



OPEN MEETING

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

**Tuesday, July 11, 2023 - 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road,
Laguna Woods, California**

NOTICE OF MEETING AND AGENDA

The purpose of this meeting is to conduct the regular United Mutual Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

- 1. Call to Order / Establish Quorum – President Ross**
- 2. Pledge of Allegiance to the Flag – President Ross**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. June 13, 2023 – Regular Open Meeting
 - b. June 22, 2023 – Agenda Prep Meeting
 - c. June 29, 2023 – Special Open Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
 - a. Response to open forum speakers
 - b. Response to past open forum speakers – Director Asgari
- 9. VMS Board Update – Director Robledo**
- 10. CEO Report**

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

a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the months of May 2023, such review is hereby ratified.

b. Recommendation from the Landscape Committee

1. Recommendation to Approve the Request for the Removal of One Silk Oak Tree Located at 100-A Via Estrada
2. Recommendation to Approve the Request for the Removal of One Fern Pine Tree Located at 559-C Avenida Sevilla
3. Recommendation to Add Two Full Time Equivalents (FTE) to the Grounds Maintenance Department in the 2024 Budget

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 June 2023, and such review is hereby ratified. (CHECK LIST)

e. Recommendation from the Finance Committee - None

f. Update Committee Assignments

12. Unfinished Business - None

13. New Business

a. Town Halls – (Oral Discussion)

b. Entertain a Motion to Approve Revision to Architectural Standard 1: General Requirements (**July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

c. Entertain a Motion to Approve Revision to Architectural Standard 15: Floor Coverings: Exterior [Balconies and Patios] (**July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

d. Entertain a Motion to Approve the Recognition Agreement for Non-Institutional Lenders (**July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

- e. Entertain a Motion to Approve the Investment Advisor Selection **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

14. Director Comments (Two minutes per director)

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on June 27, 2023; next meeting July 25, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report – June
 - (2) United Finance Committee Report – June
 - (3) Resales/Leasing Reports – June
 - (4) Report of the Private Loan Research Ad Hoc Committee – Director Asgari. The Ad Hoc Committee met on May 24, 2023; next meeting TBA.
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on June 15, 2023; next meeting July 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; June 8, 2023; next meeting July 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 June 15, 2023; next meeting July 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 June 26, 2023; next meeting August 28, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Report of the Tree Ad Hoc Committee (Working Group) – Director Casey. The Ad Hoc Committee met on June 22, 2023.
- f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on June 28, 2023; next meeting August 23, 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 June 8, 2023; next meeting July 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 June 21, 2023; next meeting August 16, 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 June 8, 2023; next meeting July 17, 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 May 10, 2023; next meeting August 9, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Maintenance & Construction Committee – Director Bok. The committee met on June 14, 2022; next meeting August 9, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Bok. The Ad Hoc Committee met March 15, 2023; next meeting TBA.
- e. Report of the Media and Communication Committee – Director Quam. The committee met on June 19, 2023; next meeting July 17, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Mobility and Vehicles Committee – Director Bok. The Committee met on June 7, 2023; next meeting August 2, 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 June 28, 2023; next meeting August 23, 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 May 17, 2023; next hearings on July 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 June 5, 2023; next meeting July 25, 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 June 9, 2023; next meeting July 14, 2023, at 9:30 a.m. in the Sycamore Room.
- h. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on June 30, 2023; next meeting July 28, 2023 at 1:30 a.m. as a virtual meeting.

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.*

- *Revision to Architectural Standard 1: General Requirements*
- *Revision to Architectural Standard 15: Floor Coverings: Exterior [Balconies*

- and Patios]*
- *Recognition Agreement for Non-Institutional Lenders*
- *Investment Advisor Selection*

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) June 13, 2023 – Regular Closed Meeting

(b) June 29, 2023 – Special Closed Meeting

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, June 13, 2023 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Eileen Paulin, Eric Nunez

Others Present: GRF: Elsie Addington
Third: None
VMS: Norman Kahn, Cynthia Rupert

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 Tuning led the pledge of allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

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

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

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

5. Approval of Minutes

- a. March 29, 2023 – United Budget – M&C/Landscape Review
- b. April 6, 2023 – United Board 2022 Annual Audit
- c. May 9, 2023 – Regular Open Meeting
- d. May 25, 2023 – Special Open Meeting
- e. May 25, 2023 – Agenda Prep Meeting

Director Asgari made a motion to approve the minutes of March 29, 2023 – United Budget – M&C/Landscape Review, April 6, 2023 – United Board 2022 Annual Audit, May 9, 2023 – Regular Open Meeting, May 25, 2023 – Special Open Meeting and May 25, 2023 – Agenda Prep Meeting. Director Quam seconded.

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

6. Report of the Chair

President Ross commented on the following items:

- Reminded those who plan to speak today to not personally attack or berate others, in order to maintain civil protocol.
- Attended a Community Bridge Builders meeting and commended the amazing speech that occurred.
- Provided clarification as to the purpose of the United Private Loan Ad-Hoc Committee.

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on the Foundation of Laguna Woods Village.
- A member commented on crosswalk concerns and safety issues.
- A member commented on concerns regarding a scam they have been receiving pertaining to foreclosure of their property.
- A member commented on Resolution 01-18-33 pertaining to reimbursement of electricity used during dry-out process from roof leaks, which superseded and canceled the original policy from 2010. The member requested the Board reassess the policy.
- A member commented on alleged harassment and discussed the lack of Board responsibility towards the harassment claim.
- A member commented on his attendance at United and GRF Board Meetings and stated that the Boards and VMS staff are doing a great job in creating a wonderful community for the Village.
- A member commented on their concerns regarding the long hours that the lighting from the walkway located on Los Altos is on.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Blackwell assisted the member who relayed concerns regarding

foreclosure scams; director the member who raised electricity reimbursement concerns to the Maintenance and Construction Committee.

- Director Lee encouraged the member who commented on their favorable impression of the Board's and committees' work and meetings to think about joining the United Board during the Annual Election.
- Director Casey reminded residents to hold onto banisters when going downstairs, and to be careful.
- Director Asgari commented on the advantage of the Foundation of Laguna Woods Village, and additionally stated that members' concerns will be addressed and followed up on by the next United Board meeting.
- President Ross commented on the importance of resolving the crosswalk and lighting concerns.

b. Response to Past Open Forum Speakers – Director Lee

Director Lee commented on the responses to the previous Open Forum Speakers from the May Board meeting and advised on updates.

9. VMS Board Update – Director Kahn

VMS Director Kahn discussed the following topics:

- Union Negotiations
- Village Management Services Budget
- Review of Staffing Levels and Services

Director Kahn answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Employee Excellence Awards
 - CEO's Office: Makayla Schwietert and Paul Nguyen
 - Financial Services: Mandy Webb
 - General Services: John Sanchez
 - Human Resources: Gaby Espinoza, Nicole Sarmiento, and Marcie Viveros
 - Information Services: Timothy Osborn, Daniel Simoncelli, Joshua Glass, and Grant Schultz
 - Landscaping Services: Jose Vargas and Jorge Munoz
 - Maintenance and Construction: Laurie Chavarria
 - Media and Communications: Mark Weiss
 - Recreation and Special Events: Gail Ford, Renee Anderson, and Shoon Aung
 - Security Services: Kyle Belanger

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. If 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 April 2023, such review is hereby ratified.

b. Recommendation from the Landscape Committee

(1) Recommendation to Deny Tree Removal Request: 118-U Via Estrada – One Canary Island Pine Tree

RESOLUTION 01-23-29

**Deny Removal of one Canary Island Pine tree
118-U Via Estrada**

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 May 22, 2023, the Landscape Committee reviewed a request from the Member at 118-U to remove one Canary Island Pine tree, the reasons cited are overgrown, litter/debris, needles on the patio, the tree is too close to the unit and it is leaning; and

WHEREAS, staff inspected the condition of the tree and found it to be in fair health with an unbalanced canopy due to clearance trimming and the close proximity to another Canary Island Pine tree; and

WHEREAS, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of one Canary Island Pine tree located at 118-U Via Estrada;

NOW THEREFORE BE IT RESOLVED, June 13, 2023, the Board of Directors denies the request for the removal of one Canary Island Pine tree located at 118-U; 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 May 2023, and such review is hereby ratified.**
- e. **Recommendation from the Finance Committee**
 - (1) Approve a Resolution for Recording a Lien against Member ID # 947-361-58

RESOLUTION 01-23-30

Recording of a Lien

WHEREAS, Member ID 947-361-58; 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, June 13, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-361-58 and;

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

- (2) Approve a Resolution for Recording a Lien against Member ID #947-400-14

RESOLUTION 01-23-31

Recording of a Lien

WHEREAS, Member ID 947-400-14; 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, June 13, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-400-14 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.

f. Update GRF Committee Assignments

RESOLUTION 01-23-32

United Laguna Woods Mutual Committee Appointments

RESOLVED, June 13, 2023, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)

Maggie Blackwell

~~Mary Simon~~

Finance Committee Azar

Asgari, Chair

Thomas Tuning

Alison Bok

Non-Voting Advisors: Mike Daillak, Robert Radus

Governing Documents Review Committee

Maggie Blackwell (Chair)

Diane Casey

Sue Quam

Non-Voting Advisors: Dick Rader, Juanita Skillman, Mary Stone

Landscape Committee

Diane Casey (Chair)

Sue Quam

Anthony Liberatore

Non-Voting Advisors: Ann Beltran, Mary Sinclair

Landscape Tree Ad Hoc

Diane Casey (Chair)

Non-Voting Advisors: Cheryl Nielsen, Mary Sinclair, Ken Benson,
Jack Salvador, Carl Randazzo, Robert Reyes

Maintenance and Construction Committee

Lenny Ross (Chair)

~~Mary Simon~~

Alison Bok

Members Hearing Committee

Pearl Lee (Chair)
Thomas Tuning
Alison Bok

New Resident Orientation

Maggie Blackwell
Cash Achrekar (Chair)
Pearl Lee

Resident Advisory Committee

Anthony Liberatore (Chair)
Pearl Lee
Cash Achrekar

Investment Ad Hoc Committee

Azar Asgari, (Chair)
Alison Bok
Members: Ken Benson, Mike Daillak, Robert Cunningham

Loan Ad Hoc Committee

Azar Asgari (Chair)
Non-Voting Advisor: Manny Robledo
Members: Ken Benson, Eric Carlson, Richard Lapoint, Robert Tucker

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-23-11, adopted March 14, 2023, is hereby superseded and canceled.

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

RESOLUTION 01-23-33

Golden Rain Foundation Committee Appointments

RESOLVED, June 13, 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

Finance Advisory Group

Tom Tuning

RESOLVED FURTHER, that Resolution 01-23-25, adopted May 9, 2023,

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

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

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

12. Unfinished Business - None

13. New Business

a. United Mutual Town Hall Meeting Report, June 9, 2023

Director Quam provided updates regarding the Town Hall meeting which focused on purchase of property insurance for United's assets that occurred on June 9, 2023.

Discussion ensued among the Board regarding potential topics regarding the July 14, 2023, Town Hall Meeting.

Director Lee made a motion to discuss Landscape at the July 14, 2023, Town Hall Meeting. Director Asgari seconded.

Hearing no changes, the motion was called to a vote and was approved unanimously.

b. Entertain a Motion to Approve Election of Officer - Secretary

President Ross opened the floor for nominations for Secretary.

Director Asgari made a motion to nominate Director Quam for Secretary of the Board. Director Quam accepted the nomination.

Director Blackwell made a motion to nominate herself as Secretary of the Board. President Ross seconded. Director Blackwell accepted the nomination.

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

The Board voted by secret ballots and Assistant Corporate Secretary, Paul Nguyen, announced that Director Quam was elected Secretary with a vote of 8-2.

RESOLUTION 01-23-34

APPOINTMENT OF OFFICERS

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

Lenny Ross	President
Thomas Tuning	1 st Vice President
Alison Bok	2 nd Vice President
Sue Quam	Secretary
Azar Asgari	Treasurer

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

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

RESOLVED FURTHER, that Resolution 01-23-10, adopted March 13, 2023, is hereby superseded and canceled; and

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

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

Director Tuning made a motion to approve the resolution for appointment of Board officers. Director Asgari seconded.

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

c. Entertain a Motion to Approve 2022 Operating Surplus

RESOLUTION 01-23-35

Operating Surplus Transfer

WHEREAS, in accordance with California Civil Code, a Common Interest Development shall not retain significant operating surplus (funds that are not needed to defray current operating costs); and

WHEREAS, The United Laguna Woods Mutual Balance Sheet as of December 31, 2022 reflected an operating surplus from prior year in the amount of \$32,246 (net of depreciation) and the Board desires to return this amount to the member by way of a transfer the Contingency Fund;

NOW THEREFORE BE IT RESOLVED, June 13, 2023 that the Board of Directors of this corporation hereby authorizes the transfer of \$32,246 from accumulated operating surplus to the Contingency Fund; 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 Operating Surplus Transfer. Director Casey seconded.

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

14. Director Comments (Two minutes per director)

- Director Blackwell commented on the importance of reading resolutions.
- Director Lee commented on golf cart safety.
- Director Asgari urged residents to attend budget meetings.

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on May 30, 2023; next meeting June 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report – May
 - (2) United Finance Committee Report – May
 - (3) Resales/Leasing Reports – May
 - (4) Report of the Private Loan Research Ad Hoc Committee – Director Asgari. The Ad Hoc Committee met on May 24, 2023; next meeting TBA.
 - (5) Report of the United Budget – Maintenance Review – President Ross. The Committee met on May, 30, 2023.
 - (6) Report of the United Budget - Landscape Review – President Ross. The Committee met on May 31, 2023.
- b.** Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 19, 2023; next meeting June 15, 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; June 8, 2023; next meeting July 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 April 20, 2023; next meeting June 15, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Report of the Governing Documents Review Committee Meeting Workshop – Director Blackwell. The committee met on May 26 and 30, 2023.
- e.** Report of the Landscape Committee – Director Casey. The Committee met on May 22, 2023; next meeting June 26, 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 May 11, 2023; next meeting June 8, 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 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 June 8, 2023; next meeting July 17, 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 May 10, 2023; next meeting August 9, 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 15, 2023; next meeting TBA.
- e. Report of the Media and Communication Committee – Director Quam. The committee met on May 15, 2023; next meeting July 17, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 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 May 17, 2023; next hearings on June 21, 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 June 5, 2023; next meeting July 25, 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 June 9, 2023; next meeting TBA.
- h. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on June 2, 2023; next meeting TBA.

17. Future Agenda Items – None

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

The meeting recessed at 12:14 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) May 9, 2023 – Regular Closed Meeting

(b) May 25, 2023 – Special Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 4:31 p.m.

DocuSigned by:

Sue Quam

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Sue Quam, Secretary of the Board
United Laguna Woods Mutual



OPEN SESSION

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

**Thursday, June 22, 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: Maggie Blackwell, Pearl Lee, Alison Bok, Azar Asgari, Thomas Tuning, Anthony Liberatore, Diane Casey, Sue Quam, Cash Achrekar

Directors Absent: Lenny Ross

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

Others Present: None

- 1. Call Meeting to Order / Establish Quorum – First Vice President Tuning**
First Vice President Tuning called the meeting to order at 2:02 p.m. and established that a quorum was present.
- 2. Approval of the Agenda**
First Vice President Tuning called for an approval of the agenda.

Hearing no changes or objections, the agenda was approved by consent.
- 3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on July 11, 2023**
Director Blackwell made a motion to approve the open agenda. Director Bok seconded.

Hearing no changes or objections, the motion to approve the open agenda was approved by unanimous consent.

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

Hearing no changes or objections, the motion to approve the closed agenda was approved by unanimous consent.

4. Director Comments

- Director Quam commented on a VMS Contractor Town Hall Meeting at CH 5
- Director Quam commended Catherine Laster and staff with the set up at the last Town Hall Meeting
- Multiple Directors discussed meeting up to discuss the next Breeze article

5. Adjournment

First Vice President Tuning adjourned the meeting at 2:47 p.m.

DocuSigned by:

Sue Quam

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Sue Quam, Secretary of the
United Mutual Laguna Woods



SPECIAL OPEN MEETING

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

**Thursday, June 29, 2023 - 10:00 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Lenny Ross, Anthony Liberatore, Azar Asgari, Thomas Tuning, Diane Casey, Alison Bok, Maggie Blackwell, Sue Quam, Pearl Lee

Directors Absent: None

Staff Present: Siobhan Foster, Paul Nguyen, Makayla Schwietert, Catherine Laster, Carlos Rojas

Candidates Present: Vidya Kale, Harold Midence

Others Present: None

1. Call Meeting to Order / Establish Quorum

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

2. State Purpose of Meeting – President Ross

President Ross stated the purpose of the meeting.

3. Approval of the Agenda

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

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

4. Introduction of United Candidates

President Ross introduced the United Candidates:

- Alan D. Dickinson – Was not present for the meeting
- Vidya Kale
- Harold Midence

5. Candidate Opening Statements

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

6. Candidate Interviews

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

7. Candidate Closing Statements

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

8. Entertain a Motion to commence Balloting

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

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

9. Entertain a Motion to Cease Balloting

Director Tuning made a motion to cease balloting. Director Bok seconded.

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

10. Tabulation of Ballots and Announce Results – Corporate Secretary

Corporate Secretary, Makayla Schwieter, tabulated the ballots and the results were announced.

- Alan D. Dickinson – 0 votes
- Vidya Kale – 6 votes
- Harold Midence – 4 votes

Vidya Kale was elected to a term ending in October 2025.

11. Discussion of Committee Appointments

President Ross Discussed Committee Appointments for United and GRF.

Discussion ensued among the Board.

12. Member Comments - None

13. Director Comments

- Director Bok commented on the United Town Hall topics. Staff was asked to report back on the order of the topics for the next 3 months.
- Director Lee congratulated the newly appointed United Director.

14. Adjournment

The meeting was adjourned at 11:30 a.m.

DocuSigned by:

Sue Quam

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Sue Quam, Secretary of the Board
United Laguna Woods Mutual



RESOLUTION 01-23-XX

**Approve Removal of One Silk Oak Tree
100-A Via Estrada**

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

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

WHEREAS, on June 26, 2023, the Landscape Committee reviewed the request from the Member at 100-A, to remove one Silk Oak tree; and

WHEREAS, the reasons cited by the resident for the removal are structural and sewer damage; and

WHEREAS, staff inspected the condition of the tree and found two large roots growing under the foundation of the unit; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Silk Oak tree located at 100-A Via Estrada;

NOW THEREFORE BE IT RESOLVED, July 11, 2023, the Board of Directors approves the request for the removal of one Silk Oak tree located at 100-A; and

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

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RESOLUTION 01-23-XX

Approve Removal of One Fern Pine Tree 559-C Avenida Sevilla

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

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

WHEREAS, on June 26, 2023, the Landscape Committee reviewed the request from the Member at 559-C, to remove one Fern Pine tree; and

WHEREAS, the reason cited by the resident for the removal is overgrown; and

WHEREAS, staff inspected the condition of the tree and found the proximity of the tree to the unit to be too close considering the typical growth patterns of the species. The tree would require annual trimming to maintain it in this location; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Fern Pine tree located at 559-C Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, July 11, 2023, the Board of Directors approves the request for the removal of one Fern Pine tree located at 559-C; and

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

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STAFF REPORT

DATE: July 11, 2023
FOR: Landscape Committee
SUBJECT: Proposed Addition of Two Full Time Equivalents

RECOMMENDATION

Recommend to the Board of Directors to add two Full Time Equivalents (FTE) to the Grounds Maintenance Department in the 2024 Budget.

BACKGROUND

In May of 2022, the United Board of Directors created a Tree Ad Hoc Committee (TAHC) to evaluate tree maintenance, removal, and planting policies and procedures.

This report was reviewed by the United Landscape Committee at its regular open meeting on June 26, 2023. The committee voted to recommend approval to the Board by a unanimous vote.

DISCUSSION

In meetings regarding tree removal and maintenance, the TAHC evaluated removal criteria and maintenance procedures. The decision was made to create an Urban Forest Management Plan (UFMP), to ensure appropriate tree management policies were in place to maintain a healthy and vibrant urban forest in United Mutual.

In the development of the UFMP, a professional consultant, Dudek, was engaged to research and prepare the report. Dudek interviewed staff, held public meetings, and performed a survey of residents to gain insight into the needs and preferences of the community, the residents, staff, and other stakeholders.

One of the main reasons stated by residents when requesting trees to be removed, and one of the biggest concerns voiced by residents in the tree survey and public meetings, has been the cleanup of the debris produced by trees. Staff does not currently have enough grounds maintenance employees to regularly clean up sidewalks, walkways, and landscaped areas outside of regularly scheduled maintenance and mowing cycles. In 2022, staff received 706 requests for service (tickets) for tree litter and sidewalk cleaning in United. By the end of May 2023, staff has already received 190 of these tickets in United.

In the June 22, 2023 United Special Open Tree Ad Hoc Committee meeting, the committee recommended adding the additional FTEs and requested staff to provide costs for a crew of two gardeners to perform regular tree litter cleanup of pine needles, leaves, and other tree litter and to keep sidewalks clear of the same to reduce hazards associated with debris. The annual cost for two gardeners would be \$139,816 (\$1.84 PMPM) in the 2024 Grounds Maintenance budget.

FINANCIAL ANALYSIS

The staff costs to add two FTE (Gardeners) would be \$139,816 annually, approximately \$1.84 PMPM. If approved, these costs would be reflected in the 2024 Business Plan for Landscape Grounds Maintenance.

