

OPEN MEETING

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

Tuesday, November 14, 2023 - 9:30 a.m. BOARD ROOM/VIRTUAL MEETING Laguna Woods Village Community Center, 24351 El Toro Road, Laguna Woods, California

NOTICE OF MEETING AND AGENDA

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

- 1. Call to Order / Establish Quorum President Bok
- 2. Pledge of Allegiance to the Flag Director Willis
- 3. Acknowledge Media
- 4. Approval of Agenda
- 5. Approval of the Meeting Minutes
 - a. September 12, 2023 Regular Open Meeting
 - **b.** September 29, 2023 Special Open Tabulation Meeting
 - c. October 2, 2023 Special Open Meeting
 - d. October 10, 2023 Annual Meeting
 - e. October 10, 2023 Organizational Meeting
 - f. October 26, 2023 Special Open Vacancy Fill Meeting
 - g. October 26, 2023 Agenda Prep Meeting
 - **h.** October 26, 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
 - Response to past open forum speakers Director Liberatore

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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 August and September 2023, such review is hereby ratified.

b. Recommendation from the Landscape Committee

- 1. Recommendation to Approve the Removal of One Fern Tree Located at 2151-D Ronda Granada
- c. Recommendation from the Architectural Controls and Standards Committee None
- **d.** Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in September and October 2023, and such review is hereby ratified. (CHECK LIST)
- e. Recommendation from the Finance Committee
 - 1. Approve a Resolution for Recording a Lien Against Member ID # 947-403-53
 - 2. Approve a Resolution for Recording a Lien Against Member ID # 947-413-81

12. Unfinished Business

- a. Entertain a Motion Approve the Lodger Policy (September initial notification –
 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)
- b. Entertain a Motion to Approve Revisions to the Alteration Fee Schedule (September initial notification 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)
- c. Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy (September initial notification 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)
- d. Entertain a Motion to Include a Non-Emergency Chargeable Service for Painting

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

e. Entertain a Motion to Approve the Resolution for Herbicide Spray Guidelines and Acknowledgement Form (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

13. New Business

- **a.** Town Halls (Oral Discussion)
- Entertain a Motion to Adopt the United 2024 Collections and Lien Enforcement Policy (November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)
- Entertain a Motion to Approve Temporary Borrowing
- **d.** Update Committee Assignments

14. Director Comments (Two minutes per director)

15. Committee Reports

- a. Report of the Finance Committee / Financial Report Director Choi Hoe. The Committee met on September 26, 2023 and October 31, 2023; next meeting November 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report October
 - (2) United Finance Committee Report October
 - (3) Resales/Leasing Reports September and October
- b. Report of the Architectural Controls and Standards Committee Director Liberatore. The Committee met on August 17, 2023; next meeting November 16, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee Director Lee. The Committee met on November 9, 2023; next meeting December 14, 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 September 21, 2023 and October 19, 2023; next meeting November 16, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee Director Quam. The Committee met on September 25, 2023; next meeting December 11, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

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- f. Report of the Maintenance & Construction Committee Director Bok. The Committee met on October 25, 2023; next meeting January 17, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee Director Liberatore. The Committee met on September 14, 2023 and October 12, 2023; next meeting December 14, 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 Tuning. The Committee met on October 18, 2023; next meeting October 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee Director Blackwell. The Committee met on November 9, 2023; next meeting December 14, 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 November 8, 2023; next meeting February 14, 2024, 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 October 11, 2023; next meeting December 13, 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.
 - (2) Space Planning Ad Hoc Committee Director TBD. Next meeting November 22, 2023, at 9:30 a.m. in the Board Room.
- e. Report of the Media and Communications Committee Director Quam. The Committee met on September 18, 2023; next meeting November 20, 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 November 6, 2023; next meeting February 7, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Security and Community Access Committee Director Blackwell. The Committee met on October 25 2023; next meeting December 27, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings Director Blackwell. The Traffic Hearings were held on October 18, 2023; next hearings on November 15, 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 September 26, 2023; next meeting November 28, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.

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- h. Report of the Information Technology Advisory Committee Director Quam. The Committee met on October 27, 2023; next meeting TBA.
- 17. Future Agenda Items All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.
 - Adopt the United 2024 Collections and Lien Enforcement Policy
- **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) September 12, 2023 Regular Closed Meeting
- (b) September 28, 2023 Special Closed Meeting

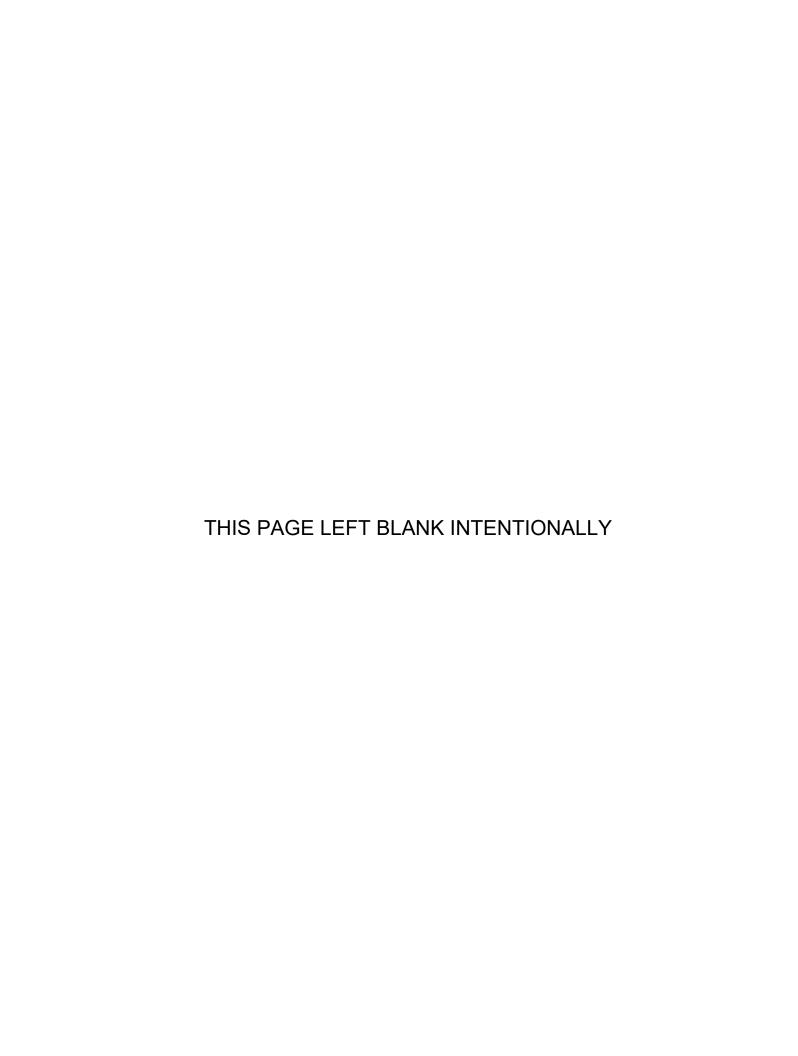
Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn





