



OPEN MEETING

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

**Tuesday, April 11, 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 Liberatore**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. March 13, 2023 – Special Open Meeting
 - b. March 14, 2023 – Regular Open Session
 - c. March 23, 2023 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.***
- 8. Responses to Open Forum Speakers**
 - a. Response to open forum speakers
 - b. Response to past open forum speakers – Director Bok
- 9. VMS Board Update – Director Robledo**
- 10. CEO Report**

11. **Consent Calendar** – *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by Members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*
 - a. 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 February 2023, such review is hereby ratified.
 - b. **Recommendation from the Landscape Committee**
 1. Recommendation to Deny Tree Removal Request: 370-B Avenida Castilla – Two Sweetshade Trees and Direct Staff to Make Corrective Trimming on the Trees
 - 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 March 2023, and such review is hereby ratified. (CHECK LIST)
 - e. **Recommendation from the Finance Committee - None**
 - f. **Laguna Hills Memorial Day Half Marathon, 5K & 10K**
12. **Unfinished Business**
 - a. Entertain a Motion to Adopt 2023 United Investment Policy (**March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
13. **New Business**
 - a. Town Halls
 - b. Entertain a Motion to Approve the 2023 Annual Election Schedule
 - c. Entertain a Motion to Approve Stock Certificate Correction
 - d. Entertain a Motion to Approve Supplemental Appropriation for Emergency Roof Repairs
14. **Director Comments (Two minutes per director)**
15. **Committee Reports**
 - a. Report of the Finance Committee / Financial Report – Director Asgari. The

Committee met on March 28, 2023; next meeting April 25, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report – March
- (2) United Finance Committee Report – March
- (3) Resales/Leasing Reports – February
- (4) Report of the Private Loan Research Ad Hoc Committee – Director Asgari.
The Ad Hoc Committee met on March 30, 2023; next meeting TBA.

- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 19, 2023; next meeting April 20, 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; March 9, 2023; next meeting April 13, 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 March 16, 2023; next meeting April 20, 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 March 27, 2023; next meeting April 24, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on February 22, 2023; next meeting April 26, 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 March 9, 2023; next meeting April 13, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The committee met on February 15, 2023; next meeting April 19, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee – Director Casey. The committee met on March 9, 2023; next meeting April 13, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee – Director Casey. The committee met on February 8, 2023; next meeting May 10, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. 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 March 6, 2023 and March 15, 2023; next meeting TBA.
 - e. Report of the Media and Communication Committee – Director Blackwell. The committee met on March 20, 2023; next meeting May 15, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Website Ad-Hoc Committee – Director Asgari. The committee met on February 8, 2023; next meeting TBA.
 - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on March 28, 2023; next meeting April 17, 2023, at 3 p.m. in the Sycamore Room
 - f. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on March 2, 2023; next meeting June 7, 2023, at 1:30 p.m. in the Board Room.
 - g. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on February 27, 2023; next meeting April 26, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on March 15, 2023; next hearings on April 19, 2023, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on March 28, 2023; next meeting May 30, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (3) Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on April 3, 2023; next meeting TBA.
 - h. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on February 24, 2023; next meeting TBA.
- 17. 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.*
- 18. Recess** - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

CLOSED SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) March 8, 2023 – Special Closed Session

(b) March 14, 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

19. Adjourn

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SPECIAL OPEN MEETING

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

**Monday, March 13, 2023 - 8:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: Siobhan Foster, Paul Nguyen, Emilian Sirbu, Catherine Laster, Carlos Rojas

Candidates Present: Mickie Hoe, Sue Quam

Others Present: Yvonne Horton, Joan Milliman, Bunny Carpenter, Elsie Addington, Juanita Skillman

1. Call Meeting to Order / Establish Quorum

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

2. State Purpose of Meeting – President Ross

President Ross stated the purpose of the meeting.

3. Approval of the Agenda

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

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

4. Introduction of United Candidates

President Ross introduced the United VMS Candidates:

- Mickie Hoe
- Sue Quam

5. Candidate Opening Statements

The candidates were given two minutes to give an opening statement.

6. Candidate Interviews

The candidates were given 1-2 minutes to answer questions from the board.

7. Candidate Closing Statements

The candidates were given 2 minutes to give a closing statement.

8. Entertain a Motion to commence Balloting

Director Bok made a motion to commence balloting. Director Lee seconded.

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

9. Entertain a Motion to Cease Balloting

Director Achrekar made a motion to cease balloting. Director Blackwell seconded.

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

10. Tabulation of Ballots and Announce Results – Corporate Secretary

Assistant Corporate Secretary, Paul Nguyen, tabulated the ballots and announced the results.

- Mickie Hoe – 4 votes
- Sue Quam – 6 votes

Sue Quam was elected to a partial 1-year term ending in October 2023.

**11. Election of Officer – Entertain a Motion to Open Nomination and Vote
Second Vice President**

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

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

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

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

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

The Board voted by secret ballots and Corporate Secretary, Paul Nguyen announced that Director Bok was elected Second Vice President by a vote of 7-4.

12. Close Nominations

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

13. Entertain a Motion to Approve Resolution for Election Board Officers

RESOLUTION 01-23-10

APPOINTMENT OF OFFICERS

RESOLVED, on March 13, 2023, pursuant to United Laguna Woods Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

| | |
|---------------|--------------------------------|
| Lenny Ross | President |
| Thomas Tuning | 1 st Vice President |
| Alison Bok | 2 nd Vice President |
| Mary Simon | Secretary |
| Azar Asgari | Treasurer |

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

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

RESOLVED FURTHER, that Resolution 01-22-63, adopted October 11, 2022, is hereby superseded and cancelled; and

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

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

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

14. Member Comments - None

15. Director Comments

- Director Blackwell commented on board room protocol
- Director Lee welcomed Director Quam to the Board.
- Director Azgari said it was a great meeting and welcomed Director Quam to the Board.

16. Adjournment

The meeting was adjourned at 9:34 a.m.

DocuSigned by:

Mary Simon

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Mary Simon, Secretary of the Board
United Laguna Woods Mutual



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, March 14, 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, Alison Bok, Cash Achrekar, Pearl Lee, Mary Simon, Maggie Blackwell, Azar Asgari, Sue Quam

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Steve Hormuth, Bart Mejia, Blessilda Wright,

Others Present: GRF: Jim Hopkins, Yvonne Horton
Third: None
VMS: None

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 Achrekar led the pledge of allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

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

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

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

5. Approval of Minutes

- a. February 14, 2023 – Regular Open Session
- b. February 23, 2023 – Agenda Prep Meeting
- c. February 24, 2023 – Special Open Meeting

Director Bok made a motion to approve the meeting minutes. Director Achrekar seconded.

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

6. Report of the Chair

President Ross commented on the following items:

- Provided a reminder to all in attendance the importance of keeping the meeting civil and professional.
- Introduced the newly elected United Director, Sue Quam, who has filled a vacancy position on the Board.
- Additionally, recognized Director Alison Bok as the newly elected Vice President, and congratulated her on her new officer position.
- The All-Boards Budget Process meetings begin next week, with the meetings held on Monday, March 20, 2023 and Thursday, March 23, 2023. Residents are welcomed to attend the meetings.
- Earth Day Celebration will be held on April 22, 2023.
- A wonderful presentation from the Social Services department was displayed at the previous United Board meeting, as it provided ample avenues/services and contact information for residents.

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

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on alleged abuse that has occurred, and additionally discussed the importance of bringing on a fiduciary accountant to review United's Finances.
- A member commented on The Foundation of Laguna Woods Village.
- A member commented on solar panel investments, and finding ways to best save energy for residents.
- A member commented on the recent reserve fund changes, and provided their stance regarding the topic.
- A member commented on community trash bins, shrubbery maintenance concerns, and property tax refunds.
- A member apologized on his outburst that occurred at the last United Board meeting.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Casey addressed the landscaping issues and agreed with the member on their comment, and additionally provided clarification regarding the reserve fund changes and why it was made.
- Director Asgari additionally provided a response regarding the reserve fund changes.
- Director Tuning commented that he appreciates everything the Foundation of Laguna Woods Village provides. He also thanked the member for apologizing.

Steve Hormuth, Director of Finance, provided clarification regarding property tax refunds.

b. Response to Past Open Forum Speakers – Director Achrekar

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

9. VMS Board Update - None

10. CEO Report

CEO Siobhan Foster discussed the following items:

- 2024 Budget Calendar
 - Review of existing (2023) service levels
 - o Department Workshops – Monday March 20, 9:30 a.m. & Wednesday March 23, 9:30 a.m.
- Fall 2022 Waste Evaluation
 - Pursuant to SB 1382 City monitors solid waste containers twice per year to minimize container contaminants.
 - None-Compliance with SB 1383 occurs when the sampled weight of prohibited container contaminants exceeds 25% of the sample; this is:
 - o Organic waste found in non-organic containers or
 - o Non-organic waste found in organic containers
 - First evaluation occurred: April 2022
 - Second evaluation: October/November 2022
 - Three of the six routes sampled contained significant amounts of incorrectly disposed waste.
 - City, CR&R, and staff will be working to increase awareness of proper source separation of trash and recycling along these routes.
- Spring Real Estate Forum
 - To be held on Wednesday, May 3, from 3:00-4:30 p.m. at Clubhouse 5.
 - Forum will feature panel discussion to answer questions about Village processes.
 - Real estate brokers, agents, and escrow officer encouraged to share feedback about manor resales and how we can enhance the process.
 - For topics to be discussed, please email suggestions/questions to realtorforums@vmsinc.org
- Bus Meeting
 - Transportation Division will hold bus information meeting on Wednesday, March

- 15 from 10:00 a.m. to 12:00 p.m. in Clubhouse 1.
- Meeting discussion topics will include:
 - o Transportation services including fixed-route, paratransit, Lyft rideshare, and destination shopping.
 - o Bus access
 - o Bus safety, rules, and regulations
 - o Bus Buddy program

CEO Foster answered questions from the board.

11. Consent Calendar

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

- a. **Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of January 2023, 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 February 2023, and such review is hereby ratified.**
- e. **Recommendation from the Finance Committee – None**

Director Asgari made a motion to approve the Consent Calendar. Director Achrekar seconded.

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

12. Unfinished Business

- a. **Update Committee Assignments**

RESOLUTION 01-23-11

United Laguna Woods Mutual Committee Appointments

RESOLVED, March 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
Mary Simon

Finance Committee Azar

Asgari, Chair
Thomas Tuning
Alison Bok
Non-Voting Advisors: Mike Daillak, Robert Radus

Governing Documents Review Committee

Maggie Blackwell (Chair)
Diane Casey
~~Azar Asgari~~
Sue Quam
Non-Voting Advisors: Dick Rader, Juanita Skillman, Mary Stone

Landscape Committee

Diane Casey (Chair)
~~Lenny Ross~~
Sue Quam
Anthony Liberatore
Non-Voting Advisors: Ann Beltran, Mary Sinclair

Landscape Tree Ad Hoc

Diane Casey (Chair)
Non-Voting Advisors: Cheryl Nielsen, Mary Sinclair, Ken Benson,
Jack Salvador, Carl Randazzo, Robert Reyes

Maintenance and Construction Committee

Lenny Ross (Chair)
Mary Simon
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)

Alison Bok

Members: Ken Benson, Mike Dailak, Robert Cunningham

Loan Ad Hoc Committee

Azar Asgari (Chair)

Non-Voting Advisor: Manny Robledo

Members: Ken Benson, Eric Carlson, Richard Lapoint, Robert Tucker

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 01-23-05, adopted February 14, 2023, 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 01-23-12

Golden Rain Foundation Committee Appointments

RESOLVED, March 14, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Community Activities Committee

Diane Casey

Pearl Lee

GRF Finance

Azar Asgari

Thomas Tuning

GRF Landscape Committee

Diane Casey

~~Lenny Ross~~

Sue Quam

GRF Maintenance & Construction

Lenny Ross

Mary Simon

Clubhouses & Facilities Renovation Ad Hoc Committee

Anthony Liberatore

Mary Simon

GRF Media and Communications Committee

Maggie Blackwell

~~Mary Simon~~

Sue Quam

GRF Mobility and Vehicles Committee

Azar Asgari

Alison Bok

GRF Security and Community Access

Maggie Blackwell

Cash Achrekar

Disaster Preparedness Task Force

Anthony Liberatore

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

Broadband Ad Hoc Committee

Diane Casey

Alison Bok

Website Ad Hoc Committee

Anthony Liberatore
Azar Asgari

Compliance Ad Hoc Committee

Maggie Blackwell
Pearl Lee

RESOLVED FURTHER, that Resolution 01-23-06, adopted February 14, 2023,

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

Director Tuning made a motion to approve amended United Resolution 01-23-11.
Director Casey seconded.

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

President Ross made a motion to amend GRF-United Resolution 01-23-12. Director Tuning seconded.

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

- b. **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 has been satisfied)**

RESOLUTION 01-23-13

**Alteration Standard, Section 35:
Solar Panels, 1 Story Buildings and Building**

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.

RESOLUTION 01-23-14
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.

Director Blackwell made a motion to approve Resolution 01-23-13 Director and Resolution 01-23-14. Director Casey seconded.

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

- c. **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 has been satisfied)**

RESOLUTION 01-23-15

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.

RESOLUTION 01-23-14

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.

Director Blackwell made a motion to approve Resolution 01-23-15 and Resolution 01-23-14. Director Bok seconded.

Discussion ensued among the Board.

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

- d. **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 has been satisfied)**

RESOLUTION 01-23-16

Amend the United Anti-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 **agents** of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Asgari made a motion to approve Resolution 01-23-16. Director Blackwell seconded.

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

13. New Business

a. Town Halls – (Oral Discussion)

Director Asgari provided updates regarding the Town Hall meeting that occurred on February 10, 2023.

Director Blackwell provided updates regarding the Town Hall meeting that occurred on March 10, 2023.

President Ross commented on what will be discussed on the agenda for the Town Hall Meeting on Friday, April 14, 2023.

b. Entertain a Motion to Deny Reimbursement Request From 707-G

Member from Manor 707-G provided her stance regarding her reimbursement request.

Director Tuning made a motion to Deny Reimbursement Request From 707-G. Director Simon seconded.

Director Asgari made a motion to amend the motion to pay for the plumbing expenses in the amount of \$240. President Ross seconded.

Hearing no changes, the amendment to the motion was called to a vote and failed 3-8. Directors Asgari, Bok, and Ross were in favor.

Hearing no changes, the original motion was called to a vote and passed 9-2. Directors Asgari and Ross were opposed.

The Board took a 5-minute recess.

c. Entertain a Motion to Adopt 2023 United Investment Policy (March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 01-23-XX

United 2023 Investment Policy

WHEREAS, on February 28, 2023 the United Finance Committee approved the United 2023 Investment Policy with a purpose to provide guidelines and limitations for the responsible management of cash available for investment which applies to all financial assets of United, including all Cash in Investment Accounts both Discretionary and non-Discretionary; and

WHEREAS, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield; and

WHEREAS, it is the Policy of United to invest member's monies in a manner which will provide the maximum security of principal, while meeting the cash flow needs of United. In addition, these investments must conform to all State of California statutes governing the Investment of Common Interest Development's monies. Every effort must be made to match maturities to known cash flow needs;

NOW THEREFORE BE IT RESOLVED, April 11, 2023, that Board of Directors of this Corporation hereby approves the United 2023 Investment Policy as attached; and

RESOLVED FURTHER, the Resolution 01-19-87 adopted on November 12, 2019, is hereby is superseded and cancelled.

