022



UNITED LAGUNA WOODS
MUTUAL

Total Expense \$49,124,127

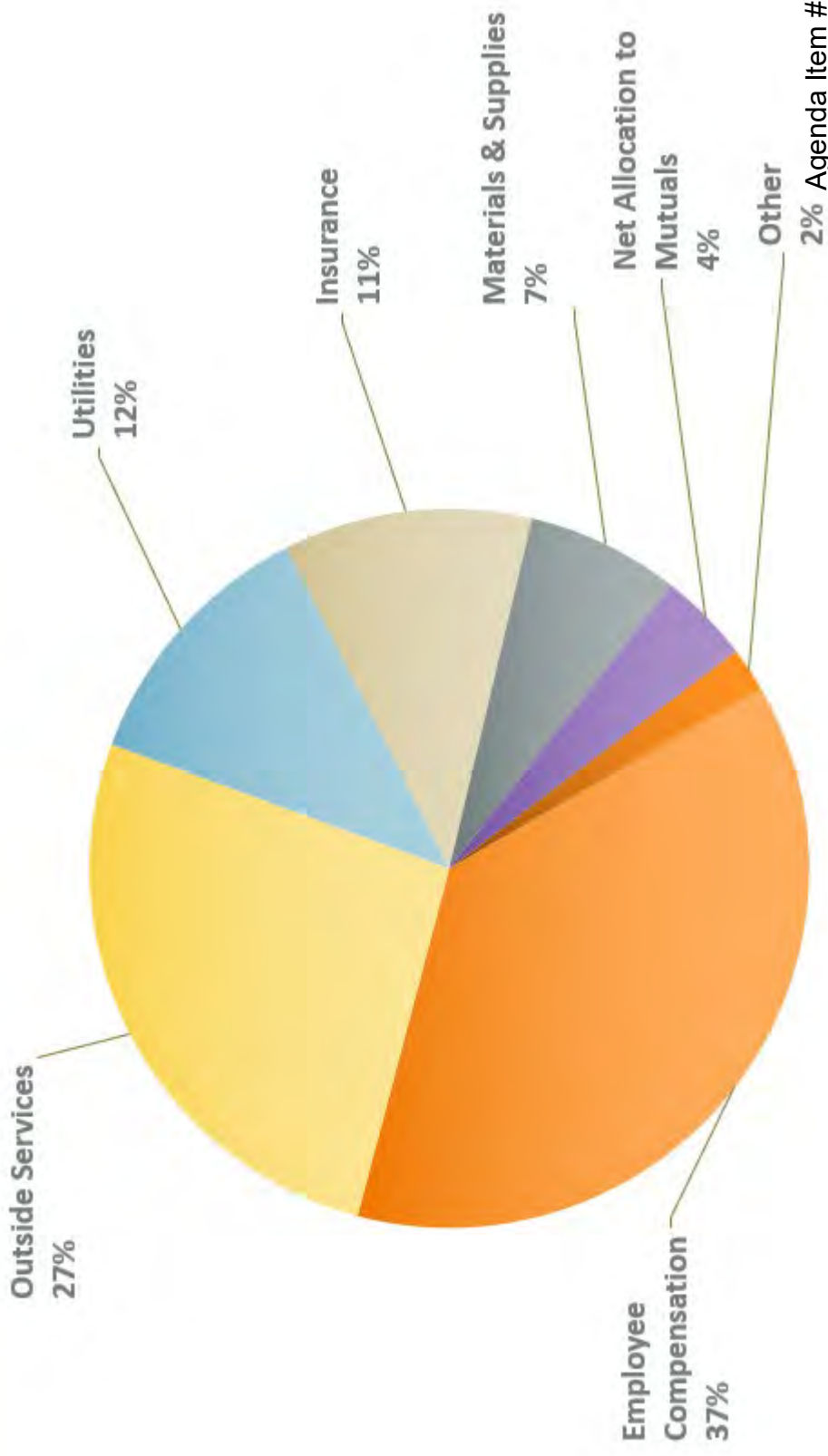


Water	\$1,960,741
Sewer	\$1,611,769
Trash	\$509,660
Electricity	\$200,475
Telephone	\$592