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, September 12, 2023 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California

Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore, Alison Bok,

Pearl Lee, Vidya Kale, Maggie Blackwell, Azar Asgari, Cash

Achrekar, Sue Quam, Diane Casey

Directors Absent: None

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

Rojas, Jose Campos, Bart Mejia, Steve Hormuth, Manuel Gomez

Others Present: GRF: None

Third: None

VMS: Manny Robledo

1. Call Meeting to Order/Establish Quorum

President Ross called the meeting to order at 9:32 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Liberatore led the pledge of allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

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

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

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

5. Approval of Minutes

- **a.** August 8, 2023 Regular Open Meeting
- **b.** August 9, 2023 United Budget Business Plan Review
- c. August 24, 2023 Agenda Prep Meeting

Director Asgari made a motion to approve the minutes of August 8, 2023 – Regular Open Meeting, August 9, 2023 – United Budget Business Plan Review and August 24, 2023 – Agenda Prep Meeting. Director Bok 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:

- The election process is currently underway, and urged residents to vote for whoever they believe are the best candidates.
- Stated that there are some candidates who are not campaigning within guidelines and advised staff to follow up regarding such.
- Budget process is close to being finalized, and expressed the amount of work that went towards this year's budget.
- Expressed that the Board has worked together diligently to get the finances, amongst other things, in order, which have allowed for civility and productivity of the Board.

Director Quam entered the meeting at 9:38 a.m.

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on water heater concerns.
- A member requested that United and GRF work together to evaluate selfmanagement vs hiring a third-party management company.
- A member stated that when submitting a ticket for landscape or maintenance, there is typically no follow up window, which has caused frustration amongst residents.
- A member commented on a neighboring resident who is currently undergoing cancer treatment, and expressed their concern of a fumigation of their building that is scheduled for this month and requested for the fumigation to be rescheduled.
- A member commented on alleged elder abuse, and the request to obtain financial documentation.
- A member commented on their concerns regarding the loss of property value, and lack of communication between VMS departments.
- A member stated that an elevator at a neighboring manor has broken down which has created an issue for residents living on the second floor, unable to leave their respective manors, and requested the Board respond to this matter quickly.
- A member commented on Candidates who are not campaigning within guidelines.
- Assistant Corporate Secretary read a member comment on the work of the Foundation of Laguna Woods Village.

- A member commented on the importance of the ability to obtain private loans.
- A member commented on the high cost of fire insurance and requested that the Orange County Fire Authority assess the community for potential fire damage.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Bok addressed the comment regarding Self-Management and provided her opinion on the matter.
- Director Liberatore additionally commented on Self-Management vs Third Party Management.
- Director Tuning commented on the fast response from VMS addressing member concerns from prior meeting and stated that VMS is addressing the concerns regarding candidates who are not campaigning within guidelines.
- Director Asgari commented on the benefits of evaluating self-management vs third party management.
- Director Quam commented that she, as a candidate, spoke at a recent Landscape Committee meeting regarding her candidacy and stated that she did not see any issues with that.
- President Ross addressed each member comments and stated that follow ups will be made for each concern.
- Director Kale stated that some of these member comments need to be addressed quickly, as they appear to be very urgent.

b. Response to Past Open Forum Speakers - Director Asgari

Director Asgari provided responses to the previous Open Forum Speakers from the August Board meeting and advised on updates.

9. VMS Board Update – Director Robledo

VMS Director Robledo discussed the following topics:

- VMS Communications
 - Electronic
 - High-Visibility
 - Broadcast
 - Print
 - Governance
- "What's Up in the Village"
 - Sent via email on Friday's to nearly 17,000 residents
- CodeRed: Emergency Notifications
- Find more News, Updates, and Activities via the Laguna Woods Village website
- The Village Breeze
- Receive Business Plan Mailings via Email
- Go Online, Don't Wait in Line

Director Robledo answered questions from the Board.

10.CEO Report

CEO Siobhan Foster discussed the following items:

- Employee Service Awards
 - Celebrates employees who achieve milestones in their tenure in providing services to the community.
- "Bright Ideas" Program
 - Five awards issued to date totaling \$4,500, saving \$70,800 annually, and reflected in proposed 2023 business plans.
- Manor Alterations Counter Remodel
 - Manor alterations remodeling front counter for walk-in service to deliver more accessible and accommodating experience for resident needs.
- Recreation Reminders
 - Clubhouse 4 will now be opened from 9 a.m. to 4 p.m. Saturday and Sunday.
 - Studios are working toward having volunteer supervisors in place to be open entire time
 - Maintenance security at recreation amenities is important.
- Health and Wellness Expo
 - Saturday, October 7th from 10 a.m. to 1 p.m. at Clubhouse 5.
 - Sponsor, MemorialCare, will be offering vaccines to the first 400 residents who sign up to schedule appointment.

