



## **OPEN MEETING**

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

**Tuesday, May 9, 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*

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- 1. Call to Order / Establish Quorum – President Ross**
- 2. Pledge of Allegiance to the Flag – Director Simon**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
  - a. April 11, 2023 – Regular Open Session
  - b. April 27, 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](mailto: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 Quam
- 9. VMS Board Update – Director Kenney**
- 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 March 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 April 2023, and such review is hereby ratified. (CHECK LIST)
  - e. **Recommendation from the Finance Committee**
    1. Approve a Resolution for Recording a Lien against Member ID # 947-372-14
  - f. Update GRF Committee Assignments
12. **Unfinished Business - None**
13. **New Business**
  - a. United Mutual Town Hall Meeting Report, April 14, 2023
  - b. Entertain a Motion to Approve the 2023 Updated Annual Election Schedule and Approve a Resolution Appointing the Inspector of Elections
  - c. Entertain a Motion to Approve Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load
14. **Director Comments (Two minutes per director)**
15. **Committee Reports**
  - a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on April 25, 2023; next meeting May 30, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
    - (1) Treasurer’s Report – April
    - (2) United Finance Committee Report – April
    - (3) Resales/Leasing Reports – April
    - (4) Report of the Private Loan Research Ad Hoc Committee – Director Asgari. The Ad Hoc Committee met on April 20, 2023.
    - (5) Report of the Budget Workshop – President Ross. The Committee met on

March 29, 2023; next meeting TBA.

- (6) Report of the 2022 Select Audit Task Force – Director Tuning. The Task Force met on April 6, 2023.
  - (7) Report of the United Board 2022 Annual Audit – Director Tuning. The Task Force met on April 6, 2023.
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- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 19, 2023; next meeting May 18, 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; April 13, 2023; next meeting May 11, 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 April 20, 2023; next meeting May 18, 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 April 24, 2023; next meeting May 22, 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 April 26, 2023; next meeting June 28, 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 April 13, 2023; next meeting May 11, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.
  - h. Report of the United New Resident Orientation Committee – Director Blackwell. The Committee met on May 10, 2023; next meeting June 2, 2023, at 9:00 a.m. in the Board Room.

## **16. GRF Committee Highlights**

- a. Report of the GRF Finance Committee – Director Asgari. The committee met on April 19, 2023; next meeting June 21, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee – Director Lee. The committee met on April 13, 2023; next meeting May 11, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee – Director Quam. 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 April 12, 2022; next meeting June 14, 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 and March 15, 2023; next meeting TBA.
  - e. Report of the Media and Communication Committee – Director Quam. The committee met on February 22, 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 April, 2023; next meeting May 12, 2023, at 12 p.m. as a virtual meeting.
    - (2) Broadband Ad Hoc Committee – Director Casey. The committee met on April 17, 2023; next meeting May 23, 2023, at 10 a.m. in the Sycamore Room
  - f. Report of the Mobility and Vehicles Committee – Director Bok. The Committee met on February 1, 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 April 26, 2023; next meeting June 28, 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 April 19, 2023; next hearings on May 17, 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 May 3, 2023, at 1:30 p.m. in the Sycamore Room.
  - h. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on April 28, 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) April 11, 2023 – Regular Closed Session*

*(b) April 17, 2023 - Special 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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**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, April 11, 2023 - 9:30 a.m.  
Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Thomas Tuning

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Robert Carroll, Jose Campos Carlos Rojas, Eric Nunez, Pamela Bashline, Catherine Laster

Others Present: GRF: None  
Third: None  
VMS: Manny Robledo and Norman Kahn

**1. Call Meeting to Order/Establish Quorum**

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

**2. Pledge of Allegiance to the Flag**

Director Liberatore led the pledge of allegiance.

**3. Acknowledge Media**

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

**4. Approval of Agenda**

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

Director Lee 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. March 13, 2023 – Special Open Session
- b. March 14, 2023 – Regular Open Session
- c. March 23, 2023 – Agenda Prep Meeting

Director Achrekar entered the meeting at 9:33 a.m.

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

## **6. Report of the Chair**

President Ross commented on the following items:

- Expressed his hope that the Board ensures the meeting runs as smoothly and professionally as possible.
- The budget process has begun and is to be completed during the next four months. President Ross shared the Board's goals for this budget process. One of the goals is to try to keep the HOA Assessments from increasing, while another goal is to look at potentially lowering the cost of Property Insurance.

## **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 security harassment and concerns.
- A member's son commented on behalf of their parents to discuss a technical issue regarding nearby soil from the recent rains, and expressed his worries that this will have a negative effect on the property foundation.
- A member commented on flood damage in his unit that occurred from the recent rains.
- A member commented on water damage that occurred to their unit flooring and expressed that although the floors were replaced throughout the years, the water leak has not been resolved.
- A member commented on concerns regarding excessive water in the entryway and breezeway, as it had caused some damage to their unit from the recent rains. Expressed the importance of having drains in these types of flat outdoor areas.
- A member provided his stance on a negative comment made by a United Director towards the United Finance Ad Hoc Committee.
- A member commented on the importance of the United Board advising the GRF Board not to increase the cost of the Community Clubhouses.
- Assistant Corporate Secretary read a member comment regarding the need for repainting of his manor building.
- Assistant Corporate Secretary read a member comment regarding the need for their manor to be wheelchair/walker accessible.
- Assistant Corporate Secretary read a member comment regarding their objection of GRF's proposal to add flashing red stop signs throughout the community.



## **8. Responses to Open Forum Speakers**

### **a. Response to Open Forum Speakers**

- Director Casey apologized for her comments towards the Finance Ad Hoc Committee.
- Director Simon commented on her concerns regarding the water damage and draining issues.
- Director Blackwell commented on the importance of reviewing resumes from advisors apart from various committees/ad hoc committees.
- Director Asgari thanked the members who expressed their concerns at the meeting and stated the importance of bringing these concerns to light.
- President Ross commented on how the community has received more damage concerns regarding the recent rain activity and stated the importance of looking into this matter during the budget process.

CEO Foster addressed some of the comments and concerns regarding the water damage and clubhouse fee increases.

### **b. Response to Past Open Forum Speakers – Director Bok**

- Director Bok commented on the responses to the previous Open Forum Speakers from the March board meeting and advised on updates.

## **9. VMS Board Update – Director Robledo**

VMS Director Robledo discussed the following topics:

- VMS Executive Committee
- Bright Ideas Program
- Strategic Plan Update – Objectives
- KPI Reporting
- Other Initiatives

Director Robledo answered questions from the Board.

## **10. CEO Report**

CEO Siobhan Foster discussed the following items:

- Simple ways to be informed
  - “What’s Up in the Village”
  - Subscribe to Board email updates
  - Check on the latest news via the Website
  - Facebook
  - Board and Committee Meetings (In-person and via Zoom/Granicus)
  - Watch meetings on TV6
  - CodeRed Emergency Notifications

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 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

### **RESOLUTION 01-23-19**

#### **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:

- a. 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.
- b. Trees should not be removed because of view obstruction.
- c. Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- d. 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.

- 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.**
- e. **Recommendation from the Finance Committee – None**
- f. **Laguna Hills Memorial Day Half Marathon, 5K & 10K**

**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.

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

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

**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)**

## **RESOLUTION 01-23-20**

### **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 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 Resolution 01-23-20. Director Bok seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 9-1. Director Liberatore opposed.

### **13. New Business**

#### **a. Town Halls – (Oral Discussion)**

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

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

**b. Entertain a Motion to Approve the 2023 Annual Election Schedule**

Director Simon made a motion to approve the 2023 Annual Election Schedule. Director Casey seconded.

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

**c. Entertain a Motion to Approve Stock Certificate Correction**

**RESOLUTION 01-23-21**

**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.

Director Asgari made a motion to approve resolution 01-23-21. Director Casey seconded.

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

**d. Entertain a Motion to Approve Supplemental Appropriation for Emergency Roof Repairs**

**RESOLUTION 01-23-22**

**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.

Director Asgari made a motion to approve resolution 01-23-22. Director Simon seconded.

Discussion ensued among the Board.

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

**The Board took a 5 – minute Break.**

**14. Director Comments (Two minutes per director)**

- President Ross discussed the upcoming Town Hall Meetings.
  - President Ross made a motion to discuss Insurance at the May Town Hall Meeting. With no seconds, the motion did not move forward.
  - Discussion ensued among the Board.
  - President Ross made a motion to hold an open discussion at the upcoming May Town Hall meeting, and to discuss Insurance at the June Town Hall meeting. Director Asgari seconded.
  - Hearing no changes, the motion was called to a vote and passed 9-1. Director Liberatore opposed.

**COMMITTEE ASSIGNMENTS WAS NOT APPROVED DURING APPROVAL OF AGENDA. THIS MOTION WILL BE PROPERLY APPROVED AT THE NEXT BOARD MEETING.**

- Director Blackwell commented on the GRF Broadband Ad Hoc Committee.
  - Discussion ensued among the Board.
  - Director Bok made a motion to elect (3) members be placed on the Broadband Ad Hoc Committee to consist of Directors Diane Casey, Alison Bok, and Maggie Blackwell. Director Casey seconded.
  - Hearing no changes or objections, the motion was called to a vote and passed unanimously.
- Director Asgari commented her stance regarding the reviewing of advisor resumes.

**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 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 24, 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**

- 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 1:35 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) March 8, 2023 – Special Closed Session*

*(b) March 14, 2023 – Regular Closed Session*

*Discuss and Consider Member Disciplinary Matters*

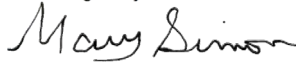
*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**

The meeting was adjourned at 5:24 p.m.

DocuSigned by:  
  
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 Mary Simon, Secretary of the Board  
 United Laguna Woods Mutual

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**OPEN SESSION**

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

**Thursday, April 27, 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, Maggie Blackwell, Pearl Lee, Alison Bok, Azar Asgari, Thomas Tuning, Diane Casey, Cash Achrekar, Sue Quam, Anthony Liberatore

Directors Absent: Mary Simon

Staff Present: Catherine Laster, 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 2:00 p.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Ross called for an approval of the agenda.

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

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

Anthony Liberatore entered the meeting at 2:25 p.m.

**3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on May 9, 2023**

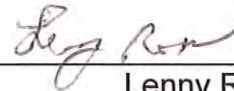
Director Quam made a motion to approve the open and closed agenda. Director Blackwell seconded.

Hearing no changes or objections, the agendas were approved by consent.

**4. Director Comments - None**

**5. Adjournment**

President Ross adjourned the meeting at 2:54 p.m.



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Lenny Ross, President  
United Mutual Laguna Woods

# 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 April 30, 2023.

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

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

**UNITED LAGUNA WOODS MUTUAL**

Signature *Anthony M. Liberator*

Print Name Anthony M. Liberator

Title DIRECTOR

Date 05/02/2023

**UNITED LAGUNA WOODS MUTUAL**

Signature *Mary E Simon*

Print Name Mary E Simon

Title Director

Date 5/3/23

# Membership Trust Transfer Review Confirmation Checklist

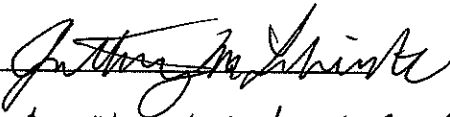
By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny membership trust transfer requests to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at 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 April 30, 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   
Print Name ANTHONY M. LIBERATORO  
Title DIRECTOR  
Date 05/02/2022

**UNITED LAGUNA WOODS MUTUAL**

Signature   
Print Name Mary E Simon  
Title DIRECTOR  
Date 5/3/23



## **RESOLUTION 01-23-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-372-14; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, May 9, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-14 and;

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

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**RESOLUTION 01-23-XX**

**Golden Rain Foundation Committee Appointments**

**RESOLVED**, May 9, 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  
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  
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

Maggie Blackwell

**Website Ad Hoc Committee**

Anthony Liberatore

Azar Asgari

**Compliance Ad Hoc Committee**

Maggie Blackwell

Pearl Lee

**RESOLVED FURTHER**, that Resolution 01-23-12, adopted March 14, 2023,

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

# United Mutual Town Hall Report

April 14, 2023

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United Mutual Town Hall on April 14, 2023 made a presentation on “Responsibility for Repairs ;United Mutual or Resident”. This issue was addressed based on much confusion among residents who believe all repairs will be covered by United Mutual.