Financial Report

Preliminary as of December 31, 2022

Total Expenses Excluding Property Tax \$35,959,529



Financial Report

Preliminary as of December 31, 2022

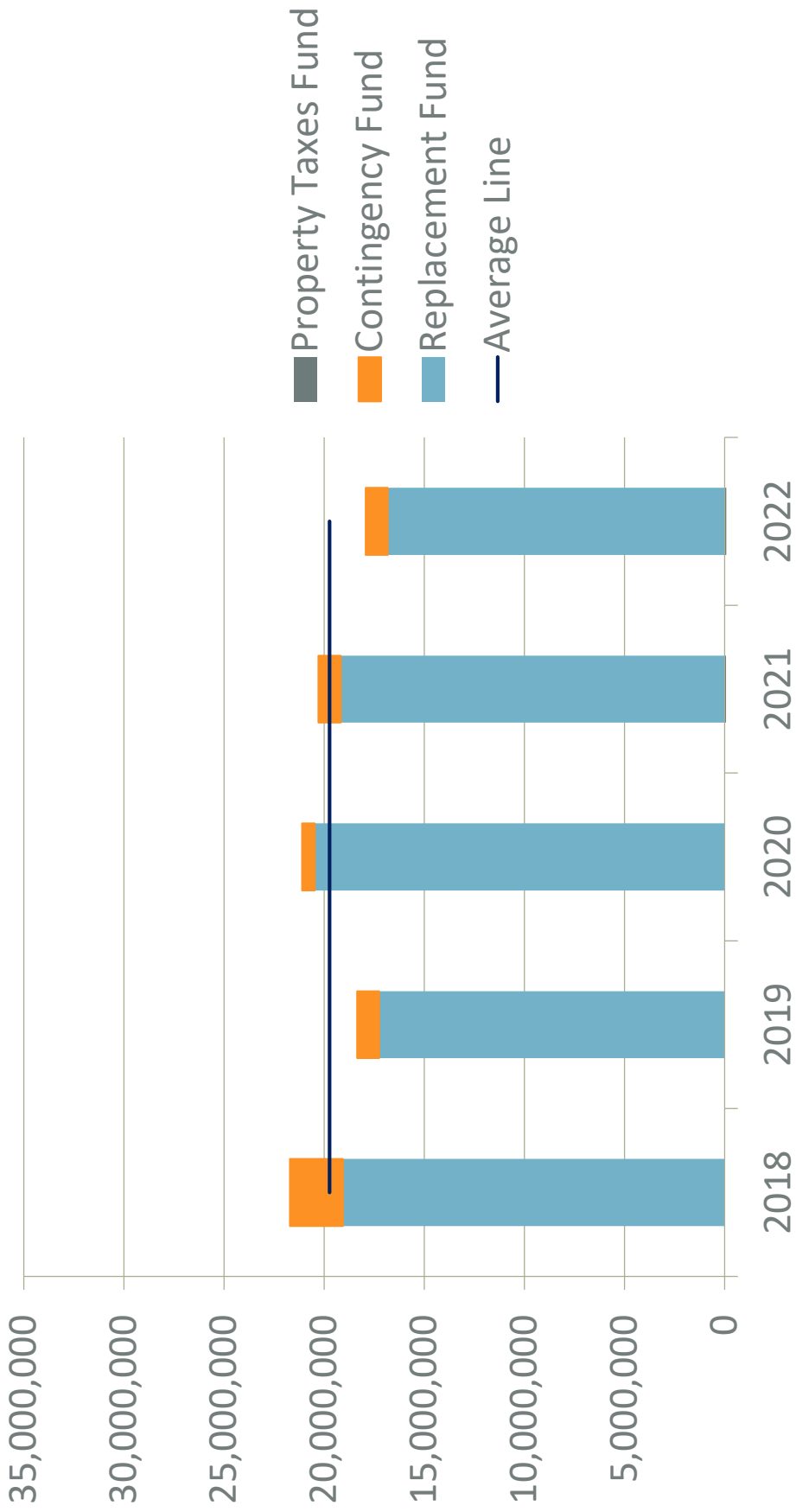


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/22	\$1,114	\$19,168	(\$107)
Contributions & Interest	0	9,743	12,590
Expenditures	0	12,094	13,164
Current Balances: 12/31/22	\$1,114	\$16,817	(\$681)

Financial Report

Preliminary as of December 31, 2022

FUND BALANCES – United Mutual



Financial Report

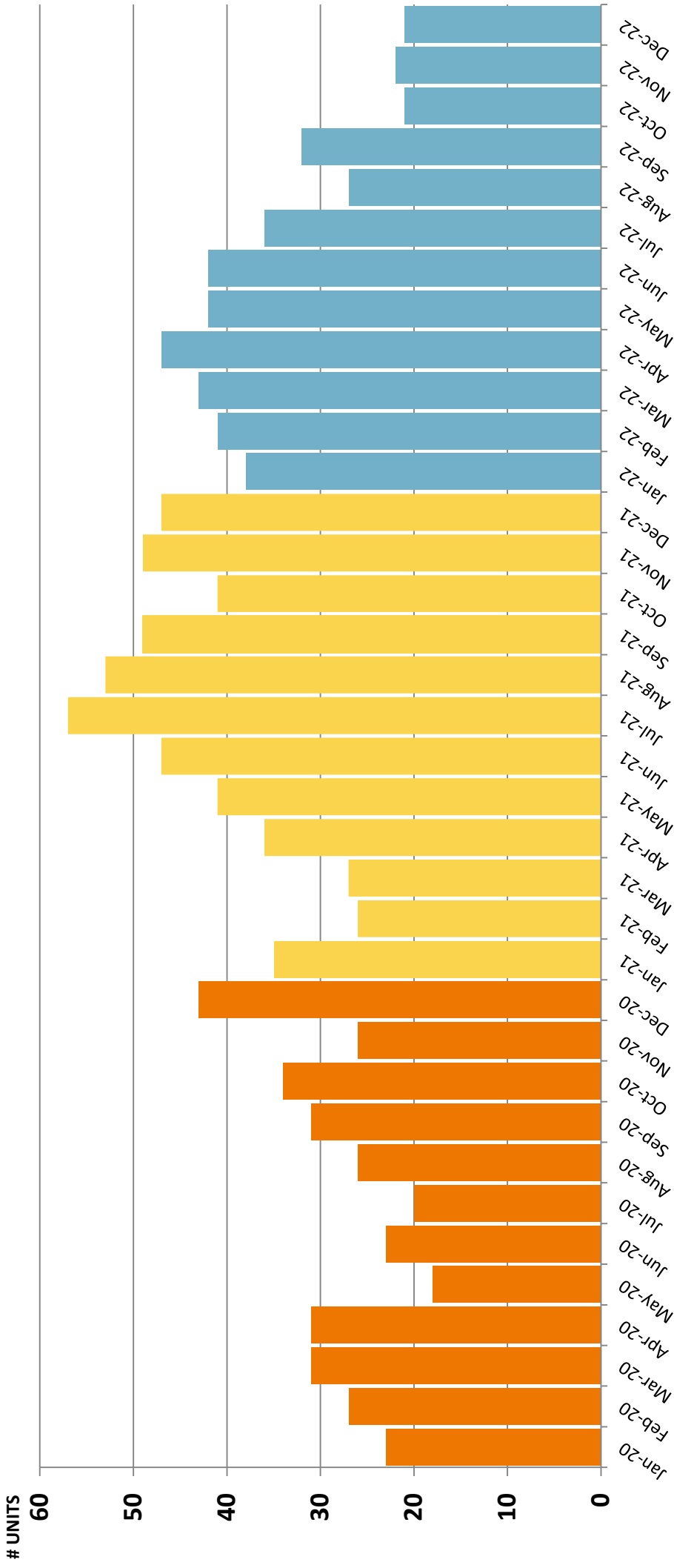
Preliminary as of December 31, 2022

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
MUTUAL

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	333	\$253,408
YTD 2021	508	\$305,637
YTD 2022	412	\$362,757





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

Tuesday, January 31, 2022 – 1:30 p.m.
Hybrid Meeting

- DIRECTORS PRESENT:** Azar Asgari – Chair, Alison Bok (Substitute for Mary Simon), Thomas Tuning
- DIRECTORS ABSENT:** Mary Simon (excused)
- ADVISORS PRESENT:** Mike Daillak
- STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez
- OTHERS PRESENT:** United – Lenny Ross, Diane Casey, Maggie Blackwell
GRF – Juanita Skillman

Call to Order

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 1:35 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 December 27, 2022

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

Chair Remarks

Director Asgari thanked staff for the work performed.

Member Comments (Items Not on the Agenda)

President Lenny Ross commented on the property taxes and exemptions available. Director Asgari suggested educating new members on property taxes and exemptions during the new resident orientation. No action was taken.

Department Head Update

Steve Hormuth, Director of Financial Services, briefly commented on the 2023 Annual Budget changes and shared that the United Investment Policy is currently being reviewed.

Review Preliminary Financial Statements dated December 31, 2022

The committee reviewed financial statements for December 31, 2022 and questions were addressed and noted by staff.