CEO Foster answered questions from the board.

The Board took a 10-minute recess at 11:10 a.m. and resumed at 11:21 a.m.

Director Casey entered the meeting at 11:15 a.m.

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 July 2023, such review is hereby ratified.
- b. Recommendation from the Landscape Committee
 - (1) Recommendation to Deny the Request for Removal of One Southern Magnolia Tree Located at 135-A Avenida Majorca

RESOLUTION 01-23-46

Deny Removal of one Southern Magnolia tree 135-A Avenida Majorca **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 August 28, 2023, the Landscape Committee reviewed a request from the Member at 135-A to remove one Southern Magnolia tree, the reasons cited are overgrown and litter/debris; and

WHEREAS, staff inspected the condition of the tree and found it to be in fair health with an unbalanced canopy and misshapen branch structure due to a conflict with a Brazilian Pepper tree located at 132-D; 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 Southern Magnolia tree located at 135-A Avenida Majorca;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors denies the request for the removal of one Southern Magnolia tree located at 135-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.

(2) Recommendation to Approve the Request for Removal of One Southern Magnolia Tree Located at 396-A Avenida Castilla

RESOLUTION 01-23-47

Approve Removal of One Southern Magnolia Tree 396-A Avenida Castilla

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

 Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.

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

WHEREAS, on August 28, 2023, the Landscape Committee reviewed the request from the Member at 396-A, to remove one Southern Magnolia tree; and

WHEREAS, the reasons cited by the resident for the removal are overgrown, litter/debris and sewer damage; and

WHEREAS, staff inspected the condition of the tree and found there have been four internal plumbing line stoppages with a report of roots in the line; 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 Southern Magnolia tree located at 396-A Avenida Castilla;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors approves the request for the removal of one Southern Magnolia tree located at 396-A; and

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

(3) Recommendation to Approve the Request for Removal of One Bronze Loquat Tree Located at 692-C Avenida Castilla

RESOLUTION 01-23-48

Approve Removal of One Bronze Loquat Tree 692-C Avenida Castilla

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

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

WHEREAS, on August 28, 2023, the Landscape Committee reviewed the request from the Member at 692-C, to remove one Bronze Loquat tree; and

WHEREAS, the reasons cited by the resident for the removal are overgrown, litter/debris and lack of sunlight; and

WHEREAS, staff inspected the condition of the tree and found that it was planted by an unknown party too close to the adjacent wall; 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 Bronze Loquat tree located at 692-C Avenida Castilla;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors approves the request for the removal of one Bronze Loquat tree located at 692-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.

- c. Recommendation from the Architectural Control and Standards Committee
 - (1) Recommendation to Approve the Variance Request to Demolish Exterior Stucco Wall and Expand Kitchen at Manor 308-C Avenida Castilla

RESOLUTION 01-23-49

Variance Request

WHEREAS, Member of 308-C Avenida Castilla, a Barcelona style manor, requests Board approval of a variance for a Kitchen Extension into Front Patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 17, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a Kitchen Extension into Front Patio;

NOW THEREFORE BE IT RESOLVED, on September 12,2023, the United Laguna Woods Mutual Board of Directors hereby approve the request for a Kitchen Extension into Front Patio; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Member at 308-C Avenida Castilla and all future Mutual Members at 308-C Avenida Castilla; and

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

- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in August 2023, and such review is hereby ratified.
- e. Recommendation from the Finance Committee None

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

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

12. Unfinished Business

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

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.

NOW THEREFORE BE IT RESOLVED, September 12, 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.

Director Bok made a motion to approve the resolution for Recognition Agreement for Non-Institutional Lenders. Director Asgari seconded.

Discussion ensued among the Board.

Director Blackwell made a motion to request to postpone further discussion of this item until a scheduled Q&A forum has been provided at a committee meeting. Director Kale seconded.

Discussion ensued among the Board.

A few members commented and addressed the item in discussion.

Hearing no changes, the motion to postpone was called to a vote and passed 6-5-0. Directors Bok, Tuning, Ross, Quam, and Asgari were opposed.

No longer applicable, the original motion was not called to a vote.

b. Entertain a Motion to Approve the Revised Rules for Committee Meetings (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

RESOLUTION 01-23-50

Rules for Committee Meetings

WHEREAS, the Board adopted the Open Meeting Act Protocol and Procedures to establish guidelines, protocol and procedures to conduct Board/Association business; and

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

WHEREAS, the Committee has recognized the need to establish Rules for Committee

Meetings based upon Roberts Rules of Order;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors of this Corporation hereby adopts the following Rules for Committee Meetings:

- 1. The Chair of a Committee or two Committee members may call a Committee meeting.
- 2. A Committee can originate recommendations and motions concerning subjects within its area or responsibility without specific instructions from the Governing Board.
- A Committee should consider particular motions referred to it by the Board of Directors.
- 4. A Committee Member acts validly if its decisions are agreed to at a properly called meeting of which every Committee was given proper notice.
- 5. A Committee can provide recommendations and actions only if a quorum of its members are present in person and/or electronically.
- 6. At least one member of the Committee must be physically present, if the meeting is scheduled at a physical location.
- 7. After the presentation of a Staff Report, a member of the Committee may make a motion to accept staff recommendation or to act upon the report.
- 8. The Chair can make motions and vote.
- 9. Residents may be heard during member comments.
- 10. Residents may be heard on an issue after Committee members discussion and before the vote is taken.
- 11. A Committee may vote to refer for future consideration an issue suggested by a resident.

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

Director Casey left the meeting at 12:13 p.m.

Director Quam made a motion to approve the resolution for Rules for Committee Meetings. Director Bok seconded.

Discussion ensued among the Board.