The moderator of Town Hall was Director Azar Asgari who started the meeting at 2 pm. Directors on the panel were Azar Asgari, Lenny Ross, Alison Bok, and Sue Quam.

The Town Hall addressed a problem which attracted more than 110 residents who attended in the room for the presentation.

Director Azar Asgari made a very detailed power point presentation on all items that are covered by United Mutual as well as items that are not covered by United Mutual which they are residents' responsibility.

Six categories including Appliances, Electrical, Carpentry, Paint, Plumbing and Paving were addressed. In each category, the items that are not covered by United Mutual were explained.

The presentation also reminded residents of a \$50 charge if the appointment is not canceled 24 hours before scheduled time.

Director Asgari demonstrated an example of Appliances Reimbursement. The example explained if any shareholders decide to have their own appliances like refrigerator, dishwasher, hood and oven they will receive a one-time check for the remaining unused years of a total lifetime of appliances.

It was highly recommended that each shareholder gets HO6 insurance since repairs inside the unit are residents' responsibility.

After the presentation, many audience members expressed their requests or comments. Some were addressed in the meeting and the rest were collected and will be addressed at the board meeting.

If you want a copy of presentation, please send an e-mail to [generalmanager@vmsinc.org](mailto:generalmanager@vmsinc.org)

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## STAFF REPORT

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**DATE:** May 9, 2023  
**FOR:** Board of Directors  
**SUBJECT:** 2023 Updated Election Schedule and Inspector of Election Services

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### **RECOMMENDATION**

Approve the proposed 2023 updated election schedule and appoint UniLect Corporation as the Inspector of Election for the Election of Directors.

### **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.

Civil Code §5110 requires an association to select an independent third party as an inspector of elections. The Inspector of Elections is used to perform several tasks during an election including, but not limited to: Print, collate, mail, receive, register, store, and safeguard all secret ballots ("Ballots") Ballots, and required inner ("Ballot Envelope") and outer envelope ("Mailing Envelope"); and election day services including ballot counting, tabulating, validating, and certification of election results.

UniLect was appointed as Inspector of Election for the 2019 annual election. UniLect has proven expertise with homeowner association elections and Davis-Stirling Act compliance. Based on the firm's satisfactory performance during the 2022 cycle, staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2023.

### **DISCUSSION**

The proposed 2023 updated election schedule reflects the timeline required by Civil Code §5115 for the annual election process and the Membership Elections and Voting Policy approved by the board of directors on June 9, 2020 (Resolution 01-20-26). On April 11, 2023, the Board unanimously approved the 2023 Election Schedule. Due to miscalculation, this revised version indicated in red font below was viewed by legal counsel and contains the dates upon which action must be taken by staff and the inspector of elections. Key milestones include the following:

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Milestone	Date
Nominations open	June 19, 2023

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Milestone	Date
Mailing of Secondary Annual Election and Call for Candidates and Acclamation Notice (postcard)	June 21, 2023
Nominations close	July 20, 2023
Mail ballot package	August 30, 2023
Ballots due	September 28, 2023
Tabulation of ballots	September 29, 2023
Milestone	Date
Annual Meeting of Mutual Members	October 10, 2023

For compliance with Civil Code §5110, transparency purposes and due to the scale and magnitude of the election (i.e., number of ballots processed) it is necessary to contract for an Inspector of Elections.

Working with the CEO’s Office, the Purchasing Division advertised for bids from a variety of election service companies, including firms that are members of the Community Associations Institute (CAI). The results are as follows:

Name	Response
HOA Elect CA	Declined to provide a quote after reviewing scope of work on April 19, 2023
UniLect	Provided a quote to VMS
The Ballot Box	Declined to provide a quote after reviewing scope of work on March 16, 2023
The Inspectors of Election	Did not respond after reviewing the scope of work on March 17, 2023

Following the extensive search to identify a specialized contractor with proven expertise in homeowner association elections on the scale and magnitude of Laguna Woods Village and United Mutual, and Davis-Sterling Act compliance, UniLect Corporation is recommended to serve as Inspector of Elections for the 2023 annual election. Based on the firm’s satisfactory performance during the 2019, 2020, 2021, and 2022 elections, staff recommends that the board appoint UniLect Corporation to again serve as Inspector of Election in 2023.

**FINANCIAL ANALYSIS**

The proposal submitted by UniLect Corporation for the 2023 Election of the Directors is \$28,120.00 excluding postage. Funding for annual inspector of election services is included in the annual operating budget.

**Prepared By:** Paul Nguyen, Assistant Corporate Secretary

**Reviewed By:** Catherine Laster, Services Manager

**ATTACHMENT(S)**

ATT 1: 2023 Updated Election Schedule

ATT 2: Resolution 01-23-XX, Approve Inspector of Election Services



### 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)	April 21, 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 21, 2023
Nominations Close (5 p.m.)	July 20, 2023
Candidate Statements Due to Inspector of Elections	July 20, 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 30, 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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**RESOLUTION 01-23-XX**  
**Approve Inspector of Election Services**

**WHEREAS**, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

**WHEREAS**, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

**NOW THEREFORE BE IT RESOLVED**, May 9, 2023, that the Board of Directors of United Laguna Woods Mutual hereby approves awarding a contract to UniLect Corporation to perform inspector of election services for the 2023 Annual Election of Directors; and

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

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United Laguna Woods Mutual  
Finance Committee  
May 9, 2023

**ENDORSEMENT (to Board)**

**Supplemental Appropriation for Damage Restoration Reimbursement Backlog  
Case Load**

Jay Allen, Damage Restoration Manager, presented a staff report requesting an approval for a supplemental appropriation from the Operating Fund in the amount of \$160,680 for temporary staffing to assist with processing a backlog of 314 cases resulting from damage restoration events.

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 unanimously and will be presented at the next board meeting.

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## STAFF REPORT

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**DATE:** May 9, 2023  
**FOR:** Board of Directors  
**SUBJECT:** Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load

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### **RECOMMENDATION**

Approve a supplemental appropriation from the Operating Fund in the amount of \$160,680 for temporary staffing to assist with processing a backlog of reimbursement cases resulting from damage restoration events.

### **BACKGROUND**

More than 310 damage restoration events occurred between 2020 to 2022 that may have been caused by a shareholder's alteration or negligence. Each case in the backlog requires a responsibility evaluation to take place per Civil Code §5855, in order to impose a reimbursement assessment to the member. This evaluation requires extensive research to satisfy the procedural requirements set forth by the civil code. If the shareholders accept responsibility or the United Member Hearings Committee determines that a shareholder is responsible for reimbursement for damage restoration costs, the potential amount recovered for the mutual is estimated at approximately \$1.5 million.

On April 25, 2023, the United Finance Committee reviewed staff's proposal to address the backlog of cases and voted to recommend the Board approve a supplemental appropriation from the Operating Fund in the amount of \$160,680 for temporary staffing to assist with processing a backlog of reimbursement cases resulting from damage restoration events.

### **DISCUSSION**

If approved by the Board of Directors, the supplemental funding will be used to hire a team of temporary-agency administrative personnel to assist VMS staff in processing the backlog of cases. The temporary-agency teams will be supervised by VMS staff and assigned to work exclusively on United mutual reimbursement cases. The temporary staff is expected to be needed for a period of approximately 8 months working a 6-hour shift on Saturdays only. Staff is also exploring the possibility of recruiting Village residents to work in temporary part-time positions to assist with some of the administrative duties, in place of temporary-agency personnel.

Cases where shareholders do not accept responsibility for the damage and associated restoration costs will be presented for consideration to the United Member Hearings Committee. The details of the proposal are included in Attachment 1.

### **FINANCIAL ANALYSIS**

Funding for temporary-agency support staffing is not budgeted in the adopted 2023 business plan. Staff is recommending a supplemental appropriation in the amount of \$160,680 to pay for the temporary-agency services and for the overtime needed for VMS staff to supervise the work.

Funding for the supplemental appropriation is proposed from the United Mutual Operating Fund. The proposed expenditure of \$160,680 is expected to result in recovering approximately \$1.5 million in damage reimbursement revenue to the mutual.

**Prepared By:** Jay Allen, Damage Restoration Manager

**Reviewed By:** Baltazar Mejia, Maintenance & Construction Assistant Director  
Steve Hormuth, Director of Financial Services

**Attachment(s):**

Attachment 1 – Case Reimbursement Backlog Proposal

Attachment 2 – Resolution 01-23-XX

## Attachment 1 - Case Reimbursement Backlog Proposal



Village Management Services, Inc.

### **United Laguna Woods Mutual Damage Restoration Reimbursement Backlog PROPOSAL**

#### Number of backlog cases

2020 – 39 cases  
2021 – 129 cases  
2022 – 146 cases  
314

#### Proposed Plan

- Hire 1 temporary full-time Claims Representative (12 months) to assist with Damage Restoration process and customer service inquiries
- Establish a backlog team consisting of:
  - 3 existing VMS staff with experience and access to Stellar
  - 6 temp agency contract staff to provide administrative clerical support
- Backlog team will be scheduled to work 6 hours every Saturday until backlog has been eliminated (estimate 8 months)
- Tasks for backlog team include:
  - Research and document individual case details from Stellar
  - Gather supporting documentation; Courtesy Notices for pending cases
  - Determine reimbursement amount due to Mutual
  - Prepare and process Reservation of Rights Letter
  - Prepare and process Hearing Notice
  - Prepare and process Determination Letter
  - Close file

#### Preliminary Estimated Cost

- \$93,600 – Full time temp agency Claims Representative
- \$43,680 – Part time temp agency contract staff
- \$23,400 – Overtime pay for VMS staff
- **\$160,680**

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## Attachment 2 - Resolution



### Resolution 01-23-XX

#### **Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load**

**WHEREAS**, there is a backlog of more than 310 damage restoration events between 2020 and 2022 that may have been caused by a shareholder's alteration or negligence; and

**WHEREAS**, each case in the backlog requires a responsibility evaluation to take place per Civil Code §5855, in order to impose a reimbursement assessment to the member; and

**WHEREAS**, the potential amount recovered to the mutual is estimated at approximately \$1.5 million; and

**WHEREAS**, the amount of staff time it will take to complete a responsibility evaluation for each of the backlogged cases exceeds the resources of existing staff; and

**WHEREAS**, a supplemental appropriation in the amount of \$160,680 is needed to engage temporary staffing services to complete the evaluation of the backlogged cases;

**NOW THEREFORE BE IT RESOLVED**, on May 9, 2023, the Board of Directors of this Corporation hereby authorize a supplemental appropriation in the amount of \$160,680 to be funded from the Operating Fund, for temporary staffing services to assist with processing the backlog of reimbursement cases resulting from damage restoration events; 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 May 9, 2023 Board Meeting

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**SLIDE 1** – Through the reporting period of **March 31, 2023**, total revenue for United was \$12,885K compared to expenses of \$11,557K, resulting in net revenue of \$1,328K.

**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 \$536K through the reporting period. This chart shows how much of our revenue went into operations, with \$5,929K coming in from assessments and \$369K coming from non-assessment revenue. This is compared to operating expenditures of \$5,762K (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 \$1,202K when combining both operating and reserve savings.

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

**Employee Compensation \$493K;** 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.

**Outside Services \$343K;** Favorable variance primarily resulted from timing of expenditures 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 22 buildings were completed through March.

### **Roof Replacements**

Favorable variance due to invoice timing of scheduled work. Scheduled work includes preventative roof repairs for roofs over 10 years old. Due to heavy rainfall at the start of 2023, work had been temporarily postponed. Work has resumed.

### **Pest Control**

Favorable variance due to timing of scheduled work. Scheduled work includes tenting of buildings to eradicate termites. Work is expected to begin in May and be completed in October.