Prepared By: Kurt Wiemann, Director of Field Operations
Reviewed By: Jayanna Abolmoloki, Landscape Administrative Assistant

ATTACHMENT(S)

Attachment 1: Resolution 01-22-30 - United Laguna Woods Mutual Canary Island Pine Tree Reduction Project Ad Hoc Committee Charter



Resolution 01-22-30

**United Laguna Woods Mutual
Canary Island Pine Tree Reduction Project
Ad Hoc Committee Charter**

WHEREAS, the Canary Island Pine Tree Reduction Project Ad Hoc Committee is hereby established pursuant to Article VII, Section I of the Bylaws of the Corporation;

NOW THEREFORE BE IT RESOLVED, May 10, 2022, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Canary Island Pine Tree Reduction Project Ad Hoc Committee as follows:

1. Serve as collaboration between the United Laguna Woods Mutual ("United") Board and the Village Management Services ("VMS") Landscape Department regarding the proposed Canary Island Pine Tree Reduction Project.
 - a. Ensure that all trees in the final selection meet the criteria set forth in Resolution 01-13-17, Tree Removal Guidelines.
 - b. Confer with experts e.g. arborists, environmentalists, etc. to recommend potential alternative solutions to the overcrowding of Canary Island Pine trees.
 - c. Report findings and alternatives to the United Mutual Landscape Committee
2. The Committee shall consist of eight resident owners (Members), one Committee Member, and a staff officer.
 - a. The Committee shall meet as necessary, no more often than every three weeks, and be dissolved three months from the date of the Resolution or as directed by the United Landscape Committee.
 - b. Members shall be in good standing and resident owners in the community for a minimum of three years.
3. Make recommendations to the United Mutual Landscape Committee, or to the United Board of Directors on matters related to areas of responsibility in this charter.
4. Perform such other duties related to areas of responsibility in this charter as may be assigned by the United President or United Board.

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

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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 June 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 conform to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature 

Print Name ANTHONY M. LIBERNORE

Title DIRECTOR

Date 07/05/2023

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

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 June 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. LIBERATORI
Title DIRECTOR
Date 07/05/2023

UNITED LAGUNA WOODS MUTUAL

Signature _____
Print Name _____
Title _____
Date _____



RESOLUTION 01-23-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, July 11, 2023, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)

Maggie Blackwell

Sue Quam

Finance Committee

Azar Asgari, Chair

Thomas Tuning

Alison Bok

Non-Voting Advisors: Mike Daillak, Robert Radus

Governing Documents Review Committee

Maggie Blackwell (Chair)

Diane Casey

~~Sue Quam~~

Vidya Kale

Non-Voting Advisors: Dick Rader, Juanita Skillman, Mary Stone

Landscape Committee

Diane Casey (Chair)

Sue Quam

Anthony Liberatore

Non-Voting Advisors: Ann Beltran, Mary Sinclair

Landscape Tree Ad Hoc

Diane Casey (Chair)

Non-Voting Advisors: Cheryl Nielsen, Mary Sinclair, Ken Benson,
Jack Salvador, Carl Randazzo, Robert Reyes

Maintenance and Construction Committee

Lenny Ross (Chair)
Alison Bok
Vidya Kale

Members Hearing Committee

Pearl Lee (Chair)
Thomas Tuning
~~Alison Bok~~
Cash Achrekar

New Resident Orientation

~~Maggie Blackwell~~
~~Cash Achrekar (Chair)~~
~~Pearl Lee~~
Lenny Ross (Chair)
Tom Tuning
Alison Bok

Resident Advisory Committee

Anthony Liberatore (Chair)
Pearl Lee
Cash Achrekar

Investment Ad Hoc Committee

Azar Asgari, (Chair)
Alison Bok
Members: Ken Benson, Mike Daillak, Robert Cunningham

Loan Ad Hoc Committee

Azar Asgari (Chair)
Non-Voting Advisor: Manny Robledo

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

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-23-32, adopted June 13, 2023, is hereby superseded and canceled.

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

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RESOLUTION 01-23-XX

Golden Rain Foundation Committee Appointments

RESOLVED, July 11, 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~~
Cash Achrekar

Clubhouses & Facilities Renovation Ad Hoc Committee

Anthony Liberatore
~~Mary Simon~~
Alison Bok

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~~
Vidya Kale

Disaster Preparedness Task Force

Anthony Liberatore
Cash Achrekar

Laguna Woods Village Traffic Hearings

Cash Achrekar
~~Pearl Lee~~
Vidya Kale

Purchasing Ad Hoc Committee

Thomas Tuning
Lenny Ross

Information Technology Advisory Committee

Diane Casey
~~Mary Simon~~
Sue Quam

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

Finance Advisory Group

Tom Tuning

RESOLVED FURTHER, that Resolution 01-23-33, adopted June 13, 2023, is hereby superseded and canceled.

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

ENDORSEMENT (to Board)

Revised Architectural Standard No. 1 – General Requirements

Michael Horton, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to the Architectural Standard No. 1 – General Requirements.

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STAFF REPORT

DATE: July 11, 2023
FOR: Board of Directors
SUBJECT: Revision to Architectural Standard 1: General Requirements

RECOMMENDATION

Recommended that the Board of Directors approve a resolution to revise Standard 1: General Requirements.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) initiated a review of the current Standard 1: General Requirements (Attachment 1) and proposed revisions to the Standard to update its sections and revise the contractor working hours. Standard 1 was last revised in June 2018, via Resolution 01-18-57 (Attachment 2).

On June 15, 2023, the ACSC reviewed and vote unanimously to recommend that the Board of Directors approve the revisions to Standard 1.

DISCUSSION

Staff has received input from community members, contractors, realtors and board and committee members pertaining to various sections of the standard. The suggested revisions have been incorporated and are shown in redline form as Attachment 3.

Staff is presenting the proposed revised Standard (Attachment 4) and accompanying resolution (Attachment 5) to the Board. The proposed revisions are intended to reflect the current Building Codes, Municipal Codes, or mutual policies to update general provisions that apply to all the standards.

FINANCIAL ANALYSIS

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

Prepared By: Michael Horton, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 1 General Requirements
Attachment 2 – Current Resolution 01-18-57
Attachment 3 – Redlined Revised Standard 1 General Requirements
Attachment 4 – Final Draft Standard 1 General Requirements
Attachment 5 – Revised Resolution 01-23-XX

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**STANDARD 1: GENERAL REQUIREMENTS
FOR ALTERATION STANDARDS
JUNE 2018, RESOLUTION 01-18-57**

- 1.1** PERMITS AND FEES: A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Alterations Division with City permit number(s) prior to beginning work.
- 1.2** MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3** CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4** WORK HOURS: No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am– 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am – 5:00 pm. No work whatsoever shall be permitted on Sunday or holidays.
- 1.5** PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- 1.6** PLANS: The Member applying for a permit shall provide to the Alterations Division a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.7** DUMPSITES: The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. USE OF

COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Alteration Division.

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

ATTACHMENT 2 – CURRENT RESOLUTION

RESOLUTION 01-18-57

Section 1: General Requirement for all Alteration Standards

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the General Requirements are and should remain the same for all Alteration Standards and amending the General Requirements requires amending every individual Alteration Standard;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to remove the General Requirements from each individual Alteration Standard and create a new Alteration Standard for the General Requirements, eliminating the need to revise all the Alteration Standards for a revision to the General Requirements,

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors of this Corporation hereby adopts the following Standard Section 1 for the General Requirements of all Alteration Standards;



STANDARD 1: GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

JUNE 2018, RESOLUTION 01-18-57

REVISED [DATE], RESOLUTION 01-23-XX

- 1.1 MUTUAL CONSENTS, CITY PERMITS AND FEES: A Mutual consent ~~permit~~ is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual consent and City permits shall be paid ~~for~~ by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the ~~Alterations Division with~~ City permit ~~number(s)~~ prior to beginning work.

- 1.2 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations performed by the Member and/or his/her contractor ~~to the building~~.

- 1.3 CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the City-adopted Building Code ~~current edition of the National Electric Code (NEC)~~.

- 1.4 WORK HOURS: ~~No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am – 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am – 5:00 pm. Construction hours are from 7:00 am to 5:00 pm Monday through Saturday; however, only work that does not result in excessive noise (quiet noise), such as the unloading and loading of tools and materials, is allowed Monday through Friday between 7:00 a.m. to 8:00 a.m. and from 7:00 a.m. to 9:00 a.m. on Saturdays.~~

No work whatsoever shall be permitted on Sunday or the following Holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25). ~~or holidays.~~

1.4 Note that Member or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.

- 1.5 PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking (unless the Member has given the contractor

or other invitees expressed written permission to park in their Members assigned space and only in their Members assigned space. Parking of contractors or other invitees' vehicles is also prohibited in, open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be obtained through Resident Services. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number. Contractors may temporarily park as close to the resident's units, turn their hazard lights on and unload/load equipment and materials in an expeditious reasonable amount of time.

- 1.6 PLANS:** The Member applying for a Mutual Consent ~~permit~~ shall provide to the Manor Alterations Division a detailed plan(s) ~~for approval~~ indicating all work to be done, i.e., size, location, description and specifications.

- 1.7 DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The use of drop cloths is required for all common area being traversed during the removal and installation of materials known to cause dust and debris. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.

USE OF COMMUNITY WASTE REMOVAL LOCATIONS. DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. ALL COMMUNITY DUMPSTERS AND TRASH CANS ARE USED FOR NORMAL RUBBAGE AND RECYCLE REMOVAL (NON CONTRUCTION RELATED MATERIAL)

Cleaning of paint tools, buckets, or equipment must be contained in trays and ground cover protected with drop cloths or plastic ~~is prohibited~~ in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by ~~the Manor Alterations Division.~~ Wood boards or plywood shall be placed under the container to provide protection to ground surfaces.

- 4.71.8 CONTRACTOR:** In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured. Installation must be performed by a California licensed contractor of the appropriate trade.

- 4.81.9 CONTRACTOR'S CONDUCT:** ~~Member's c~~Contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Audio playing devices ~~Radio, MP3, CD or cassette players~~ are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents. Contractors must adhere to the Mutual's "No Smoking" policy.

- 1.10 CONTRATOR STAGING AREAS:** Staging areas must be no longer than 20'x20' and remain clean and organized. All power cords, extension cords and miscellaneous cords must be designated by cones. They must be also be safely taped down and secured crossing any and all walkways. All

materials and tools must be removed at the end of business, unless overnight storage of materials and tools in common areas is permitted with preapproval by Manor Alterations. The tools must be covered with tarps or drop cloths for overnight storage. Any damage to common area must be repaired to mutual standards. Contractor must request an assigned staging area in the common area of the mutual before the commencement of the project. The request for common area usage must be approved by Manor Alterations.



**STANDARD 1: GENERAL REQUIREMENTS
FOR ALTERATION STANDARDS**

JUNE 2018, RESOLUTION 01-18-57

REVISED [DATE], RESOLUTION 01-23-XX

- 1.1 MUTUAL CONSENTS, CITY PERMITS AND FEES: A Mutual consent is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual consent and City permits shall be paid by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the City permit prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations performed by the Member and/or his/her contractor.
- 1.3 CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the City-adopted Building Code.
- 1.4 WORK HOURS: Construction hours are from 7:00 am to 5:00 pm Monday through Saturday; however, only work that does not result in excessive noise (quiet noise), such as the unloading and loading of tools and materials, is allowed Monday through Friday between 7:00 a.m. to 8:00 a.m. and from 7:00 a.m. to 9:00 a.m. on Saturdays.

No work whatsoever shall be permitted on Sunday or the following Holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25).

Note that Member or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.

- 1.5 PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking (unless the Member has given the contractor or other invitees expressed written permission to park in their Members assigned space and only in their Members assigned space. Parking of contractors or other invitees' vehicles is also prohibited in open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Parking passes must be obtained through Resident Services. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number. Contractors may temporarily park as close to the resident's units, turn their hazard lights on, and unload/load

equipment and materials in an expeditious reasonable amount of time.

- 1.6** PLANS: The Member applying for a Mutual Consent shall provide to the Manor Alterations Division a detailed plan(s) indicating all work to be done, i.e., size, location, description and specifications.
- 1.7** DUMPSITES: The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The use of drop cloths is required for all common area being traversed during the removal and installation of materials known to cause dust and debris. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.

**USE OF COMMUNITY WASTE REMOVAL LOCATIONS. FOR
CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. ALL
COMMUNITY DUMPSTERS AND TRASH CANS ARE USED FOR
NORMAL RUBBAGE AND RECYCLE REMOVAL (NON CONSTRUCTION
RELATED MATERIAL)**

Cleaning of paint tools, buckets, or equipment must be contained in trays and ground cover protected with drop cloths or plastic in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by Manor Alterations. Wood boards or plywood shall be placed under the container to provide protection to ground surfaces.

- 1.8** CONTRACTOR: In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured.
- 1.9** CONTRACTOR'S CONDUCT: Contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Audio playing devices are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents. Contractors must adhere to the Mutual's "No Smoking" policy.
- 1.10** CONTRACTOR STAGING AREAS: Staging areas must be no longer than 20'x20' and remain clean and organized. All power cords, extension cords and miscellaneous cords must be designated by cones. They must be also be safely taped down and secured crossing any and all walkways. All materials and tools must be removed at the end of business, unless overnight storage of materials and tools in common areas is permitted with preapproval by Manor Alterations. The tools must be covered with tarps or drop cloths for overnight storage. Any damage to common area must be repaired to mutual standards. Contractor must request an assigned staging area in the common area of the mutual before the commencement of the project. The request for common area usage must be approved by Manor Alterations.



RESOLUTION 01-23-XX

Section 1: General Requirements

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the General Requirements are and should remain the same for all Standards;

NOW THEREFORE BE IT RESOLVED, August 8, 2023, that the Board hereby adopts Standard 1 – General Requirements for all Standards as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-18-57 adopted June 12, 2018, is hereby superseded in its entirety and no longer in effect; and

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

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

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ENDORSEMENT (to Board)

Revised Architectural Standard No. 15 – Floor Coverings: Exterior [Balconies and Patios]

Michael Horton, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to the Architectural Standard No. 15 – Floor Coverings: Exterior [Balconies and Patios].

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STAFF REPORT

DATE: July 11, 2023
FOR: Board of Directors
SUBJECT: Revision to Architectural Standard 15: Floor Coverings: Exterior [Balconies and Patios]

RECOMMENDATION

Recommended that the Board of Directors approve a resolution to revise Standard 15: Floor Coverings: Exterior [Balconies and Patios].

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) initiated a review of the current Standard 15: Floor Coverings: Exterior [Balconies and Patios] (Attachment 1). Standard 15 was last revised in September 2018, via Resolution 01-18-105 (Attachment 2).

On June 15, 2023, the ACSC reviewed and vote unanimously to recommend that the Board of Directors approve the revisions to Standard 15.

DISCUSSION

Architectural Standard 15: Floor Coverings: Exterior [Balconies and Patios] (Attachment 1) needs to be revised to reflect current Federal and State regulations, City-adopted Building Codes, Municipal Codes, and mutual policies.

The proposed revisions to Standard Section 15 – Floor Coverings: Exterior [Balconies and Patios] along with the accompanying revised resolution are included in Attachments 3 through 5. The proposed revisions are intended to resolve conflicts with verbiage within the standard, along with meet the mutual's current architectural intent for exterior alteration floor coverings.

FINANCIAL ANALYSIS

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

Prepared By: Michael Horton, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 15: Floor Coverings: Exterior [Balconies and Patios]

Attachment 2 – Current Resolution 01-18-105

Attachment 3 – Redlined Revised Standard 15: Floor Coverings: Exterior [Balconies and Patios]

Attachment 4 – Final Draft Standard 15: Floor Coverings: Exterior [Balcones and Patios]

Attachment 5 – Revised Resolution 01-23-XX

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**STANDARD 15: FLOOR COVERINGS:
EXTERIOR [BALCONIES AND PATIOS]**

MAY 1996

REVISED APRIL 2005, RESOLUTION 01-05-64

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-105

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Screws, nails, or any type of penetrating attachments are prohibited. Only glues or adhesive strips may be used to attach carpets to concrete surfaces. Mortar, cement, etc., may be used for tile.
- 2.2** Floor coverings shall not be installed on any walkway or breezeway.
- 2.3** The color, style, fashion, or design of any floor covering shall be optional.
- 2.4** Glazed tile, due to its slippery surface, is prohibited for use as a floor covering.
- 2.5** Floor coverings are installed by the Members at their own risk. Any damage caused by any building activity, including building maintenance, shall be the resident's responsibility.
- 2.6** Painting or staining of concrete is prohibited, including patios.
- 2.7** The placement of indoor/outdoor carpeting is prohibited on any surface which is supported by wood (such as balconies, patios, decks, entryways, elevated and regular breezeways).
- 2.8** Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1** Members must maintain floor coverings in good condition at all times. Members shall repair or replace damaged or worn floor coverings.



- 3.2** Members shall be responsible to remove and replace any floor covering for access to the subsurface for purposes of inspection, repairs or maintenance.
- 3.3** Members assume all responsibility for tile that cracks or become loose.
- 3.4** Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.5** On wood frame balconies, the floor covering must be removable to permit access for inspection and maintenance. If the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.

RESOLUTION 01-18-105

**Revise Alteration Standard 15: Floor Coverings: Exterior
[Balconies and Patios]**

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 15: Floor Coverings: Exterior.

NOW THEREFORE BE IT RESOLVED, September 26, 2018, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 15: Floor Coverings; Exterior [Balconies and Patios], attached as part of the Official Minutes;

RESOLVED FURTHER, that Resolution 01-05-64, adopted June, 2005 is hereby superseded and cancelled; and

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

ATTACHMENT 3 – REDLINED REVISED STANDARD 15:
FLOOR COVERINGS: EXTERIOR [BALCONIES AND PATIOS]



**STANDARD 15: FLOOR COVERINGS:
EXTERIOR [BALCONIES AND PATIOS]**

MAY 1996

REVISED APRIL 2005, RESOLUTION 01-05-64

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-105

REVISED JULY 2023, RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Screws, nails, or any type of penetrating attachments are prohibited. Only glues or adhesive strips may be used to attach carpets to concrete surfaces. Mortar, cement, etc., may be used for tile.
- 2.2 Floor coverings shall not be installed on any walkway or breezeway.
- 2.3 The color, style, fashion, or design of any floor covering shall be optional.
- 2.4 Glazed tile, due to its slippery surface, is prohibited for use as a floor covering.
- 2.5 Floor coverings are installed by the Members at their own risk. Any damage caused by any building activity, including building maintenance, shall be the resident's responsibility.
- 2.6 Painting ~~or staining~~ of concrete is prohibited, ~~including patios~~.
- 2.7 The placement of indoor/outdoor carpeting is prohibited on any surface which is supported by wood (such as balconies, patios, decks, entryways, elevated and regular breezeways).
- 2.8 Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1 Members must maintain floor coverings in good condition at all times. Members shall repair or replace damaged or worn floor coverings.

ATTACHMENT 3 – REDLINED REVISED STANDARD 15: FLOOR COVERINGS:
EXTERIOR [BALCONIES AND PATIOS]



- 3.2** Members shall be responsible to remove and replace any floor covering for access to the subsurface for purposes of inspection, repairs or maintenance.
- 3.3** Members assume all responsibility for tile that cracks or become loose.
- 3.4** Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.5** On wood frame balconies, the floor covering must be removed edable as needed to permit access for inspection and maintenance at the member's expense. If the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.



STANDARD 15: FLOOR COVERINGS: EXTERIOR [BALCONIES AND PATIOS]

MAY 1996

REVISED APRIL 2005, RESOLUTION 01-05-64

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED SEPTEMBER 2018, RESOLUTION 01-18-105

REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Screws, nails, or any type of penetrating attachments are prohibited. Only glues or adhesive strips may be used to attach carpets to concrete surfaces. Mortar, cement, etc., may be used for tile.
- 2.2** Floor coverings shall not be installed on any walkway or breezeway.
- 2.3** The color, style, fashion, or design of any floor covering shall be optional.
- 2.4** Glazed tile, due to its slippery surface, is prohibited for use as a floor covering.
- 2.5** Floor coverings are installed by the Members at their own risk. Any damage caused by any building activity, including building maintenance, shall be the resident's responsibility.
- 2.6** Painting of concrete is prohibited.
- 2.7** The placement of indoor/outdoor carpeting is prohibited on any surface which is supported by wood (such as balconies, patios, decks, entryways, elevated and regular breezeways).
- 2.8** Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1** Members must maintain floor coverings in good condition at all times. Members shall repair or replace damaged or worn floor coverings.

ATTACHMENT 4 – FINAL DRAFT STANDARD STANDARD 15:
FLOOR COVERINGS: EXTERIOR [BALCONIES AND PATIOS]

- 3.2** Members shall be responsible to remove and replace any floor covering for access to the subsurface for purposes of inspection, repairs or maintenance.
- 3.3** Members assume all responsibility for tile that cracks or become loose.
- 3.4** Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.5** On wood frame balconies, the floor covering must be removed as needed to permit access for inspection and maintenance at the member's expense. If the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.