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

Director Asgari made a motion to approve the Resolutions for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. President Ross seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-1. Director Liberatore was opposed. Director Achrekar abstained. (MARCH Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

d. Entertain a Motion to Approve Treasury Bill Investments

RESOLUTION 01-23-17

Treasury Bill Investments

WHEREAS, In November 2022 the United Laguna Woods Mutual Board authorized the sale of its discretionary investment funds totaling \$14M and directed staff to purchase \$14,507,000 of federally backed treasuries with maturities between 3 and 21 months; and

WHEREAS, on February 23, 2023 the first \$2M treasury matured and the United Board directed staff to reinvest into additional treasuries. The \$2M maturity date is March 21, 2023 and the next \$2.5M matures on May 18, 2023; and

WHEREAS, on February 28, 2023 the Finance Committee recommended to the board to reinvest maturing treasury proceeds into a 21-month maturity treasury and continue reinvesting future maturities in 21-month maturing treasuries until otherwise directed by the Board;

NOW THEREFORE BE IT RESOLVED, March 14, 2023, the United Laguna Woods Mutual board approved the Finance Committee recommendation to reinvest maturing treasuries into treasuries with a maturity of 21 months -month ladder as proposed; and

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

Director Asgari made a motion to approve Resolution 01-23-17. Director Bok seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 10-1. Director Liberatore was opposed.

e. Entertain a Motion to Approve Temporary Borrowing Policy

RESOLUTION 01-23-18

Temporary Borrowing

WHEREAS, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short- term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920; and

WHEREAS, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting; and

WHEREAS, it has become necessary to temporarily transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax assessments are collected and the corresponding amounts are required to be paid; and

WHEREAS, the amount of funds needed to be transferred from the operating reserve fund to the reserve operating fund has been determined to be \$2,200,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be more than provided by future property tax assessment collections and positive cash flow results from operations; and

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the reserve operating fund to repay the \$2,200,000 to the reserve fund in two months after tax payment is made, therefore a special assessment will not be needed;

NOW THEREFORE BE IT RESOLVED, March 14, 2023 that the transfer of \$2,200,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds in ~~one~~ two months, but no later than ~~one year-three months~~ from this date, is hereby authorized; and

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

Director Tuning made a motion to approve Resolution 01-23-18 as amended. Director Asgari seconded.

Discussion ensued among the Board.

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

14. Director Comments (Two minutes per director)

- Director Lee commented on future Town Hall meetings.
- Director Blackwell commented on the need to clarify the insurance issues for the residents.

- Director Asgari commented on golf cart safety requirements.
- Director Quam commended Azar on spearheading the investment policy development.
- Director Bok commented on the possibility of developing a unified education process to members.

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on February 28, 2023; next meeting March 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report – March
 - (2) United Finance Committee Report – February
 - (3) Resales/Leasing Reports – February
 - (4) Report of the Investment Ad Hoc Committee – Director Asgari. The Committee met on February 23, 2023; next meeting TBA.
 - (5) Report of the Private Loan Research Ad Hoc Committee – Director Asgari. The Ad Hoc Committee met on March 9, 2023; next meeting TBA.
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 19, 2023; next meeting April 20, 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; March 9, 2023; next meeting April 13, 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 February 16, 2023; next meeting March 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 February 24, 2023; next meeting March 27, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on February 22, 2023; next meeting April 26, 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 March 9, 2023; next meeting April 13, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The committee met

- on February 15, 2023; next meeting April 19, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee – Director Casey. The committee met on March 9, 2023; next meeting April 13, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - c. Report of the GRF Landscape Committee – Director Casey. The committee met on February 8, 2023; next meeting May 10, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - d. 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 March 6, 2023; next meeting March 15, 2023, at 1:30 p.m. in the Board Room.
 - e. Report of the Media and Communication Committee – Director Casey. The committee met on February 22, 2023; next meeting March 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Website Ad-Hoc Committee – Director Asgari. 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 March 20, 2023, at 3 p.m. in the Sycamore Room
 - f. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on March 2, 2023; next meeting April 5, 2023, at 1:30 p.m. in the Board Room.
 - g. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on February 27, 2023; next meeting April 24, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - h. Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on January 18, 2023; next hearings on March 15, 2023, at 9:00 a.m. in the Board Room.
 - i. 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.
 - j. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on February 24, 2023; next meeting TBA.

- k. Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on March 8, 2023; next meeting TBA.

17. Future Agenda Items

13c. Adopt 2023 United Investment Policy

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

The meeting recessed at 1:49 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) February 14, 2023 – Regular Closed Session

Discuss and Consider Member Disciplinary Matters

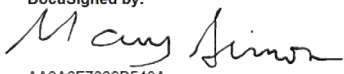
Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

The meeting was adjourned at 4:42 p.m.

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Mary Simon, Secretary of the Board
United Laguna Woods Mutual



UNITED LAGUNA WOODS
MUTUAL

OPEN SESSION

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

**Thursday, March 23, 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, Pearl Lee, Alison Bok, Azar Asgari, Thomas Tuning, Diane Casey

Directors Absent: Cash Achrekar, Mary Simon, Sue Quam

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

Others Present: None

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

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

2. Approval of the Agenda

President Ross called for an approval of the agenda.

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

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

3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on April 11, 2023

Director Tuning made a motion to approve the open agenda. Director Blackwell seconded.

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


Director Blackwell made a motion to approve the closed agenda. Director Bok seconded.

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

4. Director Comments - None

5. Adjournment

President Ross adjourned the meeting at 2:34 p.m.



Tom Tuning, First Vice President
United Mutual Laguna Woods



RESOLUTION 01-23-XX

**Deny Removal of two Sweetshade trees
370-B Avenida Castilla**

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 March 27, 2023, the Landscape Committee reviewed a request from the Member at 370-B, to remove two Sweetshade trees, the reason cited is conflict with shrubs; and

WHEREAS, staff inspected the condition of the trees and found them to be in fair health with unbalanced canopies; and

WHEREAS, the committee determined that the trees do not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of two Sweetshade trees located at 370-B Avenida Castilla; and

WHEREAS, the committee directed staff to make corrective trimming on the trees;

NOW THEREFORE BE IT RESOLVED, April 11, 2023, the Board of Directors denies the request for the removal of two Sweetshade trees located at 370-B; 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 March 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 conform to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Liberatoro*

Signature *Mary Simon*

Print Name ANTHONY M. LIBERATORO

Print Name MARY SIMON

Title DIRECTOR

Title DIRECTOR

Date 03/31/2023

Date 4/5/2023

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 March 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 03/31/2023

UNITED LAGUNA WOODS MUTUAL

Signature *Mary Simon*
Print Name MARY SIMON
Title Director
Date 4/5/2023



STAFF REPORT

DATE: April 11, 2023
FOR: United Board of Directors
SUBJECT: Laguna Hills Memorial Day Half Marathon, 10K and 5K

RECOMMENDATION

Staff recommends that United Laguna Woods Mutual authorize the limited use of the Community streets for the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event. Supporting resolution 90-23-13 approved by the Golden Rain Foundation Board at the April 4, 2023 open board meeting.

BACKGROUND

For the past 24 years, Laguna Woods Village has given permission for a portion of the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event to pass through the Community. The race is a collaboration between the City of Laguna Hills, the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for May 29, 2023, and is expected to draw nearly 5,000 runners and spectators.

DISCUSSION

The City of Laguna Hills has once again requested that the Golden Rain Foundation allow a portion of the course to traverse through Laguna Woods Village (Attachment 1).

If approved by United Laguna Woods Mutual, the course would begin on Calle de La Louisa, and enter the Village by way of Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca and back to Via Estrada and back out Gate 2 (Attachment 2).

Gates 2 and 4 would be closed from 5:45 to 8:30 a.m. The following Cul-de-sacs would be closed from 6:30 to 8:30 a.m.: 9, 10, 21, 22, 23, 24, 40, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and 61.

Signs would be placed along the course a week in advance of the event, advising residents that no driving would be allowed during the race and no parking would be allowed on the race course between 5:30 and 8:30 a.m. on race day. In addition, Staff would include the notice in the "What's Up in the Village" weekly blast on May 19 and 26; in the Globe; and send automatic phone calls to those households affected by the race closures.

FINANCIAL ANALYSIS

None.

Prepared By: Paul Nguyen, Assistant Corporate Secretary

Reviewed By: Catherine Laster, Services Manager

Alison Giglio, Recreation and Special Events Director

ATTACHMENT(S)

Attachment 1: Request Letter from the City of Laguna Hills

Attachment 2: Laguna Hills Half Marathon, 10K and 5K Course Map

Attachment 3: GRF Resolution - City of Laguna Hills Memorial Day Half Marathon, 10K and 5K Event



March 15, 2023

CITY OF LAGUNA HILLS

Alison Giglio
Recreation and Special Events Director
Laguna Woods Village
24351 El Toro Road
Laguna Woods, CA. 92637

Dear Ms. Giglio: *Alison*

For the past twenty-four years, both avid runners and community members have enjoyed the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, Honoring the USMC Dark Horse Battalion event over the Memorial Day weekend. The community event has been successful for many reasons, primarily due to the collaboration between the community, the City of Laguna Hills, and the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for Monday May 29, 2023 and is once again expected to draw nearly 5,000 runners and spectators.

The City of Laguna Hills will be working with Spectrum Sports Management as the event management company. It is our hope that as in years past, the Golden Rain Foundation and Laguna Woods Village will allow the participants to run or walk through its beautiful community. The proposed course for the 5k is the same that was used for last year's event, and the half marathon and 10K will once again follow the 5k route for the first three miles of the race. The goal again is to minimize the impact on your residents by having participants enter and exit through Gate 2, which will allow complete access to Gate 3 for the duration of the event. The only difference this year is that the half marathon will begin at 6:30 am with the 5K/10K beginning at the traditional time of 7:00 am. So we will be through the community earlier but no later than previous years.

The generosity of the Golden Rain Foundation and Laguna Woods Village has contributed to the event's success for many years. Many of the participants consider the loop through the village to be the highlight of the course. A booth will be provided to Laguna Woods Village in the event expo should the Association and Community want to come out and celebrate with us. We look forward to celebrating the 25th year anniversary of the event, and to working with the Golden Rain Foundation and Laguna Woods Village staff.

Thank you for your consideration of the request. If you have any questions or concerns, please feel free to contact me at (██████████).

Sincerely,

Dave Reynolds
Deputy City Manager/Community Services Director
City of Laguna Hills

**Attachment 2: Laguna Hills Half Marathon, 10K and 5K Course Map
(Laguna Woods Village)**





Attachment 3

RESOLUTION 90-23-13

**City of Laguna Hills Memorial Day Half Marathon, 10K and 5K
Request to Use a Portion of Laguna Woods Village**

WHEREAS, the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, is scheduled to take place on Monday, May 29 2023; and

WHEREAS, the City of Laguna Hills is requesting that the Golden Rain Foundation allow a portion of the course to traverse Laguna Woods Village, to enter in Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca, back to Via Estrada and out Gate 2;

NOW THEREFORE BE IT RESOLVED, April 4, 2023, that the Board of Directors of this Corporation hereby authorizes the limited use of the Community streets inside Gate 2 on the morning of May 29, 2023, for the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event; 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)

2023 United Investment Policy

On February 17, 2023 the United Investment Ad Hoc Committee approved a draft 2023 United Investment Policy to be reviewed and discussed during the Finance committee meeting. The Finance Committee met on February 28, 2023 and reviewed the draft policy, accompanying staff report, and request for the policy to be endorsed and presented at the next board meeting for approval.

A motion was made by Director Asgari to adopt the proposed 2023 United Investment Policy. Director Alison Bok seconded.

A second motion was made by Director Bok to have the VMS Director of Financial Services administer the Investment Policy and continue to work with Bank of America to invest funds according to the policy principles until such Financial Advisor takes over. Director Asgari seconded.

Hearing no objections, the second motion passed unanimously by a 3-0 vote and will be presented at the next board meeting.

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STAFF REPORT

DATE: April 11, 2023
FOR: Board of Directors
SUBJECT: Investment Policy

RECOMMENDATION

Staff recommends approval of the 2023 Investment Policy

BACKGROUND

The United Laguna Woods Mutual Investment Policy provides guidelines and limitations for the responsible management of the corporation's investments.

DISCUSSION

In December 2022, the United board authorized a financial advisor to draft an investment policy on behalf of the board. The draft was received in early January 2023 and since that time, the United Investment Ad Hoc Committee has met multiple times to review and edit the draft policy. On February 17, 2023 the Investment Ad Hoc Committee approved the draft (ATT1). A copy of the current Investment Policy as been attached for comparative purposes (ATT2).

If approved by the Finance Committee, the policy will be presented to the board for approval and a 28-day notice to comply with Civil Code §4360.

Prepared By: Erika Hernandez, Finance Department Administrative Assistant

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1: Proposed 2023 Investment Policy

Attachment 2: Current Investment Policy

Attachment 3: Resolution 01-23-xx

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United Laguna Woods Mutual Investment Policy Statement

I. Purpose

The purpose of the United Laguna Woods Mutual (United) Investment Policy Statement is to provide guidelines and limitations for the responsible management of United's cash available for investment.

II. Definitions

Investment Advisor / Portfolio Manager – An individual or company employed as a fiduciary by United to provide financial guidance and / or fee-based investment management.

Discretionary Investment - A form of investment management in which buy and sell decisions are made by a portfolio manager for the client's account. The term "discretionary" refers to the fact that investment decisions are made at the portfolio manager's discretion.

Non-Discretionary Investment – A form of investment management in which buy decisions are made by United's Board of Directors and administered by United's managing agent. Non-Discretionary investments consist exclusively of Treasury Bills and Treasury Notes. No non-discretionary investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without (1) a demonstrated immediate need for the monies and (2) written consent of at minimum three current United officers of the Board.

Managing Agent - a corporation or person who, for compensation or in expectation of compensation, exercises control over the assets of a common interest development.

Treasury Bill (T-Bill) - a short-term U.S. government debt obligation backed by the Treasury Department with a fixed interest rate and maturity of one year or less.



Treasury Notes – a U.S. government debt obligation backed by the Treasury Department with a fixed interest rate and maturity greater than one year with maximum of 10 years

Treasury Inflation Protected Securities (TIPS) – a United States treasury whereby the principal (called par value or face value) goes up with inflation and down with deflation. When a TIPS matures, you get either the increased (inflation-adjusted) price or the original principal, whichever is greater. You never get less than the original principal.

III. Scope

This Policy applies to all financial assets of United, including all Cash in Investment Accounts accounted for in two possible strategies: Discretionary and non-Discretionary.

IV. Policy

It is the Policy of United to invest member's monies in a manner which will provide the maximum security of principal, while meeting the cash flow needs of United. In addition, these investments must conform to all State of California statutes governing the Investment of Common Interest Development's monies. Every effort must be made to match maturities to known cash flow needs.

V. Objectives

It is the Policy of this body to diversify its investment portfolio to minimize risk. Therefore, restraint must be made to minimize potential losses from over concentration of assets in a specific issuer, specific financial institution, specific maturity, or specific class of securities unless said security is 100% backed by the US Treasury.

To minimize market risk and reduce reliance on interest rate forecasting, it is United's Policy to structure its investment portfolio as a maturity ladder. Further, United must be the owner of the maturity.



The primary objectives, in priority order of United investment activities shall be:

- A. Safety:** Safety of Principal is the first and foremost objective for these investments. Preservation of Capital is of primary importance and should include a focus on both the current and future economic environment regarding inflation.

- B. Liquidity:** The Investment Portfolio will remain sufficiently liquid to enable United to meet all current and future operating requirements which might be reasonably anticipated.

- C. Yield:** The Investment portfolio shall have an aim to attain a market rate of return consistent with the higher priority constraints of Return of Capital and Liquidity to meet all anticipated Cash Flow needs.

VI. Prudence

The money management standard to be used in the investment function of these assets, shall be governed by the “prudent investor” rule. Any person acting in an investment capacity will take aims to safeguard the principal and maintain the liquidity needs and make the utmost effort to make investment decisions in the best interest of United.

VII. Delegation of Authority

The Managing Agent is designated as the Investment Officer of United’s monies and is responsible for investment management decisions and activities for the non – discretionary investments. They are also responsible for reviewing transactions of any Discretionary managers that United hires and reporting to the United Board to assist with the management of these investments.



United shall employ the services of a third-party professional money manager(s) to manage a Discretionary portfolio and the Advisor(s) shall act in accordance with this Investment Policy only and act as a fiduciary with a primary broker for all transactions. These managers must have an established professional reputation for asset management, knowledge of this Policy, familiarity of all State laws governing Common Interest Development (CID or Home Owner Association) asset management, and carry sufficient liability (errors and omissions) insurance for the size of this account.

The Board will interview and select the qualified financial advisor through use of an interview process. A minimum of two candidates should be reviewed before the selection is finalized. These managers can have their authority revoked at any time and their performance or a competitive review process should occur at least once every two or three years.

VIII. Authorized Investments and Limitations

Investments are limited to the following authorized investments and instruments:

A. United States Treasury Bills, Treasury Notes, and Treasury Inflation Protected Securities (TIPS)

Maximum Amount: No Limit

Maximum Maturity: 5 Years from the date of Purchase – However no more than 20% of the total assets can be invested for a four-year duration, with no more than another 20% of the total assets can be invested for a five-year duration.

B. Money Markets and Money Market Mutual Funds

Insured Bank Money Markets and US Government Security as well as US Treasury Security Money Market Mutual Funds are acceptable for use up to their Insured limit.