Director Tuning made an amendment to the Resolution adding to number 6 "... if the meeting is scheduled at a physical location." Director Quam seconded.

Hearing no changes, the amendment to motion was called to a vote and passed 9-1-0. Director Asgari opposed.

Hearing no changes, the original motion as amended was called to a vote and passed 7-1-2. Director Kale opposed. President Ross and Director Achrekar abstained.

13. New Business

a. United Mutual Town Hall

Director Asgari provided an update regarding the August Town Hall meeting that had focused on the topic of Finance.

Discussion ensued among the Board.

The October Town Hall Meeting topic will be regarding Lodgers.

A member commented on the topic in discussion.

 Entertain a Motion to Approve the Lodger Policy (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Lodger Room Rental Policy and Application

WHEREAS, Civil Code § 1946.5 defines a "lodger" as "a person contracting with the owner of a dwelling unit for a room or room and board within the dwelling unit personally occupied by the owner, where the owner retains a right of access to all areas of the dwelling unit occupied by the lodger and has overall control of the dwelling unit"; and

WHEREAS, in context here, in order to classify a guest/tenant as a "lodger," the Shareholder must retain access to all areas of the dwelling unit and have overall control of the dwelling unit. Also under Civil Code Section 1946.5, in order to remove a lodger from the dwelling unit, the Shareholder must give the lodger a written termination notice which is at least as long as the days between rent payments, not exceeding 30 days. Once the notice period expires, the Shareholder can treat the lodger as a "trespasser" and have the lodger removed pursuant to the provisions of Section 602.3 of the Penal Code (i.e., guilty of an infraction and may, pursuant to Section 837, be arrested for the offense); and

WHEREAS, the United Mutual Board recognizes the need to adopt a Lodger Room Rental Policy and Application to ensure compliance with Civil Code § 4739 and United's and GRF's Governing Documents;

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors of this Corporation hereby approves and adopts the Lodger Room Rental Policy and Application, as attached to the official minutes of this meeting; and

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

Director Quam made a motion to approve the Resolution for Lodger Room Rental Policy and Application for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Blackwell seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 8-2-0. Directors Asgari and Bok opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

c. Entertain a Motion to Approve Revisions to the Alteration Fee Schedule (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Alteration Fee Schedule

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

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

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

NOW THEREFORE BE IT RESOLVED November 14, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be

included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

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

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

Director Quam made a motion to approve the Resolution for Alteration Fee Schedule for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-0. Director Achrekar opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

 d. Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the Mutual is interested in revising the current policy to reflect increases in electricity rates;

NOW THEREFORE BE IT RESOVED, November 14, 2023 that the Board of Directors of this corporation hereby adopts the revised Electricity Usage Reimbursement Policy, as follows:

 For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the average cost of the prior month and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident.

- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Operating Fund.

RESOLVED FURTHER, that Resolution 01-18-33 adopted March 13, 2018, is hereby superseded and cancelled; and

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

Director Quam made a motion to approve the Resolution for Revised Electricity Usage Reimbursement Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-0. Director Achrekar opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

e. Entertain a Motion to Include a Non-Emergency Chargeable Service for Painting Alterations (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Non-Emergency Maintenance Chargeable Services

WHEREAS, the Board has established a "Chargeable Maintenance Services Policy"; and

WHEREAS, in 2017, the Board amended the policy to establish a charge of \$50.00 for a Missed Maintenance Appointment to be charged to residents who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

WHEREAS, the Board desires to amended the policy further to include non-emergency maintenance chargeable services for painting of authorized member exterior alterations;

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors hereby approves the attached new non-emergency maintenance chargeable services list; and

RESOLVED FURTHER, that the existing service charge for all maintenance chargeable services shall remain \$10; and

RESOLVED FURTHER, the City permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$50 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; 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 Quam made a motion to approve the Resolution for Non-Emergency Maintenance Chargeable Services for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-0. Director Asgari opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

f. Entertain a Motion to Approve the Resolution for Herbicide Spray Guidelines and Acknowledgement Form (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 03-23-XX

Herbicide Spray Cessation Guidelines

WHEREAS, due to staffing levels and the proliferation of invasive kikuyu grass, the only practical way to control weeds in the shrub beds and turf edges is the use of herbicides; and

WHEREAS, some members of United Mutual have requested that staff not use herbicides

in the shrub beds adjacent to their respective units; and

WHEREAS, due to the increased labor associated with hand weeding shrub beds, residents requesting the cessation of herbicide application adjacent to their units should be responsible for the timely removal of weeds and maintenance of the turf edges at the shrub beds; and

WHEREAS, said members of United Mutual making such requests shall fill out and sign an agreement stating their intention and responsibility to perform the weeding and edging of the shrub beds;

WHEREAS, the Landscape Department shall retain the responsibility for regular pruning of shrubs and the right to apply herbicides to turf areas, insecticides when necessary.

NOW THEREFORE BE IT RESOLVED, November 14,2023 the Board of Directors introduces the ability to request cessation of herbicide applications in the shrub bed areas following the filing of a signed No Herbicide Agreement; and

RESOLVED FURTHER, all responsibility of weeding and turf edging in the shrub beds shall become the responsibility of the requesting resident; and

RESOLVED FURTHER, all other routine maintenance of the shrub beds shall remain the responsibility of the Landscape Department; and

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

Director Quam made a motion to approve the Resolution for Herbicide Spray Guidelines and Acknowledgment Form for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

g. 2024 Business Plan

• Entertain a Motion to Approve the 2024 United Business Plan

Director Quam read the following resolution.