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ATTACHMENT 5 – REVISED RESOLUTION



RESOLUTION 01-23-XX

Revise Alteration Standard 15: Floor Coverings: Exterior [Balconies and Patios]

WHEREAS, the Architectural Controls and Standards Committee recognized the need to amend Alteration Standards and create new Alteration Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 15: Floor Coverings: Exterior;

NOW THEREFORE BE IT RESOLVED, August 8, 2023, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 15: Floor Coverings; Exterior [Balconies and Patios], attached as part of the Official Minutes; and

RESOLVED FURTHER, that Resolution 01-18-105, adopted September, 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 this resolution as written.

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

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ENDORSEMENT (to board)

Approve and Endorse the Recognition Agreement for Non-Institutional Lenders

The Private Loan Research Ad Hoc Committee approved a revised Recognition Agreement for Non-Institutional Lenders and brought it forth to the Finance Committee to be approved and endorsed. A motion was made by Director Lenny Ross to adopt the proposed Recognition Agreement for Non-Institutional Lenders. Director Alison Bok seconded. Discussion ensued and multiple questions and comments were made by members which were addressed during the meeting.

The motion passed by unanimous decision to approve and endorse the recommendation and will be presented at the next board meeting.

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STAFF REPORT

DATE: July 11, 2023
FOR: Finance Committee
SUBJECT: Recognition Agreement for Non-Institutional Lenders

RECOMMENDATION

The Private Loan Research Ad Hoc Committee recommends approval of a revised Recognition Agreement for Non-institutional Lenders.

BACKGROUND

The Private Loan Research Ad Hoc Committee was established via Resolution 01-22-84 for the purpose to research loan options and reexamine prior policies that restricted the use of private loans as written in Resolution 01-16-107 adopted November 18, 2016.

DISCUSSION

The committee held multiple meetings revising and reconstructing the current recognition agreement for noninstitutional lenders. On May 24, 2023, the final drafted lender packet was presented and approved by the committee members and was sent to legal counsel for final review.

On June 27, 2023 the Finance Committee reviewed and endorse the recommendation as presented to accept the revised Recognition Agreement for Non-Institutional Lenders and to be presented at the next scheduled board meeting on July 11, 2023.

Prepared By: Erika Hernandez, Finance Department Administrative Assistant

Reviewed By: Jose Campos, Assistant Director of Financial Services
Ada Montesinos, Senior Financial Analyst

Attachments(s):

Attachment 1: Non-Institutional Recognition Agreement (redline from Legal)

Attachment 2: Non-Institutional Recognition Agreement (clean)

Attachment 3: Resolution 01-16-107

Attachment 4: Resolution 01-23-XX (redline)

Attachment 5: Resolution 01-23-XX (clean)

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Recognition Agreement of Non-~~I~~nstitutional Lenders

THIS RECOGNITION AGREEMENT ("Agreement") is made between United Laguna Woods Mutual, a California Nonprofit Mutual Benefit Corporation, with a mailing address of 24351 El Toro Road, Laguna Woods, California, 92637 ("Corporation") and _____ (insert name of lender) with a mailing address of _____ (insert mailing address for lender) ("Lender") with respect to the pledge and assignment to Lender by _____ (insert borrower's name(s)) ("Borrower") of Borrowers evidence of ownership in the Corporation and right to the possessions and use of Unit No. _____ (insert apartment number) and Garage/Parking Space No. _____ (insert parking space/garage space number) (collectively called the "~~u~~Unit"), as collateral security for a loan ("Loan") to be made by Lender to Borrower.

NOW, THEREFORE, to induce Lender to make the Loan to Borrower, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the Corporation and Lender ~~make~~s the following representations, warranties, and agreements:

THE CORPORATION AND LENDER REPRESENTS AND WARRANTS AS FOLLOWS:

1. The Corporation is a stock cooperative, as defined in Civil Code Section 4190, that is formed to own, operate and manage a common interest development, as defined in Civil Code Section 4100, in Laguna Woods Village, California, consisting of six thousand three hundred and twenty-three (6,323) residential units and common area ("Project").
- 1.2. The Corporation has approved Borrower for membership in the Corporation and occupancy of the Unit.
- 2.3. The Corporation has issued to Borrower or will issue to Borrower to be held by escrow or some other third party agreed between Lender and Borrower ("Third Party"), promptly after settlement, the evidence of Borrower's ownership in the Corporation and possession and use of the Unit which in the case of this Corporation are represented by a Stock Certificate and Occupancy Agreement, and any other documents issued by Corporation related to Borrower's rights of ownership in the Corporation and use of the Unit ("Proprietary Documents").
- 3.4. The Corporation's records do not reflect, and the Corporation does not have knowledge or notice of any encumbrances liens or claims relating to the Proprietary Documents and said Proprietary Documents may be freely pledged and assigned by Borrower to Lender under the rules, by laws, Articles of Incorporation, and other operative corporate documents of the Corporation's governing documents, as defined by Civil Code Section 4150, including an Occupancy Agreement ("Operative Documents"), copies of which have been provided to Lender and Borrower, both of which hereby acknowledge receipt and reading of same.
- 4.5. The Corporation is the owner in fee simple of the land and all improvements thereon of which said Units is a part, subject only to the loan(s) secured by mortgages or deeds of trust, if applicable. ~~(Needs Jeff correction)~~
- 5.6. The Corporation is not presently in default with respect to payment of other obligations of any loans.
- 6.7. The ~~Operative Documents and the~~ Proprietary Documents and any encumbrances on the Property do not prohibit the pledge and collateral assignment of the Proprietary Documents to Lender in accordance with this Agreement.
- 7.8. The Corporation consents to the pledge and assignment to Lender by Borrower of the Proprietary Documents issued by the Corporation, and relating to the Unit, as collateral security for the Loan.
- 8.9. If the Borrower is the present owner of the Proprietary Documents, including the Stock Certificate, Borrower is not presently in default under any of the terms of the Proprietary Documents and no notice of default has been given to Borrower, or, if a notice of default has been given to Borrower, the default referred to in such notice has been cured.
- 9.10. If applicable, the Corporation has the right of first refusal in case of sale or foreclosure of the Unit by Lender, and Lender agrees to provide Corporation with reasonable notice prior to proceeding with any sale or foreclosure so Corporation can exercise its right to first refusal.
- 10.11. _____ The Corporation will recognize the priority of Lender over Borrower in the event of any distribution of funds resulting from destruction, condemnation, liquidation or refinancing of the Corporation, or any part thereof, less all sums that may be due the Corporation pursuant to the Proprietary ~~De~~documents and all reasonable expenses incurred by the Corporation relating to such proceeds.
- 11.12. _____ If applicable, the Corporation may require the collection of fees and escrows at the time of settlement. Such fees shall be collected by the settlement company or escrow.
- 12.13. _____ A ~~Borrower~~member's interest ~~may~~ not be pledged to the Lender without the written consent of the Corporation.
- 13.14. _____ Lender, for itself and its successors and assigns, covenants, and agrees that all its right and powers under any obligation entered into with ~~any Member~~Borrower, shall be in accordance with all terms and conditions of this Agreement (a "share

loan”) and shall be subordinate and subject to rights of the Corporation to collect monthly and special assessments from Borrower. Moreover, in the event the Corporation acquires Borrower’s the Member’s Unit and ownership interest based on the foreclosure process pursuant to the Davis-Stirling Common Interest Development Act and in accordance with the Corporation’s governing documents (whether under judicial foreclosure or nonjudicial foreclosure), the Lender’s lien or any interest in the Unit Project that the Lender had shall automatically terminate, subject to the conditions hereinafter described. The Lender may cure the Borrower’s Members default to the Corporation prior to any such foreclosure action.

LENDER IS ENTITLED TO RECEIVE TIMELY WRITTEN NOTICES OF:

1. The generation by the Corporation during a taxable year of 80% or less gross income from “tenant-stockholders” as such terms are defined in Section 216 of the Internal Revenue Code of 1986: as amended.
2. Any surrender, cancellation, termination or similar notification of the Proprietary Documents.
3. Any change in the form of ownership of the Corporation, including the contraction, expansion, or termination of the Corporation’s Cooperative housing project.
4. Obtaining any new financing collateralized by the UnitProperty.
5. Any sixty (60) day delinquency by the Borrower tenant-stockholder that is related to the payment of his or her monthly or special assessments or carrying charges.
6. Any 30-day delinquency, by the Corporation eo-up corporation in payments due under any blanket mortgage for real estate taxes, assessments, and charges imposed by a government entity or public utility, or under any ground lease.
7. Any lapse or cancellation of any insurance coverage maintained by the Corporation eo-up project.

LENDER’S RIGHTS UPON BORROWER’S DEFAULT

1. In the event there is a default under the Loan, and Lender becomes owner of the Proprietary Documents, including the Stock Certificate, pursuant to remedies provided in the Loan instruments or otherwise, the Corporation will recognize and approve such ownership, and within thirty (30) days after receipt of written notice and delivery of the Proprietary Documents from Lender (as executed by Borrower and pledged or assigned to Lender), the Corporation will cancel such Proprietary Documents and reissue such Proprietary Documents to Lender or Lender’s non-corporate designee as appropriate (nothing herein shall obligate the Corporation to issue Proprietary documents to a LLC with partnership or corporation), and the following provisions shall apply:
 - a. The Corporation may exercise an option to purchase any Proprietary Documents obtained and sold, assigned or transferred by Lender pursuant to foreclosure or other proceedings related to enforcement of the Loan obligations, or any deed or assign in lieu of such foreclosure or proceedings, provided Lender is paid an amount equal to the full amount due under the Loan, less any assessments owed Corporation by Borrower, such option to be exercised and payment to be made to Lender within sixty (60) days after notice to the Corporation of the availability of the Proprietary Documents, which option, if not exercised within said sixty (60) day period, shall be deemed null and void.
 - b. Without the approval of the Corporation (if such approval is required by the Operative Documents or the Proprietary Documents), Lender shall have no power or right to transfer, sell, assign, or otherwise dispose of the Proprietary Documents or to sublease the Unit. Any required approval may be withheld only based on failure in meeting reasonable standards of creditworthiness or written cooperative occupancy standards duly adopted by the Corporation or based on potential non-compliance with law, regulation, or administrative rulings or Corporation’s Operative Documents. A failure on the part of the Corporation to disapprove the purchaser of the Proprietary Documents from Lender or a sublessee of Lender within thirty (30) days from the receipt by the Corporation of an application from purchaser, or a request from lender with respect to a sublessee, shall be conclusively deemed to constitute approval thereof.
 - c. The Corporation’s Lien for sums due from the Borrower under the Proprietary Documents with respect to the portion of such sums which are attributable to any payments due on any blanket mortgage on the UnitProperty, current real estate taxes and any special assessments and up to three (3) months unpaid rent and maintenance expenses is prior to the security of Lender. The Corporation’s lien for any other unpaid rent or maintenance expenses and other sums due under the Proprietary Documents (the “Subordinated Sums”) is subordinated to the security interest of Lender. The acquisition, in fact, by Lender of the Proprietary Documents pursuant to foreclosure or other remedies provided in the Loan instruments or otherwise, shall be free and clear of any claims for the Subordinated Sums which accrued prior to the time Lender acquired said documents, provided, however, that Lender’s security agreement with Borrower shall recognize the Corporation lien(s) aforesaid as follows. The Lender shall distribute any proceeds realized from a sale by the Lender of the Proprietary Documents and other collateral, to the extent of available proceeds, in the following order of priority: (1) to the Lender, reasonable expenses incurred pursuant to the foreclosure, including reasonable attorney’s fees; (2) to the Corporation, sums owing other than the Subordinated Sums; (3) to the Lender, sums owing under the Loan; (4) to the Corporation, an amount sufficient to discharge all of the Subordinated Sums; (5) to the Borrower, any remaining sums. Notwithstanding any of the foregoing provisions, the security interest of the Lender shall be subordinate to (a) any mortgage or deed of trust, including any assignment of rents or assessments or maintenance expenses, now or hereafter secured by the UnitProperty, or (b) any Regulatory Agreement entered by the Corporation with the Secretary of HUD as a condition to obtaining HUD mortgage insurance.

2. In the event there is a default under the Loan, and Lender elects not to cure said default or to act to acquire Borrower's interest in the Proprietary Documents, then the Corporation, upon issuance of Proprietary Documents to another party, shall recognize Lender's rights as a lien holder against the net proceeds of any such transaction after reimbursement to the Corporation of sums due under the Proprietary Documents.
3. The Corporation and Borrower, by their execution of the Agreement, agree that the Corporation's rights to terminate and cancel Borrower's Proprietary Documents, pursuant to this ~~Agreement~~Section C and the Proprietary Documents, shall be deemed to amend and supersede the terms of the ~~Operative Documents or the~~ Proprietary Documents, and Borrower agrees that Lender, the Corporation, and their officers, agents and employees shall incur no liability by reason of any action taken or omission by any persons pursuant to ~~the Section and other provisions of~~ this Agreement.

TERMS

1. The Corporation shall give written notice to the ~~L~~ender if the Corporation proceeds to record a Notice of Delinquent Assessments. The lender shall have sixty (60) days to cure the default after the notice of the ~~Borrower's Member's~~ default to the Corporation or notice of the Corporation's intent to accept the ~~Member Borrower's~~ interest in lieu of foreclosure is mailed.
2. Notwithstanding the ~~Borrower's Member's~~ pledge to the Lender, the ~~Borrower Member~~ shall retain all rights, privileges, and obligations of membership (specifically including the right to occupy and use the dwelling unit and community facilities, the right to vote and the obligation to comply with the ~~Occupancy Agreement and Bylaws~~Proprietary Documents of the Corporation until and unless ~~the Occupancy Agreement said documents~~ and membership rights are terminated under the provisions of the Occupancy Agreement and the Corporation's Bylaws or the pledged collateral is foreclosed or accepted in lieu of the foreclosure by the Lender under the terms of the lending relationship between the Lender and the ~~Borrower Member~~.
3. **Right to Cure in the Event of Default.** The Corporation agrees that it will not commence action to terminate the Proprietary Documents, including Occupancy Agreement and or Membership, of any members~~Borrower~~ for a default under the terms of the ~~Members Occupancy Agreement or the Corporations Bylaws~~Proprietary Documents, including the Corporation's Bylaws, without giving Lender prior written notice and the opportunity to cure said default or acquire such Borrower's Member's rights under the Proprietary Documents, including the Borrower's Membership, Stock Certificate and Occupancy Agreement in accordance with the ~~Following~~:
 - a) **Monetary Default.** If the default arises from the Borrower's Member's failure to make any payment due to Corporation (including assessments, late charges, interest and any other cost associated with the delinquency), and Lender or the ~~Member Borrower~~ cures said default within thirty (30) days after ~~L~~ender's receipt of the Corporation's notice the Corporation shall not commence action to terminate the Borrower's Member's Occupancy Agreement or membership. The Corporation's acceptance of any amounts paid by Lender to cure ~~Borrower's~~ Member's monetary default shall not constitute a waiver of the Corporation's rights under the Corporation's Bylaws or Proprietary Documents concerning the occupancy and use of the Borrower's Member's dwelling Unit or the transfer of the ~~Member's Borrower's~~ membership in the Corporation. ~~(Jeff should Check this with Law)~~
 - a)b)
4. **Corporation Transfer of Memberships and Termination of Occupancy Agreements in the Event of Default or Surrender.** The Corporation retains its right to terminate and transfer the Borrower's Member's rights under the Occupancy Agreement ~~of any Member~~ in accordance with Section 5 of Article III of the Corporation's Bylaws if:
 - a) Lender consents to transfer and termination by reconveyance of the Lender's security agreement or otherwise; or,
 - b) The Borrower's Member's monetary default is not cured within thirty (30) day period for which provision is made pursuant to this Agreement in Paragraph 6(a) above; or
 - c) If Lender pays the Corporation all amounts which become due to the Corporation from the defaulting Borrower Member and Lender furnishes Corporation with evidence of Lender's having acquired Borrower's Member's rights and interest under the Proprietary Documents Occupancy Agreement, the Certificate, and Member's Membership prior to the Corporation's termination of the Borrower's Member's Membership and the Borrower's Member's rights under the Proprietary Documents Occupancy Agreement, the Corporation will issue a new Stock Certificate and enter into a new Occupancy Agreement with a designee of Lender approved by the Corporation (as provided in Paragraph 8 below) as soon as reasonably possible after such termination or surrender.

Notwithstanding the provisions of the Corporation all amounts which become due the Corporation from the defaulting Member and Lender furnish Corporation with evidence of Lender's having acquired Member's rights and interest under the Occupancy Agreement, the Certificate, and Member's Membership prior to the Corporation's termination of the Member's Membership and the Member's rights under the Occupancy Agreement, the Corporation will issue a new Certificate and enter into a new Occupancy Agreement with a designee of Lender approved by the Corporation (as provided in number 8 below) (ask Jeff about it) as soon as reasonably possible after such termination or surrender.[JB1]
5. **Lender's Right to Proceeds or to Designate Transferee if Corporation Redeems or Accepts Surrender of Membership.** If the

Corporation exercises its option to purchase the membership of ~~any member~~ Borrower in accordance with ~~Section 6 (b) of Article III of the~~ Corporation's Bylaws upon ~~the Borrower's a Member's~~ actual or constructive notice of an intention to leave the Project, Corporation shall pay Lender from the funds otherwise payable to the ~~Borrower Member~~ an amount not exceeding the ~~Borrower's Member's~~ indebtedness to Lender. In the event the amount otherwise payable to the ~~Borrower Member~~ is less than the ~~Member's~~ ~~Borrower's~~ indebtedness to Lender, then if Lender pays Corporation all amounts owed to the Corporation by the ~~Borrower Member~~ pursuant to this ~~under Recognition Agreement (Terms #3 Right to Cure in the event of Default)~~, and any other provision of the Corporation's ~~b~~Bylaws or Occupancy Agreement within 30 days after the Corporation exercises its option to purchase the ~~m~~Membership or after the Corporation accepts a surrender of the ~~Borrower's Member's M~~membership, right to occupy, and ~~Stock~~ Certificate, the Corporation will issue a new ~~Stock~~ Certificate and enter into a new Occupancy Agreement with a designee of Lender approved by the Corporation (as provided in ~~this Agreement number 7 below~~) ~~(ask Jeff about the reference)~~ as soon as reasonably possible after all payments due are received by the Corporation.

6. **Foreclosure by Lender.**

- a) If ~~L~~ender forecloses its ~~P~~pledge or accepts an assignment of the ~~Proprietary Documents Occupancy Agreement~~ encumbered by the ~~s~~Security ~~a~~Agreement, the ~~M~~membership, and ~~or~~ the ~~Stock~~ Certificate in lieu of foreclosure ~~as to the Borrower's Loan~~, Lender shall give the Corporation the first right of refusal to purchase ~~Borrower's the M~~membership ~~i~~interest. Thereafter, if the Corporation declines to purchase the ~~m~~Membership ~~i~~interest within a reasonable time, Lender will then use its best efforts to sell ~~Borrower's the M~~membership ~~i~~interest as rapidly as reasonably possible.
- b) When Lender seeks the Corporation's ~~A~~pproval of a designee pursuant to ~~this Agreement number 5 and 6 above~~, the Corporation will not unreasonably withhold its approval of such designee who meets the Corporation's customary requirements ~~for membership~~. The Corporation shall review the qualifications of the designee in the same manner as it reviews the qualifications of a prospective purchaser of a ~~Stock~~ Certificate from any ~~prospective Mmember or Corporation~~, and the Corporation's requirements or standards for membership shall not be applied capriciously or arbitrarily.
- c) During the period between Lender's foreclosure or acceptance of an assignment in lieu of foreclosure and the sale of the ~~Borrower's m~~Membership to a designee approved by the Corporation, Lender shall not be considered a member, *per se*, and shall have no right to occupy or use the ~~dwelling-u~~Unit or common facilities or to vote. Lender's rights shall be limited to those specified in this Agreement. However, during this period Lender shall have the same duties and responsibilities under the Corporation's ~~b~~Bylaws and the ~~Borrower's former Member's~~ Occupancy Agreement as the ~~Borrower, as a former mMember,~~ had - specifically including the ~~Borrower's former Member's~~ obligation to pay the ~~assessments monthly carrying charges~~ promptly ~~and obligation to maintain the Unit~~. Moreover, the Corporation shall have the same remedies against the Lender in the event of default that it had against the ~~Borrower and~~ former ~~m~~Member.
- d) The Parties hereto agree and covenant that if Lender forecloses its ~~p~~Pledge or accepts an assignment of the ~~p~~Pledge in lieu of foreclosure, that Lender's interest in the ~~Unit~~Project is taken subject to all sums due and owing Corporation by the ~~Borrower and~~ former member under the Occupancy Agreement or otherwise ("Defaulted Sums"). Lender agrees to pay all Defaulted Sums to Corporation upon sale or lease of the membership or ~~dwelling-u~~Unit, regardless of whether Corporation has obtained or perfected a lien against the membership and regardless whether the proceeds from any such sale exceed or satisfy sums due and owing Lender by the ~~Borrower and~~ former ~~m~~Member; the Parties agree that under any and all circumstance Lender shall pay Corporation the full amount of the ~~D~~efaulted Sums upon sale of the membership or ~~dwelling-u~~Unit.