C. Insured Certificates of Deposit

United may invest money in FDIC insured Certificates of Deposits that are only issued directly by banks chartered by the Federal or California Government. United may, at the Board's direction, purchase Certificates of Deposit through the Certificate of Deposit Account Registry Service (CDARS) program available through financial institutions who offer IntraFi Network Deposits.

Maximum Amount: 40%

Maximum Maturity Value per Institution is \$250,000 or the lessor of the current FDIC Insured limit.

Maximum Maturity: 5 Years from the date of purchase – However no more than 20% of the total assets can be invested for a four-year duration, with no more than another 20% of the total assets invested for a five-year duration.

IX. Prohibited Investments

The following investments are prohibited by United and its Agents:

- A. Any form of Equities – Individually or as part of a Mutual Fund, ETF or Unit Investment Trust
- B. Bond Mutual Funds that are not considered Money Market Mutual Funds or any Individual Corporate Bonds
- C. Any leveraged or derivative instruments



- D. Any investment issued by the Government National Mortgage Association
 - E. Any mortgage pass through security or collateralized mortgage obligation bond
 - F. Any Inverse floaters
- X. Custody of Assets**

All investment securities including both Discretionary and non-Discretionary holdings must be held in safekeeping by a third party custodial financial institution. The custodian of these assets must present United with receipts and statements listing all holdings and securities transactions.

XI. Internal Controls and Reporting

United's managing agent, with approval from the Board, should have an established system of written internal controls which should occasionally be reviewed by the Board. The controls should be designed to prevent loss of United's monies due to fraud, errors, misrepresentation, or imprudent actions. The Board retains the right to review the written internal controls.

United's managing agent shall submit monthly investment reports to the Board consistent with the frequency required by California Civil Code 5500. The report should include a summary of any new investment transactions including: investment type, percent of portfolio, purchase date, maturity date, issuer, and purchase price. In addition, all existing positions should be updated to show: current market value, purchase price, anticipated maturity value and maturity date.

If United decides to employ the services of third-party professional money manager(s) to manage a Discretionary portfolio, then the Advisor(s) shall present to the Board a semi-annual presentation of their firms view on current and future economic conditions, including changes in inflation and interest



rates. Additionally, the professional money manager's presentation shall include the annualized average rate of return for the current year and inception to date.

This Investment policy document should be reviewed annually by the Board.

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RESOLUTION 01-19-87

UNITED INVESTMENT POLICY REVISIONS

RESOLVED, November 12, 2019 that the Managing Agent of this corporation, and an outside Investment Manager are hereby authorized to invest the funds of the corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the corporation; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this corporation, to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments for the United Laguna Woods Mutual account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

RESOLVED FURTHER, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this corporation upon completion of each investment transaction;
2. For funds administered by the Managing Agent in a non-discretionary account, no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of any two of the following: the Treasurer, the President or the 1st or 2nd Vice President of this corporation. Furthermore, if there is a request that an investment be sold, withdrawn or otherwise converted to cash prior to maturity where there has been no demonstrated immediate need, approval must be received from the Board of Directors of this corporation;
3. Funds shall be invested only in authorized investments as provided herein. Authorized investments are limited to:
 - a. obligations of, or fully guaranteed as to principal by, the United States of America;
 - b. Up to 30 percent of the portfolio may be invested in Corporate Bonds rated BBB through AAA; specifically Baa3/BBB-/BBB- or better by



Moody's/S&P/Fitch. A bond is only required to meet the criteria of one rating service. If a bond does not meet these minimum credit quality criteria in at least one of the above-mentioned rating services, the bond may not be purchased or if owned, must be removed from the portfolio within 30 days. This removal criteria will not apply to bond mutual funds that have a stated objective of investing in investment grade rated bonds. Removal of downgraded bonds that fall below the investment grade rating will be determined by the fund manager.

- c. No more than 3% of portfolio is to be invested in any one corporate bond issuer; and
 - d. Up to 25% of the portfolio may be invested in Government Sponsored Federal Agencies, namely FNMA (Federal National Mortgage Association – Fannie Mae), FHLMC (Federal Home Loan Mortgage Corporation – Freddie Mac, and FHLB (Federal Home Loan Bank).
4. Investments on behalf of this corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this corporation. Any such investments may be held for the account of the corporation in book-entry form;
 5. Any authorized investments, as defined in Item 3 above, previously made by said Managing Agent or Investment Manager, are hereby ratified; and

RESOLVED FURTHER, that Resolution 01-17-38 adopted on March 14, 2017, is hereby superseded and cancelled.

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



RESOLUTION 01-23-XX

United 2023 Investment Policy

WHEREAS, on February 28, 2023 the United Finance Committee approved the United 2023 Investment Policy with a purpose to provide guidelines and limitations for the responsible management of cash available for investment which applies to all financial assets of United, including all Cash in Investment Accounts both Discretionary and non-Discretionary; and

WHEREAS, that all investments on behalf of this corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield; and

WHEREAS, it is the Policy of United to invest member's monies in a manner which will provide the maximum security of principal, while meeting the cash flow needs of United. In addition, these investments must conform to all State of California statutes governing the Investment of Common Interest Development's monies. Every effort must be made to match maturities to known cash flow needs;

NOW THEREFORE BE IT RESOLVED, April 11, 2023, that Board of Directors of this Corporation hereby approves the United 2023 Investment Policy as attached; and

RESOLVED FURTHER, the Resolution 01-19-87 adopted on November 12, 2019, is hereby is superseded and cancelled.

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

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

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From: "Margaret Blackwell" <maggiEBewell@comline.com>
Sent: 3/30/23 7:56 PM
To: "Rothrock, Ellyce" <ellyce.rothrock@vmsinc.org>
Subject: United for Breeze

This upon request of Lenny --

United March Town Hall -- Maggie Blackwell Director

United held a very productive Town Hall on "TRUSTS" Mar10, 2023 in the PAC. Over sixty interested and attentive residents attended.

Directors Tom Tuning, Diane Casey, Pearl Lee, and Maggie Blackwell attended.

Director Blackwell introduced the speaker, Sophia Sakamoto of the statewide firm Sakamoto and Ruelas, who have placed ads in the Globe about Trusts. (United is not allowed to recommend or endorse speakers at our Town Halls. Other financial advisors appear on TV6.) (Staff members are not allowed to speak at town halls.)

We are grateful for the speaker coming to lead the discussion on Trusts. The Q/A discussion lasted an hour with many questions. Residents were very involved.

Ms. Sakamoto gave a presentation based on articles from LWV website: "Information for Estate Agents and Heirs," and went through the numerous "Transfer and Estate Frequently Asked Questions," in order to further explain and clarify processes. It was a very interactive discussion. Members paid close attention and took notes. Also included in the paperwork from LWV website was p. 48 of the United Resale Package "Addendum to Occupancy Agreement – Trustee Membership."

The vast majority of members participated in the discussions and were appreciative for the Town Hall.

At the general Q/A session there were comments and questions about Mutual services. Also, a few attendees demanded that United obtain 100% insurance coverage so loans and refinancing become available. TBD.

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STAFF REPORT

DATE: April 11, 2023
FOR: Board of Directors
SUBJECT: 2023 Election Schedule

RECOMMENDATION

Approve the proposed 2023 election schedule.

BACKGROUND

Article V Section 2 of the United Laguna Woods Mutual Bylaws states in part that the annual Meeting of Members shall be held on the Second Tuesday of October of each year at 9:30 a.m. unless the Board of Directors fixes another time and/or date and so notifies the Members as provided in Article V Section 4 of the Bylaws. The annual election schedule is typically constructed to complete the tabulation of ballots prior to the annual meeting of Mutual Members on the second Tuesday of October.

DISCUSSION

The proposed 2023 election schedule reflects the timeline required by Civil Code §5115 for the annual election process.

The proposed 2023 election schedule has been reviewed by legal counsel and details the dates upon which action must be taken by staff and the Inspector of Elections to comply with the adopted election rules. Key milestones include the following:

| Milestone | Date |
|----------------------------------|--------------------|
| Nominations open | June 19, 2023 |
| Nominations close | July 21, 2023 |
| Mail ballot package | August 29, 2023 |
| Ballots due | September 28, 2023 |
| Tabulation of ballots | September 29, 2023 |
| Milestone | Date |
| Annual Meeting of Mutual Members | October 10, 2023 |

FINANCIAL ANALYSIS

None

Prepared By: Paul Nguyen, Assistant Corporate Secretary

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: 2023 Election Schedule

ATTACHMENT 1



United Election Schedule 2023

| | |
|--|--|
| Staff Report to Approve Election Schedule | April 11, 2023 |
| Resolution to Appoint Inspector of Elections | May 9, 2023 |
| Mailing of Annual Election and Call for Candidates and Acclamation Notice (postcard) | June 1, 2023 |
| Member Right to Review Mailing List | June 1, 2023 |
| Nominations Open | June 19, 2023 |
| Mailing of Secondary Annual Election and Call for Candidates and Acclamation Notice (postcard) | June 15, 2023 |
| Nominations Close (5 p.m.) | July 21, 2023 |
| Candidate Statements Due to Inspector of Elections | July 21, 2023 |
| Deadline for Election by Acclamation | July 28, 2023 |
| Deadline to Withdraw Candidacy | July 28, 2023 |
| Record Date for Mailing Lists | July 31, 2023 |
| Copy of Mailing List to Inspector of Elections | July 31, 2023 |
| Ballot Information to Inspector of Elections | July 31, 2023 |
| General Notice of Candidate List/Information | July 31, 2023 |
| Meet the Candidates and Candidate Video Filming | August 25, 2023 |
| Mail Ballot Package | August 29, 2023 |
| Replay Meet the Candidates | TBA |
| Notice Tabulation Meeting | September 22, 2023 |
| Ballots Due Back: – 11 a.m. Inspector’s Post Office box – 5 p.m. Community Center Ballot Box | September 28, 2023 |
| Tabulation Meeting; Counting of Ballots by Inspector of Elections | September 29, 2023 |
| Notice of Annual/Organizational Meeting | September 26, 2023 |
| Annual/Organizational Board Meeting Date | October 10, 2023, 9:30 a.m., Board Room |

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ENDORSEMENT (to Board)

Discuss and Consider Stock Certificate Correction:

On March 16, 2023 the United Governing Documents Review Committee considered a proposed correction to the Stock Certificate.

On May 8, 2018, the United Board of Directors adopted Resolution 01-18-47 which approved changes to the membership stock certificate. It was recently discovered that there was a misleading phrase in the certificate, "held only by those signing below". The phrase is incorrect as it would grant membership to the Vice President and Assistant Secretary and not to the person(s) purchasing the stock certificate.

Mr. Jeff Spies, Community Services Supervisor presented the Stock Certificate Correction. The Committee members made comments and asked questions. The Committee elected to make minor changes to the Stock Certificate.

The Committee directed staff to Include verbiage stating that the stock certificate evidences membership in United Laguna Woods Mutual and the Golden Rain Foundation. The committee further instructed staff to clarify that the positions of vice president and assistant secretary should be designated as ex officio.

Without objection, the motion passed.

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STAFF REPORT

DATE: April 11, 2023
FOR: Board of Directors
SUBJECT: Membership (Stock) Certificate Correction

RECOMMENDATION

Staff recommends that the Board approves revisions to United's Membership (Stock) Certificate by removing the words "held only by those signing below" and adding the words, "and the Golden Rain Foundation" in the last paragraph, and the words "Vice President, *ex officio*" and "Assistant Secretary, *ex officio*" underneath each of the signature lines, as shown in Attachment 2.

BACKGROUND

On May 8, 2018, the United Board of Directors adopted Resolution 01-18-47 which approved changes to the Membership (Stock) Certificate to specify the detail that the Membership (Stock) Certificate is non-transferable. It was recently discovered that there was a misleading phrase in the approved certificate (ATT 1). The highlighted phrase "held only by those signing below" is incorrect and should be removed, as shown in the proposed, revised document (ATT 2).

On March 16, 2023, the Governing Documents Review Committee reviewed and approved Staff's proposed change and further recommended language to indicate that a member holds one membership in United Mutual as well as an appurtenant membership in the Golden Rain Foundation of Laguna Woods. Additionally, the signature lines are reserved for the Vice President, *ex officio* and the Assistant Secretary, *ex officio*.

DISCUSSION

Staff believes these scrivener's errors were initially overlooked when the Board approved the certificate in 2018. When looking at Attachment 1, the last paragraph reflects two signature lines with no names. At the time of approval, we believe it was the board's understanding that the members would be signing the certificate, when in fact, that is not the case. The two signature lines are currently reserved for the vice president and assistant secretary as authorized by Resolution U-80-41, adopted on April 22, 1980. If the names of the signers and/or the *ex officio* titles were in place at the time of review, we believe this mistake would have been caught and corrected.

It should be noted that the proposed revisions do not reflect any change in policy. Instead, they correct scrivener's errors and may not require a 28-day comment period.

FINANCIAL ANALYSIS

None.

Prepared By: Jeff Spies, Community Services Supervisor

Reviewed By: Pamela Bashline, Community Services Manager

ATTACHMENT(S)

ATT 1 - Membership (Stock) Certificate Approved by Resolution 01-18-47

ATT 2 - Redlined Version of Proposed Changes to Membership (Stock) Certificate

ATT 3 – Draft Resolution: 01-23-XX

(EXHIBIT A)

Certificate No. _____

UNITED LAGUNA WOODS MUTUAL

A NON-PROFIT MUTUAL BENEFIT CORPORATION
INCORPORATED UNDER THE LAWS OF THE STATE OF CALIFORNIA

MEMBERSHIP (STOCK) CERTIFICATE (NONTRANSFERABLE)

THIS CERTIFIES THAT _____, is/are the record owner(s) of one membership, in the form of a Membership (Stock) Certificate, **Series** ____ of UNITED LAGUNA WOODS MUTUAL, a California non-profit mutual benefit corporation, and is entitled to all of the benefits and privileges of membership, subject to all of the terms, conditions and restrictions set forth in the Articles of Incorporation, Bylaws and Occupancy Agreement of said corporation. Pursuant to the Bylaws of said corporation, this membership is subject to a lien to secure payment of any sums which shall be due from the record owner of this membership for any reason whatsoever, including any sums due under any occupancy agreement of said corporation. The corporation may not make distributions to its members except on dissolution of the corporation. **THIS MEMBERSHIP IS NONTRANSFERABLE**, whether by will, trust, intestate succession or otherwise, except as provided in Article III, Section 6, of the Bylaws of said corporation. A copy of the transfer restrictions as set forth in the Bylaws are on file with the secretary of the corporation, care of the corporation's managing agent, and on and available from the Laguna Woods Village website, and are open for inspection by a member on the same basis as the records of the corporation. Members may also obtain a copy of said Articles of Incorporation and Bylaws upon request and for a reasonable charge from the principal office of said corporation, P.O. Box 2220, Laguna Hills, California 92654.

This certificate evidences membership in United Laguna Woods Mutual, **held only by those signing below**. Accordingly, care should be taken to ensure that this certificate is not lost, stolen or destroyed. If this certificate is lost, stolen or destroyed, the holder will be required to make an affidavit of that fact and may be required to post a bond (or other security), indemnify, defend and hold harmless the corporation and/or pay a fee for the issuance of a replacement certificate.

Dated: _____

Signature

Signature

Certificate No. Certificate #

UNITED LAGUNA WOODS MUTUAL

A NON-PROFIT MUTUAL BENEFIT CORPORATION
INCORPORATED UNDER THE LAWS OF THE STATE OF CALIFORNIA

MEMBERSHIP (STOCK) CERTIFICATE

THIS CERTIFIES THAT Membership Vesting is/are the record owner(s) of one membership, in the form of a Membership (Stock) Certificate, Series Stock series # of UNITED LAGUNA WOODS MUTUAL, a California non-profit mutual benefit corporation, and is entitled to all of the benefits and privileges of membership, subject to all of the terms, conditions and restrictions set forth in the Articles of Incorporation, Bylaws and Occupancy Agreement of said corporation. Pursuant to the Bylaws of said corporation, this membership is subject to a lien to secure payment of any sums which shall be due from the record owner of this membership for any reason whatsoever, including any sums due under any occupancy agreement of said corporation. The corporation may not make distributions to its members except on dissolution of the corporation. **THIS MEMBERSHIP IS NONTRANSFERABLE**, whether by will, trust, intestate succession or otherwise, except as provided in Article III, Section 6, of the Bylaws of said corporation. A copy of the transfer restrictions as set forth in the Bylaws is on file with the secretary of the corporation, care of the corporation's managing agent, is on and available from the Laguna Woods Village website, and is open for inspection by a member on the same basis as the records of the corporation. Members may also obtain a copy of said Articles of Incorporation and Bylaws upon request and for a reasonable charge from the principal office of said corporation, P.O. Box 2220, Laguna Hills, California 92654.