**Investment Income \$148K;** Favorable variance resulted from higher rates of return received on treasury bill investments than anticipated at the time of budget preparation.



## **Treasurer's Report for May 9, 2023 Board Meeting**

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**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$554K. Revenue is organized by category, starting with our largest revenue generating category: Investment Income, followed by Fees and Charges, Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$11,558K, showing that our largest categories of expense are for Employee Compensation and Property Tax followed by Outside Services, Insurance, 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 March 31, 2023 was \$1,133K. Contributions collected totaled \$19K with no expenditures to date. The Reserve Fund balance on March 31, 2023 was \$17,392K. Contributions and investment revenue collected totaled \$3,149K while expenditures were \$2,467K. The Property Tax Fund balance on March 31, 2023 was (\$508K). Contributions and investment revenue collected totaled \$3,419K while expenditures were \$3,290K.

**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 March 31, 2023, United resales totaled 77, which is 44 resales lower than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$332K, which is \$18K higher than prior year for the same time period.

# Financial Report

Preliminary as of March 31, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$12,331
Non-assessment Revenue	\$554
Total Revenue	\$12,885
Total Expense	\$11,557
Other Changes	\$0
Net Revenue/(Expense)	1,328

# Financial Report

Preliminary as of March 31, 2023



OPERATING ONLY INCOME STATEMENT <sup>1</sup> (in Thousands)	ACTUAL
Assessment Revenue	\$5,929
Non-assessment Revenue	\$369
Total Revenue	\$6,298
Total Expense <sup>1</sup>	\$5,762
Other Changes	0
Operating Surplus	\$536

1) Excludes depreciation

# Financial Report

Preliminary as of March 31, 2023

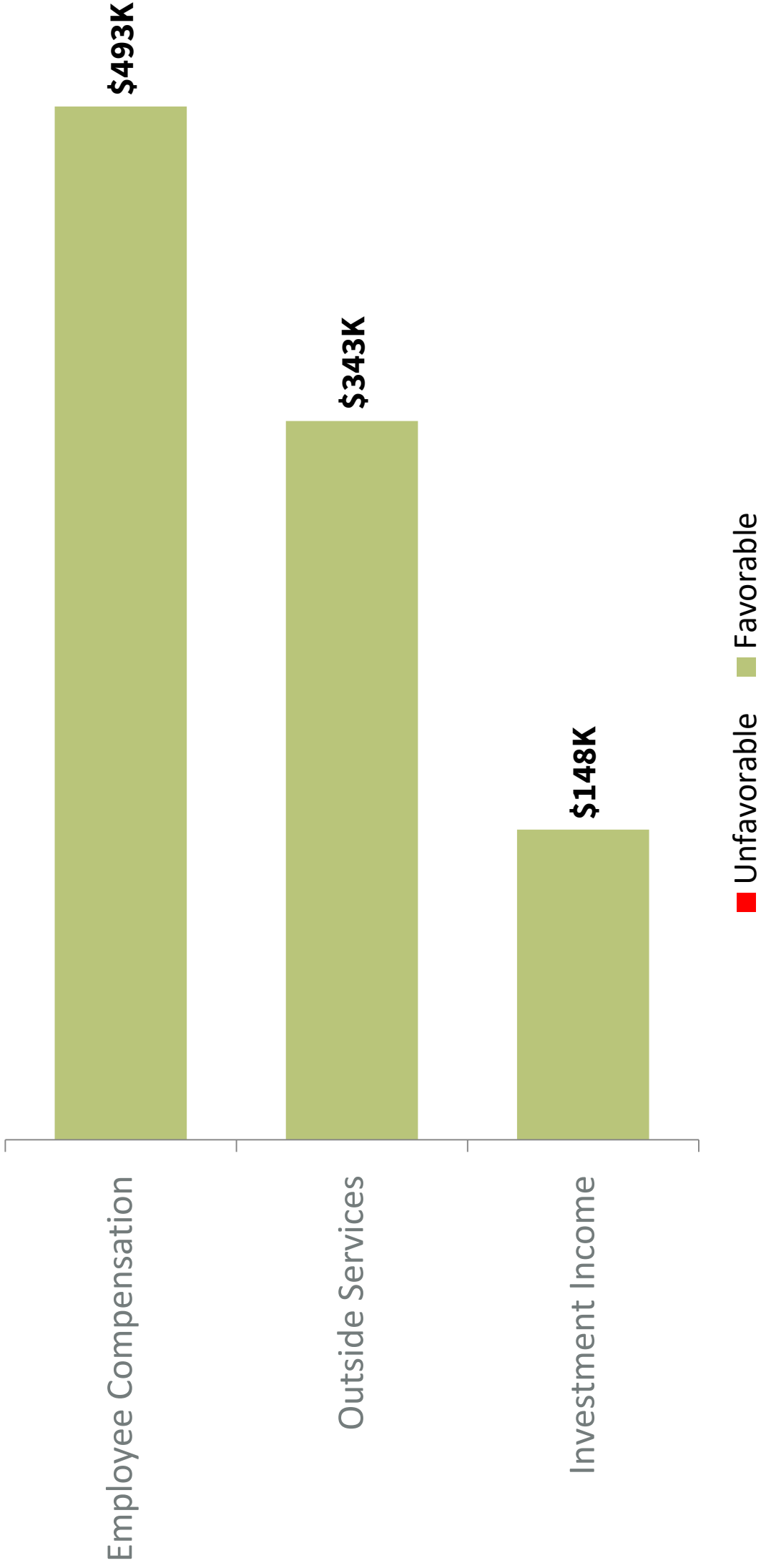


UNITED LAGUNA WOODS  
M U T U A L

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$12,331	\$12,074	\$257
Non-assessment Revenue	\$554	\$473	\$81
Total Revenue	\$12,885	\$12,547	\$338
Total Expense	\$11,557	\$12,422	\$865
Other Changes	\$0	\$0	\$0
Net Revenue/(Expense)	\$1,328	\$125	\$1,203