7. **Indemnification of the Corporation.** Lender shall indemnify ~~and defend~~ the Corporation against, and hold the Corporation free and harmless from, any loss, liability or expense incurred by the Corporation in connection with any claim by ~~the Borrower a member or~~ the ~~Borrower's Member's~~ successors in interest which arises out of Lender's representations or actions pursuant to this Agreement.
8. **Amendment to Occupancy Agreement.** The Corporation agrees that it will not consent to or make any amendment that is materially detrimental to Lender's rights under this Agreement to any Occupancy Agreement between the Corporation and ~~Borrower any Member~~ or to the Corporation's Bylaws without obtaining Lender's prior written consent, which consent shall not be withheld unreasonably.
9. **Estoppel Statement.** Within ten (10) days after receipt of a request for an estoppel statement, either Party shall deliver to the other a written statement of the magnitude and nature of any amounts which the Party alleges is due from ~~Borrower a Member~~. Such a statement shall be binding upon the Party providing the statement as of the date of the statement. The party providing the statement shall have the right to require the Party requesting the statement to pay a reasonable fee for the provider's cost to prepare and reproduce such statement.
10. **Fire and Casualty Insurance.** The Corporation warrants that it has and will maintain until the termination of this Agreement fire and casualty insurance with extended coverage of all buildings containing ~~the a dwelling-u~~Unit which is the subject of an Occupancy Agreement with ~~Borrower a Member~~ in an amount as near as reasonably possible to the replacement value of ~~the Unit and its such~~ buildings (including, without limitation, all portions of such ~~dwelling-u~~Unit consisting of built-in or set-in appliances and cabinets, as initially installed, or replacements thereof); without deduction for depreciation ~~(ask Dan or Steve)~~. To the extent reasonably possible, each such policy of fire and casualty insurance shall provide for waiver of subrogation of claims against ~~Corporation's members residents of Laguna Woods Village~~.
11. **Casualty Losses.** The Corporation hereby waives and releases all claims against Lender resulting from an insured or uninsured

casualty to the extent of the insurance proceeds available plus any deductible under insurance coverage, whether the damage or injury is caused by the ~~Borrower's Member's~~ negligence, fault, or misuse. Notwithstanding any provision of the ~~Corporation's b~~ Bylaws or of the Occupancy Agreement with ~~Borrower a Member~~, the Corporation shall repair or replace the ~~dwelling u~~Unit subject to the Occupancy Agreement ~~with a Member~~ that is damaged or destroyed as a result of an insured casualty in a manner that restores the ~~dwelling u~~Unit to substantially its condition and value prior to the damage or destruction if the cost of doing so does not exceed the insurance proceeds plus the deductible under the insurance coverage. If the cost of repairing or replacing such damaged ~~dwelling u~~Unit in a manner that restores it to substantially its condition and value prior to the damage is greater than the insurance proceeds available to the Corporation for such purpose plus the deductible under the insurance coverage and the Corporation elects not to repair and replace it, then the Corporation shall pay Lender from funds otherwise payable to the ~~Borrower Member~~ an amount not exceeding the ~~Borrower's Member's~~ indebtedness to Lender prior to paying any portion of such insurance proceeds to such ~~Borrower Member~~ or using any portion of such proceeds for any purpose other than to satisfy any amounts owed by such ~~Borrower Member~~ to the Corporation.

12. **Condemnation Awards.** If the Corporation receives an award for condemnation or taking of all or any portion of a ~~dwelling u~~Unit which is subject to ~~the~~an Occupancy Agreement in favor of ~~Borrower a Member~~ or any other award for condemnation or taking a portion of which is allocable to ~~Borrower a Member~~, the Corporation shall pay Lender from the funds otherwise payable to the ~~Borrower Member~~ an amount not exceeding the ~~Borrower's Member's~~ indebtedness to Lender prior to paying any portion of the condemnation or taking award to the ~~Borrower Member~~ or using any portion of such proceeds for any purpose other than to satisfy any amounts owed by such ~~Borrower Member~~ to the Corporation.
13. **Further Blanket Encumbrances.** The Corporation agrees that it will not consent to any further blanket lien or blanket deed of trust encumbering real property which is subject to Occupancy Agreements owned by ~~Borrower Members~~ on the ~~L~~ist without giving Lender sixty (60) days prior written notice.
14. **Termination.** This Agreement may be terminated at any time by either party by giving sixty (60) days prior written notice of said termination to the other party; provided, however, that following any such termination, the terms and provisions of this Agreement shall remain in effect as to all Memberships, Certificates, and Occupancy Agreements then transferred or pledged to Lender as of the date of such termination, until (a) such time as the obligations secured by such transferred or pledged Memberships, Certificates, and Occupancy Agreements have been satisfied or (b) Lender has acquired such Memberships, Certificates, and Occupancy Agreements pursuant to its right of foreclosure or assignment in lieu of foreclosure and such Memberships, Certificates, and Occupancy Agreements have been transferred to eligible Members approved by the Mutual, whichever occurs first.
15. **Recording of Memorandum of Occupancy Agreement.** Upon Lender's request, ~~Corporation Mutual~~ shall execute, acknowledge, and deliver to Lender a Memorandum of Occupancy Agreement in a form that will permit recordation of such Memorandum of Occupancy Agreement in the Official Records of Orange County, California.
16. **Notices.** Any notice or consent required pursuant to the terms hereof shall be deemed given when personally delivered to an authorized representative of a party or if mailed, it shall be deemed given five (5) days after mailed by registered or certified mail, postage prepaid, addressed as follows:

If to Corporation:

United Laguna Woods Corporation
c/o Village Management Services 24351 El Toro Road
P. O. Box 2220
Laguna Hills, California 92654

If to Lender:

Or such other address as either party may specify from time to time.

17. **Successors and Assigns.** The provisions of this Agreement shall bind –and inure to the benefit of the respective successors and assigns of the Parties. As used herein, the term “Lender” includes, in addition to the lender named ~~in this Agreement~~herein, (1) any other lender; (2) any investor of any type which has then succeeded to the Lender's right and interest in all or any part of the loans subject to this Agreement; (3) any person or institution which may service the loans for such- lender or investor; and, (4) any insurer or guarantor of all or any part of any loan to ~~Borrower or a Member~~ of the Corporation that is subject to this Agreement. The Corporation shall have an obligation to notify any person or institution other than the Lender named herein only if that person or institution has provided written notice of its interest in a specified dwelling unit as provided in number 16 above.
18. **Miscellaneous.** As used herein, words of the masculine gender, ~~if any, (ask Jeff)~~ shall mean and include correlative words of the feminine and neuter genders ~~(ask Jeff)~~ and words importing the singular number shall mean and include the plural number and vice versa.

~~18.~~

In Witness herewith this agreement has been executed as of the date set forth above.

Lender:

Corporation:

UNITED LAGUNA WOODS CORPORATION,
A California nonprofit Corporation benefit corporation

By: _____
Its: _____
By: _____
Its: _____

By: _____
Its: President
By: _____
Its: Secretary

[NOTICE AND ACKNOWLEDGMENT]

BINDING AND ENTIRE AGREEMENT.

This Agreement has been duly signed, attested to, and is authorized by the Corporation's Board of Directors in accordance with its governing documents ~~the Operative Documents~~. This Agreement may be modified or amended only in writing executed by both parties hereto. Notwithstanding any other provisions of the Proprietary Documents to the contrary, the provisions of this Agreement shall control, and no amendment or violation of the Proprietary Documents shall render invalid the rights of Lender granted herein. If any provision of this Agreement is found to be invalid or unenforceable, such invalidity or unenforceable shall not affect the remaining provisions.

CONSENT

THE CORPORATION DOES HEREBY CONSENT, which consent has been approved in accordance with the provisions of the Occupancy Agreement-, to the assignment of _____ (*insert number of shares, if applicable*) shares of stock of the Corporation and the Occupancy Agreement from _____ (*insert borrower's name(s)*) (the "Assignor") together, to _____ (*insert lender's name*) (the "Assignee").

AND DOES HEREBY CERTIFY THAT:

1. The ~~proprietary~~-assessments, maintenance charges and other charges under the Occupancy Agreement are paid through _____ (*insert settlement date*).
2. The Occupancy Agreement is in full force and effect; the shares of Corporation allocated to the Unit are duly registered in the name of Assignor; Corporation has not been notified of a pledge or disposition of, or lien upon, such shares; and there is no known existing default in respect to any of the terms, covenants, and conditions of the Occupancy Agreement. .

IN WITNESS WHEREOF, Corporation has caused this instrument to be executed by its authorized officer be hereunto and
_____(insert name of Lender) has caused this instrument to be executed by its authorized officer,
on _____ (insert settlement date).

Lender:

Corporation:

UNITED LAGUNA WOODS CORPORATION,
A California ~~Nonprofit~~ Mutual Benefit Corporation ~~-benefit corporation-~~
Jeff for wording)

By: _____
Its: _____
By: _____
Its: _____

By: _____
Its: President
By: _____
Its: Secretary

AGREEMENT CONSENT APPROVAL
TO BE SIGNED BY OWNER OF UNIT

The undersigned, to induce the Corporation to enter into the foregoing Recognition Agreement, (a) agree(s) and consent(s) to and approve(s) all of the terms and provisions of the Recognition Agreement, and (b) agree(s) that Borrower shall indemnify Lender, the Corporation and their respective officers-, agents and employees against and defend and hold harmless against, any and all liability, claims, demands, judgements, settlements and court costs and attorney's ~~seounsel~~ fees which may be incurred by reason of any action taken, or omission, by and of the aforesaid persons pursuant to the Agreement.

BORROWER(S)

(Insert name of Borrower)

(Insert name of Borrower)

Recognition Agreement of Non-Institutional Lenders

THIS RECOGNITION "AGREEMENT" is made between United Laguna Woods Mutual, a California Nonprofit Mutual Benefit Corporation, with a mailing address of 24351 El Toro Road, Laguna Woods, California, 92637 ("Corporation") and _____ (insert name of lender) with a mailing address of _____ (insert mailing address for lender) ("Lender") with respect to the pledge and assignment to Lender by _____ (insert borrower's name(s)) ("Borrower") of Borrowers evidence of ownership in the Corporation and right to the possessions and use of Unit No. _____ (insert apartment number) and Garage/Parking Space No. _____ (insert parking space/garage space number) (collectively called the "Unit"), as collateral security for a loan ("Loan") to be made by Lender to Borrower.

NOW, THEREFORE, to induce Lender to make the Loan to Borrower, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the Corporation and Lender make the following representations, warranties, and agreements:

THE CORPORATION AND LENDER REPRESENT AND WARRANTS AS FOLLOWS:

1. The Corporation is a stock cooperative, as defined in Civil Code Section 4190, that is formed to own, operate, and manage a common interest development, as defined in Civil Code Section 4100, in Laguna Woods Village, California, consisting of six thousand three hundred and twenty-three (6,323) residential units and common area ("Project").
2. The Corporation has approved Borrower for membership in the Corporation and occupancy of the Unit.
3. The Corporation has issued to Borrower or will issue to Borrower to be held by Third Party, promptly after settlement, the evidence of Borrower's ownership in the Corporation and possession and use of the Unit which in the case of this Corporation are represented by a Stock Certificate and Occupancy Agreement. ("Proprietary Documents").
4. The Corporation's records do not reflect, and the Corporation does not have knowledge or notice of any encumbrances liens or claims relating to the Proprietary Documents and said Proprietary Documents may be freely pledged and assigned by Borrower to Lender under the Corporation's governing documents, as defined by Civil Code Section 4150, including an Occupancy Agreement, copies of which have been provided to Lender and Borrower, both of which hereby acknowledge receipt and reading of same. ("Operative Documents").
5. The Corporation is the owner in fee simple of the land and all improvements thereon of which said Unit is a part, subject only to the loan(s) secured by mortgages or deeds of trust, if applicable.
6. The Corporation is not presently in default with respect to payment of other obligations of any loans.
7. The Proprietary Documents and any encumbrances on the Property do not prohibit the pledge and collateral assignment of the Proprietary Documents to Lender in accordance with this Agreement.
8. The Corporation consents to the pledge and assignment to Lender by Borrower of the Proprietary Documents issued by the Corporation, and relating to the Unit, as collateral security for the Loan.
9. If the Borrower is the present owner of the Proprietary Documents, including the Stock Certificate, Borrower is not presently in default under any of the terms of the Proprietary Documents and no notice of default has been given to Borrower, or, if a notice of default has been given to Borrower, the default referred to in such notice has been cured.
10. If applicable, the Corporation has the right of first refusal in case of sale or foreclosure of the Unit by Lender, and Lender agrees to provide Corporation with reasonable notice prior to proceeding with any sale or foreclosure so Corporation can exercise its right to first refusal.
11. The Corporation will recognize the priority of Lender over Borrower in the event of any distribution of funds resulting from destruction, condemnation, liquidation or refinancing of the Corporation, or any part thereof, less all sums that may be due the Corporation pursuant to the Proprietary Documents and all reasonable expenses incurred by the Corporation relating to such proceeds.
12. If applicable, the Corporation may require the collection of fees and escrows at the time of settlement. Such fees shall be collected by the settlement company or escrow.
13. A Borrower's interest may not be pledged to the Lender without the written consent of the Corporation.
14. Lender, for itself and its successors and assigns, covenants, and agrees that all its right and powers under any obligation entered into with Borrower shall be in accordance with all terms and conditions of this Agreement (a "share loan") and shall be subordinate and subject to rights of the Corporation to collect monthly and special assessments from Borrower. Moreover, in the event the Corporation acquires Borrower's Unit and ownership interest based on the foreclosure process pursuant to the Davis-Stirling Common Interest

Development Act and in accordance with the Corporation's governing documents (whether under judicial foreclosure or nonjudicial foreclosure), the Lender's lien or any interest in the Unit that the Lender had shall automatically terminate, subject to the conditions hereinafter described. The Lender may cure the Borrower's default to the Corporation prior to any such foreclosure action.

LENDER IS ENTITLED TO RECEIVE TIMELY WRITTEN NOTICES OF:

1. The generation by the Corporation during a taxable year of 80% or less gross income from "tenant-stockholders" as such terms are defined in Section 216 of the Internal Revenue Code of 1986: as amended.
2. Any surrender, cancellation, termination, or similar notification of the Proprietary Documents.
3. Any change in the form of ownership of the Corporation, including the contraction, expansion, or termination of the Corporation's Cooperative housing project.
4. Obtaining any new financing collateralized by the Unit.
5. Any sixty (60) day delinquency by the Borrower that is related to the payment of his or her monthly or special assessments.
6. Any 30-day delinquency, by the Corporation in payments due under any blanket mortgage for real estate taxes, assessments, and charges imposed by a government entity or public utility, or under any ground lease.
7. Any lapse or cancellation of any insurance coverage maintained by the Corporation.

LENDER'S RIGHTS UPON BORROWER'S DEFAULT

1. In the event there is a default under the Loan, and Lender becomes owner of the Proprietary Documents, including the Stock Certification, pursuant to remedies provided in the Loan instruments, the Corporation will recognize and approve such ownership, and within thirty (30) days after receipt of written notice and delivery of the Proprietary Documents from Lender (as executed by Borrower and pledged or assigned to Lender), the Corporation will cancel such Proprietary Documents and reissue such Proprietary Documents to Lender or Lender's non-corporate designee as appropriate (nothing herein shall obligate the Corporation to issue Proprietary documents to a LLC with partnership or corporation), and the following provisions shall apply:
 - a. The Corporation may exercise an option to purchase any Proprietary Documents obtained and sold, assigned or transferred by Lender pursuant to foreclosure or other proceedings related to enforcement of the Loan obligations, or any deed or assign in lieu of such foreclosure or proceedings, provided Lender is paid an amount equal to the full amount due under the Loan, less any assessments owed Corporation by Borrower, such option to be exercised and payment to be made to Lender within sixty (60) days after notice to the Corporation of the availability of the Proprietary Documents, which option, if not exercised within said sixty (60) day period, shall be deemed null and void.
 - b. Without the approval of the Corporation (if such approval is required by the Operative Documents or the Proprietary Documents), Lender shall have no power or right to transfer, sell, assign, or otherwise dispose of the Proprietary Documents or to sublease the Unit. Any required approval may be withheld only based on failure in meeting reasonable standards of creditworthiness or written cooperative occupancy standards duly adopted by the Corporation or based on potential non-compliance with law, regulation, administrative rulings, or Corporation's Operative Documents.
 - c. The Corporation's lien for sums due from the Borrower under the Proprietary Documents with respect to the portion of such sums which are attributable to any payments due on any blanket mortgage on the Unit, current real estate taxes and any assessments is prior to the security of Lender. The Corporation's lien for any other unpaid expenses and other sums due under the Proprietary Documents (the "Subordinated Sums") is subordinated to the security interest of Lender. The acquisition, in fact, by Lender of the Proprietary Documents pursuant to foreclosure or other remedies provided in the Loan instruments or otherwise, shall be free and clear of any claims for the Subordinated Sums which accrued prior to the time Lender acquired said documents, provided, however, that Lender's security agreement with Borrower shall recognize the Corporation lien(s) aforesaid as follows. The Lender shall distribute any proceeds realized from a sale by the Lender of the Proprietary Documents and other collateral, to the extent of available proceeds, in the following order of priority: (1) to the Lender, reasonable expenses incurred pursuant to the foreclosure, including reasonable attorney's fees; (2) to the Corporation, sums owing other than the Subordinated Sums; (3) to the Lender, sums owing under the Loan; (4) to the Corporation, an amount sufficient to discharge all of the Subordinated Sums; (5) to the Borrower, any remaining sums. Notwithstanding any of the foregoing provisions, the security interest of the Lender shall be subordinate to any mortgage or deed of trust, including any assignment of rents or assessments, or maintenance expenses, now or hereafter secured by the Unit.
2. In the event there is a default under the Loan, and Lender elects not to cure said default or to act to acquire Borrower's interest in the Proprietary Documents, then the Corporation, upon issuance of Proprietary Documents to another party, shall recognize Lender's rights as a lien holder against the net proceeds of any such transaction after reimbursement to the Corporation of sums due under the Proprietary Documents.
3. The Corporation and Borrower, by their execution of the Agreement, agree that the Corporation's rights to terminate and cancel Borrower's Proprietary Documents, pursuant to this Agreement and the Proprietary Documents, shall be

deemed to amend and supersede the terms of the Proprietary Documents, and Borrower agrees that Lender, the Corporation, and their officers, agents and employees shall incur no liability by reason of any action taken or omission by any persons pursuant to this Agreement.

TERMS

1. The Corporation shall give written notice to the Lender if the Corporation proceeds to record a Notice of Delinquent Assessments. The lender shall have sixty (60) days to cure the default after the notice of the Borrower's default to the Corporation or notice of the Corporation's intent to accept the Borrower's interest in lieu of foreclosure is mailed.
2. Notwithstanding the Borrower's pledge to the Lender, the Borrower shall retain all rights, privileges, and obligations of membership (specifically including the right to occupy and use the dwelling unit and community facilities, the right to vote and the obligation to comply with the Proprietary Documents of the Corporation until and unless said documents and membership rights are terminated under the provisions of the Occupancy Agreement and the Corporation's Bylaws or the pledged collateral is foreclosed or accepted in lieu of the foreclosure by the Lender under the terms of the lending relationship between the Lender and the Borrower.
3. **Right to Cure in the Event of Default.** The Corporation agrees that it will not commence action to terminate the Proprietary Document, including Occupancy Agreement and or Membership, of Borrower for a default under the terms of the Proprietary Documents, including the Corporation's Bylaws, without giving Lender prior written notice and the opportunity to cure said default or acquire such Borrower's rights under the Proprietary Documents, including the Borrower's Membership, Certificate and Occupancy Agreement in accordance with the following:
 - a) **Monetary Default.** If the default arises from the Borrower's failure to make any payment due to Corporation (including assessments, late charges, interest and any other cost associated with the delinquency), and Lender or the Borrower cures said default within thirty (30) days after Lender's receipt of the Corporation's notice the Corporation shall not commence action to terminate the Borrower's Occupancy Agreement or Membership. The Corporation's acceptance of any amounts paid by Lender to cure a Member's monetary default shall not constitute a waiver of the Corporation's rights under the Corporation's Bylaws or Proprietary Documents concerning the occupancy and use of the Borrower's Unit or the transfer of the Borrower's membership in the Corporation.
4. **Corporation Transfer of Memberships and Termination of Occupancy Agreements in the Event of Default or Surrender.** The Corporation retains its right to terminate and transfer the Borrower's rights under the Occupancy Agreement in accordance with Section 5 of Article III of the Corporation's Bylaws if:
 - a) Lender consents to transfer and termination by reconveyance of the Lender's security agreement or otherwise; or,
 - b) The Borrower's monetary default is not cured within thirty (30) day period for which provision is made pursuant to this Agreement; or
 - c) If Lender pays the Corporation all amounts which become due to the Corporation from the defaulting Borrower and Lender furnishes Corporation with evidence of Lender's having acquired Borrower's rights and interest under the Proprietary Documents, and membership prior to the Corporation's termination of the Borrower's membership and the Borrower's rights under the Proprietary Documents, the Corporation will issue a new Stock Certificate and enter into a new Occupancy Agreement with a designee of Lender approved by the Corporation (as provided in Paragraph 8 below) as soon as reasonably possible after such termination or surrender.
5. **Lender's Right to Proceeds or to Designate Transferee if Corporation Redeems or Accepts Surrender of Membership.** If the Corporation exercises its option to purchase the membership of Borrower in accordance with Section 6 (b) of Article III of Corporation's Bylaws upon the Borrower's actual or constructive notice of an intention to leave the Project, Corporation shall pay Lender from the funds otherwise payable to the Borrower an amount not exceeding the Borrower's indebtedness to Lender. In the event the amount otherwise payable to the Borrower is less than the Borrower's indebtedness to Lender, then if Lender pays Corporation all amounts owed to the Corporation by the Borrower pursuant to this Agreement, and any other provision of the Corporation's Bylaws or Occupancy Agreement within 30 days after the Corporation exercises its option to purchase the membership or after the Corporation accepts a surrender of the Borrower's membership, right to occupy, and Stock Certificate, the Corporation will issue a new Stock Certificate and enter into a new Occupancy Agreement with a designee of Lender approved by the Corporation (as provided in this Agreement) as soon as reasonably possible after all payments due are received by the Corporation.
6. **Foreclosure by Lender.**
 - a) If Lender forecloses its Pledge or accepts an assignment of the Proprietary Documents encumbered by the Security Agreement, the membership, and or the Stock Certificate in lieu of foreclosure as to the Borrower's Loan, Lender shall give the Corporation the first right of refusal to purchase Borrower's membership interest. Thereafter, if the Corporation declines to purchase the membership interest within a reasonable time, Lender will then use its best efforts to sell Borrower's membership interest as rapidly as reasonably possible.
 - b) When Lender seeks the Corporations approval of a designee pursuant to this Agreement, the Corporation will not

unreasonably withhold its approval of such designee who meets the Corporation's customary requirements for membership. The Corporation shall review the qualifications of the designee in the same manner as it reviews the qualifications of a prospective purchaser of a Stock Certificate from any prospective member or Corporation, and the Corporation's requirements or standards for membership shall not be applied capriciously or arbitrarily.