This certificate evidences membership in United Laguna Woods Mutual and The Golden Rain Foundation, held only by those signing below. Accordingly, care should be taken to ensure that this certificate is not lost, stolen or destroyed. If this certificate is lost, stolen or destroyed, the holder will be required to make an affidavit of that fact and may be required to post a bond (or other security), indemnify, defend and hold harmless the corporation and/or pay a fee for the issuance of a replacement certificate.

Dated:

Signature Vice President, ex officio

Signature Assistant Secretary, ex officio



RESOLUTION 01-23-XX

Membership (Stock) Certificate Corrections to Membership and Signature Line

WHEREAS, Article II, Section 4(m) of the Bylaws states that "The Corporation shall issue a Certificate of Membership upon admission to Membership;" and

WHEREAS, the Occupancy Agreement states that "the member is the owner and holder of one membership of the Corporation and of one membership of the Golden Rain Foundation"; and

WHEREAS, Resolution U-80-41 states that "the managing agent of this corporation is hereby authorized, on behalf of the corporation, to permit the placement of signatures of a vice president and assistant secretary of the corporation on membership certificates"; and

WHEREAS, after each annual organizational meeting, United appoints staff as vice president, ex officio; assistant secretary, ex officio; and vice treasurer, ex officio; and

WHEREAS, the current membership certificate as approved by Resolution 01-18-47 contains the following language: "This certificate evidences membership in United Laguna Woods Mutual held only by those signing below" which incorrectly indicates that the members are to sign their membership certificates, when in fact the two signature lines are currently reserved for the vice president, ex officio and the assistant secretary, ex officio; and it does not indicate that a member is also a member in the Golden Rain Foundation;

NOW, THEREFORE BE IT RESOLVED, April 11, 2023, that the Board of Directors of United hereby adopts the revised Membership (Stock) Certificate, as attached to the official meeting minutes, which evidences membership in the Golden Rain Foundation and that the certificate shall be signed by the vice president, ex officio and the assistant secretary, ex officio, and such change does not affect any other covenant, condition, restriction or other rule set forth in United's Governing Documents; and

RESOLVED FURTHER, that Resolution 01-18-47 adopted May 8, 2018 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 the purpose of this resolution.

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United Laguna Woods Mutual
Finance Committee
March 28, 2023

ENDORSEMENT (to Board)

Supplemental Appropriation for Emergency Roof Repairs

Guy West, Projects Division Manager, presented a staff report requesting an approval for a supplemental appropriation from the Reserve Fund in the amount of \$50,000 for emergency roofing repairs that have been completed and projects for the remainder of the year.

A motion was made by Director Asgari to approve and endorse staff's recommendation as presented. Discussion ensued. Director Alison Bok seconded.

The motion passed by a 3-0 vote and will be presented at the next board meeting.

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STAFF REPORT

DATE: April 11, 2023
FOR: Board of Directors
SUBJECT: Supplemental Appropriation for Emergency Roof Repairs

RECOMMENDATION

Approve a supplemental appropriation from the Reserve Fund and a purchase order in the amount of \$50,000 for emergency roofing repairs completed and projected for the remainder of 2023.

BACKGROUND

There are 1,124 buildings in United Mutual with a mixture of flat and sloped roofs. Starting in late December 2022 through early March 2023, Laguna Woods Village has experienced an unusually wet rain season which has resulted in an unprecedented number of roof repair requests.

The approved budget allocation for emergency roof repairs in 2023 is \$90,000. This was determined based on the 3-year average of actual expenditures for repairs from 2020 through 2022. Through March 2023, emergency repairs in the amount of approximately \$82,100 were required due to roof leaks on 218 buildings. By comparison, we experienced 76 roof leaks during this same period last year. This necessitates a supplemental budget appropriation to allow for payment for services rendered and anticipated costs for the remainder of 2023.

On March 28, 2023, the United Finance committee voted to recommend the board approve a supplemental appropriation in the amount of \$50,000 for emergency roof repairs.

DISCUSSION

The existing roofing contract includes pricing for emergency repairs. When roof leaks are reported to Resident Services or Security, an assessment is made to determine if the situation warrants an emergency response from the roofing contractor. In most cases, the damaged roof area is first secured by the roofing contractor to minimize damage to the Mutual and member's property. This is then followed by a permanent repair that is authorized by staff and is billed at the contract rate for repair work.

For the remaining months of 2023, staff estimates that another \$58,000 will be needed for emergency roof repairs based on the 3-year historic average during this same period for roofing repair expenditures. This estimate of \$58,000 combined with already approved repair work of \$82,100 exceeds the budget for emergency roof repairs. Staff recommends that the Board of Directors approve a supplemental budget appropriation in the amount of \$50,000 to cover these unanticipated expenses.

FINANCIAL ANALYSIS

The budget for emergency roof repairs is funded from the Reserve Fund in the amount of \$90,000 for 2023 (JA910010000). A supplemental appropriation in the amount of \$50,000 is necessary to pay for services rendered through March 2023 and to fund future roof repair work for the remainder of the fiscal year 2023. Funding for the supplemental appropriation of \$50,000 is proposed from the United Mutual Reserve Fund.

Prepared By: Erik Schneekluth, Project Manager

Reviewed By: Guy West, Projects Division Manager
Baltazar Mejia, Maintenance & Construction Assistant Director
Steve Hormuth, Director of Financial Services

Attachment(s): Attachment 1 – Resolution 01-23-XX



Resolution 01-23-XX

**Supplemental Appropriation for
Emergency Roof Repairs**

WHEREAS, the 2023 Business Plan approved by the United Board allocates \$90,000, from the Reserve Fund for emergency roof repairs; and

WHEREAS, on March 28, 2023, the United Finance Committee endorsed a recommendation for a supplemental appropriation in the amount of \$50,000 for emergency roofing repairs;

NOW THEREFORE BE IT RESOLVED, on April 11, 2023, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$50,000; and

RESOLVED FURTHER, a supplemental appropriation is authorized from the Reserve Fund in the amount of \$50,000 to be used for emergency roof repairs; 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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Treasurer's Report for April 11, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **February 28, 2023**, total revenue for United was \$8,657K compared to expenses of \$7,364K, resulting in net revenue of \$1,293K.

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 \$546K through the reporting period. This chart shows how much of our revenue went into operations, with \$3,953K coming in from assessments and \$311K coming from non-assessment revenue. This is compared to operating expenditures of \$3,718K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$1,175K when combining both operating and reserve savings.

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

Outside Services \$596K; Favorable variance primarily resulted from timing of expenditures and rain affecting the following areas:

Waste Line Remediation

Favorable variance due to invoice timing of scheduled work compared to budget spread. Work is in progress and 19 buildings were completed through February.

Electrical System Replacement

Favorable variance due to timing of invoices for work compared to budget spread. Although work began at the beginning of the year, invoices weren't received until March.

Tree Maintenance

Favorable variance due to invoice timing of scheduled work compared to budget spread. Invoices have been entered as of March mitigating the variance.

Roof Replacements

Favorable variance due to rain. Scheduled work includes preventative roof repairs for roofs over 10 years old. Due to heavy rainfall at the start of 2023, work has been postponed and is expected to begin once weather permits.

Employee Compensation \$331K; Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, tree maintenance, plumbing, paint, interior components, and carpentry. Recruitment is in progress to fill in current open positions. Grounds maintenance contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.



Treasurer's Report for April 11, 2023 Board Meeting

Investment Income \$100K; Favorable variance resulted from higher rates of return received on treasury bill investments than anticipated at the time of budget preparation.

Materials and Supplies \$39K; Favorable variance resulted primarily from rain and timing of expenditures in the M&C and Landscape departments affecting the areas of exterior paint programs, pest control spraying jobs, and kitchen and bath countertop replacements.

Utilities and Telephone (\$39K); Unfavorable variance primarily due to an under accrual at year end in 2022 of sewer and water. Additionally, electricity rates were higher than anticipated at the time of budget preparation. Trash remained within budget.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$436K. Revenue is organized by category, starting with our largest revenue generating category: Investment Income, followed by Fees and Charges, Golf Cart Electric Fee, Laundry, Electric Vehicle Plug-In Fee, and so forth.

SLIDE 6– On this pie chart, we see the expenses to date of \$7,364K, showing that our largest categories of expense are for Employee Compensation and Property Tax followed by Insurance, Outside Services, Utilities, 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 February 28, 2023 was \$1,126K. Contributions collected totaled \$12K with no expenditures to date. The Reserve Fund balance on February 28, 2023 was \$17,416K. Contributions and investment revenue collected totaled \$2,101K while expenditures were \$1,395K. The Property Tax Fund balance on February 28, 2023 was (\$583K). Contributions and investment revenue collected totaled \$2,279K while expenditures were \$2,225K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$19 Million.

SLIDE 10 – We have a slide here to show resale history from 2021 - 2023. Through February 28, 2023, United resales totaled 39, which is 39 resales lower than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$310K, which is \$5K higher than prior year for the same time period.

Financial Report

Preliminary as of February 28, 2023



| INCOME STATEMENT (in Thousands) | ACTUAL |
|------------------------------------|---------|
| Assessment Revenue | \$8,221 |
| Non-assessment Revenue | \$436 |
| Total Revenue | \$8,657 |
| Total Expense | \$7,364 |
| Other Changes | \$0 |
| Net Revenue/(Expense) | 1,293 |

Financial Report

Preliminary as of February 28, 2023



OPERATING ONLY INCOME STATEMENT¹ (in Thousands)

ACTUAL

Assessment Revenue \$3,953

Non-assessment Revenue \$311

Total Revenue \$4,264

Total Expense¹ \$3,718

Other Changes 0

Operating Surplus \$546

1) Excludes depreciation

Financial Report

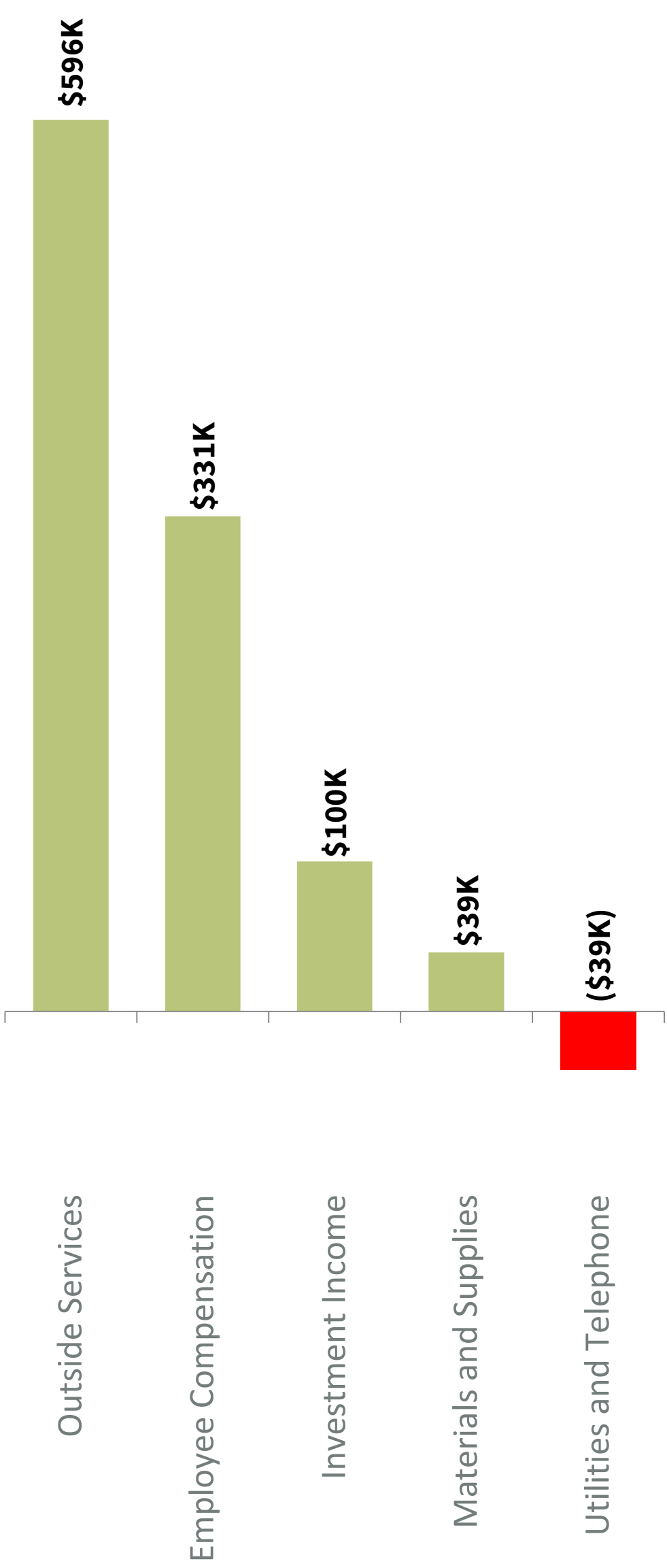
Preliminary as of February 28, 2023



| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|---------|---------|-------------------|
| Assessment Revenue | \$8,221 | \$8,050 | \$171 |
| Non-assessment Revenue | \$436 | \$315 | \$121 |
| Total Revenue | \$8,657 | \$8,365 | 292 |
| Total Expense | \$7,364 | \$8,247 | \$883 |
| Other Changes | \$0 | \$0 | \$0 |
| Net Revenue/(Expense) | \$1,293 | \$118 | \$1,175 |