# Financial Report

Preliminary as of March 31, 2023





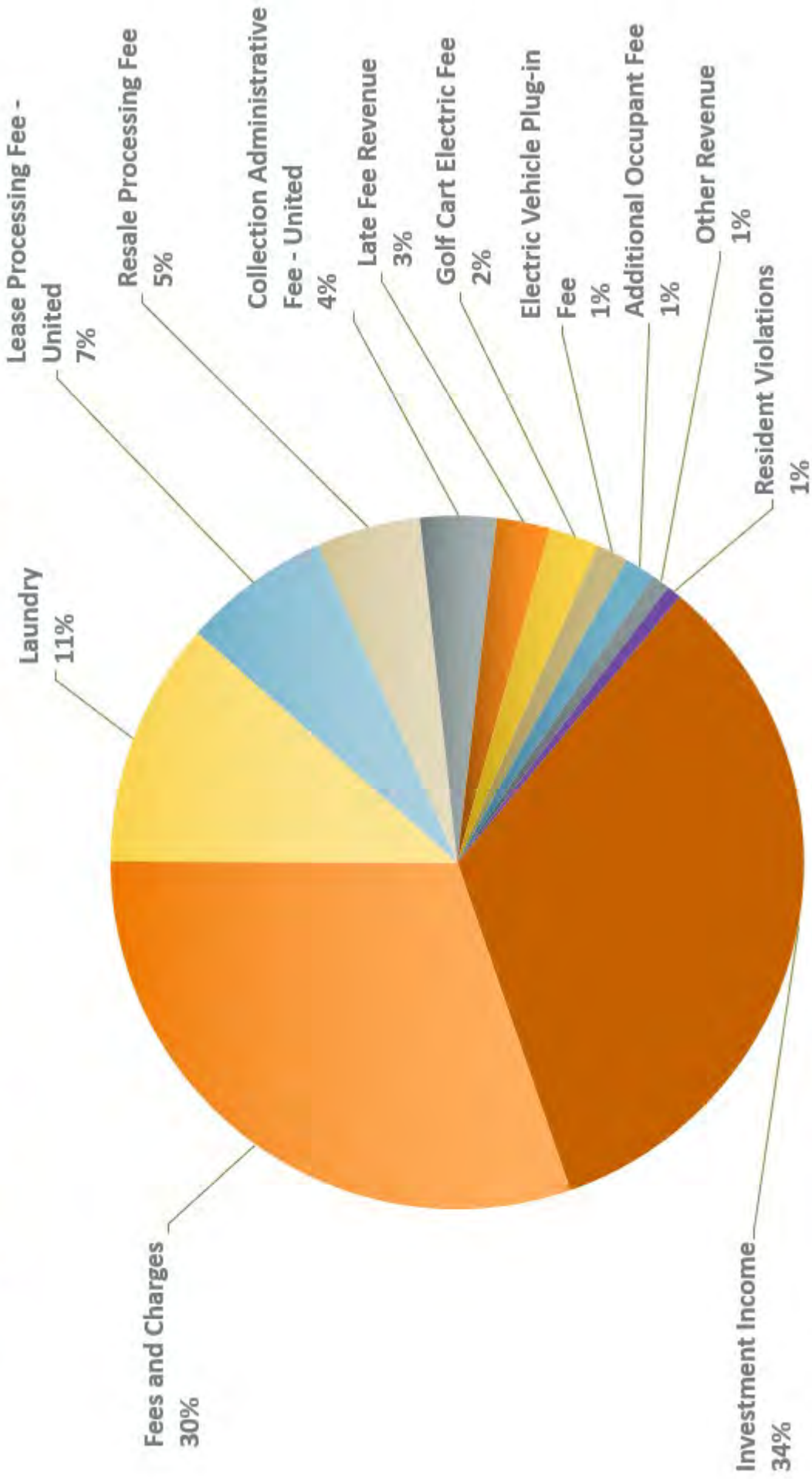
# Financial Report

Preliminary as of March 31, 2023



UNITED LAGUNA WOODS  
M U T U A L

## Total Non Assessment Revenues \$553,931



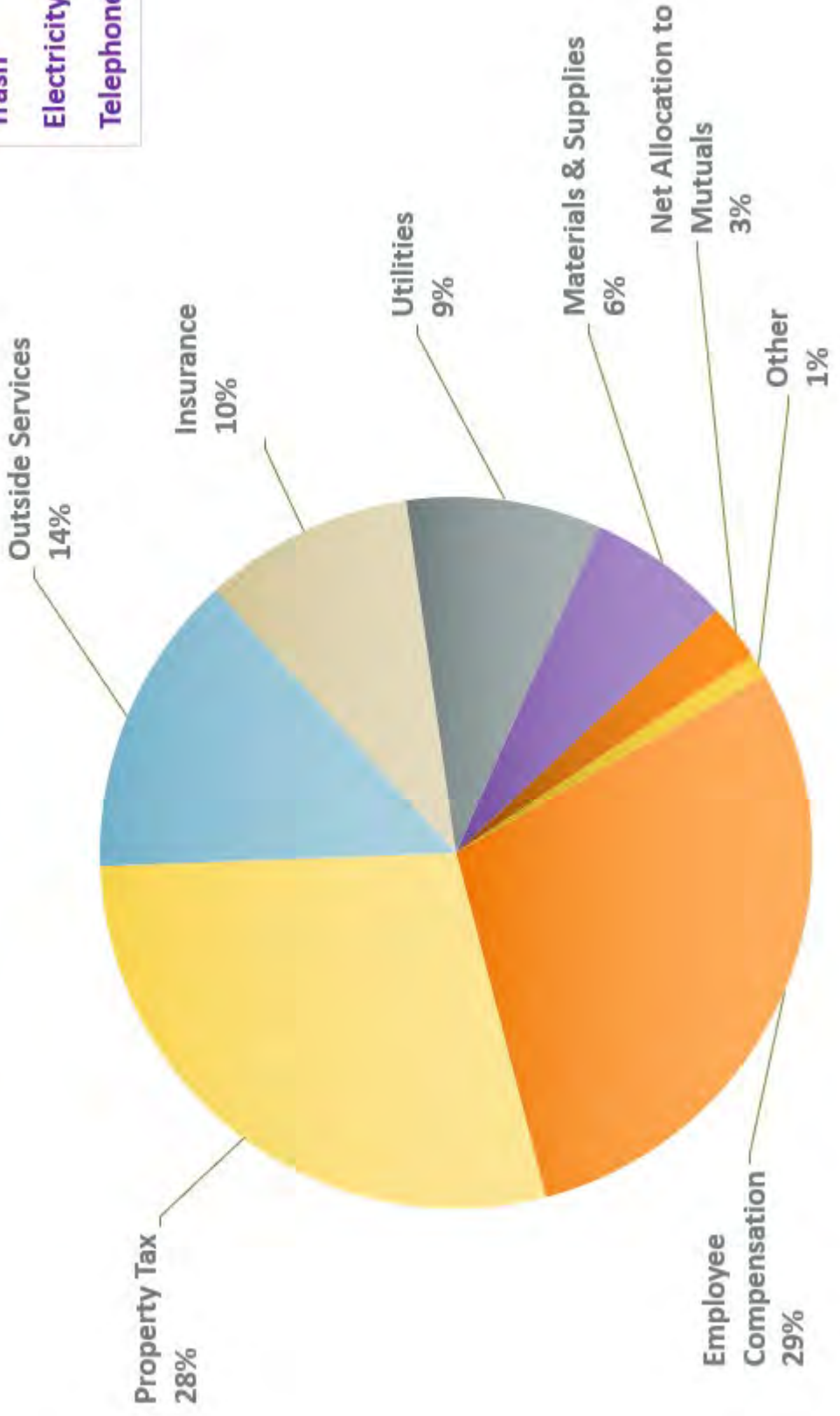
# Financial Report

Preliminary as of March 31, 2023



UNITED LAGUNA WOODS  
M U T U A L

**Total Expense \$11,557,739**

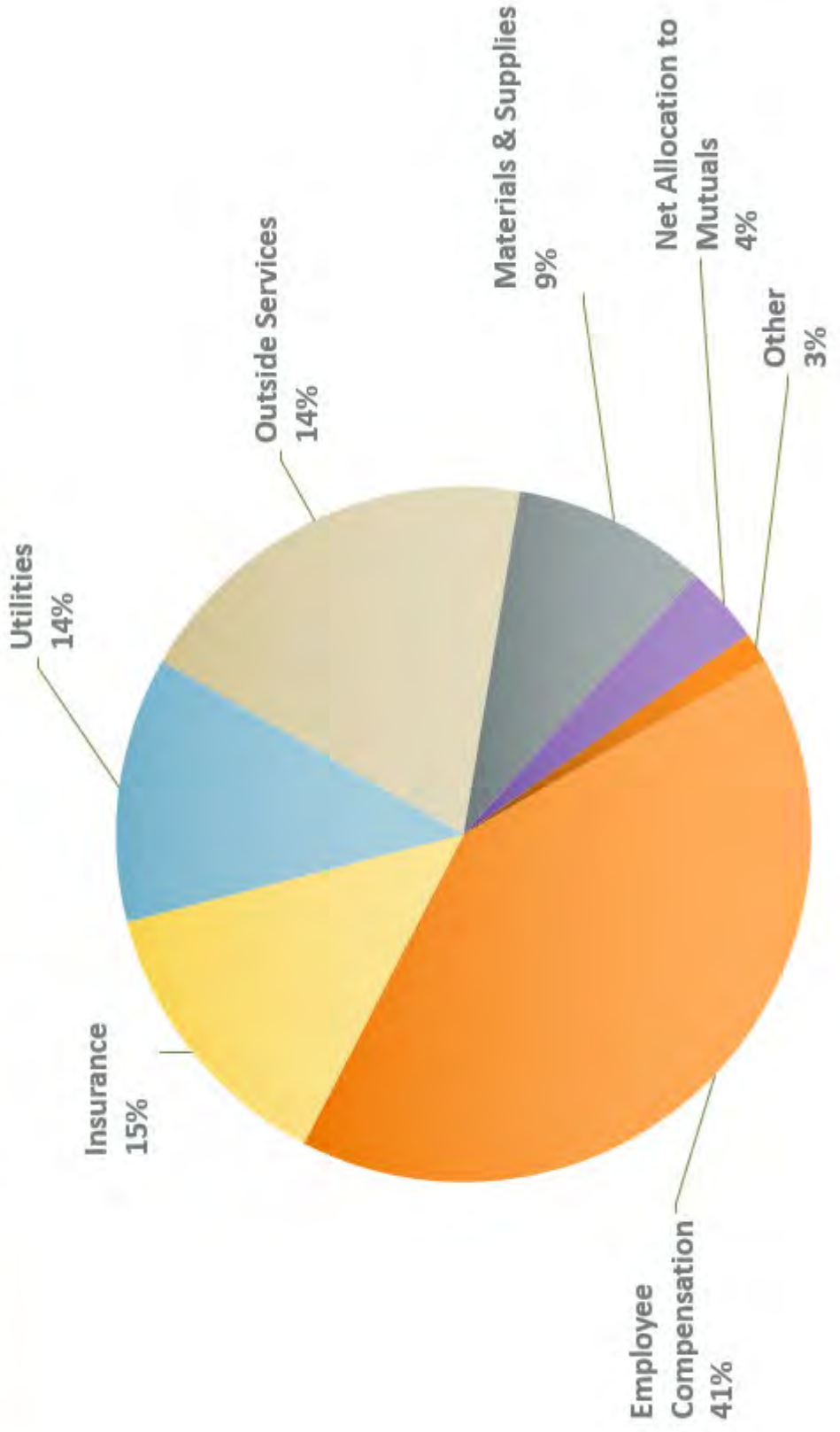


<b>Sewer</b>	<b>\$401,243</b>
<b>Water</b>	<b>\$349,509</b>
<b>Trash</b>	<b>\$197,914</b>
<b>Electricity</b>	<b>\$73,997</b>
<b>Telephone</b>	<b>\$177</b>

# Financial Report

Preliminary as of March 31, 2023

## Total Expenses Excluding Property Tax \$8,267,752



# Financial Report

Preliminary as of March 31, 2023

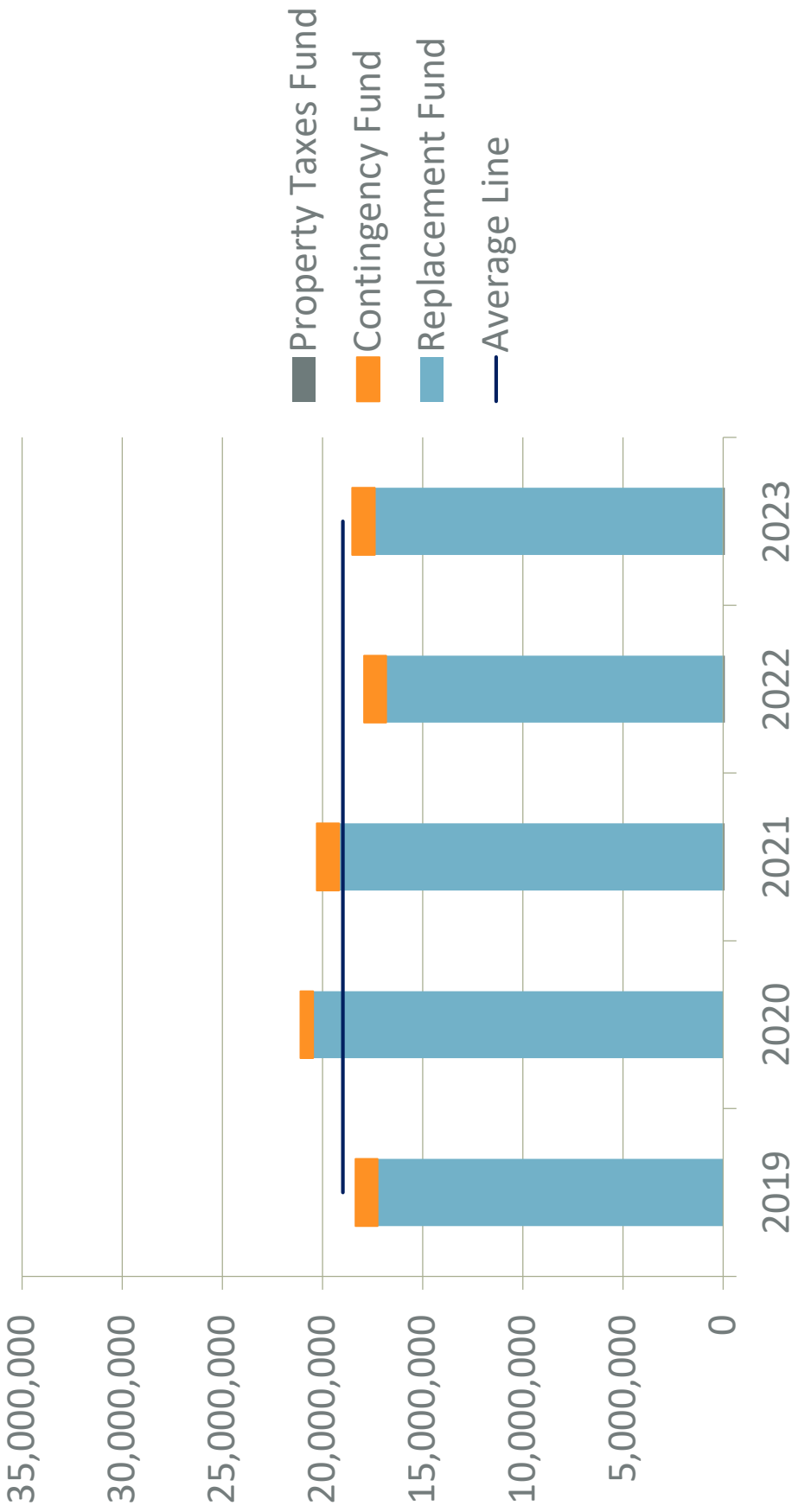


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/23	\$1,114	\$16,710	(\$637)
Contributions & Interest	19	3,149	3,419
Expenditures	0	2,467	3,290
Current Balances: 3/31/23	\$1,133	\$17,392	(\$508)