Multiple members commented on the discretionary investments. No further action. Comments and questions were noted by staff.

Compensation and Outside Services

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

Website Updates: 2021 Operating Surplus/(Deficit) Analysis

Steve Hormuth presented a detailed summary of the 2021 Operating Deficit to explain why there was a deficit and compared it to the 2021 Audited financials reports. The summary will be available to view on the website for members.

Discuss Private Loan Research Ad Hoc Committee

On November 29, 2022 the Finance Committee passed a recommendation to establish a Private Loan Research Ad Hoc committee for the purpose of investigating various options and alternatives for members and potential members to obtain private loans. On January 13, 2023, a communication was sent out to residents to apply to become members of the Private Loan Research Ad Hoc Committee with an application deadline of January 20th 2023.

Endorsements from Standing Committees

M&C Committee – Guy West, Projects Division Manager, presented a staff report requesting approval for a supplemental appropriation in the amount of \$40,000 to be funded from the Reserve Fund to install an additional 400 linear feet of Shepherd's Crook fencing. A motion was made by Director Asgari and seconded by Director Thomas Tuning to approve and endorse staff's recommendation and be presented at the next board meeting. Hearing no objections, the motion passed unanimously.

Landscape Committee – Kurt Wiemann, Director of Landscape Services, presented a staff report requesting approval for a supplemental appropriation in the amount of \$189,480 to fund a portion of the United Turf Reduction Projects. A motion was made by Director Asgari and seconded by Director Alison Bok to approve and endorse staff's recommendation and present at the next board meeting. Hearing no objections, the motion passed unanimously.

Governing Documents Review Committee - Director Asgari shared an endorsement approved by Governing Documents Review committee. Discussion ensued. No action was taken.

Future Agenda Items

Appliance by Category Update

Savings Compared to Prior Year

Property Tax Exemptions – New Resident Orientation Update

Committee Member Comments

None.

Date of Next Meeting

Tuesday, February 28, 2023 at 1:30 p.m.

Recess to Closed Session

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



Azar Asgari, Chair

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Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
United

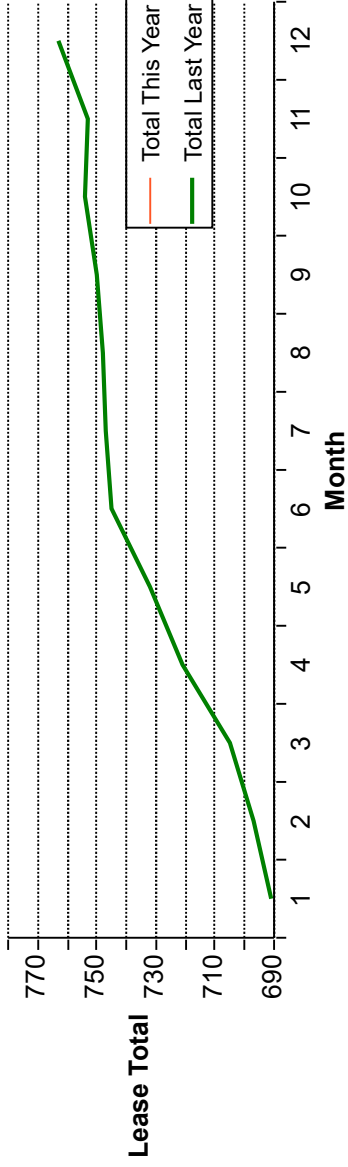
REPORT PERIOD
January, 2023

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	20	38	\$5,864,000	\$11,905,094	\$293,200	\$313,292
February		* 40		* \$11,864,401		* \$296,610
March		* 43		* \$13,513,900		* \$314,277
April		* 47		* \$16,880,200		* \$359,153
May		* 42		* \$16,042,396		* \$381,962
June		* 42		* \$14,862,850		* \$353,877
July		* 36		* \$14,458,900		* \$401,636
August		* 27		* \$10,572,700		* \$391,581
September		* 32		* \$12,218,000		* \$381,813
October		* 21		* \$8,307,500		* \$395,595
November		* 22		* \$6,985,000		* \$317,500
December		* 21		* \$7,617,888		* \$362,757
TOTAL	20.00	38.00	\$5,864,000	\$11,905,094		
ALL TOTAL	20.00	411.00	\$5,864,000	\$145,228,829		
MON AVG	20.00	38.00	\$5,864,000	\$11,905,094	\$293,200	\$313,292
% CHANGE - YTD	-47.4%		-50.7%		-6.4%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2023 Period 1 (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	% Change	Total Renewals	Total Expirations
2023	January	25	40	211	498	774	691	12.2	1.3	58	21
2023	February					697					
2023	March					705					
2023	April					721					
2023	May					732					
2023	June					745					
2023	July					747					
2023	August					748					
2023	September					750					
2023	October					754					
2023	November					753					
2023	December					763					



UNITED LAGUNA WOODS
M U T U A L

OPEN MEETING

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

**Thursday, January 19, 2023 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

MEMBERS PRESENT: Anthony Liberatore – Chair, Alison Bok

MEMBERS ABSENT: Maggie Blackwell

STAFF PRESENT: Manuel Gomez – Maintenance and Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Manager, Abraham Ballesteros – Inspector II, Manor Alterations, Josh Monroy – Manor Alterations Coordinator, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Liberatore 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 the Agenda

The agenda was amended to include item 10d. Hearing no objection, the agenda was approved by unanimous consent.

4. Approval of the Meeting Report for October 20, 2022

Hearing no objection, the meeting report for October 20, 2022 was unanimously approved as written.

5. Chair's Remarks

Chair Liberatore acknowledged the cancelation of the two prior Architectural Controls and Standards Committee due to no requests for alterations.

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

None.

7. Division Manager Update

None.

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.*

a. Hearing no objection, the Monthly Mutual Consent Calendar was approved unanimously.

9. Variance Requests

None.

10. Items for Discussion and Consideration

a. Revision to Architectural Standard 35: Solar Panels, 1 Story Buildings, and Buildings with Unshared Roof Space

Mr. Mejia introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

b. Revision to Architectural Standard 42: Solar Panels, 2 Story Buildings with Flat Roofs

Mr. Mejia introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent. Additionally, Mr. Mejia will research whether all 2 story

buildings have flat roofs, if revisions are needed they will be addressed in the standard prior to it going to the United Board.

c. Revision to Architectural Standard 1: General Requirements for Alteration Standards

Mr. Mejia introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

d. Consideration of Exclusive Use Agreement for Common Area Parking for 901-Q

Mr. Gomez introduced the item and answered questions from the committee. A motion was made to recommend the United Board approve the exclusive use agreement for common area parking for 901-Q. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

None.