Financial Report

Preliminary as of February 28, 2023



■ Unfavorable ■ Favorable

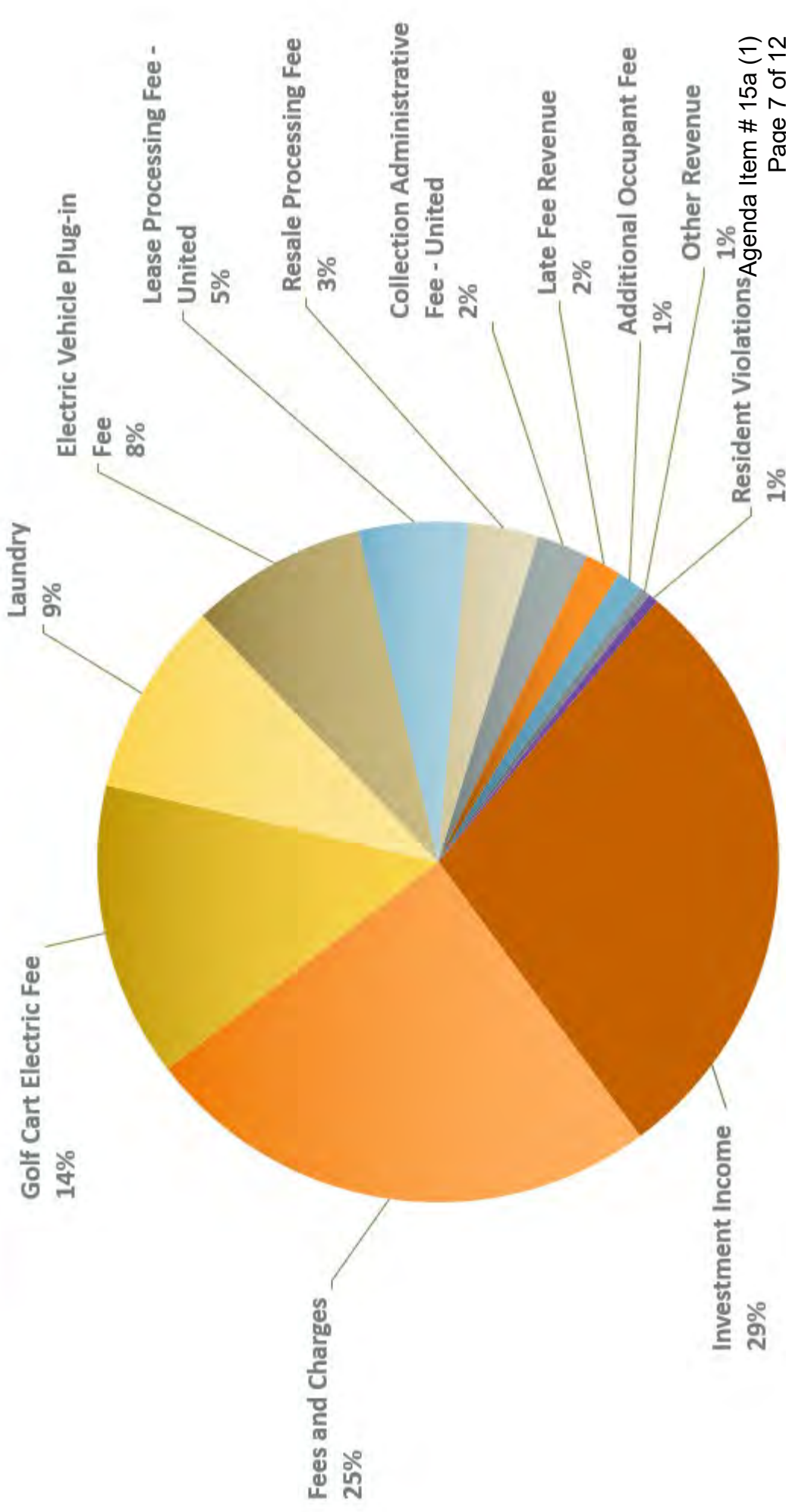
Financial Report

Preliminary as of February 28, 2023



UNITED LAGUNA WOODS
MUTUAL

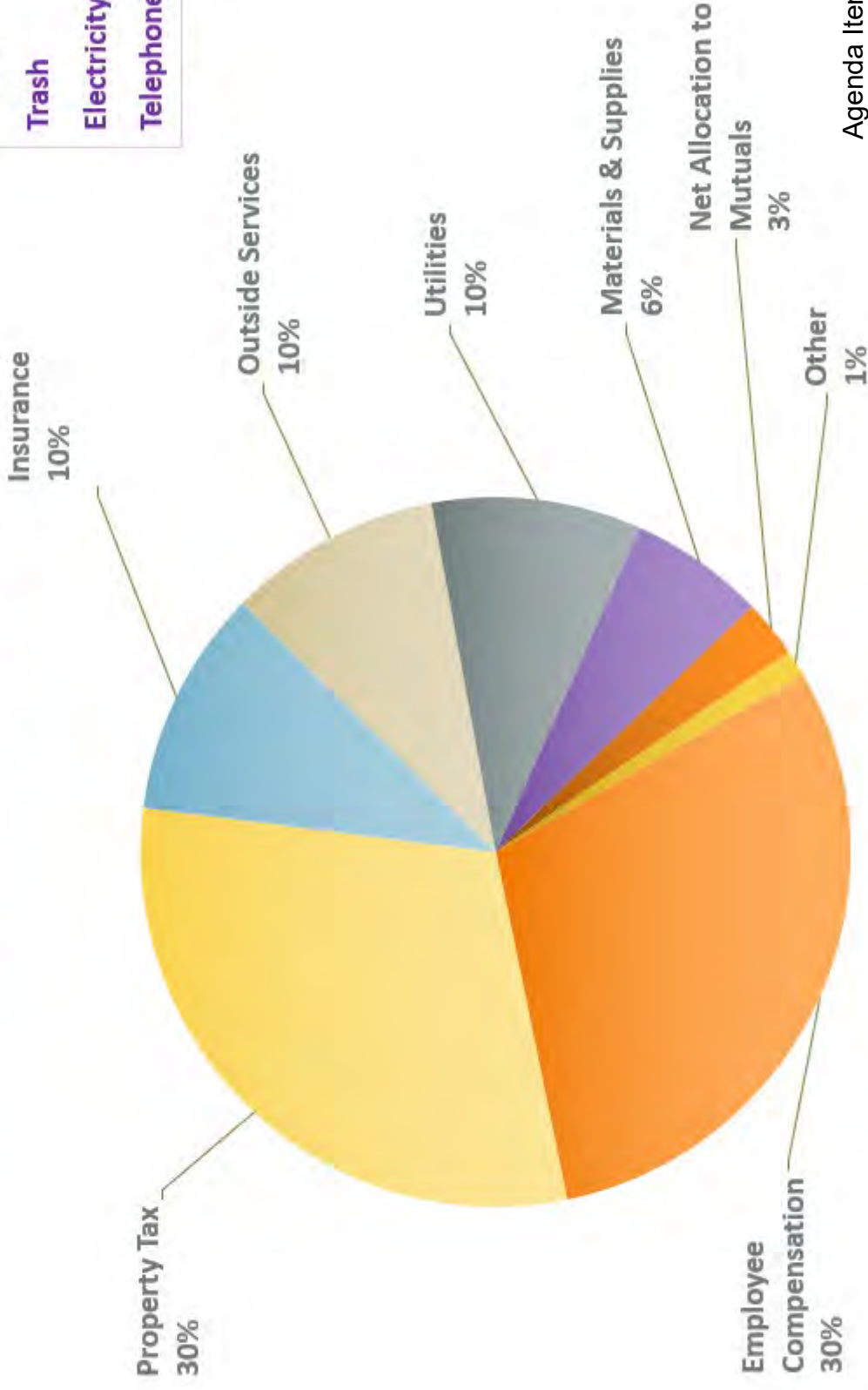
Total Non Assessment Revenues \$436,374



Financial Report

Preliminary as of February 28, 2023

Total Expense \$7,363,932



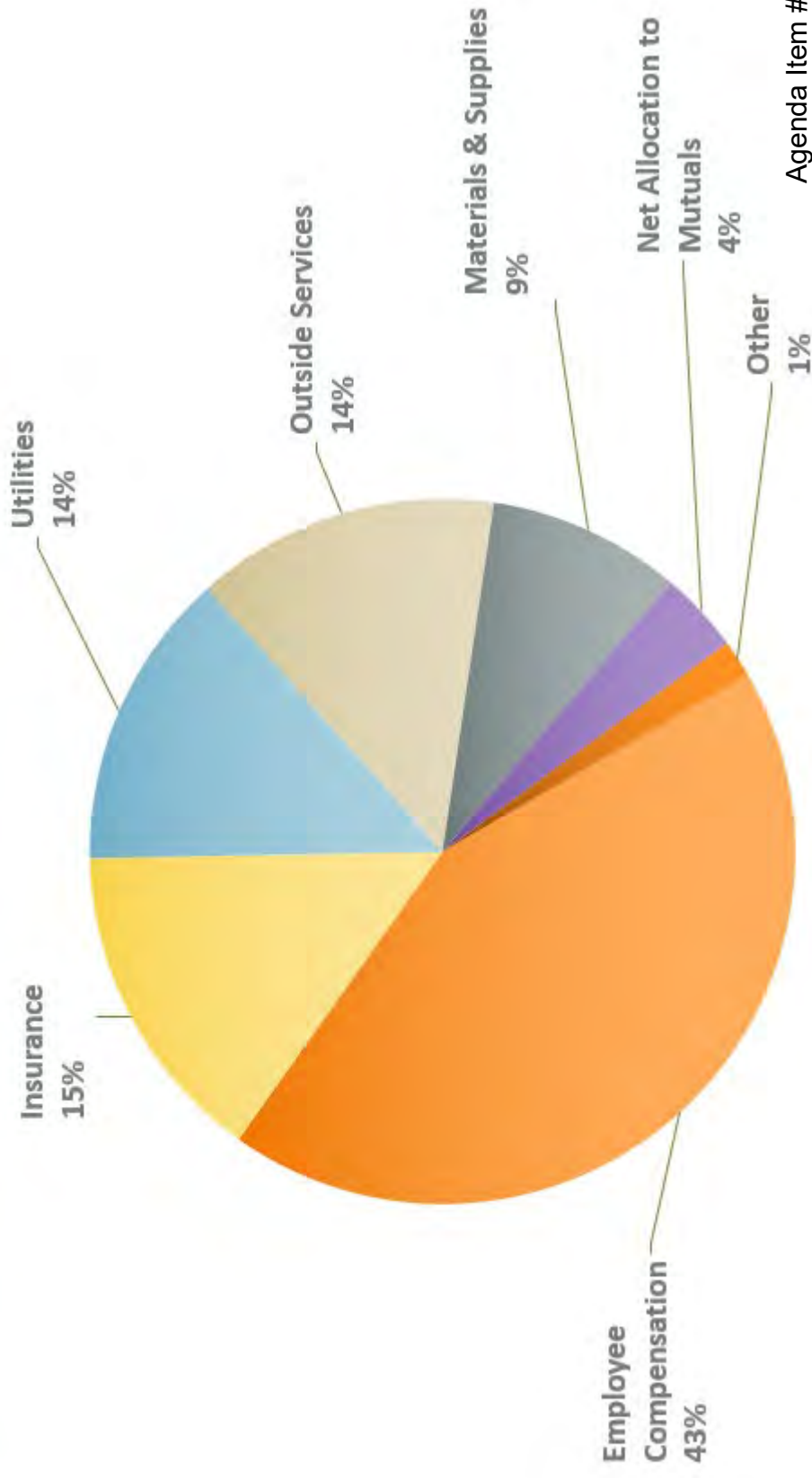
UNITED LAGUNA WOODS
MUTUAL

| | |
|-------------|-----------|
| Water | \$242,886 |
| Sewer | \$275,874 |
| Trash | \$132,394 |
| Electricity | \$52,722 |
| Telephone | \$109 |

Financial Report

Preliminary as of February 28, 2023

Total Expenses Excluding Property Tax \$5,138,457



Financial Report

Preliminary as of February 28, 2023

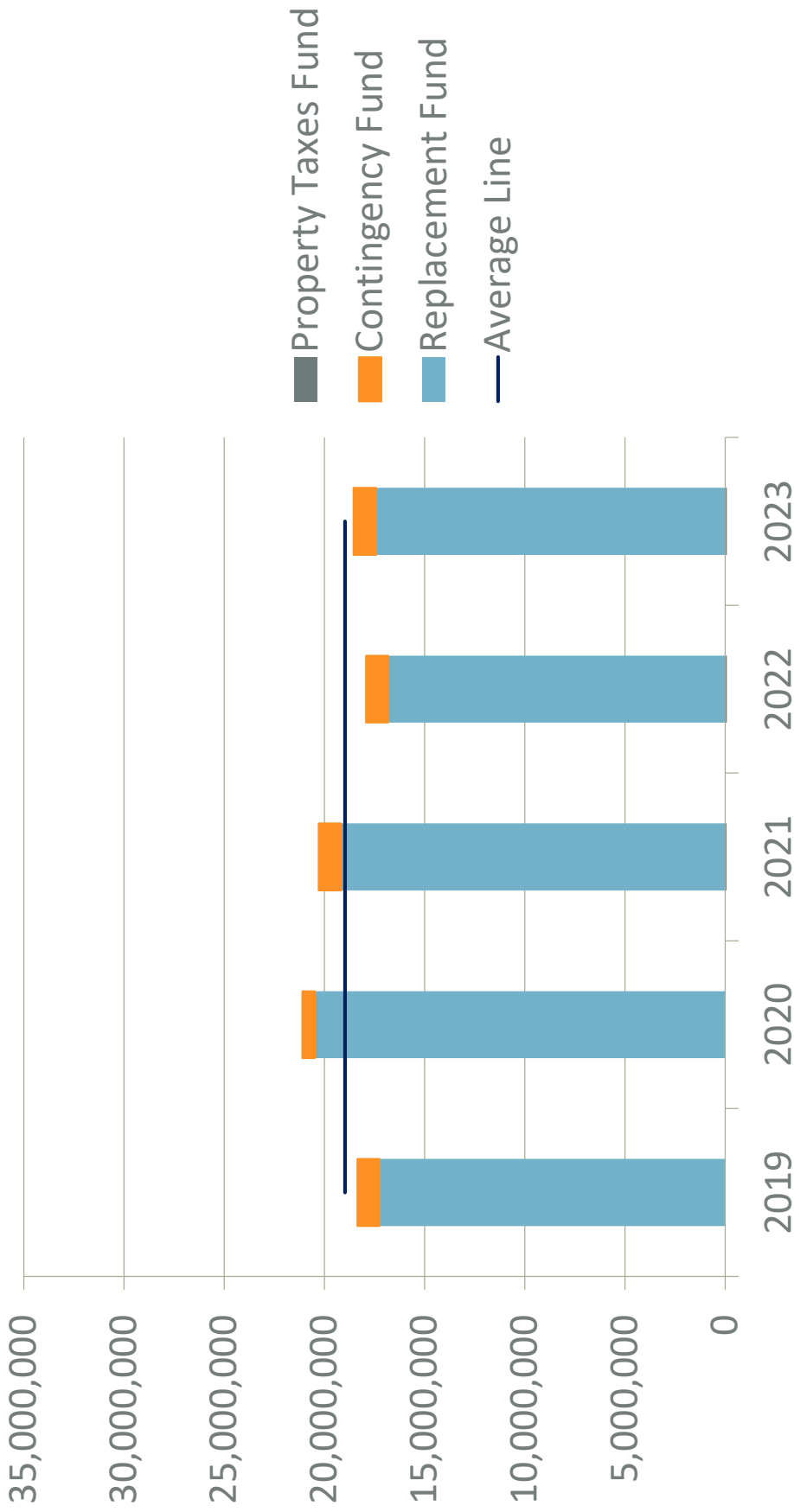


| NON-OPERATING FUND BALANCES (in Thousands) | CONTINGENCY | RESERVE | PROPERTY TAX |
|--|-------------|----------|-----------------|
| Beginning Balances: 1/1/23 | \$1,114 | \$16,710 | (\$637) |
| Contributions & Interest | 12 | 2,101 | 2,279 |
| Expenditures | 0 | 1,395 | 2,225 |
| Current Balances: 2/28/23 | \$1,126 | \$17,416 | (\$583) |

Financial Report

Preliminary as of February 28, 2023

FUND BALANCES – United Mutual



Financial Report

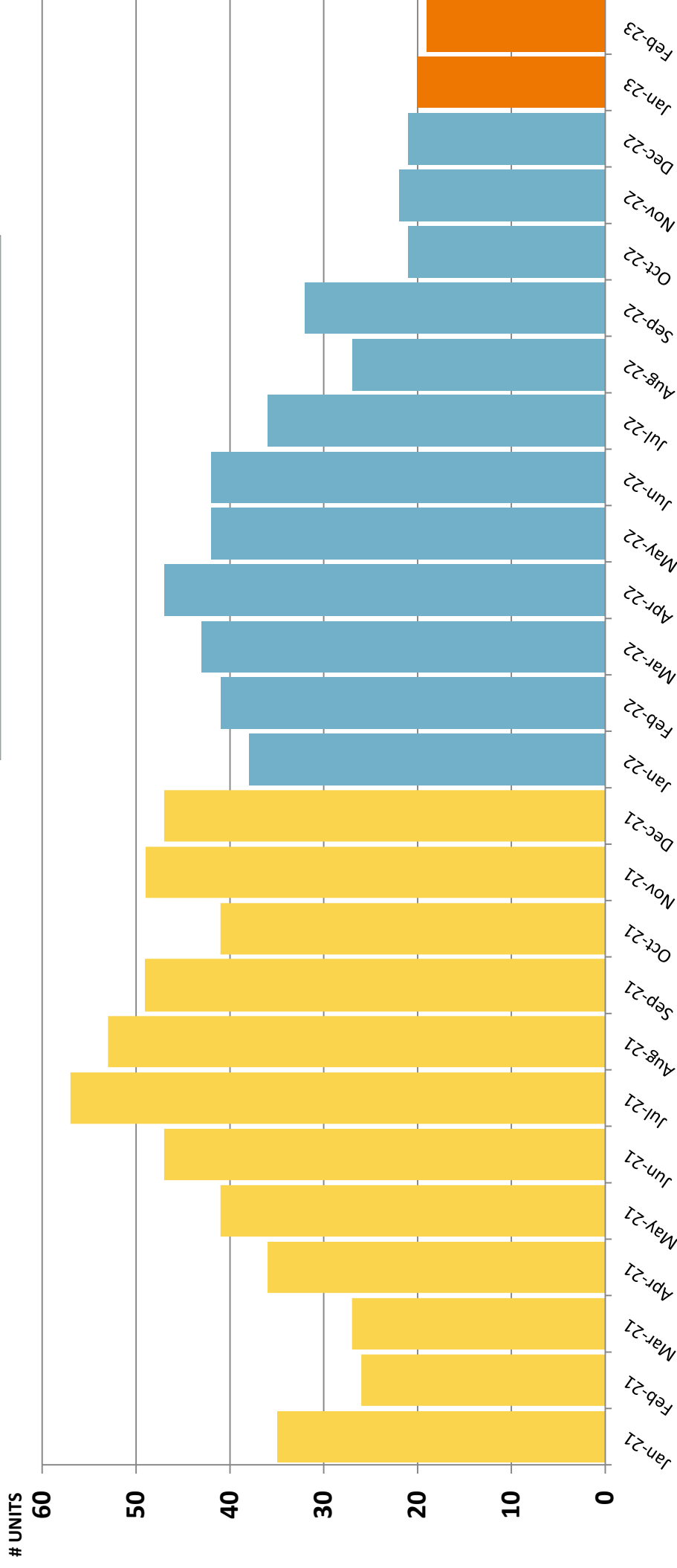
Preliminary as of February 28, 2023

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
MUTUAL

| | NO. OF RESALES | AVG. RESALE PRICE |
|----------|-------------------|----------------------|
| YTD 2021 | 61 | \$260,196 |
| YTD 2022 | 78 | \$304,951 |
| YTD 2023 | 39 | \$310,374 |





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

Tuesday, March 28, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Azar Asgari – Chair, Alison Bok, Thomas Tuning

DIRECTORS ABSENT: None.