- c) During the period between Lender's foreclosure or acceptance of an assignment in lieu of foreclosure and the sale of the Borrower's membership to a designee approved by the Corporation, Lender shall not be considered a member, *per se*, and shall have no right to occupy or use the Unit or common facilities or to vote. Lender's rights shall be limited to those specified in this Agreement. However, during this period Lender shall have the same duties and responsibilities under the Corporation's Bylaws and the Borrower's Occupancy Agreement as the Borrower, as a former member, had - specifically including the Borrower's obligation to pay the assessments promptly and obligation to maintain the unit. Moreover, the Corporation shall have the same remedies against the Lender in the event of default that it had against the Borrower and former member.
 - d) The Parties hereto agree and covenant that if Lender forecloses its pledge or accepts an assignment of the pledge in lieu of foreclosure, that Lender's interest in the Unit is taken subject to all sums due and owing Corporation by the Borrower and former member under the Occupancy Agreement or otherwise ("Defaulted Sums"). Lender agrees to pay all Defaulted Sums to Corporation upon sale or lease of the membership or Unit, regardless of whether Corporation has obtained or perfected a lien against the membership and regardless whether the proceeds from any such sale exceed or satisfy sums due and owing Lender by the Borrower and former member; the Parties agree that under any and all circumstance Lender shall pay Corporation the full amount of the Defaulted Sums upon sale of the membership or Unit.
7. **Indemnification of the Corporation.** Lender shall indemnify and defend the Corporation against, and hold the Corporation free and harmless from, any loss, liability or expense incurred by the Corporation in connection with any claim by the Borrower or the Borrower's successors in interest which arises out of Lender's representations or actions pursuant to this Agreement.
 8. **Amendment to Occupancy Agreement.** The Corporation agrees that it will not consent to or make any amendment that is materially detrimental to Lender's rights under this Agreement to any Occupancy Agreement between the Corporation and Borrower or to the Corporation's Bylaws without obtaining Lender's prior written consent, which consent shall not be withheld unreasonably.
 9. **Estoppel Statement.** Within ten (10) days after receipt of a request for an estoppel statement, either Party shall deliver to the other a written statement of the magnitude and nature of any amounts which the Party alleges are due from Borrower. Such a statement shall be binding upon the Party providing the statement as of the date of the statement. The party providing the statement shall have the right to require the Party requesting the statement to pay a reasonable fee for the provider's cost to prepare and reproduce such statement.
 10. **Fire and Casualty Insurance.** The Corporation warrants that it has and will maintain until the termination of this Agreement fire and casualty insurance with extended coverage of all buildings containing the Unit which is the subject of an Occupancy Agreement with Borrower in an amount as near as reasonably possible to the replacement value of the Unit and its building (including, without limitation, all portions of such Unit consisting of built-in or set-in appliances and cabinets, as initially installed, or replacements thereof). without deduction for depreciation . To the extent reasonably possible, each such policy of fire and casualty insurance shall provide for waiver of subrogation of claims against Corporation's members.
 11. **Casualty Losses.** The Corporation hereby waives and releases all claims against Lender resulting from an insured or uninsured casualty to the extent of the insurance proceeds available plus any deductible under insurance coverage, whether the damage or injury is caused by the Borrower's negligence, fault, or misuse. Notwithstanding any provision of the Corporation's Bylaws or of the Occupancy Agreement with Borrower, the Corporation shall repair or replace the Unit subject to the Occupancy Agreement that is damaged or destroyed as a result of an insured casualty in a manner that restores the Unit to substantially its condition and value prior to the damage or destruction if the cost of doing so does not exceed the insurance proceeds plus the deductible under the insurance coverage. If the cost of repairing or replacing such damaged Unit in a manner that restores it to substantially its condition and value prior to the damage is greater than the insurance proceeds available to the Corporation for such purpose plus the deductible under the insurance coverage and the Corporation elects not to repair and replace it, then the Corporation shall pay Lender from funds otherwise payable to the Borrower an amount not exceeding the Borrower's indebtedness to Lender prior to paying any portion of such insurance proceeds to such Borrower or using any portion of such proceeds for any purpose other than to satisfy any amounts owed by such Borrower to the Corporation.
 12. **Condemnation Awards.** If the Corporation receives an award for condemnation or taking of all or any portion of a Unit which is subject to the Occupancy Agreement in favor of Borrower or any other award for condemnation or taking a portion of which is allocable to Borrower, the Corporation shall pay Lender from the funds otherwise payable to the Borrower an amount not exceeding the Borrower's indebtedness to Lender prior to paying any portion of the condemnation or taking award to the Borrower or using any portion of such proceeds for any purpose other than to satisfy any amounts owed by such Borrower to the Corporation.
 13. **Further Blanket Encumbrances.** The Corporation agrees that it will not consent to any further blanket lien or blanket deed of trust encumbering real property which is subject to Occupancy Agreements owned by Borrower on the list without giving Lender sixty (60) days prior written notice.
 14. **Termination.** This Agreement may be terminated at any time by either party by giving sixty (60) days prior written notice of said termination to the other party; provided, however, that following any such termination, the terms and provisions of this Agreement

shall remain in effect as to all Memberships, Certificates, and Occupancy Agreements then transferred or pledged to Lender as of the date of such termination, until (a) such time as the obligations secured by such transferred or pledged Memberships, Certificates, and Occupancy Agreements have been satisfied or (b) Lender has acquired such Memberships, Certificates, and Occupancy Agreements pursuant to its right of foreclosure or assignment in lieu of foreclosure and such Memberships, Certificates, and Occupancy Agreements have been transferred to eligible Members approved by the Mutual, whichever occurs first.

15. **Recording of Memorandum of Occupancy Agreement.** Upon the Lender's request, Corporation shall execute, acknowledge, and deliver to Lender a Memorandum of Occupancy Agreement in a form that will permit recordation of such Memorandum of Occupancy Agreement in the Official Records of Orange County, California.
16. **Notices.** Any notice or consent required pursuant to the terms hereof shall be deemed given when personally delivered to an authorized representative of a party or if mailed, it shall be deemed given five (5) days after mailed by registered or certified mail, postage prepaid, addressed as follows:

If to Corporation:

United Laguna Woods Corporation
c/o Village Management Services 24351 El Toro Road
P. O. Box 2220
Laguna Hills, California 92654

If to Lender:

Or such other address as either party may specify from time to time.

17. **Successors and Assigns.** The provisions of this Agreement shall bind and inure to the benefit of the respective successors and assigns of the Parties. As used herein, the term "Lender" includes, in addition to the lender named in this Agreement, (1) any other lender; (2) any investor of any type which has then succeeded to the Lender's right and interest in all or any part of the loans subject to this Agreement; (3) any person or institution which may service the loans for such lender or investor; and, (4) any insurer or guarantor of all or any part of any loan to a Borrower or a member of the Corporation that is subject to this Agreement. The Corporation shall have an obligation to notify any person or institution other than the Lender named herein only if that person or institution has provided written notice of its interest in a specified dwelling unit as provided in number 16 above.
18. **Miscellaneous.** As used herein, words of the masculine gender, if any, shall mean and include correlative words of the feminine and neuter genders and words importing the singular number shall mean and include the plural number and vice versa. In Witness herewith this agreement has been executed as of the date set forth above.

In Witness herewith this agreement has been executed as of the date set forth above.

Lender:

Corporation:

UNITED LAGUNA WOODS CORPORATION,
A California nonprofit Corporation benefit corporation

By: _____
Its: _____
By: _____
Its: _____

By: _____
Its: President
By: _____
Its: Secretary

[NOTICE AND ACKNOWLEDGMENT]

BINDING AND ENTIRE AGREEMENT.

This Agreement has been duly signed, attested to, and is authorized by the Corporation's Board of Directors in accordance with its governing documents. This Agreement may be modified or amended only in writing executed by both parties hereto. Notwithstanding any other provisions of the Proprietary Documents to the contrary, the provisions of this Agreement shall control, and no amendment or violation of the Proprietary Documents shall render invalid the rights of Lender granted herein. If any provision of this Agreement is found to be invalid or unenforceable, such invalidity or unenforceable shall not affect the remaining provisions.

CONSENT

THE CORPORATION DOES HEREBY CONSENT, which consent has been approved in accordance with the provisions of the Occupancy Agreement , to the assignment of _____ (*insert number of shares, if applicable*) shares of stock of the Corporation and the Occupancy Agreement from _____ (*insert borrower's name(s)*) (the "Assignor") together, to _____ (*insert lender's name*) (the "Assignee").

AND DOES HEREBY CERTIFY THAT:

1. The assessments, maintenance charges and other charges under the Occupancy Agreement are paid through _____ (*insert settlement date*).
2. The Occupancy Agreement is in full force and effect; the shares of Corporation allocated to the Unit are duly registered in the name of Assignor; Corporation has not been notified of a pledge or disposition of, or lien upon, such shares; and there is no known existing default in respect to any of the terms, covenants, and conditions of the Occupancy Agreement. .

IN WITNESS WHEREOF, Corporation has caused this instrument to be executed by its authorized officer be hereunto and _____ (*insert name of Lender*) has caused this instrument to be executed by its authorized officer, on _____ (*insert settlement date*).

Lender:

Corporation:

UNITED LAGUNA WOODS CORPORATION,
A California Nonprofit Mutual Benefit Corporation

By: _____
Its: _____
By: _____
Its: _____

By: _____
Its: President
By: _____
Its: Secretary

AGREEMENT CONSENT APPROVAL

TO BE SIGNED BY OWNER OF UNIT

The undersigned, to induce the Corporation to enter into the foregoing Recognition Agreement, (a) agree(s) and consent(s) to and approve(s) all of the terms and provisions of the Recognition Agreement, and (b) agree(s) that Borrower shall indemnify Lender, the Corporation and their respective officers , agents and employees against and defend and hold harmless against, any and all liability, claims, demands, judgements, settlements and court costs and attorney's fees which may be incurred by reason of any action taken, or omission, by and of the aforesaid persons pursuant to the Agreement.

BORROWER(S)

(*Insert name of Borrower*)

(*Insert name of Borrower*)



Resolution 01-16-107

Discontinued Use of Individual Recognition Agreements

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

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

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

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

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

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

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

September initial Notification

Initial notification has been satisfied to Comply with Civil Code §4360

Resolution 01-~~2316-XX107~~

**Discontinued Use of Individual Recognition AgreementsRecognition Agreement
for Non-Institutional Lenders**

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

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

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

WHEREAS, ~~on June 27, 2023 the United Finance Committee approved the United Recognition Agreement for Non-Institutional Lenders whose purpose is to research loan options and reexamine current policies restricting the use of private loans; and no financial qualifications were ever developed for individual (private) lenders and, historically, Individual Recognition Agreements have not been honored and/or have been subject to abuse, and~~

WHEREAS, prospective members currently have ~~two~~ ~~three~~ ~~two~~ avenues available to satisfy United Laguna Woods Mutual financial requirements: ~~(1)~~ ~~4.~~ they may qualify financially on their own merits; ~~2.~~ ~~they may obtain~~ with or without a loan ~~from a recognized-qualified~~ ~~from a qualified~~ financial institution or non-institutional lender who have entered into an individual recognition agreement with the Corporation ~~such as NCB; or~~ ~~3.~~ ~~(2)~~ ~~2.~~ they may obtain a Guarantor who meets the financial qualifications established by United Laguna Woods Mutual from time to time,

NOW THEREFORE BE IT RESOLVED, ~~July 11, 2023, that Board of Directors of this Corporation hereby approves the United Recognition Agreement for Non-Institutional Lenders as attached; and November 8, 2016, that United Laguna Woods Mutual hereby discontinues the practice of entering into Individual Recognition Agreements with individual (private) lenders, and~~

RESOLVED FURTHER, the Resolution 01-16-107 adopted on November 8 2016, is hereby is superseded and cancelled.

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

July Initial Notification

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



Resolution 01-23-XX

Recognition Agreement for Non-Institutional Lenders

WHEREAS, the United Laguna Woods Mutual Board of Directors carries a fiduciary financial obligation of the Corporation; and

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

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

WHEREAS, on June 27, 2023 the United Finance Committee approved the United Recognition Agreement for Non-Institutional Lenders whose purpose is to research loan options and reexamine current policies restricting the use of private loans; and

WHEREAS, prospective members currently have two avenues available to satisfy United Laguna Woods Mutual financial requirements: (1) they may qualify financially on their own merits with or without a loan from a qualified financial institution or non-institutional lender who have entered into an individual recognition agreement with the Corporation. (2) they may obtain a Guarantor who meets the financial qualifications established by United Laguna Woods Mutual from time to time,

NOWHEREFORE BE IT RESOLVED, August 8, 2023, that Board of Directors of this Corporation hereby approves the United Recognition Agreement for Non-Institutional Lenders as attached; and

RESOLVED FURTHER, the Resolution 01-16-107 adopted on November 8 2016, is hereby is superseded and cancelled.

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

July Initial Notification

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

ENDORSEMENT (to board)

Approve and Endorse the Investment Advisor Selection

Jose Campos presented a staff report from the Investment Ad Hoc Committee recommending entering into an agreement with JP Morgan (Chase Bank) to provide investment management services for United Laguna Woods Mutual.

A motion was made by Director Lenny Ross to accept and endorse staff recommendation as presented. Director Alison Bok seconded. Discussion ensued and by unanimous decision the motion passed and will be presented at the next board meeting during Open session.

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STAFF REPORT

DATE: July 11, 2023
FOR: Finance Committee
SUBJECT: Investment Advisor Selection

RECOMMENDATION

The Investment Ad Hoc Committee recommends entering into an agreement with JP Morgan to provide investment management services for United Laguna Woods Mutual.

BACKGROUND

On September 13, 2022, the Investment Ad Hoc Committee was established and chartered to conduct an in-depth analysis of investments on behalf of United Laguna Woods Mutual ("Corporation") to ensure exceptional service from a professional investment manager, maximize yields within the Board-approved investment policies, and minimize fees. Several meetings were held to discuss and evaluate the investment performance and the current Investment Policy. On April 11, 2023, the Board adopted a new Investment Policy via Resolution 01-23-20 providing guidelines and limitations for the responsible management of the corporation's investments.

The committee interviewed a total of four firms, JP Morgan (Chase Bank), Capital Reserve Group (Comerica), US Bank and Creative Planning. Each firm provided a presentation on their financial institution, financial advising expertise and a sample of United Mutual's potential future investments portfolio.

By unanimous decision, the committee recommended that all investment management services for the Corporation be awarded to JP Morgan (Chase Bank).

DISCUSSION

Subsequent to contract award, the investment manager will review market performance and investment strategies, bringing forward recommendations that will optimize the stated foals of safety, liquidity and yield.

FINANCIAL ANALYSIS

Fees were discussed in a closed session meeting.

Prepared By: Erika Hernandez, Finance Department Administrative Assistant

Reviewed By: Jose Campos, Assistant Director of Financial Services
Ada Montesinos, Senior Financial Analyst

Attachments(s):

Attachment 1: Resolution 01-23-XX

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RESOLUTION 01-23-XX

Investment Advisor Selection

WHEREAS, June 27, 2023, the United Finance Committee approved a recommendation to enter into agreement with JP Morgan (Chase Bank) (“Investment Advisor”) to provide investment management services for United Laguna Woods Mutual (“Corporation”) hereby authorizing the investment of funds on behalf of the Corporation; and

WHEREAS, the United Laguna Woods Mutual 2023 Investment Policy provides 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, that the Board of Directors of this Corporation hereby authorizes to retain an Investment Manager and to give that Manager discretion to transact purchases and sales of investments. Such discretion is subject to the underlying conditions as stated in the Investment Policy; and

NOW THEREFORE BE IT RESOLVED, August 8, 2023, that Board of Directors of this Corporation hereby approves entering into an agreement with JP Morgan (Chase Bank) to provide investment management services.

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.

July Initial Notification

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

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Treasurer's Report for July 11, 2023 Board Meeting

SLIDE 1 – Through the reporting period of **May 31, 2023**, total revenue for United was \$21,445K compared to expenses of \$20,198K, resulting in net revenue of \$1,248K.

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 \$545K through the reporting period. This chart shows how much of our revenue went into operations, with \$9,882K coming in from assessments and \$592K coming from non-assessment revenue. This is compared to operating expenditures of \$9,930K (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 \$1,381K when combining both operating and reserve savings.

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

Employee Compensation \$860K; Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, 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.

Investment Income \$239K; Favorable variance resulted from higher rates of return received on treasury bill investments than anticipated at the time of budget preparation.

Outside Services \$208K; Favorable variance due to an over accrual at year end in 2022. A Third invoice was accrued under United. Staff has made a correcting entry to rectify this and, as a result, outside services finished the period better than budget.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$893K. 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 \$20,198K, showing that our largest categories of expense are for Property Tax and Employee Compensation 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.



Treasurer's Report for July 11, 2023 Board Meeting

SLIDE 8 – Our fund balances are shown here. The Contingency Fund balance on May 31, 2023 was \$1,145K. Contributions collected totaled \$31K with no expenditures to date. The Reserve Fund balance on May 31, 2023 was \$17,394K. Contributions and investment revenue collected totaled \$5,240K while expenditures were \$4,556K. The Property Tax Fund balance on May 31, 2023 was (\$585K). Contributions and investment revenue collected totaled \$5,699K while expenditures were \$5,647K.

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 May 31, 2023, United resales totaled 136, which is 74 resales lower than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$368K, which is \$14K lower than prior year for the same time period.