# Financial Report

Preliminary as of March 31, 2023

## FUND BALANCES – United Mutual



# Financial Report

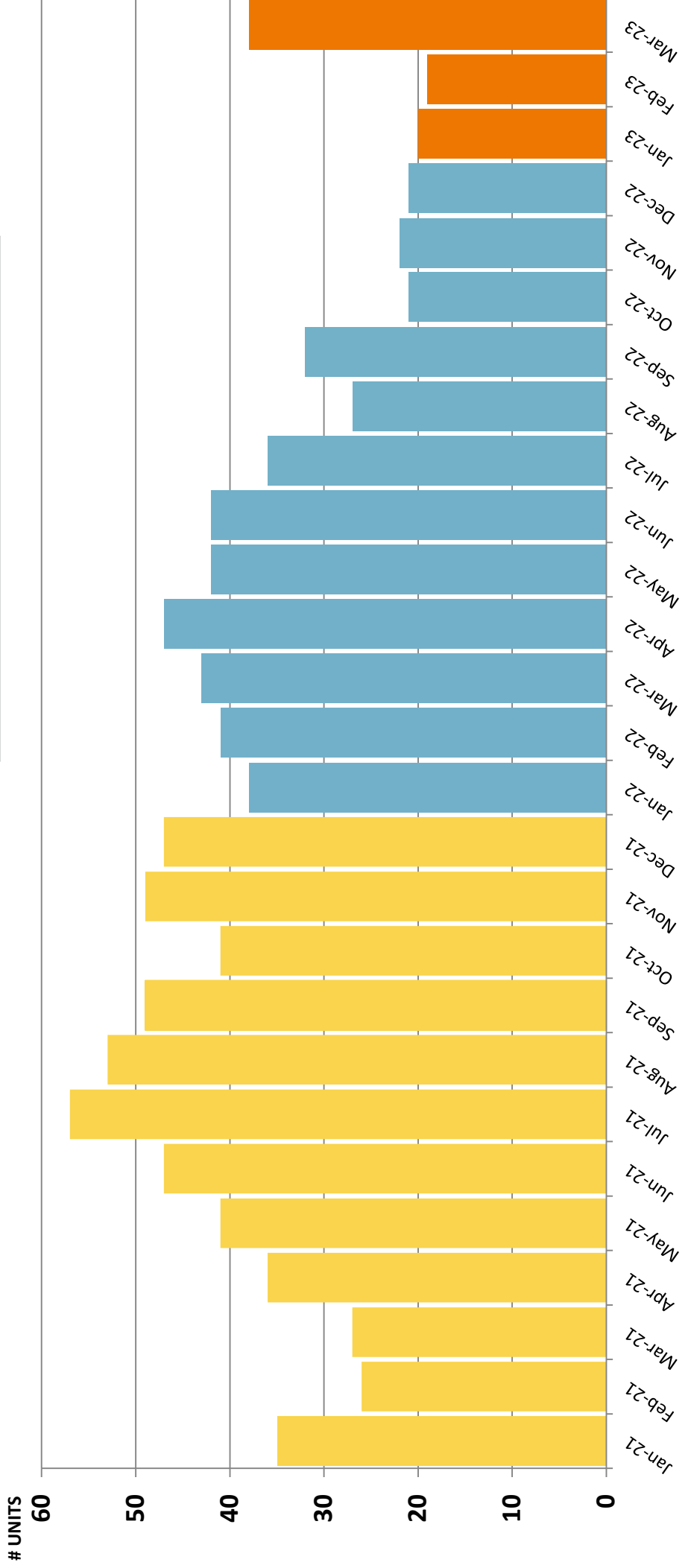
Preliminary as of March 31, 2023

## RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS  
MUTUAL

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	88	\$258,062
YTD 2022	121	\$314,277
YTD 2023	77	\$331,839





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

Tuesday, April 25, 2023 – 1:30 p.m.  
Hybrid Meeting

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

**DIRECTORS ABSENT:** None.

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Jose Campos, Jay Allen, Bart Mejia, Kurt Wiemann, Erika Hernandez

**OTHERS PRESENT:** United – Maggie Blackwell, Cash Achrekar, Diane Casey,  
Sue Quam

GRF – Juanita Skillman

### **Call to Order**

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 1:33 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 March 28, 2023**

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

### **Chair Remarks**

Director Asgari expressed appreciation of the existing talent amongst residents of United. She requested that more members participate in Standing Committees and apply to be an Advisor and share their expertise to help expand knowledge and generate solutions for problem solving. She also welcomed members to participate in meetings whether in-person or via Zoom.

### **Member Comments (Items Not on the Agenda)**

A member commented on the public delinquency records.

### **Department Head Update**

Jose Campos, Assistant Director of Financial Services, shared the completion of the KPMG audit resulting in a favorable opinion. The final audit report was

accepted by the board on April 7, 2023 and financials have been mailed to members. He also shared details of the upcoming 2024 Business Plan meetings and ongoing fee review.

### **Review Preliminary Financial Statements dated March 31, 2023**

The committee reviewed financial statements for March 31, 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 Replacement Report**

A report was presented to the committee displaying appliances and fixtures of which the Mutual is responsible for replacement as required by the corporations governing documents. The list displayed a 2% yearly decrease in the number of appliances and fixtures the mutual is responsible for. Multiple questions and comments were answered and noted by staff. No action was taken.

### **Endorsements from Standing Committees**

Landscape Services – Supplemental Appropriation for Water Saving Landscaping. Kurt Wiemann, Director of Landscape Services, presented a staff report requesting a supplemental appropriation in the amount of \$119,215 from the Operating Fund to be used for water saving landscape projects. The committee decided to table this agenda item and revisit the discussion at a future meeting. No action was taken.

Maintenance and Construction Services – Supplemental Appropriation for Damage Restoration Backlog. Jay Allen, Damage Restoration Manager, presented a staff report requesting an approval for a supplemental appropriation from the Operating Fund in the amount of \$160,680 for temporary staffing to assist with processing a backlog of 314 cases resulting from damage restoration events. A motion was made by Director Asgari to approve and endorse staff's recommendation as presented. Discussion ensued. Director Alison Bok seconded.

Staff was directed to provide a progress report 3-months from the start date. The motion passed unanimously and will be presented at the next board meeting.

### **Future Agenda Items**

2022 Operating Surplus/Deficit (May)  
Cash Flow Forecast (June)

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Tuesday, May 30, 2023 at 1:30 p.m.



**Recess to Closed Session**

The meeting recessed to closed session at 3:18 p.m.

**DRAFT**

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Azar Asgari, Chair

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# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

**Community Services Department**

**United**

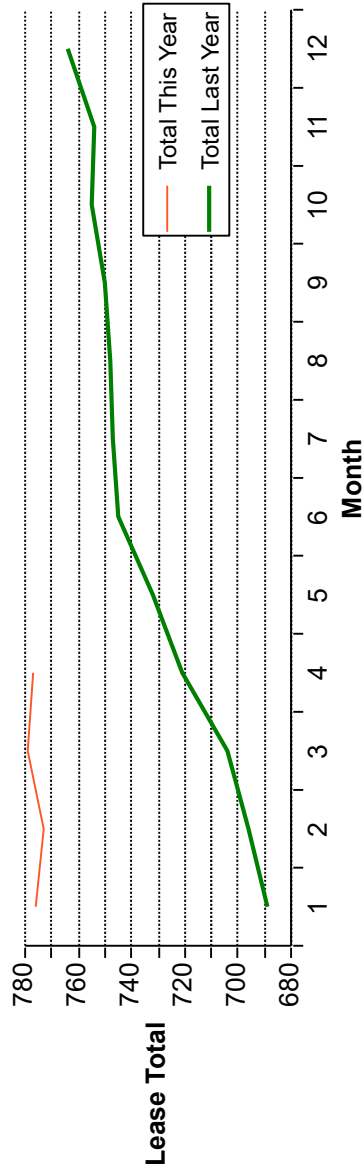
**April, 2023**

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	20	38	\$5,864,000	\$11,905,094	\$293,200	\$313,292
February	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	27	47	\$9,637,487	\$16,880,200	\$356,944	\$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
<b>TOTAL</b>	104.00	168.00	\$34,334,787	\$54,163,595		
<b>ALL TOTAL</b>	104.00	411.00	\$34,334,787	\$145,228,829		
<b>MON AVG</b>	26.00	42.00	\$8,583,697	\$13,540,899	\$327,383	\$320,833
<b>% CHANGE - YTD</b>	-38.1%		-36.6%		2.0%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Monthly Active Leasing Report 2023 Period 4 (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	22	40	172	542	776	689	12.3	10.9	58	16
2023	February	22	39	176	536	773	696	12.2	11.0	44	21
2023	March	23	39	190	527	779	704	12.3	11.1	57	28
2023	April	20	38	204	515	777	721	12.3	11.4	45	60
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, April 20, 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/MEMBERS ABSENT:** None.

**STAFF PRESENT:** Steve Hormuth, Pamela Bashline, Erika Hernandez

**OTHERS PRESENT:** None.

**Call to Order**

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 3:07 p.m.

**Approval of Agenda**

A motion was made to approve the agenda with the following change:

- Remove Agenda Item # 3: Approve of the Meeting Report for April 13, 2023. The report will be provided for review and approval at the next scheduled meeting on April 27, 2023.

Hearing no objections, the amended agenda was approved as presented.

**Chair Remarks**

Director Asgari thanked members for their commitment to the committee.

**Create and Draft Promissory Note and Security Agreement**

Member Robert Tucker and Member Eric Carlson provided handouts of template security agreement and Promissory note to be reviewed and edited to suit the needs of United Mutual. The committee discussed changes and made edits to the documents.

Staff was directed to edit the Security Agreement and share the draft at the next subsequent meeting. No further action was taken.

**Review and Update the Existing Recognition Agreement**

The committee continued conversation of the current Individual Recognition Agreement. Staff was directed to eliminate the following from the document:

Report of United Private Loan Research Ad Hoc Committee

Open Meeting

April 20, 2023

Page 2 of 2

- (1) Section 6. Right to Cure in the Event of Default
- (2) Section 6b. Nonmonetary Default
- (3) Section 11. Lenders Right to Lease or Sublease

A draft will be provided for review at the next subsequent meeting. No further action.

**Future Agenda Items**

Lender Rules

Borrower Application

**Committee Member Comments**

None.

**Date of the Next Meeting**

Thursday, April 27, 2023 at 3:00pm

**Adjournment**

The meeting adjourned at 4:00 p.m.

*Azar Asgari*

[Azar Asgari \(May 1, 2023 09:22 PDT\)](#)

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Azar Asgari, Chair



**OPEN MEETING**

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

**Wednesday, March 29, 2023 – 1:30 p.m.**

**Board Room**

24351 El Toro Road, Laguna Woods, California

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**Directors Present:** Lenny Ross – President, Thomas Tuning, Alison Bok, Azar Asgari, Cash Achrekar, Diane Casey, Maggie Blackwell, Sue Quam

**Directors Absent:** Mary Simon, Anthony Liberatore, Pearl Lee

**Staff Present:** Siobhan Foster, Jose Campos, Steve Hormuth, Manuel Gomez, Robert Carroll, Kurt Wiemann, Erika Hernandez

**Others Present:** GRF – Juanita Skillman

**Call Meeting to Order – Lenny Ross, President**

President Lenny Ross called the meeting to order at 9:30 a.m. and confirmed there is a quorum.

**Approval of Agenda**

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

**Member Comments**

A member asked that the board consider adding a large-scale map displaying the location of the public restrooms throughout the village.

**Budget Workshop: 2023 Service Level Review**

Maintenance & Construction – Manuel Gomez, Director of Maintenance and Construction, presented the United Mutual Department Budget Review discussing the type of services they provide.

General Services – Robert Carroll, Director of General Services, presented the United Mutual Department Budget Review discussing the type of services they provide.

Landscape Services – Kurt Wiemann, Director of Landscape Services, presented the United Mutual Department Budget Review discussing the type of services they provide.

Multiple comments and questions were made by members. Staff addressed members and noted follow up items, if any. No action was taken.

**Director's Comments**

Director Azar Asgari asked the board to consider gathering a research team, made of two or more people, to review and seek new ideas and research contracts with new vendors.

**Adjournment**

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

*Lenny Ross*

Lenny Ross (Apr 12, 2023 12:48 PDT)

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Lenny Ross, President

United Laguna Woods Mutual Board of Directors





# Laguna Woods Village®

## **SPECIAL MEETING OF THE SELECT AUDIT TASK FORCE WITH INVITATION TO ALL BOARDS ALL DIRECTORS REPORT OF THE OPEN SESSION**

Thursday, April 6, 2023 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS/ADVISORS PRESENT:** Jim Hopkins – Chair, Diane Phelps, Cynthia Rupert

**DIRECTORS/ADVISORS ABSENT:** Peggy Moore

**STAFF PRESENT:** Catherine Laster, Steve Hormuth, Jose Campos, Pam Jensen, Erika Hernandez

**OTHERS PRESENT:** KPMG Representatives: Spencer Endicott, Ashley Roberts

GRF – Bunny Carpenter, Joan Milliman, Yvonne Horton, Don Tibbetts, Gan Mukhopadhyay

United – Azar Asgari, Thomas Tuning, Alison Bok, Diane Casey, Pearl Lee, Sue Quam, Anthony Liberatore

Third – Cris Prince, Jim Cook, Donna Rane-Szostak, Ira Lewis, Andy Ginocchino, S.K. Park

### **Call to Order**

Director Jim Hopkins, GRF Treasurer, chaired and called the meeting to order at 1:30pm.

### **Acknowledgement 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.

### **Chair Remarks**

None.

### **Member Comments (Items not on the agenda)**

None.

Report of Select Audit Task Force

Open Meeting

April 6, 2023

Page 2 of 2

**Introduce Representatives from KPMG**

Steve Hormuth, Director of Financials Services, introduced and welcomed KPMG representatives, Spencer Endicott, Engagement Managing Director, and Ashley Roberts, Engagement Manager whom lead the 2022 Audit.