ADVISORS PRESENT: Mike Daillak

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez, Ian Barnette, Guy West

OTHERS PRESENT:

Call to Order

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

Acknowledgment of Media

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

Approval of Agenda

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

Approval of the Regular Meeting Report of February 28, 2023

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

Chair Remarks

Director Asgari addressed the community members and asked for more participation in the upcoming budget meetings where they will have an opportunity to share their thoughts with the Board and address any concerns they may have.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, shared that the 2022 Audit performed by KPMG final report will be issued on April 10th, 2023 and he briefly shared details about the 2024 Budget process.

Review Preliminary Financial Statements dated February 28, 2023

The committee reviewed financial statements for February 28, 2023 and questions were addressed and noted by staff.

Compensation and Outside Services

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

Appliance Summary

Ian Barnette, Assistant Director of Maintenance and Construction, presented an informative staff report, per request of the Finance Committee, displaying the current count of appliances for whom United Mutual is responsible. Multiple questions and comments were stated by members.

Director Lenny Ross requested staff to provide a list of all house items United Mutual is responsible for.

Annual Savings

Steve Hormuth provided a brief summary of the 2022 cost savings relating to utilities compared to prior year 2021 which resulted as such:

- (1) Sewer - \$300K
- (2) Water - \$158K
- (3) Insurance - \$39K

Approve and Endorse a Supplemental Appropriation for Emergency Roof Repairs

Guy West, Projects Division Manager, presented a staff report requesting an approval for a supplemental appropriation from the Reserve Fund in the amount of \$50K for emergency roofing repairs that have been completed and projects for the remainder of the year.

A motion was made by Director Asgari to approve and endorse staff's recommendation as presented. Discussion ensued. Director Alison Bok seconded. The motion passed by a 3-0 vote and will be presented at the next board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

Appliance Replacement Report
Damage Restoration Log

Committee Member Comments

None.

Date of Next Meeting

Tuesday, April 25, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:59 p.m.

Azar Asgari

Azar Asgari (Apr 4, 2023 13:39 PDT)

Azar Asgari, Chair

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Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
United

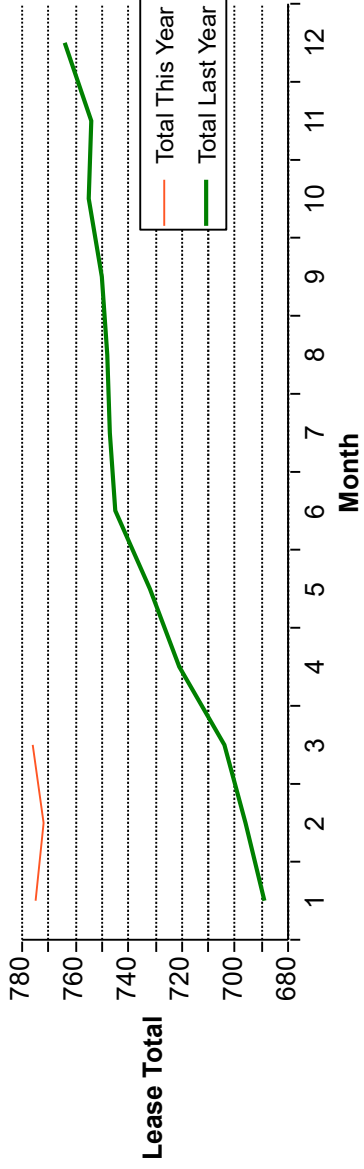
REPORT PERIOD
March, 2023

| MONTH | NO. OF REALES | | 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 | 19 | 40 | \$6,223,400 | \$11,864,401 | \$327,547 | \$296,610 |
| March | 38 | 43 | \$12,609,900 | \$13,513,900 | \$331,839 | \$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 | 77.00 | 121.00 | \$24,697,300 | \$37,283,395 | | |
| ALL TOTAL | 77.00 | 411.00 | \$24,697,300 | \$145,228,829 | | |
| MON AVG | 25.00 | 40.00 | \$8,232,433 | \$12,427,798 | \$317,529 | \$308,060 |
| % CHANGE - YTD | -36.4% | | -33.8% | | 3.1% | |

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2023 Period 3 (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 | 38 | 183 | 529 | 775 | 689 | 12.3 | 1.4 | 58 | 16 |
| 2023 | February | 24 | 38 | 187 | 523 | 772 | 696 | 12.2 | 1.2 | 44 | 23 |
| 2023 | March | 25 | 38 | 199 | 514 | 776 | 704 | 12.3 | 1.2 | 57 | 36 |
| 2023 | April | | | | | | 721 | | | | |
| 2023 | May | | | | | | 732 | | | | |
| 2023 | June | | | | | | 745 | | | | |
| 2023 | July | | | | | | 747 | | | | |
| 2023 | August | | | | | | 748 | | | | |
| 2023 | September | | | | | | 750 | | | | |
| 2023 | October | | | | | | 755 | | | | |
| 2023 | November | | | | | | 754 | | | | |
| 2023 | December | | | | | | 764 | | | | |



**SPECIAL MEETING OF THE UNITED PRIVATE LOAN RESEARCH AD HOC
COMMITTEE
REPORT OF THE OPEN SESSION**

Thursday, March 30, 2023 – 3:00 p.m.
Laguna Woods Village Community
Center Sycamore Room

DIRECTORS/MEMBERS PRESENT: Azar Asgari – Chair, Ken Benson, Eric Carlson, Robert Tucker, Richard LaPoint
DIRECTORS ABSENT: None.
STAFF PRESENT: Steve Hormuth, Pamela Bashline, Erika Hernandez
OTHERS PRESENT: United – Lenny Ross, Diane Casey, Anthony Liberatore, Alison Bok

Call to Order

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 3:08 p.m.

Approval of Agenda

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

Chair Remarks

None.

Discuss Creating an Individual Lender Policy

At a previous meeting dated March 9, 2023, member Robert Tucker suggested that the committee research creating a promissory note and standard security agreement to be included as part of the current Individual Recognition Agreement.

During the current meeting, Mr. Tucker provided a list of proposed agenda bullet talking points where committee members were assigned an individual task to either research or create drafts of the following items:

- (1) Create a New Promissory Note and Security Agreement
- (2) Outline Foreclosure Guidelines for Loans
- (3) Research Lenders and Draft a New Resolution allowing Private Loans
- (4) Abuse Mitigation
- (5) Document – Word Definitions

The members are to bring their researched materials and present at the next ad hoc meeting. No further action was taken by the committee.

Discuss Individual Lender Restriction

This agenda item will be discussed at the next scheduled meeting.

Future Agenda Items

None.

Committee Member Comments

None.

Date of the Next Meeting

Thursday, April 13, 2023 at 3:00pm

Adjournment

The meeting adjourned at 4:00 p.m.

Azar Asgari

Azar Asgari (Apr 4, 2023 13:36 PDT)

Azar Asgari, Chair



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.

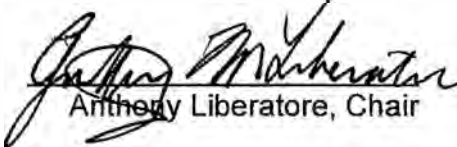
12. Committee Member Comments

- 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, March 16, 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, Diane Casey and Sue Quam (entered the meeting at 9:46 a.m.)

MEMBERS ABSENT: None

ADVISORS PRESENT: Juanita Skillman, Mary Stone and Dick Rader

ADVISORS ABSENT: None

STAFF PRESENT: Jacob Huanosto, Ruby Rojas and Jeff Spies

CALL TO ORDER

Maggie Blackwell, Chair, called the meeting to order at 1:35 p.m.

APPROVAL OF THE AGENDA

Chair Blackwell made a motion to table discussion items: 3-Year Lease Expiration Restrictions and Subletting Rules and approve the agenda with changes.

Without objection, the agenda was approved with changes.

APPROVAL OF MEETING REPORTS

Chair Blackwell made a motion to approve both the January 19, 2023 and February 16, 2023 meeting reports.

without objection, the minutes for January 19, 2023 and February 16, 2023 were approved.

CHAIR'S REMARKS

Chair Blackwell thanked both the Committee and staff for attending the meeting.

MEMBER COMMENTS

Members provided comments for the committee to address multiple topics.

ITEMS FOR DISCUSSION AND CONSIDERATION

Stock Certificate Correction

Mr. Jeff Spies, Community Services Supervisor presented the Stock Certificate Correction. The Committee members made comments and asked questions. The Committee elected to make minor changes to the Stock Certificate.

The Committee directed staff to Include verbiage stating that the stock certificate evidences membership in United Laguna Woods Mutual and the Golden Rain Foundation. The committee further instructed staff to clarify that the vice president and assistant secretary should be ex officio.

Without objection, the motion passed.

Mr. Jeff Spies left the meeting at 2:09 p.m.

Accommodations for Disabled Residents

Mr. Jacob Huanosto, Compliance Coordinator, provided an overview of the matter and brought forward correspondence from United Mutual legal counsel: Mr. Jeff Beaumont, Esq.

Director Casey made a motion to request further assistance from legal counsel to create the policy as a Governing Document. Director Quam seconded the motion. The committee reconsidered their decision and elected to bring the matter back as a future agenda item.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items

- Accommodations for disabled Residents
- Loans in Laguna Woods Village
- Policy for Committee Meetings Rules

Date of Next Meeting

The next meeting is scheduled for Thursday, April 20, 2023 at 1:30 p.m. in the Board Room.

Adjournment

With no further business before the Committee, Chair Blackwell adjourned the meeting at 2:30 p.m.

MABlackwell

MABlackwell (Mar 31, 2023 16:09 PDT)

Maggie Blackwell, Chair

Signature:

Email: ruby.rojas@vmsinc.org



OPEN MEETING

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

**Thursday, March 27, 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, Sue Quam, Anthony Liberatore

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Maggie Blackwell, Vu Chu

ADVISORS PRESENT: Mary Sinclair

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

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 Quam 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 Liberatore made a motion to approve the report. The committee was in unanimous support.

5. Chair's Remarks

Chair Casey stated that she has received the draft Urban Forest Management Plan (UFMP) for review, and that the Village received high marks on inventory data. Chair Casey read an excerpt from the UFMP, and informed the committee that she would be reviewing the document further with the Tree Ad Hoc Committee.

6. Department Head Update

Mr. Wiemann informed the committee and the audience that landscaping services have been delayed due to the recent rain events. Mr. Wiemann elaborated by saying that 18 regular working days have been lost due to the weather, and that many days have been spent on repairing storm damage.

6a. Project Log

Mr. Wiemann discussed the provided project log in detail. Members made comments and asked questions.

6b. Water Use Comparison Graph

Mr. Wiemann discussed the provided graph in detail. Members made comments and asked questions.

7. Member Comments (Items not on the agenda)

Topics included:

- Member-Specific Requests
- Ground Cover
- Aliso Creek

8. Response to Member Comments

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

Items for Discussion and Consideration

9. Tree Removal Request – 370-B

Director Quam made a motion to deny the request for removal of two Sweetshade trees located at 370-B Avenida Castilla and to direct Staff to perform corrective trimming on both trees. Director Liberatore seconded. The motion passed unanimously.

10. Supplemental Funds for Turf Reduction

Director Quam made a motion to approve a supplemental appropriation in the amount of \$119,215 to be funded from the 2022 Water Expense Account for water saving landscaping projects within United Mutual. Director Liberatore seconded. The motion passed unanimously.

Concluding Business

11. Committee Member Comments

Various comments were made. Ms. Sinclair encouraged the audience to attend the free Earth Day event on April 20, 2023 at 1:00 p.m. located at Clubhouse 1.

12. Date of Next Meeting – April 24, 2023 at 1:30 p.m.

13. Recess to Closed Session at 2:28 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, February 22, 2023 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Lenny Ross – Chair, Alison Bok, Mary Simon

MEMBERS ABSENT: None

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

1. Call to Order

Chair 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

Hearing no objection, the agenda was unanimously approved as written.

4. Approval of Meeting Report from December 28, 2022

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

5. Chair's Remarks

Chair Ross commented on a recent meeting with the other board presidents regarding various M&C projects which face cost increases due to inflation and that some of those vendors would be requesting price increases. The boards' presidents have agreed to review those contracts individually to either accept the increases or to negotiate the terms.

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

None.

7. Department Head Update

Mr. Gomez introduced Adam Feliz, Maintenance Operations Manager, who will be responsible for various maintenance operations work centers including carpentry and painting. Mr. Feliz will oversee approximately 90 staff members as well as the termite fumigation and elevator maintenance programs. Mr. Feliz spoke briefly about his experience and answered questions from the committee about his background.

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 was pulled for discussion. Staff answered questions from the committee. Chair Ross suggested the notice which is sent to the residents in advance of the epoxy wasteline remediation work include verbiage indicating that the project could take longer than anticipated; that the water could be turned off longer than anticipated; and that staff should let owners know if there will be delays. Additionally, Chair Ross asked staff to provide a cost estimate for removing the replacement of address signs from the painting program and creating a separate program. Mr. Gomez recommended this be included in the 2024 budget discussions. Chair Ross also commented that the additional installation of Shepherd's Crook fencing be included in the budget discussions. Director Simon requested staff provide an estimate of the dollar value for solar production in 2022.

A motion was made and passed unanimously to approve the consent calendar.

Items for Discussion and Consideration:

10. 707-G Reimbursement Request (reagendized from December 28, 2022)

Mr. Gomez presented the staff report and provided background on the reimbursement request. The owner of Manor 707-G was present and answered questions from the committee. After discussion, the committee suggested the reimbursement request be heard by the full board at the March 14, 2023 meeting. The owner was encouraged to attend to answer questions or provide further information, if needed.

11. 2023 Asphalt Seal Coat Program (verbal update)

Mr. West provided a presentation via PowerPoint of the Seal Coat Program and answered questions from the committee. Staff will present a recommendation for a contract award for this item in closed session.

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:

12. Committee Member Comments

- Chair Ross requested that either Director Bok or Director Simon attend an operations meeting in his place scheduled for February 23, 2023.
- Chair Ross also commented on adding another vendor to speed up the appliance replacement process.
- Director Simon commented on the water heater replacements being tied to the 10-year warranty.

13. Date of Next Meeting: April 26, 2023

14. Recess: The meeting was recessed at 10:48 a.m.



Lenny Ross, Chair

Lenny Ross, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, February 15, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: James Hopkins – Chair, Elsie Addington, Donna Rane-Szostak, Andy Ginocchio, Azar Asgari, Alison Bok (Substitute for Thomas Tuning), Margaret Bennett

DIRECTORS ABSENT: Thomas Tuning

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

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

Third – Ira Lewis, Jim Cook, Cush Bhada, S.K. Park, Moon Yun

United – Lenny Ross, Reza Karimi

VMS – Cynthia Rupert, Debbie Allen

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 to approve the agenda as presented. Director Donna Rane-Szostak moved to amend the agenda and add the following agenda item:

- Agenda Item # 8b – GRF Investments

Director Asgari seconded the motion. Hearing no objection, the motion to amend the agenda was passed unanimously.

Approval of the Regular Meeting Report of December 21, 2022

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

Chair Remarks

Director Hopkins shared that he looked forward to discussing finances and investments.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, briefly shared details regarding the 2022 Audit performed by KPMG and shared that the 2024 Budget timeline is available to view on the Laguna Woods Website Team Up calendar.