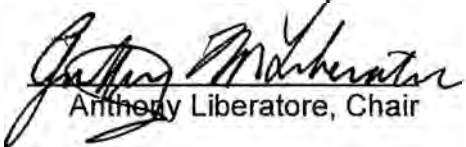
12. Committee Member Comments

- Chair Liberatore thanked staff for the details provided on both Solar Standards.

13. Date of Next Meeting: February 16, 2023 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 10:14 a.m.



Anthony Liberatore, Chair

Anthony Liberatore, Chair
Baltazar Mejia, Staff Officer
Telephone: 949-597-4616

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OPEN MEETING

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

Thursday, January 19, 2023 – 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 via Zoom

MEMBERS ABSENT: None

ADVISORS PRESENT: Juanita Skillman, Mary Stone and Dick Rader

ADVISORS ABSENT: None

STAFF PRESENT: Jacob Huanosto, Ruby Rojas, Pamela Bashline and Jeff Spies

CALL TO ORDER

Maggie Blackwell, Chair, called the meeting to order at 1:36 p.m. and took a five-minute recess and recalled the meeting at 1:42 p.m.

APPROVAL OF THE AGENDA

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

By way of consensus, the agenda was approved as presented.

APPROVAL OF MEETING REPORTS

Chair Blackwell made a motion to approve the meeting report from the November 17, 2022 meeting. Director Asgari seconded the motion to approve and added minor changes.

By way of concensus the motion passed.

CHAIR'S REMARKS

None

MEMBER COMMENTS

The Member's provided comments for the committee to address multiple topics.

ITEMS FOR DISCUSSION AND CONSIDERATION

Loans in United Laguna Woods Mutual

Ms. Pamela Bashline, Community Services Manager, discussed Loans in United Laguna Woods Village. The Committee members made comments and asked questions.

Director Blackwell, Chair made a motion to direct Staff to forward the Staff report today presented by Pamela Bashline in its entirety, as well as the Understanding Resale Packages booklets of 1-1-2022 to the Finance Committee for use by Ad Hoc Loans Committee. Director Asgari seconded the motion.

By way of consensus the motion passed.

Ms. Bashline and Mr. Spies left the meeting at 2:37 p.m.

Clutter Policy

The Committee reviewed the clutter policy and the policy governing personal items in common areas. The Committee made comments and asked questions.

The committee directed staff to amend the clutter policy to include clarifying language for items in the planter area and bring the matter back to the next committee meeting.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items

- Dual-membership
- Clutter Policy

Date of Next Meeting

The next meeting is scheduled for Thursday, February 16, 2023 at 1:30 p.m. in the Board Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 2:57 p.m.

MABlackwell

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Maggie Blackwell, Chair
United Laguna Woods Mutual



OPEN MEETING

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

**Monday, January 23, 2023 – 1:30 P.M.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Diane Casey, Maggie Blackwell,
Anthony Liberatore

COMMITTEE MEMBERS ABSENT: Lenny Ross

OTHERS PRESENT: Azar Asgari, Yvonne Horton

ADVISORS PRESENT: Ann Beltran, Mary Sinclair

STAFF PRESENT: Kurt Wiemann, Bob Merget, Sandra Spencer

1. Call to Order

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

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for November 28, 2022

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

5. Chair's Remarks

Director Casey stated that she was recovering from surgery.

6. Department Head Update

Mr. Wiemann explained items on the project log were listed as a summary of the 2022 projects and that an updated log for 2023 would be provided at the next meeting along with KPI updates. Mr. Wiemann also reviewed the Water Use Comparison Graph with the committee. Mr. Wiemann also shared a presentation providing an update on Canary Island Pine Tree Trimming throughout the Village.

Members made comments and asked questions.

7. Member Comments (Items not on the agenda)

Topics included:

- Request to replace bench formerly located on Friendship Walk
- Requests for further landscaping in the area of Building 2189
- Request for list of standard and non-standard plants
- Request for removal of plant debris on slope near Manor 455

8. Response to Member Comments

Mr. Wiemann and members of the committee responded to the member comments.

Items for Discussion and Consideration

9. Off-Schedule Tree Trimming Request – 818-O One Magnolia Tree

Director Blackwell made a motion to approve staff's recommendation to deny the request. Director Casey seconded the motion. The motion passed unanimously.

10. Tree Removal Request – 2077-D One Chinese Elm Tree

Director Blackwell made a motion to approve staff's recommendation to deny the request. Director Casey seconded the motion. The motion passed unanimously.

11. Supplemental Funds for Turf Reduction

Director Blackwell made a motion to approve staff's recommendation to request the board approve a supplemental appropriation to fund a portion of the projects in United. Director Casey seconded. The committee was in unanimous support.

12. Water Saving Landscape Projects

Mr. Wiemann requested the committee visit the specific locations identified for turf reduction and provide a priority list to the department.

13. Urban Forest Management Plan – Community Presentation by Dudek

Representatives from Dudek shared a presentation regarding the Urban Forest Management Plan “UFMP” and answered questions from the committee and members. Suggestions were made and recorded for incorporation into the UFMP document. The committee recommends an update published in the Globe and suggested holding a Town Hall meeting to encourage more members to participate.

Concluding Business

14. Committee Member Comments

Various comments were made.

15. Date of Next Meeting – February 27, 2023 at 1:30 p.m.

16. Adjournment at 3:30 p.m.

DRAFT

Diane Casey, Chair

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OPEN MEETING

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

**Wednesday, December 28, 2022 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Lenny Ross (Interim Chair for R. Bastani), Maggie Blackwell (for R. Bastani), Pearl Lee

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: **GRF:** Juanita Skillman

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Sandra Spencer – Administrative Assistant, Josh Monroy – Manor Alterations Coordinator

REPORT

1. Call to Order

Director Ross 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

The agenda was amended to include a discussion of lighting improvements as Item 13. Hearing no objection, the agenda was unanimously approved as amended.

4. Approval of Meeting Report from October 26, 2022

Hearing no objection, the meeting report was unanimously approved as written.

5. Chair's Remarks

Director Ross wished the committee members and staff a Happy New Year and invited members of United to attend the meetings to let the committee know what issues are important to them.

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

- A member requested an inspection of her roof for possible standing water; inquired about the roof inspection schedule; the gutter cleaning schedule; and a landscaping issue.

Mr. Gomez responded to the member's concerns. Staff will follow up with the member regarding her roof. Director Lee recommended the member attend the next meeting of the United Landscaping Committee and Resident Services Committee to discuss the landscaping concern.