RESOLUTION 01-23-51

2024 BUSINESS PLAN RESOLUTION

RESOLVED, September 12, 2023, that the Business Plan of this Corporation for the year 2024 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$51,215,478 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses, reserve contributions, and restricted fund contributions for the year 2024 after deducting \$531,132 derived from prior years' operating surplus. In addition, the sum of \$17,316,422 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2024. Therefore, a total of \$68,531,900 is required to be collected from and paid by the members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$28,085,532, of which \$14,657,642 is planned from the Reserve Fund and \$13,427,890 from the Property Taxes Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2024, inclusive of property taxes and property insurance as filed in the records of the Corporation, and said assessments to be due and payable by the members of this Corporation on the first day of each month; 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 Quam made a motion to approve the 2024 United Business Plan Resolution. Director Asgari seconded.

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

Entertain a Motion to Approve the 2024 United Reserves Funding Plan

Director Quam read the following resolution.

RESOLUTION 01-23-52

2024 RESERVE FUND RESOLUTION

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure

statements for common interest developments;

WHEREAS, planned assessment or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years; and

NOW THEREFORE BE IT RESOLVED, September 12, 2023, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) prepared by Association Reserves™ for fiscal year 2024; 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 Quam made a motion to approve the 2024 United Reserves Funding Plan Resolution. Director Asgari seconded.

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

THIS ITEM HAS BEEN POSTPONED FOR THE NEXT BOARD MEETING h. New Resident Orientation (Oral Discussion)

Director Bok made a motion to discuss the Committee Reports at the November Board meeting. Director Asgari seconded.

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

14. Directors' Comments (Two minutes per director)

- Director Lee commented on continued Board member misconduct, and urged that the Board hold a high level of integrity and professionalism.
- Director Asgari addressed her time on the Board as a Director, and thanked the Board.
- President Ross thanked Directors Asgari and Achrekar for their hard work and dedication as United Board Directors.

THIS ITEM HAS BEEN POSTPONED FOR THE NEXT BOARD MEETING

15. United Mutual Committee Reports

a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on August 29, 2023; next meeting September 26, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report August
- (2) United Finance Committee Report August
- (3) Resales/Leasing Reports August
- **b.** Report of the Architectural Controls and Standards Committee Director Liberatore. The Committee met on August 17, 2023; next meeting October 19, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- **c.** Report of Member Hearings Committee Director Lee. The Committee met on August 10, 2023; next meeting September 14, 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 August 17, 2023; next meeting September 21, 2023, at 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 August 28, 2023; next meeting September 25, 2023, at 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 August 23, 2023; next meeting October 25, 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 August 10, 2023; next meeting September 14, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

THIS ITEM HAS BEEN POSTPONED FOR THE NEXT BOARD MEETING 16. GRF Committee Highlights

- **a.** Report of the GRF Finance Committee Director Asgari. The Committee met on August 16, 2023; next meeting October 18, 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 August 10, 2023; next meeting September 14, 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 August 22, 2023; next meeting November 8, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **d.** Report of the GRF Maintenance & Construction Committee President Ross. The committee met on August 9, 2022; next meeting October 11, 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 Communications Committee Director Quam. The Committee met on July 17, 2023; next meeting September 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- **f.** Report of the Mobility and Vehicles Committee Director Asgari. The Committee met on August 2, 2023; next meeting October 4, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Security and Community Access Committee Director Blackwell. The Committee met on August 23 2023; next meeting October 25, 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 August 16, 2023; next hearings on September 20, 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 July 25, 2023; next meeting September 26, 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 August 11, 2023; next meeting TBA.
- h. Report of the Information Technology Advisory Committee Director Casey. The Committee met on August 25, 2023; next meeting September 29, 2023 at 1:30 p.m. as a virtual meeting.

17. Future Agenda Items

- Lodger Policy
- Revisions to the Alteration Fee Schedule
- Revised Electricity Usage Reimbursement Policy
- Non-Emergency Chargeable Service for Painting Alterations
- Resolution for Herbicide Spray Guidelines and Acknowledgement Form
- **18. Recess** At this time the meeting will recess for lunch and reconvene to Closed Session to discuss the following matters per California Civil Code §4935.

The meeting recessed at 1:53 p.m. into the Closed Session.

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

Approval of the Following Meeting Minutes;

- (a) August 8, 2023 Regular Closed Meeting
- (b) August 24, 2023 Special Closed Meeting

Discuss and Consider Member Disciplinary Matters
Discuss Personnel Matters

Discuss Personnei Matters

Discuss and Consider Contractual Matters
Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 5:09 p.m.

DocuSigned by:

Tom Tuning, 1st Vice President of the Board United Laguna Woods Mutual

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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

Friday, September 29, 2023, at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California

The purpose of this meeting is to tabulate the ballots for the United Annual Election to elect four board members: four terms ending in 2026 at the annual election in accordance with Civil Code §5110

Directors Present: Lenny Ross, Thomas Tuning, Alison Bok, Pearl Lee, Maggie

Blackwell, Azar Asgari, Sue Quam,

Directors Absent: Vidya Kale, Cash Achrekar, Anthony Liberatore

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

Habal, Ian Barnette, and Paul Nguyen

Others Present: Catherine and Andrew Burkhart, Inspectors of Election

Third Board: SK Park

1. Call Meeting to Order / Establish Quorum – First Vice President Tuning
First Vice President Tuning called the meeting to order at 1:32 p.m. and
established that a quorum was present.

2. State Purpose of Meeting – First Vice President Tuning

First Vice President Tuning indicated the purpose of the meeting is to count the ballot for the United Board Annual Election to elect four board members: four terms ending in 2026 at the annual meeting.

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

3. Acknowledgement of Inspectors of Election – Catherine and Andrew Burkhart, UniLect Election Services

First Vice President Tuning introduced the Inspectors of Elections. Catherine and Andrew Burkhart, UniLect Election Services explained the counting of the ballot process.

Catherine Burkhart announced that 6,263 ballots were sent to United Mutual residents. 2,483 ballots were returned, 2,402 of those ballots were signed and eligible, 35 ballots were unsigned and thus ineligible, 43 ballots had no number identifier and thus ineligible, there was **0** duplicate ballot received, 1 ballot by a non-member which was voided, 1 ballot was returned late which was voided, and 1 ballot was from 2022 which was voided.