Review Preliminary Financial Statements dated December 31, 2022

The committee reviewed the financial statements dated December 31, 2022. Questions were addressed and noted by staff.

GRF Investments

Director Rane-Szostak commented on the current portfolio GRF Investments, discussed anticipated rate increases and possible future investment strategies. Director Hopkins elaborated on the GRF investments in the previous years.

A motion was made by Director Asgari to sell off discretionary Bond Funds and purchase US backed Treasury Bills and ladder investments into equal parts starting with 3-months, 6-months, 9-months, and 12-months. Director Alison Bok seconded. Discussion ensued.

The motion failed to pass by a vote of 2-5 (Director Hopkins, Director Addington, Director Rane-Szostak, Director Ginocchio, Director Bennett all opposed).

Employee Retention Credit

Steve Hormuth presented a staff report discussing the Employee Retention Credit (ERC) made available by the Internal Revenue Service (IRS) as a refundable tax credit for businesses that continued to compensate employees during the COVID-19 shutdown. Staff worked with a third-party consultant to determine eligibility for the corporation to receive the ERC. Based on the analysis performed by the third-party, the corporation did not meet the qualification requirements for the ERC.

ERP Update

Chuck Holland, Director of Information and Resident Services, presented on the new ERP Microsoft Dynamics 365 cloud-based software program that will be utilized to optimize business practices which is scheduled to roll-out in 3 phases. Multiple comments and questions were made and noted by staff.

Endorsement from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments


None.

Date of Next Meeting

Wednesday, April 19, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:50 p.m.


James Hopkins (Feb 28, 2023 19:52 PST)
James Hopkins, Chair

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OPEN MEETING

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

Thursday, March 9, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Diane Casey, Pearl Lee, Cush Bhada, Mark Laws, Frank Stern, Ajit Gidwani, Dennis Boudreau

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Joan Milliman, S. K. Park, Andy Ginocchio

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom, McCray, Laura Cobarruviaz, Jose Campos, Jackie Chioni

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Addington requested to amend the agenda to include Clubhouse Renovation Ad Hoc Committee Update under Reports. Chair Horton stated this item is to be added as 11b.

Director Bhada made a motion to approve the agenda with amendment. Director Addington seconded.

Motion passed unanimously.

Approval of Committee Report for January 12, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton stated she will make her remarks at the conclusion of the meeting.

Report of the Recreation and Special Events Director

Ms. Giglio stated all CAC Directors are invited to attend a special joint meeting for the Clubhouse Renovation Ad Hoc Committee next Wednesday, March 15 at 1:30 p.m. to provide feedback about color palettes and materials that are proposed for the Clubhouse 1 renovation project. Meeting details are being confirmed.

Ms. Giglio reported the following Recreation Department highlights: Recreation staff recently partnered with the Maintenance and Construction and the General Services Departments to perform walk-throughs of all facilities to address maintenance items that need attention; the PC club received an IRS grant for 21 new computers in the learning center which is a welcome asset in order to continue assisting many residents with taxes and other educational services; Laura Cooley, longtime Recreation Supervisor, has transferred to the Performing Arts Center and will continue to supervise Clubhouses 2 and 7 during the recruitment process for a replacement; ushers are still needed at the Performing Arts Center; Clubhouse 1 improvements include paint refreshment at the bocce ball courts, new drought resistant plants at the front lawn and a door replacement at the drop-in lounge which is in progress; the Senior Pool Technician is back to work after medical leave; Clubhouse 5 hosted the Valentine's Dinner Dance and the Saturday Night Dance with 132 attendees at both events; maintenance at Pool 4 is almost completed and is scheduled to reopen on Wednesday, March 13; Pool 5 will close when Pool 4 reopens; all pool maintenance is scheduled to be completed by May 27; patience during pool maintenance period is appreciated; pool schedules are located at the pools or on the Laguna Woods Village website; the Equestrian Center hosted a well-received clinic with visiting trainer, Matney Cook last weekend which focused on building better partnerships with horses addressing human and horse brain activity and neuro responses, responsibilities of horses and humans when working in partnership, body language and a groundwork demonstration and individual work on how to apply what was learned with horses; Equestrian staff recently finished the beautiful and long-awaited cross ties for grooming horses; two replacement Fitness Assistants were hired; Village Games sign-ups have begun and forms may be obtained at the Fitness Centers; Library volunteers worked 727 hours to support 2,962 visitors which include those who attended the two day backroom clearance event.

Ms. Murphy stated an AARP Smart Driver course refresher will be held at Clubhouse 2 on Saturday, March 18, 8:30 a.m. to 12:30 p.m.; the Performing Arts Center free movie on March 20 at 2 p.m. will be *Amsterdam*; Clubhouse 5 will host the Health and Wellness Expo on March 25, 10 a.m. to 2 p.m. featuring a sponsor expo with lots of free goodies, screenings, lecture and free lunch until supplies last; the Village Bazaar will be hosted at Clubhouse 5 on April 1, 10 a.m. to 2 p.m.; the Equestrian Center will host the Easter Eggstravaganza on April 8 at 9 to 11 a.m.; Clubhouse 5 will host the Easter Buffet on April 9 at 1 p.m.; the annual Village Games will begin on April 10 and continue until May 4 with registration closing March 24; Tony Orlando will be performing on Saturday, May 6 at the Performing Arts Center at 7:30 p.m.

Mr. McCray stated the golf greens committee meets monthly to discuss all golf topics including the most recent discussion of perimeter path traffic safety in regards to recent resident concerns; signs are posted along the path indicating walkers may utilize the perimeter path only, not those within the golf course, and the VMS Risk Manager is addressing the concerned resident; the driving range project will start on March 27; the driving range was closed after the rains due to unsafe conditions; Garden Centers are now under his supervision and staff is proactively addressing all concerns and the use of a long-term handyman as he does not have a contractor's license.

Discussion ensued.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding opposition of pool enclosure of Pool 1; agreement of the use of the tennis reservation system; review of tennis operating rules. Members who were called to speak regarding volleyball were informed that this cannot be discussed in open forum due to litigation.

Director Skillman reported that the library clearance giveaway hosted in February collected \$373 in donations with 375 attendees. The library depends upon donations to cover subscriptions. An opportunity drawing will be held for a quilt created by the Crazy Quilters which is in on display in the library through March. The Village Reads event will be held on April 22 which includes group discussions.

Staff was directed to ensure the piano has been tuned at Clubhouse 5 and to ensure the lights at the Performing Arts Center are off when illumination is not necessary.

CONSENT

Director Laws stated his requested review of the financial statement has not been completed.

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

Motion passed 6-1. Director Laws opposed.

REPORTS

Golf Greens Committee Update – This item was discussed within Mr. McCray's report.

Events and Activities Cost Recovery - Ms. Murphy presented the list of the 2023 Recreation events separated by free or fee based.

Discussion ensued.

Clubhouse Renovation Ad Hoc Committee Update - Director Addington stated the meeting on Wednesday, March 15 at 1:30 p.m. will be held to discuss choices of materials and colors for clubhouse renovations. This will be a joint meeting of select committees for voting purposes.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Baby Grand Piano for Clubhouse 7 - Director Bhada made a motion to decline the donation of a baby grand piano for Clubhouse 7 due to cost of moving and repairs/tuning. Director Casey seconded.

Motion passed unanimously.

Donation of Lathe Machine for Clubhouse 4 Woodshop – Director Addington made a motion to recommend the donation of the lathe machine for Clubhouse 4 woodshop. Director Casey seconded.

Discussion ensued.

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

Equestrian Care Services Fees – Director Casey made a motion to recommend additional Equestrian care service fees. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Facility Operating Rules/Poster Policy Review - 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.

Garden Center Visiting Hours - Staff was directed to keep this item under Items for Future Agendas.

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Laws stated he loves being on this committee.

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, April 13, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:02 p.m.

Yvonne Horton

Yvonne Horton, Chair

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OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE
WEDNESDAY, February 8, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Elsie Addington, Lenny Ross, Ira Lewis, Diane Casey, Andy Ginocchio

COMMITTEE MEMBERS ABSENT: Yvonne Horton (Excused), Jules Zalon (Excused)

OTHERS PRESENT: Maggie Blackwell

ADVISORS PRESENT: None.

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 Ross seconded. The committee was in unanimous support.

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

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman reminded the audience to contact herself, Kurt Wiemann, or Jayanna Abolmoloki if they would like to see a specific item listed on the next agenda.

6. Department Head Update

Mr. Wiemann provided updates on the progress of Aliso Creek verbally.

6a. Key Performance Indicators Presentation

Mr. Wiemann discussed the presentation provided in detail.

Members made comments and asked questions.

6b. Update on Aliso Creek

Mr. Wiemann discussed the presentation provided in detail.

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:

- Questions about previous contracts
- Willow trees in Aliso Creek
- Debris in Aliso Creek after storms

8. Response to Members Comments

Members of the Committee responded to member comments.


Concluding Business:

9. Committee Member Comments

Several comments were made.

10. Date of Next Meeting – Wednesday, May 10, 2023 at 1:30 p.m.

11. Adjourned at 2:42 p.m.


Juanita Skillman (Feb 16, 2023 23:10 PST)

Juanita Skillman, Chair

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

**Monday, March 6, 2023 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

MEMBERS PRESENT: Egon Garthoffner - Chair, Gan Mukhopadhyay – Co-Chair, Debbie Dotson, Ralph Engdahl, Andy Ginocchio, Reza Karimi, Anthony Liberatore

MEMBERS ABSENT: Mary Simon

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

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

REPORT

1. Call to Order

Chair Garthoffner called the meeting to order at 9:30 a.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 January 24, 2023

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

None.

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

None.

7. Department Head Update

Mr. West commented that the PAC restroom interior design project has been loaded into Basecamp portal. 27 Diamonds is requesting recommendations or examples to follow. After 2 weeks, 27 Diamonds will publish the preliminary designs on Basecamp and those will then be brought back to the committee at a future meeting.

Items for Discussion:

8. Clubhouse 1 Interior Design Color Options – Presentation

Director Dotson presented 3 material and color palette options for interior spaces and 3 material and color options for restrooms for the consideration of the committee via PowerPoint. Discussion ensued regarding soundproofing, lighting, and window coverings. Potential window replacement, interior door refreshing and exterior painting will be discussed at a later date, if requested. The kitchen and acoustics in the Drop-In Lounge were briefly discussed.

Mr. West clarified that Option A – Rooms does not have to be matched with Option A – Restrooms; the room options can be matched with any of the restroom options.

On March 15, 2023, this committee will vote on the color options presented by 27 Diamonds.

Items for Future Agendas:

- PAC Restroom Interior Design

Concluding Business:

9. Committee Member Comments

- Advisor Gidwani thanked Director Dotson and the committee for their hard work.
- Director Karimi commented on the timeline.

10. Date of Next Meeting: Wednesday, March 15, 2023 at 1:30 p.m.

11. Adjournment: The meeting was adjourned at 10:53 a.m.


Egon Garthoffner, Chair

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

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

**Wednesday, March 15, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

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

MEMBERS ABSENT: None

OTHERS PRESENT: Ajit Gidwani, Carl Randazzo and Bill Walsh (Advisors)
GRF: Bunny Carpenter, Yvonne Horton, Juanita Skillman, Elsie Addington
UNITED: Diane Casey
THIRD: Cush Bhada

STAFF PRESENT: Guy West - Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Garthoffner called the meeting to order at 1:30 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 March 6, 2023

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

None.

6. Member Comments (Items not on the Agenda)

- A member commented on the project cost and insurance.
- A member commented on their request for a permanent musician rehearsal space.

Items for Discussion:

7. 27 Diamonds Interior Design – Verbal Presentation

Director Dotson provided an overview of the process for the voting and introduced 27 Diamonds staff. Design options for Clubhouse 1 were presented via a PowerPoint; the options were discussed in detail; and questions from the committee were answered.

8. Solicit Member Input – Informal Poll

Director Dotson introduced the manner in which the informal poll would be taken and provided instructions on how to access the Google form while reviewing the color boards provided by 27 Diamonds. After approximately 20 minutes, Director Dotson revealed the results of the informal poll. The option with the most votes is listed below:

Color Palette Choice for Rooms: Option C
Color Palette Choice for Restrooms: Option C
Color Choice for Fireplace Façade in Ballroom: Option A and Option C had a tie vote
Style Choice for Ballroom Lighting: Option A
Window Covering Choice for Ballroom: Option A

9. Color Palette and Material Selection

A motion was made and seconded for the committee to make a formal selection between the options presented. Discussion ensued amongst the committee members regarding the scope of work to be included in the RFP and the next steps for the project. A formal vote was taken and the options with the most votes is listed below, and an image of each is attached (Attachment 1):

Color Palette Choice for Rooms: Option C
Color Palette Choice for Restrooms: Option C
Color Choice for Fireplace Façade in Ballroom: Option A
Style Choice for Ballroom Lighting: Option A
Window Covering Choice for Ballroom: Option A
Multi-Purpose Room Lighting: Option B

A further motion was made and unanimously passed to direct staff to proceed with the GRF Clubhouse Renovation Ad Hoc Committee selected and approved color palettes; to prepare a scope of work for contractor bids for review by the GRF CAC and M&C Committees, prior to soliciting contractor bids.

Concluding Business:

10. Committee Member Comments

- Chair Garthoffner commented on next steps in the process.
- Advisor Gidwani thanked the committee for their hard work on this project.

11. Date of Next Meeting: TBD

12. Adjournment

The meeting was adjourned at 3:28 p.m.



Egon Garthoffner, Chair

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

Attachment 1

Item 9. Color Palette and Material Selection

Color Palette Choice for Rooms: Option C

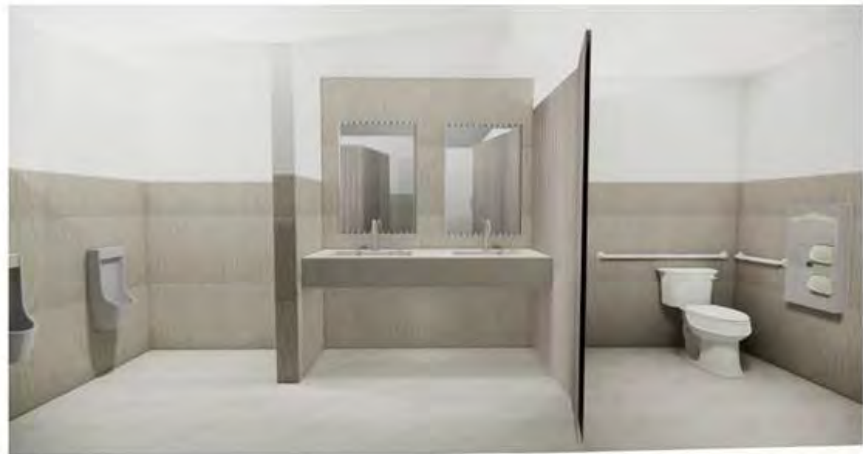
C



 OPTION C
ROOM

Color Palette Choice for Restrooms: Option C

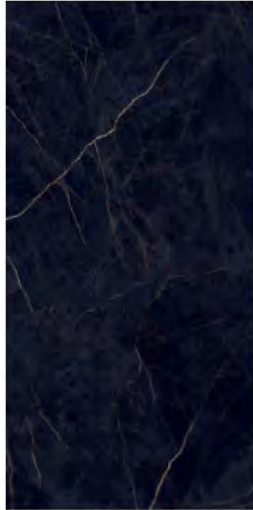
C



 OPTION C
RESTROOM

Color Choice for Fireplace Façade in Ballroom: Option A

A



NOIR

 FIREPLACE PORCELAIN SLABS
BALLROOM

Style Choice for Ballroom Lighting: Option A



A



 LIGHTING
BALLROOM

60" diam., 22"H
Bottom Tier: 36" diam., 6"H
Minimum Height: 60"
Maximum Height: 156"

Window Covering Choice for Ballroom: Option A

A



ROLLER SHADES
WITH VALANCES

NOTE - Color choices
palettes we determine

WINDOW TREATMENTS
BALLROOM

Multi-Purpose Room Lighting: Option B

B



CEILING ACOUSTIC LIGHTING
MPR



OPEN MEETING

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

**Monday, March 20, 2023 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

Members Present: Chair Joan Milliman; Directors Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince, Sue Quam; Alternates Deborah Dotson, Moon Yun; Advisors Theresa Frost, Tom Nash, Lucy Parker

Members Absent: Director Elsie Addington (excused); Advisors Catherine Brians (excused), Carmen Pacella (excused)

Others Present: Alison Bok, Bunny Carpenter, Juanita Skillman

Staff Present: Eileen Paulin, Ellyce Rothrock, 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. Director Dotson served as an alternate for Director Addington.