Financial Report

Preliminary as of May 31, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$20,552
Non-assessment Revenue	\$893
Total Revenue	\$21,445
Total Expense	\$20,198
Other Changes	\$1
Net Revenue/(Expense)	1,248

Financial Report

Preliminary as of May 31, 2023



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$9,882
Non-assessment Revenue	\$592
Total Revenue	\$10,474
Total Expense ¹	\$9,930
Other Changes	1
Operating Surplus	\$545

1) Excludes depreciation

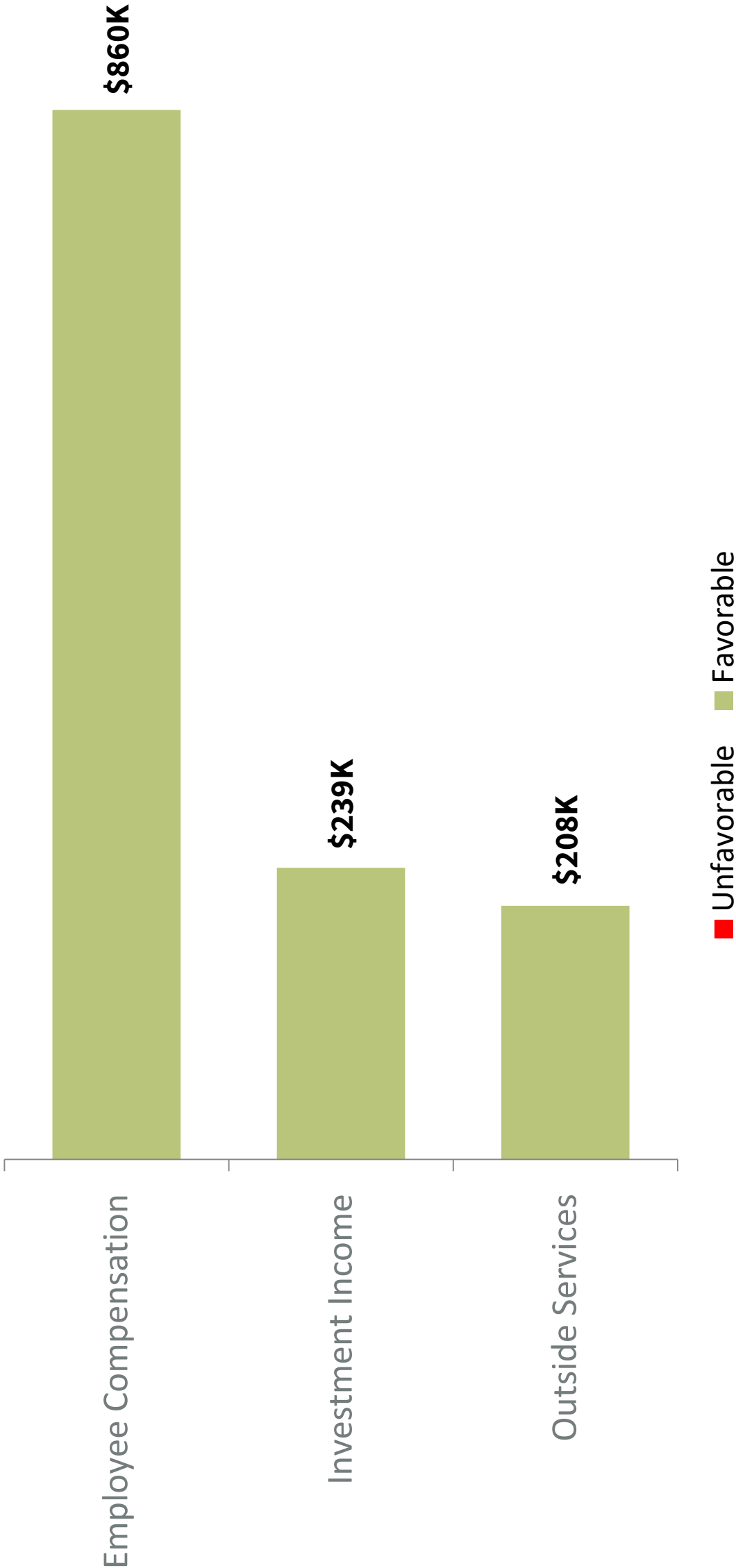
Financial Report

Preliminary as of May 31, 2023

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$20,552	\$20,124	\$428
Non-assessment Revenue	\$893	\$798	\$95
Total Revenue	\$21,445	\$20,922	\$523
Total Expense	\$20,198	\$21,055	\$857
Other Changes	\$1	\$0	\$1
Net Revenue/(Expense)	\$1,248	(\$133)	\$1,381

Financial Report

Preliminary as of May 31, 2023



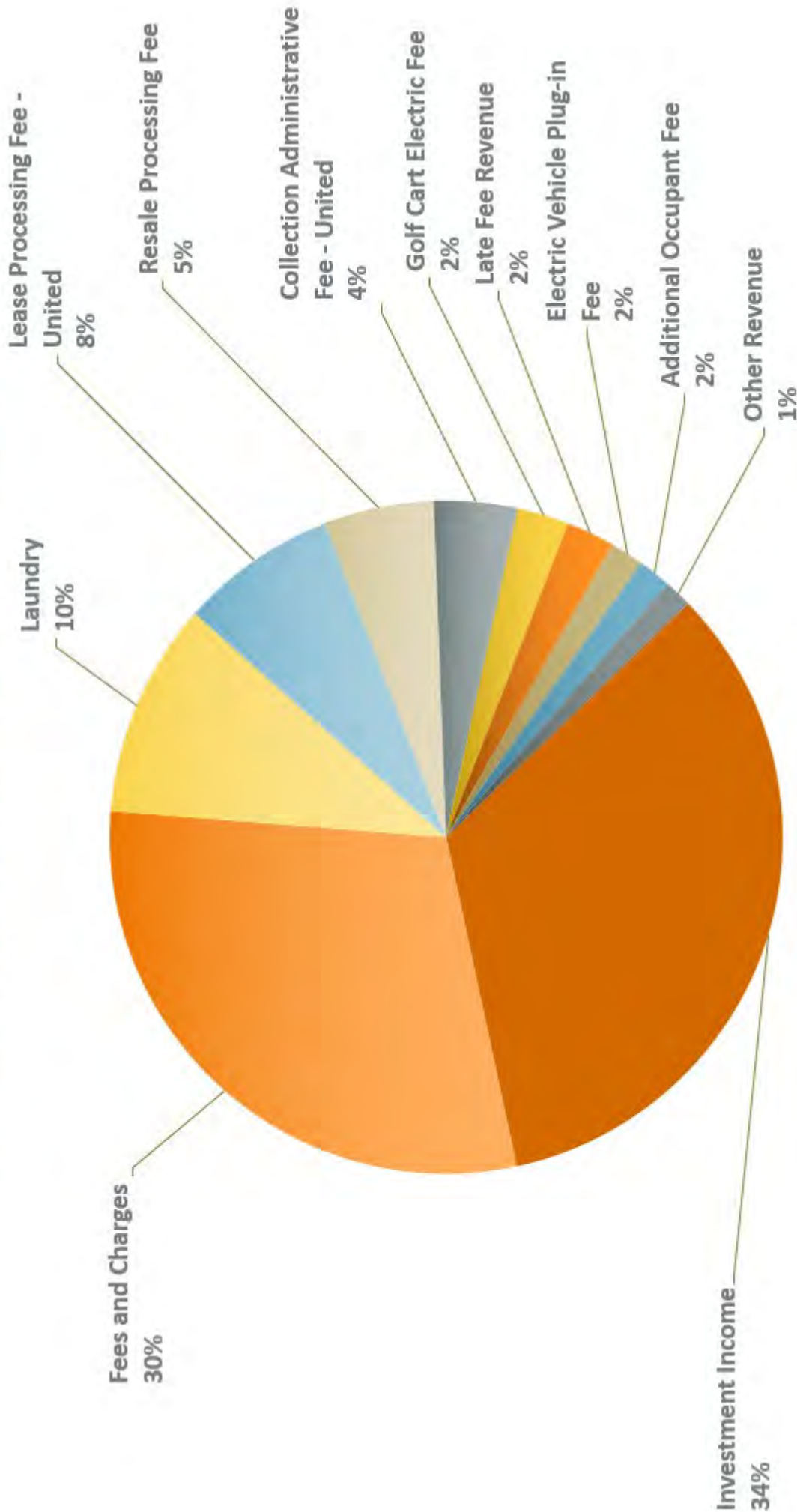
Financial Report

Preliminary as of May 31, 2023



UNITED LAGUNA WOODS
— M U T U A L —

Total Non Assessment Revenues \$893,118



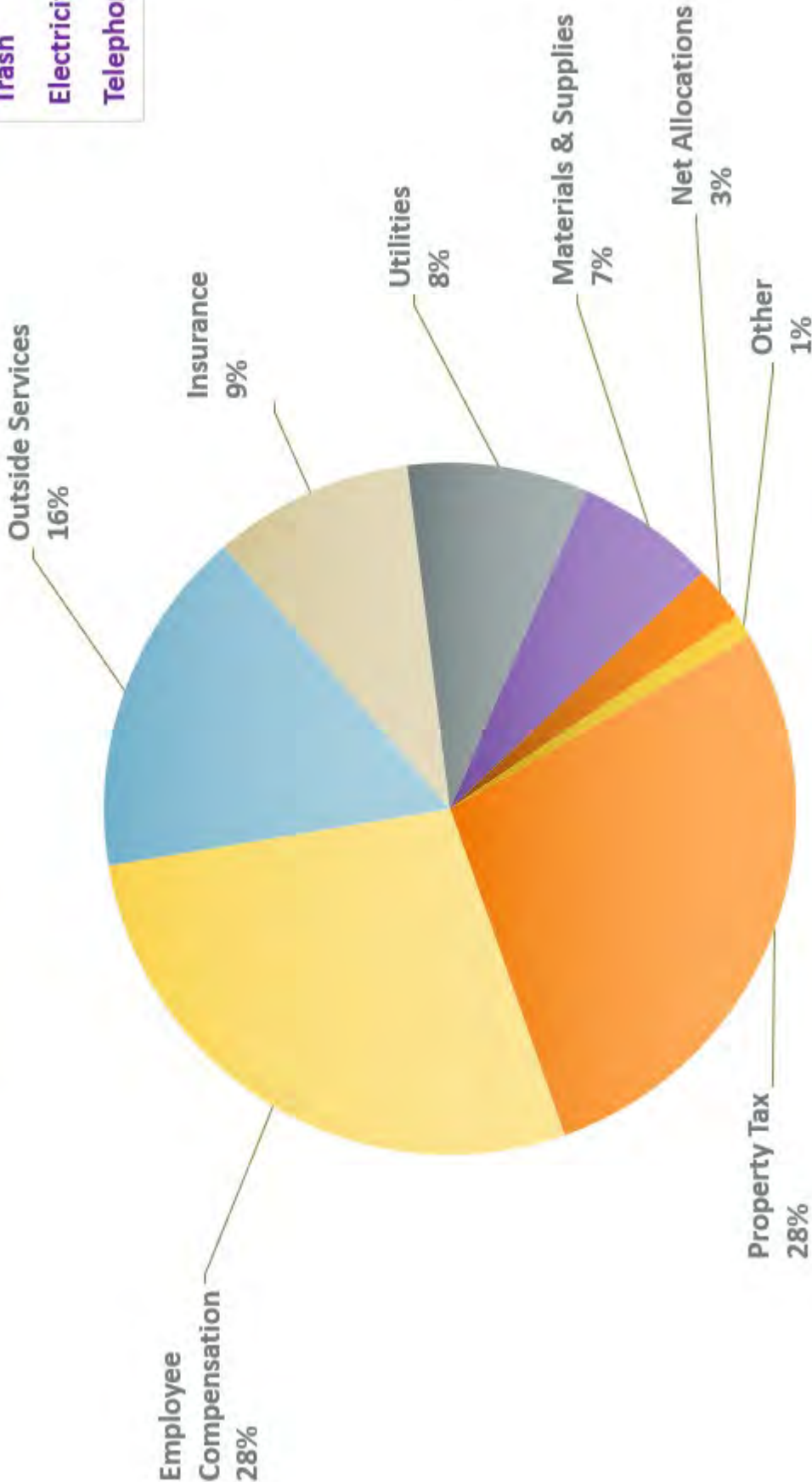
Financial Report

Preliminary as of May 31, 2023



UNITED LAGUNA WOODS
MUTUAL

Total Expenses \$20,197,706

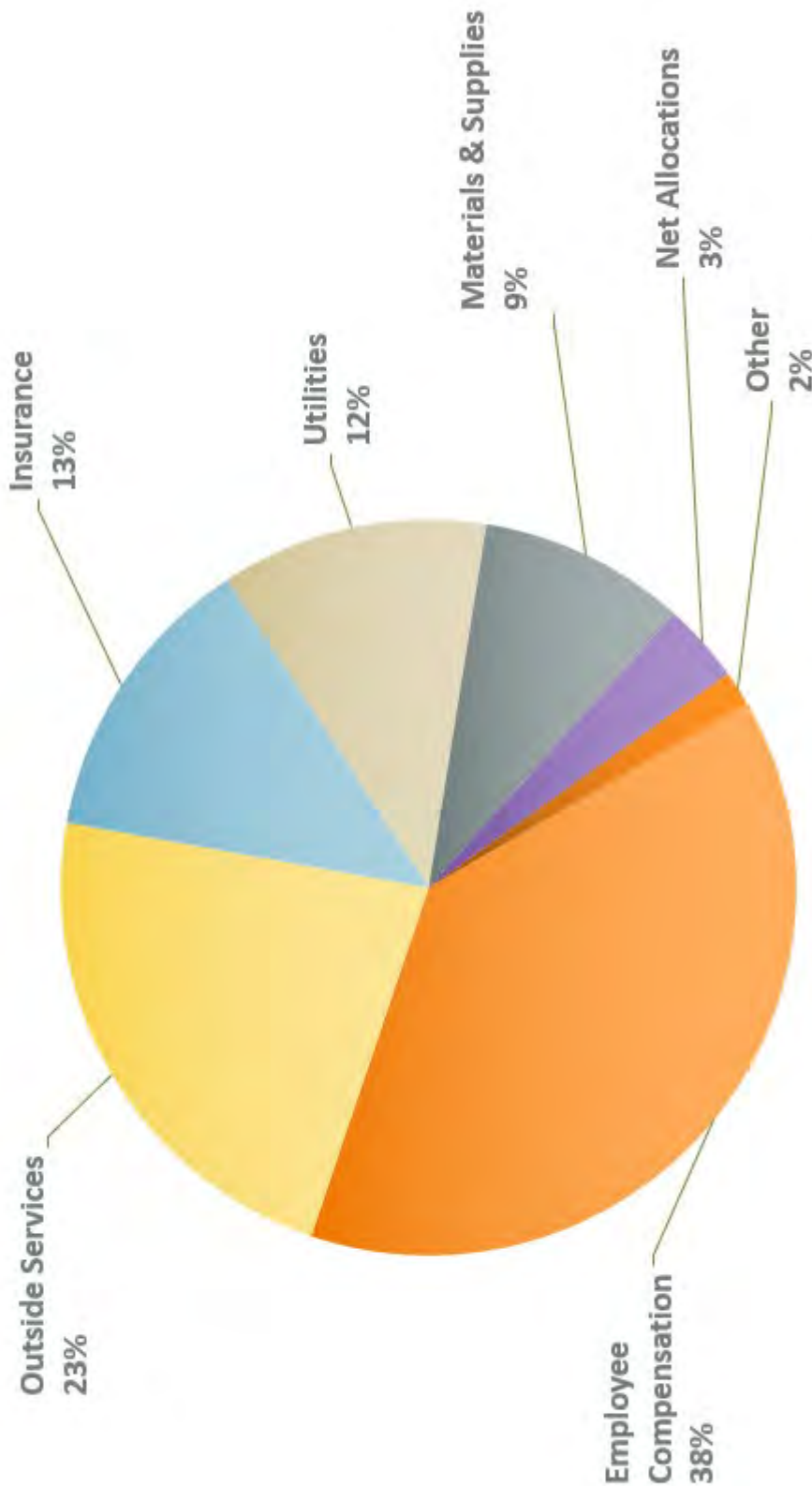


Sewer	\$651,950
Water	\$619,049
Trash	\$335,842
Electricity	\$99,535
Telephone	\$314

Financial Report

Preliminary as of May 31, 2023

Total Expenses Excluding Property Tax \$14,550,717



Financial Report

Preliminary as of May 31, 2023

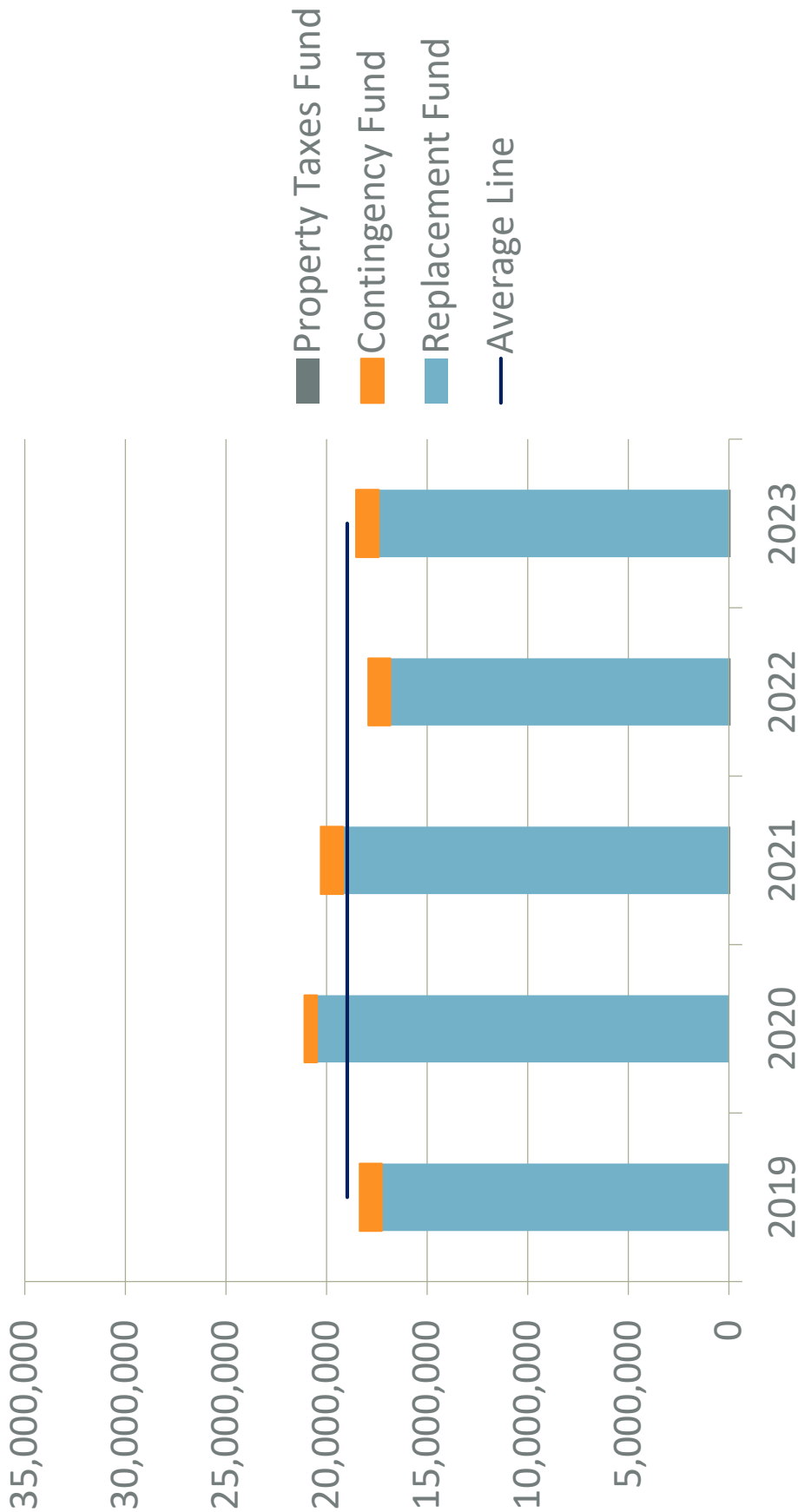


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/23	\$1,114	\$16,710	(\$637)
Contributions & Interest	31	5,240	5,699
Expenditures	0	4,556	5,647
Current Balances: 5/31/23	\$1,145	\$17,394	(\$585)

Financial Report

Preliminary as of May 31, 2023

FUND BALANCES – United Mutual

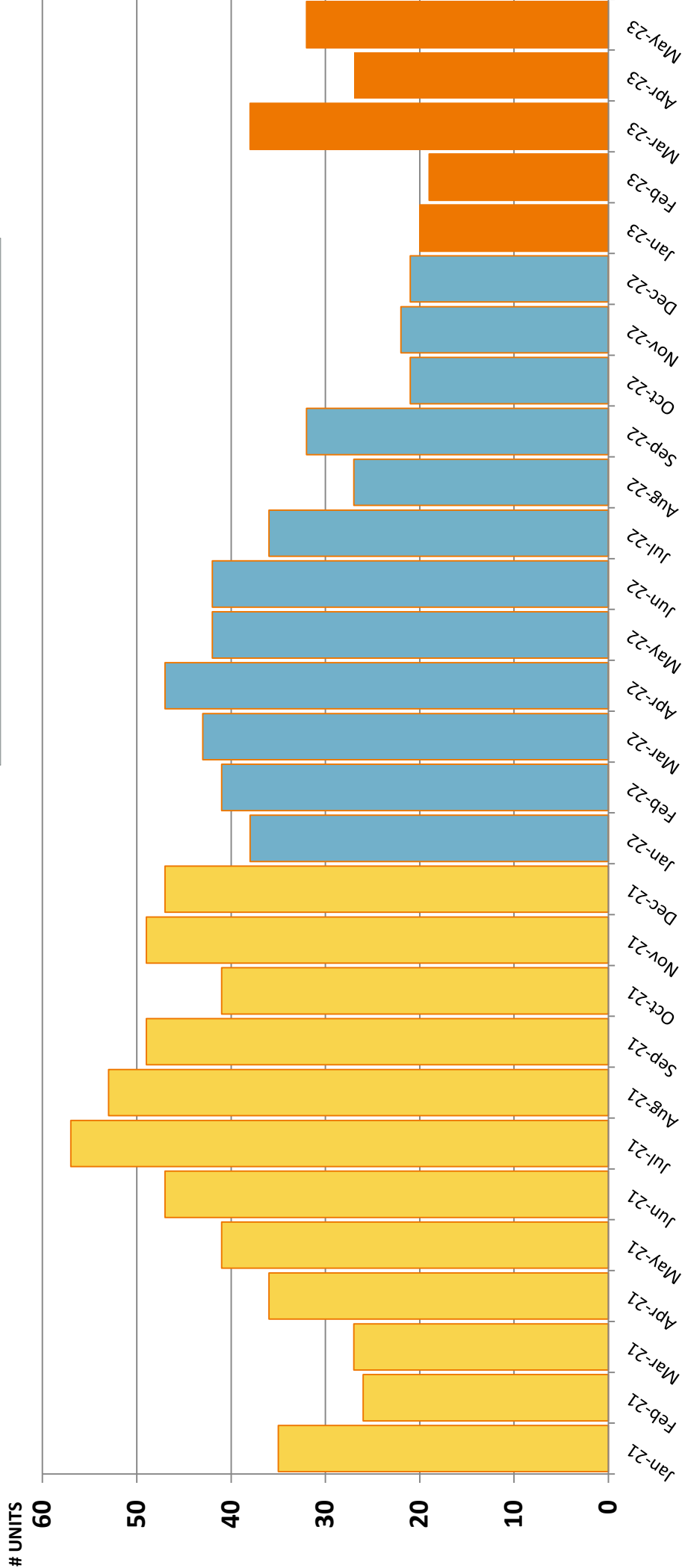


Financial Report

Preliminary as of May 31, 2023

RESALE HISTORY – United Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	165	\$250,205
YTD 2022	210	\$381,962
YTD 2023	136	\$367,897





FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, June 27, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Lenny Ross – Chair, Alison Bok, Thomas Tuning

DIRECTORS ABSENT: Azar Asgari

ADVISORS PRESENT: None.