It was also announced that 2 United Ballots were found during the Third Board count as they were placed in a Third Envelope so there is a potential of 2 Third Ballots being found during the count.

At 3:28 p.m., the Inspectors of Election announced that they found the 2 Third Ballots.

At 3:30 p.m., Catherine displayed the ballots that had light markings and filled them in properly. A small portion of the ballots that were damaged were also recreated insuring that they would be counted properly.

Andrew Burkhart performed a Logic and Accuracy Test at 3:55 p.m. and described the process.

4. Counting of the 2023 Ballots for the United Board Openings (Four 3-year terms ending in 2026 at the annual meeting)

At 4:07 p.m. the Inspectors of Elections started counting the ballots for United Mutual. The counting of the ballot process can be watched live through the Laguna Woods Village website and Zoom webinar.

At 4:10 p.m. the Inspector of Elections announced ballots were not filled in correctly and ballots that were damaged. These ballots were recreated so they can be counted by the ballot counting machine.

5. Announcement of Ballot Results – Catherine Burkhart, UniLect Election Service

At 4:20 p.m. the Inspectors of Election announced the results of the United Board of Directors election:

N. O. I	4550	40 550/
Nancy Carlson	1558	19.55%
Mickie Choi Hoe	1171	14.69%
Ellen Leonard	1039	13.03%
Harold Midence	964	12.09%
Sue Quam	1050	13.17%
Lenny Ross	967	12.13%
Georgiana Willis	1222	15.33%

2,399 ballots counted

United Board Special Open Meeting (Election) September 29, 2023 Page **3** of **3**

6. Member Comments - None

7. Adjournment

The meeting was adjourned at 4:20 p.m.

—DocuSigned by:

SW Quam

Sue Quam, Secretary of the Board United Laguna Woods Mutual

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SPECIAL OPEN MEETING

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

Monday, October 2, 2023, at 9:00 a.m. Board Room/Virtual Meeting 24351 El Toro Road, Laguna Woods, California

Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore, Alison Bok,

Pearl Lee, Azar Asgari, Cash Achrekar, Sue Quam, Maggie

Blackwell

Directors Absent: Vidya Kale

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

Rojas, Jose Campos, Steve Hormuth

Others Present: Jeff Beaumont, Esq.

Private Loan Ad Hoc Committee: Robert Tucker, Ken Benson, Eric

Carlson

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

President Ross called the meeting to order at 9:05 a.m. and acknowledged that a quorum was present.

2. Approval of Agenda

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

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

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

3. Unfinished Business

3a. Entertain a Motion to Approve the Recognition Agreement for Non-Institutional Lenders (July initial notification – revised August – postpone – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

Steve Hormuth, Director of Financial Services, provided an overview of the Recognition

Agreement for Non-Institutional Lenders.

RESOLUTION 01-23-54

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,

NOW THEREFORE BE IT RESOLVED, October 2, 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.

Director Quam made a motion to approve the resolution for Recognition Agreement for Non-Institutional Lenders. Director Asgari seconded.

Private Loan Ad Hoc Committee Directors Robert Tucker and Eric Carlson introduced themselves and provided their expertise in relation to the item in discussion.

Discussion ensued among the Board.

Jeff Beaumont, Esq. answered questions from the Board and residents.

Multiple residents spoke and provided their stance regarding the Recognition Agreement for Non-Institutional Lenders.

Hearing no changes, the motion was called to a vote and passed 5-3-1. Directors Liberatore, Lee, and Blackwell opposed. Director Achrekar abstained.

4. Members' Comments - None

5. Directors Comment

- Director Asgari thanked all members and staff involved in working on presenting this item to the Board.
- Director Blackwell provided her opinion regarding how to run future financial ad hoc committee meetings.

6. Adjourn

The meeting was adjourned at 10:44 a.m.

—DocuSigned by:

Sw Quam

Sue Quam, Secretary of the Board

United Laguna Woods Mutual

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OPEN SESSION

MINUTES OF THE 48th ANNUAL MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

Tuesday, October 10, 2023 - 9:30 a.m. Laguna Woods Village Board Meeting 24351 El Toro Road Laguna Woods, California

The purpose of this meeting the annual meeting in accordance with the United Bylaws Section 5.2

Directors Present: Lenny Ross, Azar Asgari, Sue Quam, Cash Achrekar, Maggie

Blackwell, Alison Bok, Pearl Lee, Anthony Liberatore, Tom Tuning

New Directors: Nancy Carlson, Georgiana Willis, Mickie Choi Hoe

Directors Absent: Vidya Kale

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

Rojas

Others Present: Juanita Skillman, Deb Allen, Andy Ginocchio

1. Call Meeting to Order / Establish Quorum – Tom Tuning, 1st Vice President 1st Vice President Tuning called the meeting to order at 9:31 a.m. and established that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Liberatore led the Pledge of Allegiance to the Flag.

3. Acknowledge Media

1st Vice President Tuning acknowledged the media and the Village Television camera crew.

4. Approval of the Agenda

Director Achrekar 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. Minutes for Reference

a. October 11, 2022, 47th Annual Meeting Minutes, approved on December 13, 2022

The Board reviewed the October 11, 2022 minutes for reference.