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for February 22, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed committee members and introduced new Director Quam, who will represent United Mutual on this committee. Chair Milliman proposed that the Media and Communications Committee meet on a bi-monthly basis while the Broadband Ad Hoc and Website Ad Hoc committees work to meet their objectives.

6. Member Comments

Paul Peters commented that residents may be interested in watching LIV Golf tournaments on KTLA and the CW Network, channels not offered in Broadband Services programming.

In response, Mr. Ortiz discussed the history behind GRF's decision to discontinue its contract with KTLA and trends in sports networks like the CW. Director Dotson recommended alternatives such as watching live on YouTube, livgolf.com and a LIV Golf app.

Alison Bok suggested that Media and Communications promote the 60th anniversary of Laguna Woods Village in 2024.

In response, Ms. Paulin discussed working with the History Center on the Village's 60th anniversary and thanked Director Bok.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

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

- 60 staff projects tracked in February
- 15 regular publications completed
- 26 key messages delivered
- 29 projects completed for other departments
- 31 residents attended United Mutual new resident orientations year to date
- 21 residents attended Third Mutual new resident orientations year to date
- 115 prospective or new residents attended docent tours year to date
- 27% of audience opening electronic communications on smartphones

8. Broadband Ad Hoc Committee Report – Eileen Paulin

Ms. Paulin turned the report over to Mr. Ortiz, who reported that the committee examined the first two of three scenarios for the future of Broadband Services. The committee will examine the third "Conduit Lease" scenario at the March 28 meeting.

9. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock discussed the Laguna Woods Art Association reception on March 17. The competition for the single favorite painting received around 150 votes; the winner is Yong S. Kapoor's "Spring Blossoms," which hangs in the Community Center lobby.

Ms. Rothrock reported that the last Website Ad Hoc Committee meeting was March 1 and a follow-up meeting will be scheduled to decide on the final vendor, who will work closely with the ERP vendor to ensure synchronization of efforts including document management, search and single sign-on.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz highlighted from the subscriber report that service calls and set-top boxes have decreased. More residents are opting for streaming services, cloud storage and higher internet speeds.

Items for Future Agendas

Focus groups report

Concluding Business

Committee Member Comments

Mr. Ortiz stated he looks forward to the next Broadband Ad Hoc Committee meeting.

Ms. Paulin welcomed Director Quam and those attending in person, online or who will listen to the recordings.

Director Yun commented on the subscriber numbers of the Korean channels. Discussion ensued.

Director Blackwell stated the transition ahead will be exciting but nail-biting and that she discovers new channels to watch every day.

Director Quam stated the Laguna Woods Art Association exhibit is beautiful and thanked Ms. Rothrock for all her efforts. She asked about the typical life expectancy of broadband fiber. Discussion ensued.

Advisor Parker commended Mr. Ortiz' group for ensuring Village programming is available on YouTube.

Advisor Frost commended the committee and staff for their direction.

Director Dotson commended the hard work of the Media and Communications, Broadband Ad Hoc and Website Ad Hoc committees. She thanked everyone for a great meeting.

Date of Next Meeting – Monday, May 15, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:25 p.m.


Joan Milliman, Chair
Media and Communications Committee

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

Thursday, March 2, 2023 – 1:00 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Don Tibbetts (Chair), Elsie Addington (Alternate), Jim Cook (Alternate), Azar Asgari, Alison Bok

ADVISORS:

MEMBERS ABSENT: Egon Garthoffner, Cush Bhada, Moon Yun, Frank Stern

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

STAFF PRESENT: Robert Carroll - General Services Director, Miguel Camarena – Vehicle Maintenance Supervisor, Liz Cortez – Administrative Coordinator

1. Call to Order

Chair Tibbetts called the meeting to order at 1:03 p.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved by acclamation.

Member commented on the amount of work staff put into the report. Commended the dependability of staff and thanked staff for the work.

Items for Discussion

4. Vehicle Purchase – Ten Ford Ranger Pick-Up Trucks for the Maintenance and Construction and Landscape Departments

Mr. Carroll presented an extensive report recommending the committee approve the purchase of ten Ford Rangers for the Maintenance and Construction and Landscape Departments in the estimated amount of \$347,288. Director Asgari

made motion to approve staff's recommendation, Director Cook seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

5. Vehicle Purchase – Ten Utility Vehicles for the Landscape and General Services Departments

Mr. Carroll presented an extensive report recommending the committee approve the purchase of seven Kawasaki mules and three Club Car Caryall vehicles for the Landscape and General Services departments in the estimated amount of \$212,200.

Director Cook made motion to approve staff's recommendation, Director Addington seconded. Discussion ensued. Hearing no objections, the motion passed unanimously.

Concluding Business:

Committee Member Comments:

Director Asgari suggested residents be given the option to purchase surplus vehicles. Director Bok asked if vehicles are taken out of the insurance policy if not being used for a long period of time. Director Juanita Skillman addressed Director Bok's comment and Director Asgari's comment.

Date of Next Meeting – Wednesday April 5, 2022 at 1:30 p.m.

Adjournment:

The meeting was adjourned at 1:38 p.m.

Gon Wibbetts

*GF 2A::LLK ♦+9J 4If oncT PTVTc .12♦



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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Monday, February 27th, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Don Tibbetts, Maggie Blackwell, Juanita Skillman, SK Park, Cash Achrekar, Moon Yun, Peter Sanborn

MEMBERS ABSENT: Sue Stevens (Gave Notice)

OTHERS PRESENT: Elsie Addington, Jim Cook, Joan Milliman, Mike Epstein, Carlos Rojas, Bunny Carpenter, Siobhan Foster

STAFF PRESENT: Eric Nuñez, Cody DeLeon

CALL TO ORDER

Don Tibbetts, Chair, called the meeting to order at 1:34 p.m.

ACKNOWLEDGEMENT OF PRESS

Media was not present.

APPROVAL OF AGENDA

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

APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the October 31st, 2022 meeting report.

CHAIRMAN'S REMARKS

Chair Tibbetts did not have remarks at this time.

MEMBER COMMENTS

Multiple members made comments and asked questions.

Topics included:

1. Additional cameras that record should be added to RV lots (theft prevention) and Clubhouse 4 (recent assault incident).
2. Fencing is needed at dog park to keep out trespassers and prevent thefts from vehicles.

RESPONSE TO MEMBER COMMENTS

Staff Officer Nuñez responded stating that 5 cameras record at RV Lot A and 2 at RV Lot B.

REPORTS

Disaster Preparedness Task Force Report

Chief Nuñez discussed the meeting report provided in the packet from January's DPTF meeting. Chief Nuñez shared that the disaster prep bazaar stand was a success. Chief Nuñez also shared the commitment that our new disaster preparedness coordinator has in facilitating meetings with the Clubhouse Coordinators each month. Currently the DPTF team is working on scheduling training events with OCFA as well as working on an office space for the new coordinator to work out of part time.

RV UPDATE

Chief Nuñez noted the success of the temporarily appointed Security Administrative Specialist and the traffic officer who have audited the RV Lots. The audit has freed up spots for residents who have been on the waiting list for over a year.

Director Park pointed out that the RV Lot B statistical data was off by one parking spot.

NOTE: Error has since been corrected.

NOTEWORTHY INCIDENTS

No noteworthy incidents to report on.

SECURITY STATISTICS

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

ITEMS FOR DISCUSSION AND CONSIDERATION

GATE 12 ENFORCEMENT AND SAFETY ISSUES

Staff Officer Nuñez discussed the staff report with PowerPoint presentation showing safety issues. Discussion only, nothing to be voted on.

TRESPASSING ENFORCEMENT UPDATE

Staff Officer Nuñez discussed the staff report statistics on trespassers admonished by VMS security as well as those admonished by OCSD. Discussion only.

4-WAY STOP SIGN STAFF REPORT (RECONSIDERATION)

Staff Officer Nuñez discussed the staff report previously rejected. Members made comments and suggestions.

Director Blackwell made a motion to deny staff recommendation of hiring a traffic consultant but to approve of stop signs and sidewalks being put at the intersection of Avenida Sevilla and Via Mendoza.

The motion was unanimously approved.

FUTURE SCAC MEETING DATES/TIMES CHANGE

Staff Officer Nuñez notified Chair Tibbetts of the current scheduling conflict with a landscaping committee meeting. Staff Officer Nuñez stated that he will work with his admin coordinator and the landscaping department on coming up with alternate dates and times for future SCAC meetings.

ITEMS FOR FUTURE AGENDAS

No future agenda items.

CONCLUDING BUSINESS

DATE OF THE NEXT MEETING

The next meeting is to be determined but will take place in the Board Room at the Laguna Woods Village Community Center.

ADJOURNMENT

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 3:38 p.m.

Don Tibbetts

[Don Tibbetts \(Mar 2, 2023 20:30 PST\)](#)

Don Tibbetts, Chair

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

Tuesday, March 28th, 2023 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric Nuñez (Chair), Sue Stephens, Moon Yun, Juanita Skillman, Anthony Liberatore, SK Park

MEMBERS ABSENT: Gan Mukhopadhyay (No Notice Given), Alison Bok (No Notice Given)

ADVISORS PRESENT: Rick Kopps

OTHERS PRESENT: Doug Gibson, Elsie Addington

STAFF PRESENT: Cody DeLeon, Ed Green

THE MEETING WAS CALLED TO ORDER: 9:34 A.M.

ACKNOWLEDGEMENT OF THE PRESS: None present

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

APPROVAL OF MEETING REPORT: By consensus, the meeting report was approved with 3 grammatical corrections to be made.

CHAIRS REMARKS: Chair Nuñez began his remarks by discussing the move of the security department into the new office space near the LWCC. Chair Nuñez has been in contact with OCFA Division Chief Hunter Div. 25 to present ICS presentation at next DPTF meeting.

MEMBER COMMENTS: Members made comments:

- Tornado disaster concerns
- Shelter in place instructions
- Gate 11 Resident Spring Neighborhood meeting on April 4th, 2023 from 9:45 A.M. to 12:15 P.M. at clubhouse 2:
 1. OCFA Home safety Presentation
 2. Carol Moore (City Council Member) – Discuss services that are available from the city
 3. Mark Laws (Third Mutual President) – Third Mutual Update, Landscaping Q&A

REPORTS

RADIO & COMMUNICATIONS: Ed Green shared that 6 of the 11 radio drill participants participated in this month's radio drill. Ed Green will be following up with the Radio Club members to identify reason for low participation turnout.

OFFICE MANAGER/ADVISOR: Advisor Tom Soule was not present. Doug Gibson mentioned Mr. Soule would have stated that disaster prep supplies need to be ordered.

RECRUITMENT / RETENTION / TRAINING: Director Skillman mentioned 3rd clubhouse coordinator meeting on March 30th, 2023.

GRF BOARD: Director Skillman did not have anything to report.

UNITED BOARD: Director Liberatore did not have anything to report. Made comments.

THIRD BOARD: Director Park asked about OCFA update from previous minutes.

Chair Nuñez responded and referenced his agenda item #5 remarks. Chair Nuñez also added his plan to have OCFA conduct a fire prevention presentation along with ICS and stressed the importance of proper training and education on usage of fire prevention/extinguishing tools.

TOWERS: Advisor Rick Kopps mentioned the importance of working radios and the success the towers had with the radios two months ago when Tower two had two elevators down. Rick also discussed conducting door to door handouts on earthquake and tornado disaster plan.

Chair Nuñez praised Rick for a job well done.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson was absent. No report made.

DISCUSSIONS AND CONSIDERATIONS

UPDATE ON DISASTER PREPAREDNESS: Ed Green discussed his plans moving forward:

- Taking disaster preparedness to the people
- Training and exercises for experience (proper food storage, evacuation practice, proper fire extinguisher usage)
- Outreach program through channel 6, The Globe, and Clubs

ITEMS FOR FUTURE AGENDAS

1. ICS Presentation from OCFA
2. Review Disaster Preparedness EOP

MEMBER COMMENTS: Multiple members made comments. Topics included:

- The need for more good neighbor captains
- OCFA involvement
- Keeping residents and volunteers motivated for retention
- More condensed disaster plan for residents to have/print

NEXT MEETING: (Tentative) May 30th, 2023 at 9:30 a.m.

ADJOURNMENT: 10:49 A.M.

SUBMITTED BY:



Eric R. Nuñez (Mar 31, 2023 10:49 PDT)

Chair Nuñez



OPEN MEETING

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

Wednesday, March 8, 2023 - 9:30 A.M.

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

MEMBERS PRESENT: Bunny Carpenter- Chair, Juanita Skillman, Joan Milliman, Reza Karimi; Mark Laws and Cris Prince

MEMBER ABSENT: Maggie Blackwell and Pearl Lee (excused)

STAFF PRESENT: Blessilda Wright, Jacob Huanosto and Ruby Rojas

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:34 a.m.

APPROVAL OF THE AGENDA

Chair Carpenter made a motion to approve the agenda.

Without objection, the agenda was approved.

APPROVAL OF THE REPORT FROM FEBRUARY 17, 2023

Chair Carpenter made a motion to approve the report from February 17, 2023.

Without objection, the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

None.

RESPONSE TO MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

7. Schedule of Monetary Penalties

Mr. Jacob Huanosto, Compliance Coordinator gave an overview of the "Schedule of Monetary Penalties". The Committee members made comments and asked questions.

The Committee directed staff to update the "Schedule of Monetary Penalties" with the following changes: add Mutual Fifty to #3, file and provide the document to the Finance Committee for processing and acknowledgement.

Blessilda Wright entered the meeting at 9:26 a.m.

Agenda Item # 16g (3)

Page 1 of 4

Jacob Huanosto exited the meeting at 9:26 a.m.

8. Appeal Policy

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

The Committee tabled the item to the next meeting and made the following changes:

- **I. Purpose:** remove quotation marks from: GRF and Board; include (Policy) to the end of Appeal Policy;
- **II. Definitions:** section a change reviews Members requests to review Members' requests.
- **III. Conditions:** changed the first sentence to Non-disciplinary decisions made by the Board in Open Session are subject to one (1) appeal.

9. Nuisance Policy

Ms. Wright gave an overview of the Nuisance Policy. The Committee members made comments and asked questions.

The Committee tabled this item to the next meeting and made changes to the following:

- **II. Definitions-** Section c: add Trust Agreement
- **II. Definitions-** Section g and h: add Mutual Fifty
- **Private Nuisance-** the last sentence will replace: manor with GRF facilities.
- **1. Noise:** replace the word: biting with barking.
- **2. Odors:** add other before smoke odors; add such as but not limited to before cigarettes; and remove strong orders from e-cigarettes or vaping devices, etc.
- **3. Violation of Laws:** remove which are registered or unregistered.

10. Executive Hearings Resolution and Charter

Ms. Wright gave an overview of the Executive Hearings Resolution. The Committee members made comments and asked questions.

The Committee tabled this item to the next meeting and made changes to the following:

- **Title-**include Hearings
- **Whereas-** remove or of the Mutual of such Mutual Member, qualifying member, co-occupant, Tenant, and their Guests in the first-paragraph.
- **Whereas-** remove as a Committee of the Whole second-paragraph.
- **Now Therefore Be It Resolved-**
 1. change Comprised of 3 Directors and 1 Alternate-Director.

11. Harassment Policy

Ms. Wright gave an overview of the Harassment Policy. The Committee members made comments and asked questions.

The Committee selected version 1, tabled this item to the next meeting and made changes to the following:

- **Header-** update the Logo Header to reflect Golden Rain Foundation's.
- **I. Purpose-** remove Village Management Services ("VMS") and any mention in the document;

add s to requires and remove the a

- add or to Harassment, abuse and/ or intimidation is strictly prohibited in the community, in the first-paragraph; a
add its fifth-paragraph to read: This policy has been adopted by the boards of directors of GRF exercise its duties to maintain...
 - **II. Definitions:** section d remove or VMS boards of directors; section e add Trust Agreement; section h add shareholder; and section k remove authorized to act on behalf of GRF.
- **III. Conditions for Harassment:** section c remove United mentioned three times and are considered housing providers and as such.

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items

- a. Resolution 90-40-72 Update
- b. Disciplinary Violation Matrix

Date of Next Meeting

Monday, April 3, 2023 at 1:30 p.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:18 a.m.

Bunny Carpenter

Bunny Carpenter- Chair

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