**Presentation of Audit Report by KPMG**

Spencer Endicott presented the 2022 Audit report for year ending on December 31, 2022 for Golden Rain Foundation (GRF), United Laguna Woods Mutual and Third Laguna Hills Mutual resulting in a favorable opinion.

Upon concluding the presentation, the Board Directors gathered in three different groups to review and discuss the audited financials.

**Task Force Member Comments**

None.

**Adjournment**

The meeting adjourned at 1:51 p.m.

J w Hopkins

J w Hopkins (Apr 26, 2023 15:34 PDT)

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Jim Hopkins, Chair



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

Thursday, April 6, 2023 – Following KPMG  
Presentation Scheduled at 1:30 p.m.  
Laguna Woods Community Center  
Board Room

**DIRECTORS PRESENT:** Thomas Tuning – Chair, Alison Bok, Azar Asgari, Anthony Liberatore, Diane Casey, Pearl Lee, Sue Quam

**DIRECTORS ABSENT:** Lenny Ross, Mary Simon, Cash Achrekar, Maggie Blackwell

**STAFF PRESENT:** Steve Hormuth

**Call to Order**

Director Thomas Tuning chaired the meeting and called it to order at 1:52 p.m.

**Approval of Agenda**

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

**Open Forum (Three Minutes per Speaker)**

None.

**Entertain a Motion to Accept the 2022 Audit Report**

The committee received the 2022 audited financials for review. A motion was made by Director Alison Bok to accept the 2022 Audit Report. Director Sue Quam seconded. Discussion ensued. Director Azar Asgari requested staff to follow up on the decrease in Cash from prior year. Steve Hormuth, Director of Financial Services, provided a verbal response and stated supporting details will be discussed at the next Finance Committee meeting.

Hearing no objection, the motion passed unanimously to accept the 2022 Audit Report.

**Director Comments**

None.

**Adjournment**

The meeting was adjourned at 2:11 p.m.

*Thomas Tuning*

Thomas Tuning (Apr 12, 2023 17:50 PDT)

Thomas Tuning, Chair (Substitute for Lenny Ross)

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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.

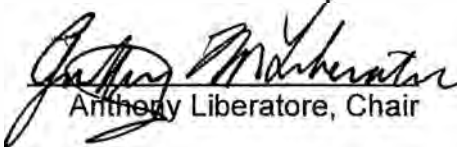
**12. Committee Member Comments**

- 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, April 20, 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

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Juanita Skillman, Mary Stone and Dick Rader

**ADVISORS ABSENT:** None

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

**CALL TO ORDER**

Maggie Blackwell, Chair, called the meeting to order at 1:31 p.m.

**APPROVAL OF THE AGENDA**

Chair Blackwell made a motion to approve the agenda.

Without objection, the agenda was approved with changes.

**APPROVAL OF MEETING REPORTS**

Chair Blackwell made a motion to approve the meeting report for March 16, 2023.

Without objection, the minutes for March 16, 2023 were approved.

**CHAIR'S REMARKS**

Chair Blackwell stressed the importance of addressing Item 6a.

**MEMBER COMMENTS**

Members provided comments for the Committee addressing multiple topics.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Sublease Room Rental Policy**

Ms. Patty Kurzet, Membership Services Coordinator, presented the Sublease Room Rental Policy for discussion. The Committee members made comments and asked questions. The Committee elected to table the matter and consult with legal counsel regarding the assessment of appropriate fees applicable to subleasing a room in the United Laguna Woods Mutual.

Without objection, the motion passed.

Ms. Bashline, Ms. Kurzet and Mr. Spies left the meeting at 2:55 p.m.

### **Accommodations for Disabled Residents**

Mr. Jacob Huanosto, Compliance Coordinator, presented the matter for discussion. The Committee members made comments and asked questions.

By consensus, the committee elected to forward the matter to be reviewed by the Architectural Control and Standards Committee and recommend that the variance process be amended to include reasonable accommodations.

### **Policy for Committee Meeting Rules**

Mr. Jacob Huanosto, Compliance Coordinator, provided an overview of the matter. The Committee members made comments and asked questions. The Committee elected to table the matter to consult legal counsel regarding review of procedures for open and closed meetings.

Without objection, the motion passed.

## **CONCLUDING BUSINESS:**

### **Committee Member Comments**

None.

### **Future Agenda Items**

- Accommodations for disabled Residents
- Policy for Committee Meetings Rules

### **Date of Next Meeting**

The next meeting is scheduled for Thursday, May 18, 2023 at 1:30 p.m. in the Board Room.

### **Adjournment**

With no further business before the Committee, Chair Blackwell adjourned the meeting at 3:56 p.m.

**DRAFT Copy**

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Maggie Blackwell, Chair



**OPEN MEETING**

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

**Monday, April 24, 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, Juanita Skillman

**ADVISORS PRESENT:** Mary Sinclair, Ann Beltran

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

**5. Chair's Remarks**

Chair Casey read a pre-written statement regarding the draft version of the Urban Forest Management Plan. Members made comments and asked questions.

**6. Department Head Update**

**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:

- Weeds
- Painters damaging landscaping

**8. Response to Member Comments**

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

**Items for Discussion and Consideration**

**9. Turf Reduction Projects Status Update**

Mr. Wiemann discussed the current status of the passive park project, along with the status of the approved locations list. Members made comments and asked questions.

**Concluding Business**

**11. Committee Member Comments**

Various comments were made.

**12. Date of Next Meeting – May 22, 2023 at 1:30 p.m.**

**13. Adjourned at 2:10 p.m.**

\_\_\_\_\_ DRAFT \_\_\_\_\_  
\_\_\_\_\_ Diane Casey, Chair



**OPEN MEETING**

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

**Wednesday, April 26, 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

**OTHERS PRESENT:** **GRF:** Juanita Skillman

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Guy West – Projects Division 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 February 22, 2023**

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

## **5. Chair's Remarks**

Chair Ross welcomed the committee, staff and members to the meeting.

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

- A member commented on various building materials and water shut-off notices.
- A member commented on the crosswalk at Majorca at Estrada.

Staff responded to the member's comments.

## **7. Department Head Update**

Mr. Gomez recognized the contributions of Sandra Spencer, the M&C Department Administrative Assistant, in connection with National Administrative Professionals' Day. The committee also thanked Ms. Spencer for her efforts on behalf of the committee.

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

The Project log and Solar Production Report were pulled for discussion.

## **8. Project Log**

Mr. Gomez provided a brief description of each item on the project log and answered questions from the committee.

## **9. Solar Production Report**

Mr. Mejia provided an overview of the Solar Production Report and answered questions from the committee. A supplement to the Solar Production Report detailing the Return On Investment (ROI) of the solar panel project was provided and discussed. Staff was directed to provide the ROI report via email to the entire United Board and to provide the committee with this report on an annual basis.

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

Items for Discussion and Consideration:

## **10. SB326 Balcony Inspection Update**

Mr. West provided an update on the SB326 inspection program via PowerPoint presentation and answered questions from the committee regarding the type of material that is inspected; typical issues and severity of issues found during inspection; potential causes of damage; and funding for the inspections and repairs.

Staff was directed to include details on the results of inspections on the project log.

## **11. 2024 Shepherd's Crook Program Recommendation**

Mr. Gomez provided a recommendation for the 2024 Shepherd's Crook program. Discussion ensued regarding the selection of the recommended area for the next installation; decisions made by GRF and Third Mutual for future installations; and the Conditional Use Permit agreement with the City of Laguna Woods.

Staff was directed to email any reports concerning safety made to Security regarding the recommended installation area to the M&C Committee as soon as possible. In an effort to include an allocation for the 2024 budget, Mr. Gomez suggested the Chair address the topic at the initial budget meeting.

Staff was also directed to contact the City to inquire as to whether the CUP might be modified for 2024.

## **12. Water Heater Replacement Policy**

Mr. Barnette detailed the water heater replacement policy via PowerPoint presentation and answered questions from the committee. Discussion ensued regarding the potential risk of replacing water heaters after the warranty expiration versus the potential savings of delaying those replacements. The committee agreed that the risk was too great and that the 10-year water heater replacement policy should not be changed. No action is required.

## **13. Building Sign Replacement Program**

Mr. Barnette presented details on the program and detailed the costs for the expedited option. After a short discussion, the committee agreed that the practice of replacing the building number signs as part of the exterior paint program should not be changed. No action is required.

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
- Exterior Paint Program – Chargeable Service for Painting Alterations

Concluding Business:

**14. Committee Member Comments**

- Chair Ross asked staff for an update on the backlog of cases for Damage Restoration reimbursement. Mr. Gomez responded that a supplemental appropriation for temporary staffing was approved by the United Finance Committee on April 25, 2023 and that the backlog of cases would begin to be addressed in June, 2023, providing the item is approved at the May 9, 2023 meeting of the United Board.
- Chair Ross requested that the Potential for Shared Costs During Remodeling be added to Future Agendas.
- Director Bok commented on existing mutual standards to prevent rodent intrusion into manors.

**15. Date of Next Meeting:** June 28, 2023

**16. Recess** - The meeting was recessed at 11:20 a.m.

***DRAFT***

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Lenny Ross, Chair

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





FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 19, 2023 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** James Hopkins – Chair, Elsie Addington, Donna Rane-Szostak, Andy Ginocchio, Azar Asgari, Thomas Tuning, Margaret Bennett

**DIRECTORS ABSENT:** None.

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Steve Hormuth, Jose Campos, Alison Giglio, Jennifer Murphy, Erika Hernandez

**OTHERS PRESENT:** GRF – Bunny Carpenter, Juanita Skillman, Yvonne Horton, Debbie Dotson, Egon Garthoffner

United – Lenny Ross, Alison Bok, Diane Casey

Third – Cris Prince, S.K. Park

**Call to Order**

Director James Hopkins chaired the meeting and was called to order at 1:32 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

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

**Approval of the Regular Meeting Report of February 15, 2023**

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

**Chair Remarks**

Director Hopkins thanked community members for their attendance and briefly mentioned the fee review process.

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

Multiple members expressed their perspective regarding the newly installed LED flashing stop signs. A member requested that the board reverse the decision on the installation of the flashing

stop signs and asked for them to be removed. Another member stated that upon proposing the installation of flashing stop signs there was no substantial historical and statistical information.

A member requested for meetings to be broadcast on TV6.

A member requested the annual operating costs for the TV Station and asked the Board to place a hold on spending. Director Hopkins directed members to access the Laguna Woods Village website and review the 2023 Business Plan for more information.

Director Azar Asgari addressed the comments and concerns regarding the flashing stop signs and asked that the Board run some statistics before making a final decision before continuing the project. Additionally, Director Debbie Dotson shared that the project has been on-going for two years and research has been thoroughly conducted and stated that the Vision Club approached the Board requesting for help with navigating hazards in the community and asked that the members take into consideration of all members and reiterated that meetings are open and published online for members to access. She asked members to share ideas on methods to better communicate information to members if what is currently being done isn't sufficient. The board is receptive to all suggestions made by members.

### **Department Head Update**

Steve Hormuth, Director of Financial Services, shared the completion of the KPMG audit resulting in a favorable opinion. The final audit report was accepted by the board on April 7, 2023 and financials will be mailed to members by the end of April. He briefly mentioned the start of the 2024 Business Plan development and the ongoing fee review conducted by staff.

### **Review Preliminary Financial Statements dated March 31, 2023**

The committee reviewed the financial statements dated March 31, 2023. Questions were addressed and noted by staff.

### **Recreation Room Rental Fees**

Director Hopkins presented a staff report proposing scheduled Room Rental Fee increases phased in over a span of three to four years beginning in January 1, 2024.

A motion was made to table the agenda item pending the appointment of an advisory committee with the purpose to understand and rationalize associated expenses, understand the formula and compare to past data and results to determine a workable solution for fee development. Director Elsie Addington moved and Director Margaret Bennett seconded. Discussion ensued.