7. Department Head Update

Mr. Gomez introduced Josh Monroy, the new Manor Alterations Coordinator, who recently joined VMS staff to support the Manor Alterations Department and ACSC Committees for United and Third mutuals.

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. Director Lee confirmed the importance of reporting maintenance issues to Resident Services. A member commented on the future of EV charging within United. A motion was made and passed unanimously to approve the consent calendar.

Items for Discussion and Consideration:

10. 707-G Reimbursement Request

Mr. Gomez provided a summary of the request and answered questions from the committee. A motion was made and seconded to deny the reimbursement request. By a vote of 2/0/1 the motion passed (Director Ross recused himself).

11. Supplemental Funding for Shepherd's Crook Installation

Mr. Gomez updated the committee via a PowerPoint presentation on the Shepherd's Crook installation project and answered questions from the committee. A motion was made and unanimously approved to recommend the United Finance Committee approve a supplemental appropriation in the amount of \$40,000 to increase the number of linear feet to be completed in 2023 from approximately 300 l.f. to approximately 700 l.f. thereby completing the section fronting El Toro Road.

12. Solar System Payback

Mr. Mejia introduced the topic and shared data regarding the solar program costs, projected annual rate increases, and estimated savings over the course of 30 years. Staff answered questions from the committee and addressed a member's comment regarding sharing information with Third Mutual. After discussion, staff was directed to present the same information at the January 10, 2023 United Laguna Woods Mutual Board meeting.

13. Lighting Improvements

Director Ross asked staff to explain the application process and options available for additional lighting requests.

Mr. Gomez outlined the process for residents to submit an application to Resident Services if additional walkway lighting is requested. The application should include photos or a drawing of the requested location and be signed by adjacent members who may be affected by additional lighting. Those applications would then be reviewed and if approved, a quote from the vendor would be obtained, the work would be scheduled and the location added to the project log.

Staff was directed to provide copies of the application to President Ross so he may make them available at the United Town Hall meeting scheduled for January 13, 2023.

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
- Water Heater Replacement Policy

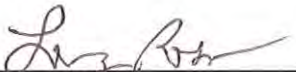
Concluding Business:

14. Committee Member Comments

- Director Blackwell commented that she was pleased to have resolved the issues regarding exterior/pathway lighting and Shepherd's Crook installations.
- Director Ross concurred with Director Blackwell, offered best wishes to all present for a Happy New Year and also thanked staff for their support.

15. Date of Next Meeting: Wednesday, February 22, 2023 at 9:30 a.m.

16. Adjournment: The meeting was adjourned at 11:06 a.m.



Lenny Ross, Director

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



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, December 21, 2022 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: James Hopkins – Chair, Elsie Addington, Jim Cook (substitute for Mark Laws), Donna Rane-Szostak, Azar Asgari, Thomas Tuning, Margaret Bennett

DIRECTORS ABSENT: None.

ADVISORS PRESENT: Rosemarie DiLorenzo

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

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

United – Lenny Ross

Mutual Fifty – Sue Stephens

Call to Order

Director James Hopkins chaired the meeting and was called to order at 1:36 p.m.

Acknowledgement of Media

The meeting was streamed via Granicus and 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 October 19, 2022

A motion was made and carried unanimously to approve the agenda with the following correction:

- Move Sue Stephens name to Directors Present (Alternate for Al Amado) and mark Donna Rane-Szostak as “Excused”.

Chair Remarks

Director Hopkins shared that Dan Quirk will be presenting educational investment materials.

Member Comments (Items Not on the Agenda)

None.

Bond Fund Portfolio Education – SageView

Director Hopkins summarized the investment strategies that took place beginning June 2019 and provided an overview of the current portfolio performance.

Dan Quirk, SageView Investment Advisor, provided an educational presentation on Bond Funds and Individually held bonds. Multiple directors and members commented on the current market events and portfolio performance. Questions and comments were noted by staff. No further action.

Department Head Update

Steve Hormuth, Director of Financial Services, shared an update on the progress made towards the new ERP system, MS Dynamic 365, that is set to replace Microsoft AX mid-2023.

Review Preliminary Financial Statements dated November 30, 2022

The committee reviewed the financial statements dated November 30, 2022. Questions were addressed and noted by staff.

Endorsement from Standing Committees

Communities Activity Committee – GRF Credit Card and Transaction Fee (ActiveNet). Alison Giglio, Interim Recreation and Special Events Director, presented a staff report recommending that the GRF credit card and transactions fees within ActiveNet be allocated to the user for online and in-person transactions.

A motion was made and moved by Director Elsie Addington to accept and endorse this recommendation and be presented at the next board meeting. Director Donna Rane-Szostak seconded. Discussion ensued.

By consensus, the motion passed by a 4-2 vote. Director Thomas Tuning abstained.

Future Agenda Items

None.

Committee Member Comments


None.

Date of Next Meeting

Wednesday, February 15, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:55 p.m.


J.W. Hopkins (Dec 28, 2022 14:25 PST)
James Hopkins, Chair

**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

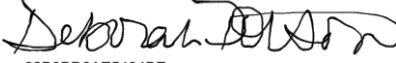
8. Committee Member Comments

- 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, January 12, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Cush Bhada, Mark Laws, Sue Stephens, Jules Zalon, Ajit Gidwani, Dennis Boudreau

MEMBERS ABSENT: Pearl Lee, Diane Casey, Frank Stern, excused

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Joan Milliman, Debbie Dotson

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Laws made a motion to approve the agenda. Director Addington seconded.

Motion passed unanimously.

Approval of Committee Report for December 8, 2022

Director Laws made a motion to approve the report. Director Stephens seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated she is pleased to see all in attendance.

Report of the Recreation and Special Events Director

Ms. Giglio welcomed all in attendance. Ms. Giglio stated the following operational updates: Recreation and Maintenance & Construction will be conducting walk-throughs of all the

Recreation facilities; the Performing Arts Center supervisor has resigned and Human Resources will open internal recruitment while staff strives to maintain current service levels; ushers are needed for Performing Arts Center events; the Clubhouse 1 fireplace has been repaired and the drop-in lounge replacement door is on order; the Clubhouse 4 kiln room ceiling collapsed and is under review for repair; the Clubhouse 4 Photo Lab has recently been calibrated to the national standard for inkjet printers thanks to a Camera Club member; the Clubhouse 5 Christmas buffet and Rockin' New Year's Eve events were well received with approximately 300 in attendance at both events; Maintenance & Construction removed tree roots and the lines have been epoxy lined to prevent further backups at Pool 5; new plants have been replanted along the Clubhouse 5 walkway; Pool 2 maintenance is almost complete and Pool 4 will be closing on Tuesday, January 24 for annual maintenance; all pool maintenance is scheduled to be completed by May 27; the Fitness Centers are utilizing barcode memberships for entry and digital waivers are being signed; the second session of the Silver Tees golf education program was a great success with another session to be planned once the rain ends; Golf merchandise sales was increased in 2022; the Driving Range project is scheduled to begin soon which will necessitate the closure of the Range, but nets will be installed to allow for restricted activity; thank you to the new Golf shop coordinators for their valuable additions to the supervision of the Golf operation; the copious amount of rain has aided in the flushing of salts from the greens; staff is developing a plan to improve the sand traps around the course that will require closure of a few bunkers per month until the project is complete; Library checkouts doubled last month as a result of the special display and Globe articles highlighting Village Authors; the 2022 Library summary includes 69 Volunteers who worked 9,352 hours to support 31,453 visitors of which 482 of those visitors were added to the catalogue as members, 40,200 items were checked out and shelved and 901 items were added to the catalogue in which 507 were purchased and 494 were donated. Kudos to the Library volunteers who worked diligently to provide this service to our residents.