6. 1st Vice President's Remarks

1st Vice President Tuning commented on the following:

- Thanked all United Members who participated in the meetings throughout the year
- Thanked VMS Staff
- Thanked fellow Board Members

7. Introduction of Directors with Expired Terms

- Cash Achrekar
- Azar Asgari
- Sue Quam
- Lenny Ross

8. Introduction of Continuing Directors

- Maggie Blackwell (term expires in 2024)
- Alison Bok (term expires in 2024)
- Pearl Lee (term expires in 2024)
- Anthony Liberatore (term expires in 2024)
- Tom Tuning (term expires in 2025)
- Vidya Kale (term expires in 2025)
- Vacant (term expires in 2025)

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

- Nancy Carlson (term expires in 2026)
- Georgiana Willis (term expires in 2026)
- Mickie Choi Hoe (term expires in 2026)
- Sue Quam (term expires in 2026)

10. Members Comments

- Multiple Members commented on the discussion of self-management analysis
- A Member congratulated the new Directors and thanked the current Board for their volunteerism
- A Member commented on the Foundation of Laguna Woods Village
- A Member commented on a moisture intrusion issue at their unit
- A Member commented on being a more cohesive and kinder community that works together
- A Member commented on an ongoing issue

- A Member commented on the work of a former Director, the work of staff, savings, and the former management company
- A Member commented on the previous management company and the transition over to a self-management company

11. Responses to Members Speakers

- Director Blackwell gave clarification on the previous management company and their attendance at Board Meetings and also requested to add the discussion of self-management to the next Board agenda during the agenda prep meeting
- Director Bok commented on a management company at her previous place of residence and discussed the function of VMS
- CEO Foster commented that staff will follow up with the resident with moisture intrusion issue
- Director Carlson commented on records request form
- Director Hoe thanked the outgoing members and will serve the residents

12. Adjournment

1st Vice President Tuning adjourned the meeting at 10:10 a.m.

ORGANIZATIONAL MEETING: Immediately following the Annual Meeting

Maggie Blackwell

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OPEN SESSION

MINUTES OF THE 48th ORGANIZATIONAL MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

Tuesday, October 10, 2023 Immediately Following the Annual Meeting Laguna Woods Village Board Room 24351 El Toro Road Laguna Woods, California

The purpose of this meeting to select board officers in accordance with the United Bylaws Article IX Section 2

Directors Present: Tom Tuning, Maggie Blackwell, Alison Bok, Pearl Lee, Anthony

Liberatore, Nancy Carlson, Georgiana Willis, Mickie Choi Hoe,

Sue Quam

Directors Absent: Vidya Kale

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

Sirbu, Connie Habal, Eric Nunez

Others Present: Deb Allen - VMS, Juanita Skillman - GRF

Call meeting to Order / Establish Quorum – 1st Vice President, Tom Tuning
 1st Vice President Tuning called the meeting to order at 10:19 a.m. and established
 that a quorum was present.

2. Approval of the Agenda

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

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

- 3. Minutes for Reference
 - a. 47th Organizational Meeting Minutes approved on December 13, 2022
- 4. Election of Officers by Opening Nominations, Closing Nominations, and Vote

Director Blackwell made a motion to open up nominations. Director Quam seconded.

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

President

1st Vice President Tuning opened the floor for nominations for President.

Director Willis made a motion to nominate Director Carlson for President of the Board. Director Carlson accepted the nomination.

Director Quam made a motion to nominate Director Bok for President of the Board. Director Bok accepted the nomination.

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

Hearing no other nominations, 1st Vice President Tuning closed nominations for President of the Board.

The board voted by secret ballots and Corporate Secretary, Makayla Schwietert announced that Director Bok was elected President by a vote of 7-2.

• First Vice President

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

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

Hearing no other nominations, the Board elected Director Quam First Vice President of the Board.

Second Vice President

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

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

Hearing no other nominations, the Board elected Director Lee for Second Vice President of the Board.

Secretary

President Bok opened the floor for nominations for Secretary.

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

Hearing no other nominations, the Board elected Director Blackwell for Secretary of the Board.

Treasurer

President Bok opened the floor for nominations for Treasurer.

Director Tuning made a motion to nominate Director Choi Hoe for Treasurer of the Board. Director Choi Hoe accepted the nomination.

Director Carlson made a motion to nominate herself for Treasurer of the Board. Director Carlson accepted the nomination.

Hearing no other nominations, President Liberatore close nominations for Treasurer

The board voted by secret ballots and Corporate Secretary, Makayla Schwietert announced that Director Choi Hoe was elected Treasurer by a vote 7-2.

Director Liberatore made a motion to close nominations. Director Blackwell seconded.

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

5. Announcement of the Ex Officio Officers

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

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

RESOLUTION 01-23-55

APPOINTMENT OF OFFICERS

RESOLVED, on October 10, 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:

Alison Bok President

Sue Quam 1st Vice President Pearl Lee 2nd Vice President

Maggie Blackwell Secretary Mickie Choi Hoe Treasurer **RESOLVED FURTHER,** that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

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

RESOLVED FURTHER, that Resolution 01-22-63, adopted October 11, 2023, is hereby superseded and cancelled; and

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

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

Director Blackwell made a motion to approve the resolution for appointment of board officers. Director Lee seconded.

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

7. Members Comments

- A Member commented on Director participation at Committee Meetings
- Multiple Members commented on Director Vacancy Clause
- Former Director Cash Achrekar commented on his time on the Board
- A Member commented on the election/balloting process

8. Director Comments

- Director Lee commenting on Directors working as a team
- Director Carlson commented on the election/balloting process
- Director Liberatore commenting on working and reaching consensus
- Director Blackwell gave clarification on the vacancy/election process
- Director Quam thanked the past Board
- President Bok stated she was honored to be president and hope this will be a stellar year moving forward and asked the Board to conduct themselves with stability.

8. Adjournment

President Bok adjourned the meeting at 10:52 a.m.

Maggie Blackwell Blackwell, Secretary of the Board 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, October 26, 2023 - 1:30 p.m. Willow Room/Virtual Meeting 24351 El Toro Road Laguna Woods, California

Directors Present:

Alison Bok, Sue Quam, Pearl Lee, Mickie Choi Hoe, Maggie

Blackwell, Anthony Liberatore, Tom Tuning, Vidya Kale (entered

at 1:38 p.m.), Nancy Carlson, Georgiana Willis

Directors Absent:

None

Staff Present:

Siobhan Foster, Paul Nguyen, Connie Habal, Catherine Laster

Candidates Present:

None

Others Present:

None

1. Call Meeting to Order / Establish Quorum

President Bok called the meeting to order at 1:36 p.m. and established that a quorum was present.