Director Thomas Tuning amended the motion to table the agenda item pending the appointment of an advisory committee with the exception that members are allowed to comment on the agenda item. The amended motion passed by a 5-2 vote.

Multiple members expressed their perspective regarding Room Rental Fees. Staff addressed and noted follow up items to be discussed in a future meeting. No action was taken.

**Endorsement from Standing Committees**

Community Activities Committee – Equestrian Care Service Fees. Alison Giglio, Recreation and Special Events Director, presented a staff report recommending approval of additional equestrian care service fees and shared an estimated annual revenue of \$9,240. Director Thomas Tuning made a motion to approve and endorse staff’s recommendation of additional equestrian care service fees. Director Addington seconded. Discussion ensued. Questions were addressed and noted by staff.

Hearing no objection, the motion passed unanimously and will be presented at the next board meeting.

**Future Agenda Items**

None.

**Committee Member Comments**

Director Tuning thanks staff for providing data when they receive a request.

Director Andy Ginnochio proposed to include residents to participate in the advisory committee in effort to build credibility and trust with the members of the community and suggested to explore methods to increase supply to meet demand and maintain costs down.

**Date of Next Meeting**

Wednesday, June 21, 2023 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 3:40 p.m.

**DRAFT**

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James Hopkins, Chair

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## **OPEN MEETING**

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

Thursday, April 13, 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, Jim Hopkins, Maggie Blackwell, Andy Ginocchio, Debbie Dotson, Cris Prince, Jim Cook

**STAFF PRESENT:** Alison Giglio, Steve Hormuth, Jose Campos, William Arceo, Jackie Chioni

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

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

Motion passed unanimously.

#### **Approval of Committee Report for March 9, 2023**

Director Bhada made a motion to approve the report. Director Addington seconded.

Motion passed unanimously.

#### **Chair's Remarks**

Chair Horton thanked all in attendance. The committee appreciates an orderly meeting which includes no applause, cheering or shouting. The board room acoustics are sensitive to all sound, so please keep private conversations to a minimum. Many are here today to

speak regarding the room reservation fees and only resident owners may address the committee. The agenda must be adhered so please bear with the process until it is your time to speak.

### **Report of the Recreation and Special Events Director**

Ms. Giglio reported the following Recreation Department highlights: St. Patrick's Day buffet at Clubhouse 5 had 181 in attendance; 350 attendees shopped 60 booths at the Village Bazaar hosted at Clubhouse 5; the Easter buffet at Clubhouse 5 hosted 231 attendees; maintenance at Pool 5 is underway and annual pool maintenance will be completed by May 27; Easter at the Equestrian Center hosted over 450 attendees; Equestrian staff is preparing a new indoor vet exam area and grooming space room in the former storage area of the barn; 481 participants enrolled for Village Games which is occurring now through April 29; the golf course is in great shape after the rain; spring aerification is in progress; the driving range project is underway; Garden Center staff continues to make good progress with updating the database and movement off the waiting list; Library volunteers worked 776 hours to support 3,036 visitors in March and the Library has averaged 120 people per weekday and 74 people on Saturdays.

Ms. Giglio reported the following upcoming events: the Club Expo will be held on May 18 and Mr. Arceo will send the registration information next week; the free movie on Monday, April 17 at 2 p.m. at the Performing Arts Center will be *Ticket to Paradise*; the real Tony Orlando will perform live at the Performing Arts Center on Saturday, May 6 at 7:30 p.m. and tickets are on sale at the box office or online; the Mother's Day Buffet will be held Sunday, May 14 at 1 p.m. at Clubhouse 5 and will include tri-tip, baked salmon, chicken marsala and a variety of other delicious sides; tickets for this event are available until they sell out and are \$34 for adults and \$17 for children.

### **Member Comments (Items Not on the Agenda)**

Members were called to speak regarding the following: music club room use; new music club approved; lack of availability of rooms for resident use; restoration of weekend hours of Clubhouse 4 rooms; longer daily hours of studio rooms at Clubhouse 4.

### **CONSENT**

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

Discussion ensued.

Motion passed unanimously.

### **REPORTS**

**Clubhouse Renovation Ad Hoc Committee Update** - Director Addington stated the designer for the renovation presented at the March 15 meeting with earth tones being selected. The next meeting will be announced soon.

### **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Aquadettes Request for Exception to GRF Poster Policy**- Director Addington made a motion to recommend an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1. Director Bhada seconded.

Member was called to speak regarding in support of this exception.

Motion passed unanimously.

**Hearing Well Club Request for Hearing Loop Installation in Community Center Elm Room** – Director Addington made a motion to recommend the Hearing Well Club request for the installation of a hearing loop in the Community Center Elm Room. Director Bhada seconded.

Member was called to speak in favor of the hearing loop in Elm room.

Discussion ensued.

Motion passed unanimously.

**Resident Room Reservation Fees** – Director Casey made a motion to recommend the following proposed Recreation room rental fees:

- Schedule of Room Rental Fees – Resident Rates 10% shared cost recovery – effective January 1, 2024
- Estimated Schedule of Room Rental Fees – Resident Rates 15% shared cost recovery – effective January 1, 2025
- Estimated Schedule of Room Rental Fees – Resident Rates 20% shared cost recovery – effective January 1, 2026

Director Hopkins presented the room rental fees.

Members were called to speak regarding the following: against the proposed room rental fees; members in 3-story building should be allowed to reserve recreation rooms in those buildings for events; charge craft clubs in Clubhouse 4 instead of subsidizing; incremental fee increases; fiduciary responsibility to the community; completing a poll to report the number of residents denied room access; a new resolution regarding shared cost should be passed; facility closures affected room availability; club dues will need to increase; better technical support at our facilities; hosting a town hall meeting to discuss room rental rate

increase; sociability as longevity of life; not charging clubs for use of rooms, only charge those that use rooms for private use; allowance of a lower minimum of some rooms to reduce club costs; one rate increase is not good for all; raise golf fees; section off rooms; disclose all calculations used for methodology; protection of shared costs; increase should be consistent with national cost of living.

Discussion ensued.

Motion failed 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.

**Recreation Policy Review** – Staff was directed to keep this item under Items for Future Agendas.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Director Lee stated she is pleased this motion has not passed and looks forward to future discussions.

Director Casey stated many room rental rates were very low and we need to make them affordable.

Director Addington thanked all who came.

Chair Horton announced the next CAC meeting on Thursday, May 11, 2023.

#### **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, May 11, 2023.

#### **Adjournment**



There being no further business, the Chair adjourned the meeting at 4:10 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



**OPEN MEETING**

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

**Wednesday, April 12, 2023 – 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, Mary Simon, Sue Stephens

**MEMBERS ABSENT:** Egon Garthoffner

**OTHERS PRESENT:** **GRF:** Bunny Carpenter, Juanita Skillman  
**Third:** Andy Ginocchio  
Advisors Ajit Gidwani, Carl Randazzo, Bill Walsh

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager,  
Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director,  
Laurie Chavarria – Senior Management Analyst, Heather Ziemba – Projects Division Administrative Coordinator,  
Sandra Spencer – Administrative Assistant

**1. Call to Order**

Chair Karimi called the meeting to order at 9:38 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 Reports**

**a. December 1, 2022 – Special Open Session**

- b. December 12, 2022 – Special Open Session**
- c. December 14, 2022 – Regular Open Session**

Hearing no objection, the meeting minutes were each approved separately by unanimous consent.

## **5. Chair's Remarks**

Chair Karimi noted the full meeting agenda. Mr. Karimi also delivered the news that GRF Director Don Tibbetts recently passed away and offered his condolences to Mr. Tibbetts' family.

## **6. Member Comments**

None

## **7. Department Head Update**

Mr. West introduced Heather Ziemba to the Committee. Mr. West also reported that the swamp coolers in the archery range have been repaired and are functioning as intended.

### 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 ChargePoint usage and revenue. Director Stephens requested information related to resident versus non-resident users. The committee suggested the Finance Department provide a report to the GRF Finance Committee of the breakdown of pricing from ChargePoint and address whether users are being charged appropriate prices to cover the cost of charging; to consider using Time of Use rates; and consider putting the charging stations on a separate meter. Staff will research the cost and feasibility of rewiring the existing panel for the charging stations, submetering the existing meter, and present the findings at a future committee meeting.

The Clubhouse Preventative Maintenance Inspection Report was pulled for discussion. Mr. Gomez introduced the report requested by the Board for quarterly inspection of the clubhouses. Mr. Barnette answered questions from the committee regarding the level of detail provided in the report. Staff will work together to incorporate further detail into the report and bring it back to a future meeting for additional feedback.

- 8. Project Log**
- 9. ChargePoint Summary**
- 10. Clubhouse Preventive Maintenance Inspection Report**

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

**11. 2023 Asphalt Seal Coat Program**

Mr. West presented the item via a PowerPoint presentation and answered questions from the committee regarding the seal coating process. Staff will present a recommendation for this item in closed session.

**12. Priority Projects Presentation**

Mr. West presented an overview of the priority projects via PowerPoint and answered questions from the committee. A comment was heard from a member regarding the number and type of batteries that will be used for landscaping equipment.

**13. Temporary Office Lease Update**

Mr. Gomez reported that the staff from Building E has been relocated to the new temporary office space in the building across the parking lot as of Monday, April 10. Building E is now uninhabited.

**14. Space Study Update**

Mr. Gomez reported that this study is on schedule to be completed by the end of April. A special meeting will be held for the consultant to present the results to the GRF M&C Committee, the GRF Finance Committee and the GRF CAC in early May.

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
- Dedicated Meter for EV Charging Stations


Concluding Business:

**15. Committee Member Comments**

- Advisor Randazzo commented on the EV charging rates.
- Director Mukhopadhyay commented on the space planning study.
- Director Cook requested that information about metering be added to future agenda items.
- Advisor Gidwani thanked the committee and staff for their work for the community with the resourced that are available.

**16. Date of Next Meeting:** Wednesday, June 14, 2023 at 9:30 a.m.

**17. Recess** – The meeting was recessed at 10:58 a.m.



Reza Karimi, Chair

Reza Karimi, 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\***

**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



**OPEN MEETING**

**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**

<b>MEMBERS PRESENT:</b>	Egon Garthoffner - Chair, Gan Mukhopadhyay – Co-Chair, Debbie Dotson, Ralph Engdahl, Andy Ginocchio, Reza Karimi, Mary Simon
<b>MEMBERS ABSENT:</b>	None
<b>OTHERS PRESENT:</b>	Ajit Gidwani, Carl Randazzo and Bill Walsh (Advisors) <b>GRF:</b> Bunny Carpenter, Yvonne Horton, Juanita Skillman, Elsie Addington <b>UNITED:</b> Diane Casey <b>THIRD:</b> Cush Bhada
<b>STAFF PRESENT:</b>	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**

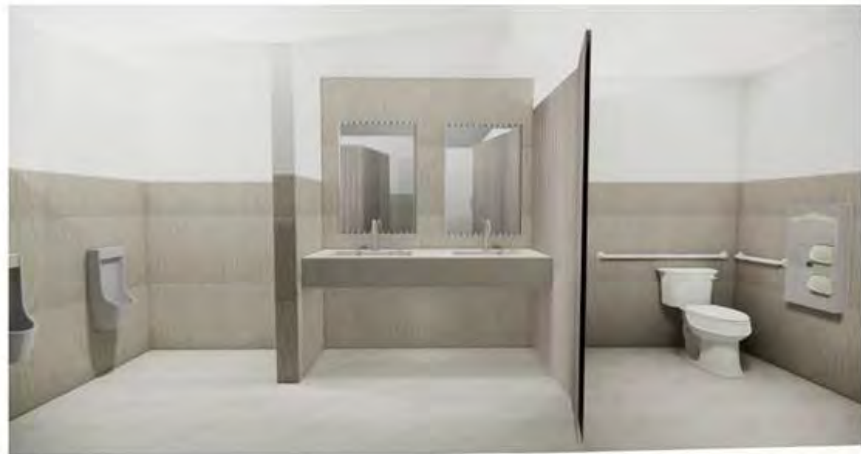
C



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

**Wednesday, February 1, 2023 – 1:30 p.m.**  
**Laguna Woods Village Community Center Board Room**  
**24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Don Tibbetts (Chair), Egon Garthoffner, Cush Bada, Moon Yun, Azar Asgari, Alison Bok, Frank Stern

**ADVISORS:**

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Elsie Addington, Juanita Skillman, Maggie Blackwell

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

1. **Call to Order**  
Chair Tibbetts called the meeting to order at 1:32 p.m.
2. **Acknowledgment of Media**  
None present.
3. **Approval of the Agenda**  
Hearing no objection, the agenda was approved by acclamation.
4. **Approval of Meeting Report for**  
The regular meeting report of December 7, 2022 was approved by acclamation with the following change:
  - Change Laguna Hills Mall to the Village at Laguna Hills
5. **Chair's Remarks**  
None
6. **Member Comments (Items Not on the Agenda)**  
Member Harold Midence commented on the Fixed Route Transportation System in addition to the Transportation program budget and cost savings.  
Member Rhoda Lindner commented on the need of bus turnouts at the Village at Laguna Hills mall.