Ms. Giglio stated the following past events: the Santa Paws event at the Equestrian Center in December hosted over 100 attendees and raised \$845 by Help the Herd which is a campaign of the Village Community Fund.

Ms. Murphy stated the following upcoming events: the free monthly movie at the Performing Arts Center, *Jerry and Margo Go Large*, will be hosted on January 16 at 2 p.m.; the brisket dinner will be hosted at Clubhouse 5 on January 23 at 5 p.m.; Clubhouse 1 will host Paint and Pour on January 16 from 6 to 8 p.m.; the Village Bazaar will be hosted at Clubhouse 5 on January 28, 10 a.m. to 2 p.m.; Clubhouse 5 will host the Big Game on Sunday, February 12 at 2:30 p.m.; the annual Valentine's Day dinner will be hosted at Clubhouse 5 on February 14 at 5:30 p.m.; Clubhouse 5 will host the Saturday Night Dance on February 25 at 6:30 p.m.

Member Comments (Items Not on the Agenda)

A member was called to speak regarding the change in hours of one pool to be open later as only Pool 4 is open until 9 p.m. and the cleanliness of the hot pool at Pool 4.

Chair Horton stated we are on winter hours and may be open later when summer hours are reinstated. She directed staff to address the cleanliness of the hot pool at Pool 4.

Ms. Murphy stated summer hours allow for one pool to be open until 9 p.m. and another pool to be open until 10 p.m.

CONSENT

Director Blackwell made a motion to approve the consent calendar. Director Stephens seconded.

Motion passed unanimously.

REPORTS

Golf Greens Committee Update - Director Blackwell stated thank you for restoring the committee as it is crucial to golfers. Director Blackwell stated the following update: golfers are being given relief from tree roots to protect golfers from injury; a new drop zone on hole 2, course 2 was implemented to improve the pace of play; a new dress code is being discussed for 2023; new computer program has been installed for entering golf scores; golf carts are restricted to golf paths during wet conditions which aids in the better health of the fairways.

Discussion ensued.

Clubhouse 1 Renovation Ad Hoc Committee Update - Director Addington stated the purpose of this report is to convey updates for the Clubhouse 1 Renovation Ad Hoc Committee. Committee meetings will be held soon after visiting the approved consultant overseeing this beautification. This total project will be presented to all boards for approval, then to corporate members for approval.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Printing Press and Mat Cutter for Clubhouse 4 Art Room - Director Bhada made a motion to accept the donation of printing press and mat cutter for Clubhouse 4 Art room with GRF to absorb maintenance costs. Director Blackwell seconded.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

Donation of Longarm Quilting Machine for Clubhouse 4 Sewing Classroom - Director Blackwell made a motion to accept the donation of longarm quilting machine for Clubhouse 4 Sewing classroom with GRF to absorb maintenance costs. Director Zalon seconded.

Member was called to speak regarding the number of quilts produced for donation and the long arm quilting machine would allow for more quilts to be produced for donations.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

Donation of Baby Grand Piano for Clubhouse 7 - Chair Horton stated the concern as to which party is to incur moving and maintenance costs.

Members were called to speak regarding the testing of the Clubhouse 7 electric piano as there have been complaints from users; status of current Clubhouse 7 electric piano if Baby Grand is accepted.

Director Addington made a motion to postpone the vote of the donation of Baby Grand Piano for Clubhouse 7 until the inspection by a qualified vendor is complete. Director Stephens seconded.

Motion passed by a vote of 5-3. Director Laws, Director Stephens and Director Bhada opposed.

Staff was directed to use a certified piano tuner for the inspection.

Art Association Request for Whale Project Mounting - Director Addington made a motion to accept the Art Association request for the whale project mounting in the Clubhouse 4 lounge. Director Blackwell seconded.

Member was called to speak regarding the request being to mount the project in the Art room, not the Clubhouse 4 lounge. Staff recommended this project as better suited for the Clubhouse 4 lounge for all to view.

Discussion ensued.

Motion passed by a vote of 7-1. Director Laws opposed.

ITEMS FOR FUTURE AGENDAS

Poster Policy Review - Staff was directed to keep this item under Items for Future Agendas.

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.

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

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

CONCLUDING BUSINESS

Committee Member Comments

Director Zalon stated it is nice to be back with the Community Activities Committee.

Director Addington stated this was a nice meeting.

Director Stephens stated Director Stern will be in attendance next month.

Advisor Gidwani thanked the committee for volunteering.

Chair Horton stated Happy New Year and thanked all for attending the meeting.

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, February 9, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:16 p.m.

_____*Yvonne Horton*_____

Yvonne Horton, Chair

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**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE**

**WEDNESDAY, December 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, Yvonne Horton, Lenny Ross, Ira Lewis, Diane Casey, Jules Zalon

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Egon Garthoffner, Maggie Blackwell, Elsie Addington, Bunny Carpenter, Kay Havens (El Toro Water District Board of Directors)

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

Chair Skillman called the meeting to order at 1:31 p.m.

2. Acknowledgment of Media

No press was present.

3. Approval of the Agenda

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

4. Approval of the Meeting Report for September 14, 2022

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman wished the audience happy holidays, and also stated that some wonderful reports are on the meeting agenda.

6. Department Head Update

6a. Update on Master Control Irrigation System

Mr. Wiemann stated that the implementation of the new system should be complete by mid-summer 2023.

6b. Update on Aliso Creek

Mr. Wiemann discussed the presentation provided in detail. Mr. Wiemann also reviewed several slides depicting the completion of Gate One's replanting project.

Members made comments and asked questions.