STAFF PRESENT: Jose Campos, Pam Jensen, Erika Hernandez

OTHERS PRESENT: United – Maggie Blackwell

Call to Order

President Lenny Ross chaired the meeting and called it to order at 1:30 p.m.

Acknowledgment of Media

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

Approval of Agenda

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

Approval of the Regular Meeting Report of May 30, 2023

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Jose Campos, Assistant Director of Financial Services, briefly commented on the on-going 2024 Business Plan development.

Review Preliminary Financial Statements dated May 31, 2023

The committee reviewed financial statements for May 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.

Approve and Endorse the Recognition Agreement for Non-Institutional Lenders

On May 24, 2023 the Private Loan Research Ad Hoc Committee approved a revised Recognition Agreement for Non-Institutional Lenders and brought it forth to the Finance Committee to be approved and endorsed. A motion was made by Director Lenny Ross to adopt the proposed Recognition Agreement for Non-Institutional Lenders. Director Alison Bok seconded. Discussion ensued and multiple questions and comments were made by members which were addressed during the meeting.

The motion passed by unanimous decision to approve and endorse the recommendation and will be presented at the next board meeting.

Endorsements from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

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

Recess to Closed Session

The meeting recessed to closed session at 2:39 p.m.

DRAFT

Azar Asgari, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

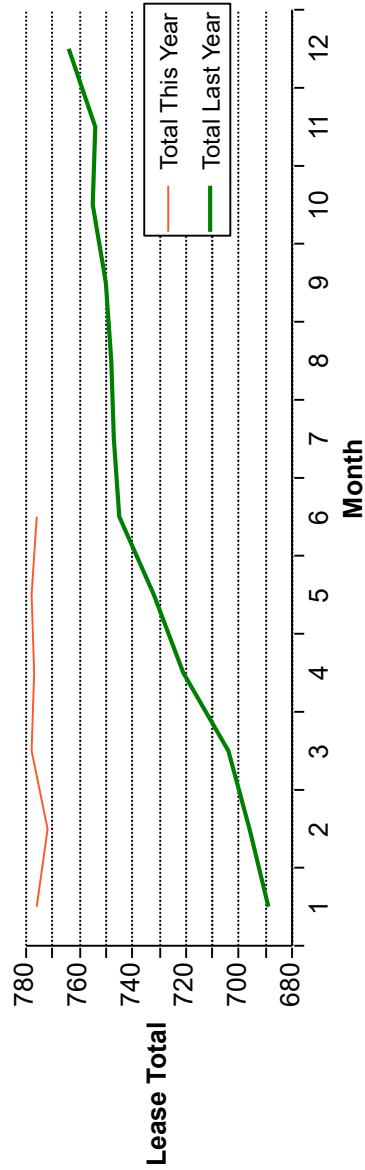
June, 2023

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	20	38	\$5,864,000	\$11,905,094	\$293,200	\$313,292
February	19	40	\$6,223,400	\$11,864,401	\$327,547	\$296,610
March	38	43	\$12,609,900	\$13,513,900	\$331,839	\$314,277
April	27	47	\$9,637,487	\$16,880,200	\$356,944	\$359,153
May	32	42	\$11,772,700	\$16,042,396	\$367,897	\$381,962
June	34	42	\$11,988,900	\$14,862,850	\$352,615	\$353,877
July		* 36		* \$14,458,900		* \$401,636
August		* 27		* \$10,572,700		* \$391,581
September		* 32		* \$12,218,000		* \$381,813
October		* 21		* \$8,307,500		* \$395,595
November		* 22		* \$6,985,000		* \$317,500
December		* 21		* \$7,617,888		* \$362,757
TOTAL	170.00	252.00	\$58,096,387	\$85,068,841		
ALL TOTAL	170.00	411.00	\$58,096,387	\$145,228,829		
MON AVG	28.00	42.00	\$9,682,731	\$14,178,140	\$338,340	\$336,529
% CHANGE - YTD	-32.5%		-31.7%		0.5%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2023 Period 6 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2023	January	22	38	149	567	776	689	12.3	10.9	1.4	58	17
2023	February	22	37	153	560	772	696	12.2	11.0	1.2	44	21
2023	March	23	37	167	551	778	704	12.3	11.1	1.2	57	27
2023	April	19	37	181	540	777	721	12.3	11.4	0.9	45	43
2023	May	15	32	204	527	778	732	12.3	11.6	0.7	47	28
2023	June	23	31	212	510	776	745	12.3	11.8	0.5	42	39
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**

Wednesday, May 24 2023 – 3:00 p.m.
Laguna Woods Village Community Center
Sycamore Room

DIRECTORS/MEMBERS PRESENT: Azar Asgari – Chair, Robert Tucker, Richard LaPoint, Eric Carlson, Ken Benson

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 3:10 p.m.

Approval of Agenda

A motion was made to approve the agenda as presented. Hearing no objections, the agenda was approved.

Approval of the Meetings Reports for May 18, 2023

The members reviewed and approved the meeting reports as presented.

Chair Remarks

None.

Finalize the Non-Institutional Loan Package

The members reviewed the finalized drafts for the following items:

- 1) Security Agreement
- 2) Promissory Note
- 3) Non-Institutional Recognition Agreement

No further changes were suggested aside from minor clerical errors and formatting. Staff was directed to make such changes and email all three drafts to the Ad Hoc Committee members for a final review. Director Asgari shared that she will forward the drafts to Legal Counsel for final input.

Report of United Private Loan Research Ad Hoc Committee

Open Meeting

May 24, 2023

Page 2 of 2

Future Agenda Items

Adopt Legal Counsel Suggestion on the Non-institutional Agreement

Committee Member Comments

None.

Date of the Next Meeting

The next meeting date is To Be Determined.

Adjournment

The meeting adjourned at 4:30 p.m.

DRAFT

Azar Asgari, Chair



OPEN MEETING

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

**Thursday, June 15, 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, Maggie Blackwell

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director (**in the audience**), Michael Horton – Manor
Alterations Manager, Gavin Fogg – Manor Alterations
Supervisor (**via Zoom**), Manor Alterations, Josh
Monroy – Manor Alterations Coordinator

OTHER DIRECTORS PRESENT: Alison Bok

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

Hearing no objection, the agenda was approved by consent.

4. Approval of the Meeting Report for January 19, 2023

Hearing no objection, the meeting report was approved by consent.

5. Chair's Remarks

Chair Liberatore thanked staff for saving resources, time and money by avoiding unnecessary meetings.

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

None.

7. Division Manager Update

Mr. Horton introduced himself to the Committee.

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.*

There are no items on the consent calendar for this month.

a. Mr. Horton provided insight into the number of mutual consents submitted and completed over a five-month period. Additionally, the time span spent on a single project could differ considerably, on average five business days.

9. Variance Requests

None.

10. Items for Discussion and Consideration

a. Revision to Architectural Standard 1: General Requirements

Mr. Horton introduced the item and answered questions from the committee. The committee requested a change to 1.7 "clothes" to cloths. The committee had concerns about staging. Mr. Horton advised that work being performed in the common area, would require the contractor to drop cloths in a clean and condensed fashion. If the work being performed is in a member's unit it would be in their patio.

A motion was made to recommend the United Board approve the standard with the suggested edit. Hearing no objection, the motion was approved by unanimous consent.

Mr. Horton introduced the item and answered questions from the committee. The committee had concerns regarding patio inspection "eye-balling". Mr. Horton advised that the Project Division Department supervises this area. Although there's a visual inspection component to it, an engineer is also brought out to finalize it. Additionally, Mr. Horton will do research on the safe working load conditions (so many pounds per square foot) code.

A motion was made to recommend the United Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

c. Accommodations for Disabled Residents

Mr. Horton introduced the item and answered questions from the committee. The committee asked Mr. Horton to pursue the relationship between renter, resident (owner) and United Mutual for exposure to ADA.

11. Items for Future Agendas

Accommodations for Disabled Residents exposure.

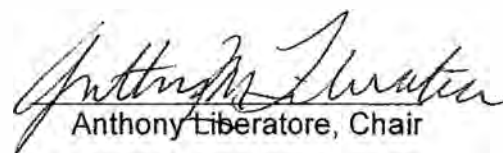
12. Committee Member Comments

- Director Blackwell thanked staff for providing information on accommodations for disabled residents.
- Chair Liberatore welcomed Mr. Horton and thanked staff for providing efficiency and data.

13. Date of Next Meeting: July 20, 2023 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 10:10 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, June 15, 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: Dick Rader, Mary Stone and Juanita Skillman

ADVISORS ABSENT: None

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

OTHERS PRESENT: **United:** Cash Achrekar and Anthony Liberatore
GRF: Elsie Addington

CALL TO ORDER

Maggie Blackwell, Chair, called the meeting to order at 1:31 p.m. and took a recess. The Committee reconvened at 1:36 p.m.

Director Casey entered the meeting at 1:33 pm.

Director Skillman and Director Quam entered the meeting at 1:36 p.m.

APPROVAL OF THE AGENDA

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

Without objection, the agenda was approved.

APPROVAL OF REPORTS

Director Quam made a motion to approve the April 20, 2023, May 26, 2023 Workshop

and May 30, 2023 Workshop reports. Director Casey seconded the motion.

By consensus, the motion passed.

CHAIR'S REMARKS

Chair Blackwell informed the Committee that President Lenny Ross approved to move forward in creating a special policy for room renters/ lodgers.

Members Comments

None.

ITEMS FOR DISCUSSION

Sublease Application

Pamela Bashline, Community Services Manager, presented the current Application for Sublease Permit Check List. The Committee members made comments and asked questions. Without objection, the Committee made changes and requested that the updated document be brought next month for further review.

The Committee directed staff to seek clarification from legal counsel on Section 15, Subordination, of the document.

Director Quam made a motion to change the structure of addresses displayed in the document. Director Casey seconded the motion.

By way of vote, 2-1-0, the motion failed (Director Blackwell voted nay).

Director Quam made a motion to include clarifying language stating that all fees are subject to change as determined by the board of directors. Director Casey seconded the motion.

By way of vote, 1-2-0, the motion failed (Director Blackwell and Casey voted nay).

Director Quam made a motion to change item number three (3) under Terms and Conditions to replace the second-sentence to read: If sublessee has more than one vehicle, additional street-parking, and/or additional cul-de-sac parking may be available. Director Casey seconded the motion.

By way of vote, 2-1-0, the motion passed (Director Blackwell voted nay).

Lodger Policy and Application

The Committee members made comments and asked questions regarding the Lodger Policy and Application.

Chair Blackwell made a motion to direct staff to work with Legal Counsel on creation of mentioned policy. Director Casey seconded the motion.

By unanimous consent, the motion passed.

Rules for Committee Meetings

Francis Gomez, Operations Manager, provided an overview of the matter. The Committee members made comments and asked questions. The Committee elected to table the matter.

Date of Next Meeting

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

Adjournment

With no further business, Chair Blackwell adjourned the meeting at 4:02 p.m.

MABlackwell

MABlackwell (Jun 26, 2023 13:08 PDT)

Maggie Blackwell, Chair

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OPEN MEETING

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

**Monday, June 26, 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: Lenny Ross, Maggie Blackwell, Vu Chu

ADVISORS PRESENT: Mary Sinclair, Ann Beltran

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call to Order

Director Casey called the meeting to order at 1:31 p.m.

2. Acknowledgment of Media

This meeting was streamed on Granicus. No other media were present.

3. Approval of the Agenda

Director Casey suggested that an item titled "Proposed Addition of Two Full Time Equivalents" be added to the agenda as Item #10b. Director Quam made a motion to approve the agenda with the addition. Director Liberatore seconded. The agenda was approved unanimously.

4. Approval of the Meeting Report for May 22, 2023

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

5. Chair's Remarks

Chair Casey stated that the previous United Special Open Tree Ad Hoc Committee (Working Group) meeting went very well, and that a recommendation was made to the Landscape Committee that was added to the agenda.

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.

6c. Tree Work Status Report

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

6d. Key Performance Indicators

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

7. Member Comments (Items not on the agenda)

Topics included:

- Unit specific requests and complaints
- The possibility of adding an additional Ad Hoc Committee focused on the beautification of United Mutual's Landscaping
- Potential Passive Park locations

8. Response to Member Comments

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

Items for Discussion and Consideration

9. Tree Removal Request – 100-A Via Estrada

Director Quam made a motion to accept staff recommendation to approve the request for the removal of one Silk Oak tree located at 100-A Via Estrada. Director Liberatore seconded. The motion passed unanimously.

10. Tree Removal Request – 559-C Avenida Sevilla

Director Quam made a motion to accept staff recommendation to approve the request for the removal of one Fern Pine tree located at 559-C Avenida Sevilla. Director Liberatore seconded. The motion passed unanimously.

10b. Proposed Addition of Two Full Time Equivalents

Director Liberatore made a motion to recommend to the Board of Directors to add two Full Time Equivalents (FTE) to the Grounds Maintenance Department in the 2024 Budget. Director Quam seconded. The motion passed unanimously.

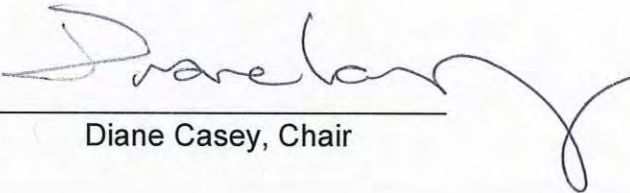
Concluding Business

11. Committee Member Comments

Various comments were made.

12. Date of Next Meeting – August 28, 2023 at 1:30 p.m.

13. Adjourned at 3:09 p.m.



Diane Casey, Chair

The proposed addition of two full time employees to the position of City Engineer is being considered in the context of the City's current budget. The City Engineer is responsible for the overall management of the City's engineering department. The proposed addition of two full time employees is being considered in the context of the City's current budget.

City Engineer's Office

The City Engineer's Office is responsible for the overall management of the City's engineering department.

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The City Engineer's Office is responsible for the overall management of the City's engineering department.



City Engineer

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OPEN MEETING

**UNITED SPECIAL OPEN TREE AD HOC COMMITTEE MEETING
(Working Group)**

**Thursday, June 22, 2023 – 9:00 A.M.
Board Room / Virtual Meeting
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Diane Casey, Carl Randazzo, Mary Sinclair, Jack Salvador

COMMITTEE MEMBERS ABSENT: Cheryl Neilsen, Robert Reyes, Ken Benson

OTHERS PRESENT: Kanami Otani (Dudek Urban Forester), Thomas Tuning

ADVISORS PRESENT: None.

STAFF PRESENT: Kurt Wiemann, Robert Merget, Jayanna Abolmoloki, Siobhan Foster

1. Call to Order

Chair Casey called the meeting to order at 9:04 a.m.

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

The agenda was approved by consensus.

4. Chair's Remarks

Chair Casey shared that the report from Dudek will be beneficial although some items need to be looked at and corrected. Chair Casey also shared some background as to how this report came to be in the first place.

5. Department Head Update

Mr. Wiemann thanked everyone for attending, and stated that the intention of the meeting was to be an informal working group to comment on the document page-by-page. Mr. Wiemann also stated that the goal of the project is to preserve the urban forest in the Village long-term, and that the document will serve as a guide to maintain a sustainable urban forest.

6. Member Comments

Two members made comments and asked questions.

7. Response to Member Comments

Members of the committee acknowledged the comments and answered questions.

Items for Discussion and Consideration

8. Draft 80% Completion Urban Forest Management Plan Document

The committee began reviewing the document, making comments, and discussing the document at 9:16 a.m.

Discussion ensued about contents of the different sections of the UFMP.

A five-minute recess was called at 10:02 a.m.

The meeting resumed at 10:12 a.m.

Discussion ensued.

Jack Salvador left the meeting at 10:59 a.m.

Discussion ensued.

The committee recommended that staff bring a request to the Landscape committee to add two Gardeners for tree litter clean up.

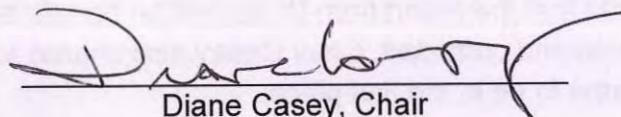
Concluding Business:

9. Committee Member Comments

Various comments were made.

10. Date of Next Meeting – TBD

11. Adjournment at 11:16 a.m.



Diane Casey, Chair



OPEN MEETING

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

**Wednesday, June 28, 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

OTHERS PRESENT: **United:** Maggie Blackwell

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

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 April 26, 2023

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

5. Chair's Remarks

Chair Ross commented that he was looking forward to a productive meeting.

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

- A member commented on their request for additional walkway lighting.

Staff responded to the member's comments.

7. Department Head Update

Mr. Gomez introduced Heather Ziemba to the committee. Ms. Ziemba is a new staff member in the Projects Division and is in training to facilitate committee meetings in the board room. The committee welcomed Ms. Ziemba.

Mr. Gomez also updated the committee on the status of the member request for the crosswalk at Villa Estrada at Avenida Majorca. This topic will be presented later today, June 28, in the board room on the agenda of the GRF Security and Community Access agenda. The results of that meeting will be reported at the next meeting of this 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.*

8. Project Log

9. Solar Production Report

Mr. Gomez highlighted repairs identified as part of the SB326 Elevated Elements Inspection on the Project Log as requested at a prior meeting of the committee. The Walkway Lighting Program and Shepherd's Crook installation are items on the Project Log that staff will continue to report on.

Staff answered questions from the committee on various items listed on the Project Log.

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

Items for Discussion and Consideration:

10. 2023 Roof Replacement Program Update

Mr. West provided an overview of the program and answered questions from the committee regarding potential inconvenience to the members; length of time to complete a roof replacement; and the replacement schedule. Staff was directed to update the committee on budget discussions for 2024 at a future committee meeting.

11. Options for Improving Delivery of Hot Water to Individual Manors

Mr. Barnette presented an overview of the existing hot water delivery system and options for alternatives with estimated costs answered questions from the committee. After discussion of potential costs and the existing electrical infrastructure, the committee thanked staff for their research and did not request further investigation on the topic.

12. Electricity Usage Reimbursement Policy (Resolution 01-18-33)

Mr. Gomez reviewed the current resolution and policy of reimbursing members \$32 per room, upon request, for excess electricity usage due to a moisture intrusion event and answered questions from the committee. Discussion ensued. Staff was directed to return to the committee with a suggested flat rate reimbursement increase, adjusted for inflation, based on the percent increase in electricity rates from SCE. Staff was also directed to draft a notice to be given to members explaining the steps for requesting such a reimbursement after a moisture intrusion event.

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.*

- Exterior Paint Program – Chargeable Service for Painting Alterations
- Explore Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling

Concluding Business:

13. Committee Member Comments

- Chair Ross thanked staff for their thorough and professional reporting.
- Director Bok thanked staff for the detailed presentations.

14. Date of Next Meeting: Wednesday, August 23, 2023 at 9:30 a.m.

15. Adjournment - The meeting was adjourned at 10:30 a.m.

DRAFT

Lenny Ross, Chair

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

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FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, June 21, 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: Jose Campos, Pam Jensen, Alison Giglio, Eric Nunez, Baltazar Mejia, Erika Hernandez

OTHERS PRESENT: GRF – Joan Milliman, Yvonne Horton, Reza Karimi, Juanita Skillman
United – Maggie Blackwell, Cash Achrekar
Third – S.K. Park, Jim Cook

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 April 19, 2023

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

Chair Remarks

Director Hopkins thanked the Finance staff for the hard work being placed with the ERP system and testing the system while working with IT and the Financial Planning for the 2024 Business Plan and disclosed appreciation for all the work. He briefly mentioned that the advisor committee was authorized by GRF and will be working with Finance to start setting up the meeting.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Jose Campos, Assistant Director of Financial Services, shared an update on the 2024 Business Plan development that began in March 2023 and commented on the Finance Teams participation with the IT team in regards to the ERP system.

Review Preliminary Financial Statements dated May 31, 2023

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

Endorsement from Standing Committees

Community Activities Committee – Donation of Computers for PC Classroom.

Alison Giglio, Recreation and Special Events Director, presented a staff report requesting an endorsement to accept a donation of 21 Dell computers for use in the PC Classroom in accordance with the Donation Policy. A motion was made and moved by Director Donna Rane-Szostak and moved by Director Azar Asgari to approve and endorse staff's recommendation as presented. Discussion ensued. The motion passed unanimously and will be presented at the next board meeting.

Community Activities Committee – Garden Center Vegepods Rental Fee. Alison Giglio presented a staff report requesting to approval to implement a \$50 annual rental fee for Vegepods located at Garden Center 2. A motion was made and moved by Director Thomas Tuning and seconded by Director Asgari to accept staff's recommendation as presented. Discussion ensued. The motion passed unanimously and will be presented at the next board meeting.

Security and Community Access Committee – Stop Signs and Crosswalks on Avenida Sevilla and Via Mendoza. Eric Nunez, Director of Security, presented a staff report requesting to hire a traffic engineer consultant to perform a study on Avenida Sevilla and Via Mendoza for the purpose of installing stop signs and crosswalks.

A member from "Concerned Residents & Friends for Safety" commented on the research he found regarding the cross streets and shared the basis of their request to bring forth the recommendation to the SCAC Committee was to simply keep residents safe from speeding vehicles.