**7. Response to Member Comments**

Director Asgari responded to member comments. Mr. Carroll, director of General Services, also responded to member comments.

**Reports**

**8. Director's Report**

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

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

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

**Items for Discussion**

**9. Vehicle Purchase – Two Ram Promaster 3500 Low Floor ADA Vans for the Transportation Department**

Mr. Carroll presented a report recommending the committee approve the purchase of two Low Floor ADA Vans for the Transportation Department in the estimated amount of \$278,252.

Director Bhada made motion to approve staff's recommendation, Director Stern seconded. Discussion ensued, the motion passed by a vote 4-2. Director's Asgari and Bok opposed. Director Stern abstained.

**10. Vehicle Purchase – One Ford F-250 Standard Cab Truck for the Landscape Department**

Mr. Carroll presented a report recommending the committee approve the purchase of one Ford F-250 standard cab truck for the Landscape Department in the estimated amount of \$45,425.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensues. Hearing no objections, the motion passed unanimously. Director Stern abstained.

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

Mr. Carroll presented a report recommending the committee approve the purchase of ten Ford Ranger pick-up trucks for the Maintenance and Construction and Landscape Departments in the estimated amount of \$347,288.

Director Bhada made motion to approve staff's recommendation, Director Bok seconded. Discussion ensued. Director Yun made an amendment to the motion to postpone action until the next meeting. Director Asgari seconded. Motion to postpone action passed 5-2. Director Tibbetts and Bhada opposed.

12. Vehicle Purchase – Three Ford Transit Cargo Vans for the Maintenance and Construction Department

Mr. Carroll presented a report recommending the committee approve the purchase of three Ford Transit Cargo Vans for the Maintenance and Construction Department in the estimated amount of \$170,253.

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

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

Mr. Carroll presented a report recommending the committee approve the purchase of seven Kawasaki Mules and three Club Car Carryall 500 vehicles for the Landscape and General Services Departments in the estimated amount of \$212,200.

Director Yun made motion to approve staff's recommendation, Director Bhada seconded. Discussion ensued. Director Asgari made an amendment to the motion to postpone action until the next meeting. Director Bok seconded. Discussion ensued. Motion to postpone action passed unanimously.

14. Vehicle Purchase – One Trails West Royale Two Horse Equestrian Trailer for the Recreation Department

Mr. Carroll presented a report recommending the committee approve the purchase of one Trails West Royale Two Horse Equestrian Trailer for the Recreation Department in the estimated amount of \$24,903.

Director Stern made motion to approve staff's recommendation, Director Asgari seconded. Hearing no objections, the motioned passed unanimously.

**Items for Future Agendas:**

None.

**Concluding Business:**

**Committee Member Comments:**

Director Garthoffner recommended the committee consider Ford's additional maintenance programs and hiring a triple AAA garage to evaluate the value of replacement vehicles. Director Yun recommended staff address member's comment regarding the turnouts at the Village at Laguna Hills mall.

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

**Adjournment:**

The meeting was adjourned at 3:46 p.m.

*Don Tibbetts*  
Don Tibbetts (Feb.14, 2023 15:44 PST)





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 Wednesday, April 26<sup>th</sup>, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens, Gan Mukhopadhyay

**MEMBERS ABSENT:** Cash Achrekar (No Notice Given)

**OTHERS PRESENT:** Elsie Addington, Mike Epstein

**STAFF PRESENT:** Eric Nuñez, Cody DeLeon, Carmen Aguilar

**CALL TO ORDER**

Juanita Skillman, Chair, called the meeting to order at 1:31 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 February 27<sup>th</sup>, 2023 meeting report.

**CHAIRMAN'S REMARKS**

Chair Skillman shared her condolences regarding the passing of former Chair Don Tibbetts. Skillman stated she has big shoes to fill. Chair Skillman shared expectations of respect and order from audience and members for today's and future SCAC meetings moving forward.

**MEMBER COMMENTS**

Multiple members made comments and asked questions.

Topics included:

1. Update on camera quality in RV lots to be able to read license plates and identify trespassers.
2. Dangers with lack of or fading crosswalk paint at some intersections throughout the community posing safety hazard, cracked sidewalks and asphalt at intersections also posing a safety risk for residents crossing.

**RESPONSE TO MEMBER COMMENTS**

Chair Skillman directed speakers to the appropriate agenda item number pertaining to their questions/concerns to be addressed.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Staff Officer Nuñez discussed the meeting report provided in the packet from the DPTF meeting in March. Staff Officer Nuñez announced that the Disaster prep office at the community center is going to be closed down and used by another department. Disaster preparedness information and supplies will now be brought to the people during events either held by Laguna Woods Village or by the Security Department. Currently the DPTF team is still working on scheduling training events with OCFA. The DPTF Coordinator now has an office space at the new security location next to the LWCC.

Members and Chair made comments:

- Backup generator needed at CH3 (Performing Arts Center) where events hold up to 800 people
- Chair Skillman's big concern is that CH3 PAC lights going out would cause safety hazard with people trying to exit, especially having to go down stairs in the dark
- CH coordinator requested water and electrical shut off training for clubhouse coordinators at CH3 for safety in an emergency situation
- Quantity of backup generators

Staff Officer Nuñez response:

There are currently backup generators located at CH1, CH5, LWCC, warehouse, radio tower, broadband building, and Mutual 50 Towers. Currently there is a limited amount of portable backup generators. Staff Officer Nuñez will look into acquiring more.

### **RV UPDATE**

Staff Officer Nuñez noted that there are only nine on the waiting list as one spot was filled this morning (April 26<sup>th</sup>, 2023) leaving only thirty-six vacancies in the lots to date. Chief Nuñez also responded to members concerns over camera quality by stating that better cameras in key spots would have helped identify suspects and plates in previous RV theft cases. However, this year's budget may not permit those upgrades.

Chair Skillman intervened to explain the lengthy budget process to the members as to urge the members to exercise patience with said requests.

### **NOTEWORTHY INCIDENTS**

Staff Officer Nuñez shed light on the great job security did collaborating with Station 18 on locating a missing child within an hour of the initial call on April 7<sup>th</sup>, 2023.

Staff Officer Nuñez also spoke on three traffic collisions that took place:

1. DUI outside the community where subject crossed the median and multiple lanes of traffic before colliding with the GRF exterior wall between Gate #7 and #9 causing a 10ft breach in the wall. Subject was transported to hospital for medical care.
2. Non-resident lost control of their vehicle with a pregnant passenger on Paseo De Valencia/Los Alisos Blvd breaching the GRF perimeter wall. Fortunately, no injuries were sustained.
3. Resident lost control of their vehicle while making a U-turn to exit gate #9 and struck a gate ambassadors' parked vehicle and then hit the gate causing damage to both. No injuries were sustained

Staff Officer Nuñez brought up these traffic accidents to encourage residents and members to always mind their surroundings.

## **SECURITY STATISTICS**

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

Chair Skillman wanted to know, of the 54 deaths within the community, how many were suicides.

Staff Officer Nuñez responded to a members' comment about an officer bike patrol program GRF used to have. Nuñez agreed that it was and could again be a beneficial program to start back up. Staff Officer Nuñez will look into how the program was conducted back then as it may not be feasible today.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **GATE 12 UPDATE**

Staff Officer Nuñez discussed most recent gate 12 updates using his PowerPoint slides, technological updates included:

- Gate 12 kiosk was delivered and prepped for installation
- Gate 12 guest access dropdown menu option has been added
- Hand-held QR reader to scan guest passes
- Increased patrols around gate 12 as a gate running deterring during rush hours

### **FLASHING STOP SIGN CONCERNS**

Staff Officer Nuñez discussed his PowerPoint presentation showing statistics regarding safety concerns over the flashing stop signs. Discussion only, nothing to be voted on. Information involved:

- Benefits they provide to Laguna Woods Village
- Pilot flashing stop sign location reasoning
- Light pollution concerns
- Addressed epileptic seizure concerns

## **ITEMS FOR FUTURE AGENDA**

1. Gate arms appearance
2. Cross walk damage and repainting assessment
3. Neighborhood watch

## **CONCLUDING BUSINESS**

### **DATE OF NEXT MEETING**

The next meeting will be held on Wednesday June 28<sup>th</sup>, 2023 at 1:30 p.m.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Skillman adjourned the meeting at 3:54 p.m.

DRAFT

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Chair: Juanita Skillman

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

Tuesday, March 28<sup>th</sup>, 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 4<sup>th</sup>, 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 3<sup>rd</sup> clubhouse coordinator meeting on March 30<sup>th</sup>, 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 30<sup>th</sup>, 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, April 3, 2023 - 1:30 P.M.  
Laguna Woods Village Community Center- Sycamore Room/Virtual  
Meeting 24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Bunny Carpenter- Chair, Joan Milliman, Reza Karimi, Maggie Blackwell, Pearl Lee, Juanita Skillman and Cris Prince

**MEMBER EXCUSED:** Mark Laws

**STAFF PRESENT:** Blessilda Wright and Ruby Rojas

**CALL TO ORDER**

Bunny Carpenter, Chair, called the meeting to order at 1:31 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 MARCH 8, 2023**

Chair Carpenter made a motion to approve the meeting report from March 8, 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. Appeal Policy**

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

The Committee elected to approve the Appeal Policy with minor changes and present the policy at the next scheduled GRF board meeting in May for review.

By consensus, the motion passed.

## **8. Nuisance Policy**

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

The Committee approved the Policy and made scribner changes and the following changes:

- **Private Nuisance:** Remove his/her/their/they.
- **Odors:** Add strong odors before second-hand...
- **Violation of Laws:** A Violation of federal, state laws, local ordinances, including without limitation, such violations such as public nudity, brandishing of weapon(s) in the presence of another Resident, a guest and/ or invitees or a staff member.
- **V. Enforcement:**  
Remove who may be found in violation of the Governing Documents, or and ; make Resident, tenant, guest singular; and add and/or invitees.  
Remove or such Member's unit/manor in the last-paragraph's first-line.

## **9. Executive Hearings Resolution**

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

The Committee approved the Policy and made Scribner changes and the follow changes to the following:

- **Now Therefore Be It Resolved:**  
Add a comma after DATE.  
-;  
Add authority after Autonomy;  
Add a period at the end of hearing matters in the fourth-line.  
-Create a Further resolved, stating the composition of the committee.  
Update #3 with To be held in a closed meeting monthly, as needed.

## **11. Harassment Policy**

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

The Committee elected to approve the Harassment Policy with minor changes and present the policy at the next scheduled GRF board meeting in May for review.

By consensus, the motion passed.

## **CONCLUDING BUSINESS:**

### **Committee Member Comments**

None.

### **Future Agenda Items**

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

### **Date of Next Meeting**

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

### **Adjournment**



With no further business before the Committee, the Chair adjourned the meeting at 3:26 p.m.



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Bunny Carpenter- Chair

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