Items for Discussion and Consideration

7. Member Comments (Items Not on the Agenda)

Several members made comments and asked questions. Topics included:

- Grasses and carbon emissions
- Willow trees in Aliso Creek
- Wet leaves and removal methods

8. Response to Members Comments

Mr. Wiemann responded to member comments.

9. Transforming Landscapes: Sustainable Landscapes – presented by Kay Havens

Ms. Havens shared the presentation in detail with the committee.

Members made comments and asked questions.

Concluding Business:

10. Committee Member Comments

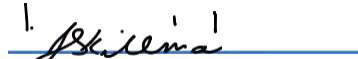
Mr. Wiemann invited members to attend future Third and United meetings that will be featuring special presentations highlighting the Urban Forest project.

Chair Skillman requested that members contact her if they are interested in touring local sustainable gardens.

Director Blackwell suggested that the presentation Kay Havens shared with the committee should be made available through What's Up in the Village.

11. Date of Next Meeting – Wednesday, February 8, 2023 at 1:30 p.m.

12. Adjourned at 3:00 p.m.



Juanita Skillman (Dec 27, 2022 10:42 PST)

Juanita Skillman, Chair

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

**Wednesday, December 14, 2022 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross (for R. Bastani/United), Mary Simon, Sue Stephens
Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: **GRF:** Bunny Carpenter, Yvonne Horton, Egon Garthoffner
Mutual 50: Pete Sanborn

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

1. Call to Order

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

2. Acknowledgement of Media

Chair Karimi 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 October 12, 2022

Hearing no objection, the October 12, 2022 meeting report was approved unanimously.

5. Chair's Remarks

None.

6. Member Comments

None.

7. Department Head Update

Mr. West had no update.

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 ChargePoint summary was pulled for discussion. Mr. Mejia answered questions from the committee regarding the EV charging station at the community center. Staff was directed to provide additional data on the monthly summary; the conditions of the grant; review of the rates; and the capacity of the charging station at the next meeting of the committee.

8. Project Log

9. ChargePoint Summary

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

10. 2023 Capital Projects – PowerPoint Presentation

Mr. West provided a recap of projects completed in 2022, projects that have rolled over from prior years, and projects scheduled for 2023 via PowerPoint and answered questions from the committee. Director Simon suggested notice be posted when the driving range improvements are underway that reclaimed water is being used.

- Director Horton commented that the new Director of the Recreation and Special Events should be kept up to date on the proposed improvements at Clubhouse 1.
- Advisor Walsh commented on proposed Senate Bill 1738 which is related to EV charging stations when alterations are made to existing parking facilities.

- President Carpenter commented that a preventative maintenance program for clubhouses is needed. Advisor Randazzo concurred with President Carpenter.

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.*

- EMS Status Update
- MelRok Energy Management System
- Clubhouse Preventative Maintenance Schedule

Concluding Business:

16. Committee Member Comments

- Director Stephens commented on power blackouts.
- Director Ross commented that more details were requested on the SCE ChargeReady 2 Program at the December 12, 2022, GRF M&C Special Open Meeting.
- Chair Karimi thanked the committee for their contributions and wished everyone a Happy New Year.

17. Date of Next Meeting: Wednesday, February 8, 2023 at 9:30 a.m.

18. Adjourn – The meeting was adjourned at 11:22 a.m.



Reza Karimi, Chair

Reza Karimi, Chair
Guy West, Staff Officer
Telephone: 949-268-2380

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OPEN MEETING

**THE GOLDEN RAIN FOUNDATION
REPORT OF THE CLUBHOUSE RENOVATION AD HOC COMMITTEE***

**Tuesday, January 24, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

MEMBERS PRESENT: Egon Garthoffner - Chair, Gan Mukhopadhyay – Co-Chair, Cush Bhada, Debbie Dotson, Ralph Engdahl, Reza Karimi, Mary Simon

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: Ajit Gidwani and Bill Walsh (Advisors)
GRF: Bunny Carpenter, Juanita Skillman

STAFF PRESENT: Guy West - Projects Division Manager, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 1:28 p.m.

2. Acknowledgment of Media

Chair Garthoffner noted that the meeting was broadcasting on Granicus and Zoom and was being recorded.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report for June 24, 2022

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

Chair Garthoffner stated the purpose of the meeting is to discuss next steps with 27 Diamonds and consideration of the suggested color palette.

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

- A member asked about the swamp cooler repairs at the Archery Range, if the Archery Range is included in the renovation project, and why the Archery Range and Shuffleboard Courts are not on the GRF M&C Project Log.
- A member commented that a mix of representatives from each mutual participate in this meeting, including one from Mutual 50.

Staff responded to members comments.

7. Department Head Update

None.

Items for Discussion:

8. 27 Diamonds Design Studio Attendees (Verbal Discussion)

Mr. West noted that a prior workshop resulted in the need for further changes to the paint colors suggested by 27 Diamonds.

Also discussed was the selection of the ad hoc committee members who serve as representatives to 27 Diamonds. Discussion ensued regarding other potential members who would attend a future meeting at the design center. In an effort to arrive at a consensus, a motion was made to confirm that Egon Garthoffner, Bunny Carpenter, Gan Mukhopadhyay, and Debbie Dotson will continue to serve as representatives of the ad hoc committee and Elsie Addington will serve as a liaison to the CAC Committee. Ad hoc committee members from United and Third were not named. Mutual 50 declined to participate. The motion passed unanimously.

9. Color Palette Options (Verbal Discussion)

The committee discussed color palette options presented by 27 Diamonds; colors used in other GRF facilities; and non-GRF facilities. A consensus was reached to direct 27 Diamonds to present classic colors and a selection of earth tones to the representatives at the next workshop for review.

Items for Future Agendas:

- CH1 – Archery Range/Shuffleboard Potential Renovations

Concluding Business:

10. Committee Member Comments

- Director Engdahl commented that Items on Future Agendas serve as a reminder.
- Director Karimi commented the need to streamline processes.
- Director Bhada commented on the exterior paint on CH1.

11. Date of Next Meeting: TBD

12. Adjournment – The meeting was adjourned at 2:50 p.m.



Egon Garthoffner, Chair

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

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OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MEDIA AND COMMUNICATIONS COMMITTEE**

**Monday, January 16, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Elsie Addington, Margaret Bennett, Maggie Blackwell, James Cook, Anthony Liberatore, Cris Prince; Alternates Deborah Dotson, Peter Sanborn, Moon Yun; Advisors Catherine Brians, Tom Nash, Lucy Parker

Members Absent: Advisors Theresa Frost (excused), Carmen Pacella (excused)

Others Present: Debbie Allen, Bunny Carpenter, Richard Rader, Doug Rook, Juanita Skillman, Sally Sunderhaus

Staff Present: Eileen Paulin, Paul Ortiz, 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 November 21, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman distributed the GRF Media and Communications Committee Charter and requested that committee members read the document. She highlighted the general duties of all standing committees as well as specific duties for this committee, including the programming contract renewals.