A motion was made and moved by Director Elsie Addington and seconded by Director Ginocchio to accept staff's recommendation as presented. Discussion ensued. Director Thomas Tuning amended the motion to accept staff's recommendation for the installation of stop signs and crosswalks without an engineer study. Director Asgari seconded. The motion failed to pass by a vote of 2-5 (Directors Asgari and Tuning in favor). The original motion was voted on to accept staff's recommendation as presented and passed by vote 5-1 (Director Asgari against) and will be presented at the next board meeting.

Maintenance and Construction Committee – Pricing Rates for Electric Vehicle Charging Stations. Baltazar Mejia, Maintenance and Construction Assistant Director, presented a staff report recommending that the committee approve and endorse the revised electric vehicle charging rates for a year and conduct adjustments for the following 2 years. A motion was made

by Director Asgari to accept staff's recommendation to revise the electric vehicle charging rates for a year and revisit the discussion in July 2024. Director Donna Rane-Szostak seconded.

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

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Wednesday, August 16, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:54 p.m.

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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, June 8, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

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

MEMBERS ABSENT: Ajit Gidwani, Frank Stern

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Maggie Blackwell, Andy Ginocchio, S.K. Park, Debbie Dotson

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Siobhan Foster, Jose Campos, Joana Rocha, Paul Nguyen, Erika Hernandez, Blake LeFante, Randall Damron

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Chair Horton requested to remove item 10 from the agenda per resident request.

Motion to approve agenda as amended passed unanimously.

Approval of Committee Report for May 11, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton stated the Performing Arts Center has the dining rooms and the rehearsal room open for reservations and for those interested to please check with the Recreation

Department for availability. Human Resources and the Recreation Department have done a good job of filling positions in a tough labor market. Each month more clubhouses are open for longer hours. Special requests are taken into consideration, but not all requests can be accommodated instantly.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: there were 221 attendees at the Clubhouse 1 patio concert featuring Steve March Torme; the Clubhouse 2 Art Affair was a success with 1,188 attendees and 41 artists; the Mother's Day Buffet at Clubhouse 5 had 236 attendees; the Club Expo was very successful with 68 clubs registered and over 500 attendees; all but four lights awaiting parts in the Clubhouse 5 ballroom have been replaced; the Performing Arts Center Memorial Day event was well received with over 550 in attendance; over \$5,000 was raised from ticket donations and a generous donation from the Korean American Club which is to benefit the American Legion's Operation Comfort Warriors; all pools are open and the summer schedule is posted on lagunawoodsvillage.com; the popular Equestrian Center Renaissance Faire had 500 attendees; the Equestrian Center show season has begun with a group of residents who have signed up to compete in shows with staff trainer support; all positions are filled at the Equestrian Center; the new indoor grooming, vet and therapy space at the Equestrian Center is nearly complete and the upstairs storage conversion to office space is now complete; the new Equestrian trailer is ready for use for emergencies, clinics and shows; Library volunteers worked 726 hours to support 2,716 visitors in May; 34 residents signed up for catalogue access and 3,240 items circulated through the desk last month.

Ms. Murphy stated the following upcoming events: Lottery cards for 2024 room reservations will be collected until end of business day on June 15; the new session-based class, "Aging to Sage-ing" with Lois K. Rubin will be held Mondays, 10:30 a.m. to noon at the Performing Arts Center; the first of three Splash Days will be held at Pool 2 on June 16, noon to 4 p.m.; Father's Day brunch will be hosted at Clubhouse 5 on June 18 at 11 a.m.; the Performing Arts Center will host two free movies per month during the summer on Mondays at 2 p.m.; the 90s Luncheon will be held at Clubhouse 5 on June 20 at 11:30 a.m.; Fourth of July Celebration will host two golf cart parade routes that will end at Clubhouse 2 with an outdoor concert featuring Stone Soul, noon until 2 p.m. and food will be available for purchase.

Mr. McCray stated a bunker renovation project will be managed in-house and completed a few at a time; the driving range project has slowed a bit due to soil test determination that requires added material to grow proper vegetation; practice nets have been ordered to allow for practice while the project is underway and will reutilize warmup cages in the area near the putting green inside gate 12; the Garden Center database is in order which assists with billing accuracy.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: restoration of weekend hours of Clubhouse 4; Emeritus classes at Clubhouse 4.

Discussion ensued.

CONSENT

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

Mr. Campos provided an overview of the Financial Statement. Discussion ensued.

Motion passed unanimously.

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Computers for PC Classroom - Director Laws made a motion to recommend a resolution of the donation of 21 Dell computers for use in the PC Classroom in accordance with the Donation Policy. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

Garden Centers Advisory Committee – Director Bhada made motion to recommend the establishment of a resident advisory committee at the Garden Centers. Director Addington seconded.

Discussion ensued.

Staff was directed to report back to the Community Activities Committee in six months for review of the Garden Centers Resident Advisory Committee.

Motion passed unanimously.

Garden Center Vegepods Rental Fee – Director Bhada made motion to accept staff recommendation with the annual Vegepods rental fee to be \$57. No second, motion failed.

Director Addington made a motion to accept staff recommendation with the annual Vegepods rental fee to be \$50 and no replacement of any Vegepods without the consent of the Community Activities Committee. Director Casey seconded.

Discussion ensued.

Motion passed 4-2. Directors Laws and Bhada voted against.

ITEMS FOR FUTURE AGENDAS

Facility Operating Rules/Poster Policy Review/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.

Equestrian Center Non-Resident Boarder Fee – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Boudreau and Director Lee stated they will not be able to attend the July CAC meeting.

Director Addington stated good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 10 a.m. on Monday, July 17, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:15 p.m.

____*Yvonne Horton*____
Yvonne Horton, Chair



OPEN MEETING

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

WEDNESDAY, May 10, 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, Yvonne Horton, Diane Casey, Sue Quam, Ira Lewis, Jules Zalon, Andy Ginoccio, Glenn Miller

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Maggie Blackwell, S.K. Park, Bunny Carpenter (Joined at 1:52 p.m.), Siobhan Foster

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki

1. Call Meeting to Order

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

2. Acknowledgment of Media No

formal press was present.

3. Approval of the Agenda

Chair Skillman added Agenda Item #10 to the agenda under the title of GRF Gate Re-landscaping. The agenda was accepted without objection.

4. Approval of the Meeting Report for February 8, 2023 The

report was approved without objections.

5. Committee Chair Remarks

Chair Skillman stated that various member comments have been addressed, but she is happy to hear more if anyone from the audience has a comment to make during the meeting.

6. Department Head Update

Mr. Wiemann discussed staffing vacancies in detail. Mr. Wiemann also shared that landscaping is on schedule for all GRF maintenance cycles. Mr. Wiemann informed the Committee and the audience that a crew is working on re-planting near the tennis courts for an upcoming tournament.

6a. Update on Aliso Creek

Mr. Wiemann discussed the report included in the agenda packet 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:

- Member specific requests
- Landscaping maintenance requests throughout GRF facilities
- Aliso Creek maintenance

8. Response to Members Comments

Members of the Committee responded to member comments.

9. Electric Equipment – Presentation by Kurt Wiemann and Staff

Mr. Wiemann discussed the presentation in detail. There were many pieces of electric equipment on display in the Board room for viewing by residents and committee members. Members made comments and asked questions.

10. GRF Gate Re-Landscaping

Mr. Wiemann discussed the provided handout in detail.


Director Lewis made a motion to add funds in the amount of \$250,000 to the 2024 budget to complete the list of required work within one year by contracting the projects with an outside vendor. Director Casey seconded. The motion passed with five Committee members in favor. Director Miller was opposed.

Concluding Business:


11. Committee Member Comments Several comments were made.

12. Date of Next Meeting – Wednesday, August 9, 2023 at 1:30 p.m.

13. Adjourned at 2:52 p.m.



Juanita Skillman (May 16, 2023 16:09 PDT)



Juanita Skillman (May 16, 2023 16:09

PDT)

_ Juanita Skillman, Chair

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OPEN MEETING

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

**Wednesday, June 14, 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, Alison Bok, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner, Bunny Carpenter, Debbie Dotson, Yvonne Horton, Juanita Skillman, Joan Milliman, Elsie Addington
Third: Andy Ginocchio
Advisors Carl Randazzo, Bill Walsh

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Robert Carroll – General Services Director, Ian Barnette – Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Heather Ziemba – Projects Division Administrative Coordinator, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Karimi called the meeting to order at 9:31 a.m.

2. Acknowledgement of Media

Chair Karimi noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report from April 12, 2023

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

5. Chair's Remarks

Chair Karimi noted the full meeting agenda.

6. Member Comments

None

7. Department Head Update

None

Consent:

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

The Project Log was pulled for discussion. Mr. West answered questions regarding the equestrian lighting project, Building E, Broadband HVAC, and Shepherd's Crook projects.

8. Project Log

9. ChargePoint Summary

10. Clubhouse Preventive Maintenance Reports

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

11. Bench Relocation Project (as requested by Chair)

Mr. Carroll provided an update to the ongoing bench relocation project and addressed concerns from committee members.

12. Broadband HVAC Update

Mr. West presented the item via a PowerPoint presentation and answered questions from the committee regarding the timeline of the project and specification of the equipment installed.

13. Equestrian Security Gate Update

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

14. Golf Driving Range Update

Mr. West provided a brief update on the ongoing golf driving range rehabilitation project. The range is expected to remain closed until November.

15. Pool Equipment Update

Mr. West reported that the pool equipment replacement and upgrades have been decided on by staff and installation will be underway soon. Discussion ensued regarding pool chemical safety.

16. Welding Shop Update

Mr. West reported that staff is working with the city of Laguna Woods to finalize plans and permits to begin the contractor bidding phase of the welding shop project.

17. RFP for Clubhouse 1 Renovation

A draft RFP for the Clubhouse 1 renovation was delivered to the committee in advance of the meeting for review. A motion was made and unanimously approved for staff to make final edits and send out the RFP for bids.

18. Clubhouse 1 Archery Building Beam Repair

Mr. West answered questions from the committee regarding the safety and structural integrity of a beam in the Clubhouse 1 archery building. A comment was heard from a member regarding other structural concerns in Clubhouse 1. Discussion ensued on the possible cause of the issue with the problem beam and potential solutions. A motion was made to continue monitoring the beam in question and to direct staff to get a second opinion necessary to determine whether to repair or replace the beam.

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
- Separate Metering for Community Center Vehicle Charging Stations

Concluding Business:

19. Committee Member Comments

- Chair Karimi expressed enthusiasm for the progress of the projects discussed.
- Director Bok commented on the bench relocation project.
- Director Engdahl commented that the Clubhouse 1 renovation is expansive and commended staff for their work on the project so far.
- Director Garthoffner thanked staff for their work.
- Director Simons thanked staff for their work.
- Director Walsh thanked the committee and staff.

20. Date of Next Meeting: Wednesday, August 9, 2023 at 9:30 a.m.

21. Recess – The meeting was recessed at 11:34 a.m.



Reza Karimi, Chair

Reza Karimi, Chair
Gan Mukhopadhyay, Co-Chair
Guy West, Staff Officer
Telephone: 949-597-4625

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

Wednesday, June 7, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Elsie Addington (Chair), Egon Garthoffner, Cush Bada,
Moon Yun, Alison Bock, Lenny Ross (Alternate)

ADVISORS: Vashti Williams (Non-Voting Advisor)

MEMBERS ABSENT: Frank Stern, Azar Asgari.

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman.

STAFF PRESENT: **Robert Carroll, Francisco Perez, Joana Rocha, Dan Hoxie.**

1. Call to Order

Elsie Addington called the meeting to order at 1:32 p.m

2. Acknowledgment of Media

None Present.

3. Approval of the Agenda

Hearing no Objections, The Agenda was approved by acclamation.

4. Approval of Meeting Report for

The regular meeting report of March 2, 2023, was approved by acclamation with no changes.

5. Chair's Remarks

None

6. Member Comments (Items Not on the Agenda)

Member Lindner commented on the leave of an employee and wants them back.

7. Response to Member Comments

No Comments

8. New Promaster Low-Floor Vans

Committee members stepped out to look at the new bus.

9. Department Head Update

Director's Report

Staff provided the committee with an 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.

The committee received an update regarding the delay in new vehicle deliveries due to a global chip shortage and supply chain problems.

Reports:

10. Sourcewell Contract and Vehicle Purchasing Process

Mr. Carroll presented a report proposing that the committee authorize the utilization of Sourcewell and 72 Hour LLC for an efficient vehicle procurement process, simplifying and expediting the purchasing of vehicles.

Bunny Carpenter shared details with the committee about the Sourcewell program.

The staff's recommendation was approved after Director Yun made a motion, and Director Bock seconded it. A discussion followed, but no objections were raised, and the motion was passed unanimously.

11. 2023 Vehicle Purchase Specifications

Mr. Carroll presented a report recommending that the committee approve the 2023 vehicle specifications. The report included vehicle specifications of the purchases intended for our 2023 CIP.

Director Bhada made motion to approve staff's recommendation. Director Bock seconded. After a brief discussion, the motion was passed with no objections raised and approved unanimously. Director Garthoffner decided to abstain from voting.

12. Vehicle Purchase – Three F-350 Trucks

Mr. Carroll presented a report recommending that the committee approve the purchase of three Ford F-350 trucks.

Director Ross made motion to approve staff's recommendation. Director Bock seconded the motion. A discussion followed, but no objections were raised, and the motion was passed unanimously.

13. Items for Future Agendas:

Bring Back an overview of the results of Fehr and Peers recommendation of the transportation system.

Concluding Business:

14. Committee Member Comments

None

15. Date of Next Meeting – Wednesday, August 2, 2023

16. Adjournment

The meeting was adjourned at 3:20 p.m.

Elsie Addington

Elsie Addington (Jun 16, 2023 16:17 PDT)

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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 26th, 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 27th, 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 26th, 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 7th, 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 28th, 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.

Juanita Skillman

Chair: Juanita Skillman

Signature: 
Juanita Skillman | May 8, 2023 23:16 PDT

Email: juanitaskillman@aol.com

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

Tuesday, June 5, 2023 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Gan Mukhapadhyay, Sue Stephens, Moon Yun, Elsie Addington (GRF Alternate), Anthony Liberatore, S.K. Park

MEMBERS ABSENT: Juanita Skillman (Excused), Cash Achrekar (Unexcused)

ADVISORS PRESENT: Rick Kopps (Towers Resident)

OTHERS PRESENT: Grace Stencel, Sandy Benson

STAFF PRESENT: Cody DeLeon, Edward Green, Carmen Aguilar

THE MEETING WAS CALLED TO ORDER: 9:36 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.

CHAIRS REMARKS: Chair Nuñez began his remarks by thanking the rest of the board as well as the audience for their understanding in the change of date for this meeting. Thanked Edward Green for attending club events and running the clubhouse coordinator meetings. Chair Nuñez plans to report out more of Edward Greens activities.

MEMBER COMMENTS: Members made comments and asked questions. Topics included:

- Radio tower antenna concerns
- New ham radio base units do not have antennas attached to roofs of clubhouses
- Disaster plan needing update
- Clubhouse emergency plan needing to be updated

REPORTS

RADIO & COMMUNICATIONS: Chair Nuñez was unaware of the ham radios lacking antennas. Antennas are purchased, just not installed. Director Mukhapadhyay believes we need emergency drills and better preparedness moving forward.

OFFICE MANAGER/ADVISOR: Chair Nuñez discussed the disaster preparedness office being shut down and remaining inventory moved to the third floor.

RECRUITMENT / RETENTION / TRAINING: Director Addington requested that EOP manuals be easier to find on the website. Good neighbor captains have not had training in years. Clubhouse coordinator and good neighbor captain's database needs audit/update.

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

UNITED BOARD: Director Liberatore did not have anything to report on United Mutual. Wanted to know if there was a 'to do list' for residents in the event of a disaster prior to EMT arrival.

Chair Nuñez reminded everyone that we are not first responders and to keep expectations within the scope of our actual capabilities to manage disasters. Our job is information gathering for the first responders when they arrive. Providing food and medical supplies to 18,000 residents is not feasible.

THIRD BOARD: Director Park did not have anything to report. Director Park asked members "In the event of a disaster right now would we have radio functionality?"
Short answer: Yes

TOWERS: Advisor Rick Kopps discussed his 'neighbors checking on neighbors' program. Goals of having OCFA perform a demonstration at the towers. Advisor Kopps would also like reminders to go out to disaster preparedness volunteers on meeting dates and times.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson updated the pet evacuation manual. Saddleback Memorial Care purchased 1,000 'file of life' information pouches. Firefighters are grateful for 'file of life' information when addressing emergencies.

DISCUSSIONS AND CONSIDERATIONS

BACKUP GENERATOR PLANS: Chair Nuñez discussed the replacement generator ordered for clubhouse 1 and general services is looking into what needs to be lit up at clubhouse 3 in order to maintain safety in the event of an emergency. Chair Nuñez reminded the committee that generators are not meant to keep everything running but are used to keep the essential utilities running. The rest of the clubhouses will be evaluated for backup power needs by general services.

DPTF OFFICE MOVE: Chair Nuñez stated that his operations manager is working with the carpentry department to allocate disaster preparedness supplies to the third floor of the community center. The Chair also mentioned Edward Green is now able to work part time out of the new security office. His days and hours will be posted once confirmed.

DISCUSS PLANS FOR DISASTER PREPAREDNESS: Edward Green thanked the members for their patience and discussed his plans moving forward. Topics included:

- Shelter in place due to realities of a real disaster
- Conducting age appropriate training

- 10-15-minute interview on channel 6
- Training and exercises for experience (proper food storage, evacuation practice, proper fire extinguisher usage)

Members asked questions and made comments, topics included:

- Need accessible evacuation plans at clubhouses
- Clubhouse coordinators will assist those who arrive at the clubhouse, who cannot shelter in place, or who need additional attention
- Staff changes should not affect evacuation/emergency plan for clubhouses
- Educational field day event being held on June 24, 2023 at par 3 golf course

ITEMS FOR FUTURE AGENDAS

1. Status on updating/accessibility of the disaster plan: booklet / multiple languages / QR code
2. OCFA and OCSD representatives (Tentative)
3. Update on antenna installation

MEMBER COMMENTS: Multiple members made comments. Director Addington thanked staff and volunteers for their hard work. Director Stephens apologized for being unable to attend in person

NEXT MEETING: (Tentative) July 25, 2023 at 9:30 a.m.

ADJOURNMENT: 11:51 a.m.

SUBMITTED BY:


Eric R. Nuñez Jun 15, 2023 12:15 PDT
Chair Nuñez

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

**Friday, June 9, 2023 - 9:30 a.m. Laguna
Woods Village Community Center
Sycamore Room/ Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

DIRECTORS PRESENT: Bunny Carpenter- Chair, Juanita Skillman, Reza Karimi, Cris Prince and Mark Laws and Maggie Blackwell entered at 9:33 a.m.

DIRECTORS EXCUSED: Joan Milliman and Pearl Lee

STAFF PRESENT: Blessilda Wright, Ruby Rojas and Alison Giglio

OTHERS PRESENT: Third: S.K Park and Andy Ginnochio
GRF: Elsie Addington

CALL TO ORDER

Bunny Carpenter, Chair, called the meeting to order at 9:30 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 MAY 3, 2023

Chair Carpenter made a motion to approve the meeting report from May 3, 2023 with changes to include others present.

Without objection, the report was approved.

CHAIR'S REMARKS

None.

MEMBER COMMENTS

Members commented the monetary penalties and Disciplinary Violations Matrix as standalone documents.

RESPONSE TO MEMBER COMMENTS

The Committee and Ms. Wright responded to the members comments.

ITEMS FOR DISCUSSION AND CONSIDERATION**7. Member Disciplinary Hearing Procedure**

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

Chair Carpenter made a motion to with consult with GRF legal counsel to update the Timely Processing of Member Discipline and marry the following policies Schedule of Monetary Penalties, Member Disciplinary Violations Matrix, Nuisance Policy and Harassment Policy
Agenda Item # 16g (3)
Page 1 of 4

into a singular policy.

By consensus, the motion passed.

8. Disciplinary Violations Matrix

Ms. Wright, gave an overview of the Disciplinary Violations Matrix. The Committee members made comments and asked questions.

Director Karimi made a motion to approve the following changes: apply an X to both columns for 'Improper Use of GRF Property', change Non-Smoking Policy to Violation of Non-Smoking Policy and only apply the X to Follow Normal Hearing Process for Violation of Non-Smoking Policy. Director Blackwell seconded the motion.

By consensus, the motion passed.

9. GRF Club Application

Ms. Alison Giglio, Recreation and Special Events Director, gave an overview of the Recreation Club Requirements. The Committee members made comments and asked questions.

Director Skillman made a motion to forward Recreation Club Requirements recommendations to the Community and Activity Committee for review and consideration. The following are the recommendations: Use of GRF Recreations Facilities section A. All facilities/general #17- Include language suggesting that the club should offer a reasonable accommodation to a member with a disability; Club/Groups/Organizations section A. # 2 and 3 reword to the statements; #4- bold last sentence and #14 – Include clarifying language and member expectation information. Director Blackwell seconded the motion.

By consensus, the motion passed.

Director Laws left the meeting at 11:28 pm

CONCLUDING BUSINESS:

Committee Member Comments

None.

Future Agenda Items

- a. Internal Dispute Resolution (IDR) Policy
- b. Additional Occupancy Fee

Date of Next Meeting

Friday, July 14, 2023 at 9:30 a.m.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 11:36 a.m.

DRAFT COPY

Bunny Carpenter- Chair

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