6. Member Comments

There were no member comments during this portion of the meeting.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin presented “VMS Media and Communications Department” slides giving updates on work centers 10 (Media and Communications), 20 (Cable TV Network), 30 (TV Studio), 40 (Media Services) and 50 (Internet Service). In the presentation, she highlighted:

- “What’s Up in the Village” email blast analytics
- Website analytics and visitor demographics
- Focus group results overview
- Decreasing premium movie channel subscriptions
- Increasing programming costs
- Contracts that expire in 2023
- Media Services 55
- Internet Service
- 2023 key initiatives

Advisor Brians asked what can be tracked on the “What’s Up in the Village” email blast. Ms. Paulin stated that what subscribers click on, the most popular articles and more can be tracked.

Director Moon asked about a chat function on the website. Ms. Paulin discussed why we do not have that at this time.

Member Sally Sunderhaus commented on Broadband Services, West Coast Internet and internet speeds. Mr. Ortiz commented on TiVo and a discussion ensued.

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin presented “The Future of Broadband in Laguna Woods Village” slides, highlighting:

- A timeline of broadband in Laguna Woods Village
- Three Broadband Services scenarios under investigation and financial analysis

Chair Milliman announced that the next Broadband Ad Hoc Committee meeting is on Tuesday, January 24, at 10 a.m.

9. Website Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin reported that all RFPs have been received and discussed website project objectives:

- A better website with searchable database
- A comprehensive, all-encompassing Village calendar

Chair Milliman announced that the next Website Ad Hoc Committee meeting is on Tuesday, January 31, at 10 a.m.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz reported on year-end subscriber counts and 2023 expiring contracts. Discussion ensued.

Director Dotson announced that the February “Let’s Talk Tech” show will cover internet speeds and what speed viewers need for what they have. The March show will discuss what constitutes streaming with a demonstration on the studio television. The program airs on TV6 Tuesdays at 2 p.m. and Fridays at 10:30 a.m. and will be available on demand on Village Television’s YouTube channel.

Mr. Ortiz announced that he would be speaking at the Thursday, January 19, Video Club on the future of broadband in Laguna Woods Village and a history of the fiber system installed in 1999.

Director Addington asked how long it would take to upgrade the infrastructure. Mr. Ortiz discussed a potential timeframe. A discussion ensued.

Items for Future Agendas

Report on the focus groups

Concluding Business

Committee Member Comments

Chair Milliman commended today’s meeting and gave upcoming meeting dates for the ad hoc committees.

Director Moon commended the meeting and presentations.

Ms. Paulin thanked Broadband technicians who went out in the rain at night during the power outage. Mr. Ortiz added that two technicians were working from 8 a.m. to 8 p.m. Director Blackwell recommended promoting their hard work in the Village.

Director Dotson commended the meeting.

Director Blackwell recommended educational PSAs on use of fire extinguishers. A discussion ensued.

Date of Next Meeting – Wednesday, February 22, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:45 p.m.

Joan Milliman
Joan Milliman (Jan 31, 2023 15:09 PST)

Joan Milliman, Chair
Media and Communications Committee

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OPEN MEETING

**MEETING OF THE GOLDEN RAIN FOUNDATION
COMPLIANCE AD HOC COMMITTEE**

Friday, January 27, 2023 - 9:30 A.M.

Laguna Woods Village Community Center- Sycamore Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Bunny Carpenter- Chair, Juanita Skillman, Cris Prince, Reza Karimi, Maggie Blackwell and Mark Laws

MEMBERS EXCUSED: Pearl Lee and Joan Milliman

STAFF PRESENT: Blessilda Wright, Jacob Huanosto and Ruby Rojas

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:36 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to amend the agenda to include the addition of discussing the Anti-Harassment Hearing Board. Without objection the agenda was approved.

APPROVAL OF THE REPORT FROM NOVEMBER 30, 2022

Chair Carpenter made a motion to approve the report from November 30, 2022 as submitted.

Without objection the report was approved.

CHAIR'S REMARKS

Chair Carpenter stated due to United Laguna Woods Mutual ("United") voting down the Joint Anti-Harassment, Anti-Intimidation, Anti-Abuse Committee. GRF will create their own Anti- Harassment Hearing Board. The Hearing Board will address incidents that occur on GRF property and it will be defined where is GRF property.

MEMBER COMMENTS

None.

RESPONSE TO MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

7. Anti-Harassment Hearing Board

Chair Carpenter, discussed GRF creating an Anti-Harassment Hearing Board for GRF matters. The Committee members made comments and asked questions. Staff advised GRF to create a GRF Executive Hearings Committee similar to United and Third Laguna Hills Mutual ("Thirds") Executive Hearings Committee. The GRF Executive Hearings Committee would address all disciplinary matter pertaining to GRF such as but not limited to Garden Center, Equestrian Center, Delinquency and Harassment/Nuisance incidents

that occur on GRF property.

The Committee directed staff to create a Resolution and Charter for a GRF Executive Hearings Committee and to include the following information: as a standing committee but meets as needed, three (3) Directors plus one (1) alternate, state what and where is GRF property. Present a resolution and charter at the next meeting for committee review.

8. Member Disciplinary Policy

Ms. Blessilda Wright, Compliance Supervisor, gave an overview of the Member Disciplinary Process. The Committee members made comments and asked questions.

The Committee directed staff to update Resolution 90-04-72 Disciplinary Process to include the GRF Executive Hearings Committee.

By way of consensus, the motion was approved.

9. Samples of Disciplinary Notices

Ms. Blessilda Wright gave an overview of the Disciplinary notices. The Committee members made comments and asked questions.

The Committee received and filed the Samples Disciplinary Notices

10. Schedule of Monetary Penalties

Ms. Blessilda Wright gave an overview of the Disciplinary notices. The Committee members made comments and asked questions.

The committee directed staff to update the Schedule of Monetary Penalties table to include Behavior/Disturbances: Assault, theft, trespassing, yelling, etc. under Harassment, Abuse/Intimidation Restrictions. Then bring back to the next meeting for review.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items


- a. Appeal Policy
- b. Nuisance Policy
- c. Harassment Policy
- d. Disciplinary Violations Matrix
- e. Updated Schedule of Monetary Penalties
- f. Executive Hearings Rules and Procedures

Date of Next Meeting

Friday, February 17, 2023 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:10 a.m.


Bunny Carpenter (Feb 1, 2023 19:01 PST)

Bunny Carpenter- Chair

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