2. State Purpose of Meeting - President Bok

President Bok stated the purpose of the meeting.

3. Approval of the Agenda

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

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

4. Introduction of United Candidates

President Bok introduced the United Candidate:

Ellen Leonard

THE BOARD ELECTED TO SKIP ITEMS 5 TO 7

United Laguna Woods Mutual Special Open Meeting Minutes October 26, 2023 Page **2** of **2**

5. Candidate Opening Statement

The candidate was given two minutes to give an opening statement.

6. Candidate Interview

The candidate was given 1-2 minutes to answer questions from the board.

7. Candidate Closing Statement

The candidate was given 2 minutes to give a closing statement.

8. Entertain a Motion to commence Balloting

Director Quam made a motion to commence balloting. Director Blackwell seconded.

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

9. Entertain a Motion to Cease Balloting

Director Blackwell 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

Secretary, Maggie Blackwell, tabulated the ballots and announced the results.

Ellen Leonard – 10 votes

Ellen Leonard was elected to a 2-year term ending in October 2025.

11. Member Comments - None

12. Director Comments

Director Lee commented that it was a good quick meeting

13. Adjournment

The meeting was adjourned at 1:43 p.m.

Maggie Blackwell, Secretary of the Board United Laguna Woods Mutual

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OPEN SESSION

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

Thursday, October 26, 2023, at 2:00 p.m. 24351 El Toro Road, Laguna Woods, California WILLOW ROOM/VIRTUAL MEETING

The purpose of this meeting is to discuss items for the regular board meeting agenda

Directors Present: Alison Bok, Sue Quam, Pearl Lee, Mickie Choi Hoe, Maggie

Blackwell, Anthony Liberatore, Tom Tuning, Vidya Kale, Nancy

Carlson, Georgiana Willis, Ellen Leonard

Directors Absent: None

Staff Present: Siobhan Foster, Carlos Rojas, Catherine Laster, Paul

Nguyen, Connie Habal

Others Present: None

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

President Bok called the meeting to order at 2:00 p.m. and established that a quorum was present.

2. Approval of the Agenda

President Bok called for an approval of the agenda.

Director Tuning made a motion to approve the amended agenda. Director Hoe seconded.

President Bok requested to add the following items below to the agenda.

- 4a. Discussion about communication to members.
- 4b. Discussion of Town Hall.
- 4c. Discussion of moving meeting time to 9 a.m.

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

United Board Agenda Prep Meeting (Open) October 26, 2023 Page **2** of **2**

3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on November 14, 2023

Director Carlson made a motion to approve the open agenda as amended. Director Choi Hoe 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 Lee seconded.

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

4. New Business

THIS ITEM WAS NOT DISCUSSED

4a. Discussion about Communications to members

4b. Discussion of Town Hall

Discussion ensued among the Board.

4c. Discussion of Moving Meeting Time to 9 a.m.

The Board elected to move the meeting time to 9 a.m.

- 5. Director Comments None
- 6. Adjournment

President Bok adjourned the meeting at 3:08 p.m.

Maggie Blackwell, Secretary of the United Mutual Laguna Woods

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SPECIAL OPEN MEETING

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

Thursday, October 26, 2023, at 3:00 p.m.
Willow Room/Virtual
24351 El Toro Road
Laguna Woods, California

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

Directors Present: Alison Bok, Sue Quam, Pearl Lee, Mickie Choi Hoe, Maggie

Blackwell, Anthony Liberatore, Tom Tuning, Vidya Kale, Nancy

Carlson, Georgiana Willis

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Connie Habal, Catherine

Laster, Carlos Rojas

Others Present: None

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

President Bok called the meeting to order at 3:17 p.m. and established that a quorum was present.

2. Approval of the Agenda

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

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

3. New Business

a. VMS Orientation (Oral Discussion)

Catherine Laster, Services Manager, gave a presentation on VMS Orientation for United Mutual Board, and discussed the following:

- VMS
- VMS' Three Customers

United Board Special Open Meeting October 26, 2023 Page **2** of **2**

- Continuous Service Improvement Process
- 2022 Achievements
- Achievements
- Key Focus Points
- 2023 Key Focus Points
- Command to Excellence, Dedicated to Service
- Structured for Success
- Office of the CEO
- · Carlos Rojas, Director of Operations
- · Catherine Laster, Services Manager
- Organizational Chart
- Contacts
- Visual Orientation

Further discussion ensued, and Catherine Laster answered questions from the Board.

- 4. Members' Comments None
- 5. Directors' Comments None
- 6. Adjournment

The meeting was adjourned at 3:36 p.m.

Maggie Blackwell, Secretary of the Board United Laguna Woods Mutual

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RESOLUTION 01-23-XX

Approve Removal of One Fern Pine Tree 2151-D Ronda Granda

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

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

WHEREAS, on September 25, 2023, the Landscape Committee reviewed the request from the Member at 2151-D, to remove one Fern Pine tree; and

WHEREAS, the reasons cited by the resident for the removal are potential foundation damage, damage to surrounding sidewalk and view obstruction; and

WHEREAS, staff inspected the condition of the tree and found that there were visible roots in the location of the block wall which has been damaged by the roots; and

WHEREAS, view obstruction is not a legitimate reason for a tree removal and was not taken into consideration; 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 2151-D Ronda Granada:

NOW THEREFORE BE IT RESOLVED, November 14, 2023, the Board of Directors approves the request for the removal of one Fern Pine tree located at 2151-D; and

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

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Sublease Review Confirmation Checklist

By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny sublease applications to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at lease 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 September 30, 2023.			
Shareholder date			
Sublease application			
Sublease agreement or addendum/exter	nsion		
Credit report, FICO score			
Background check			
Emergency/CodeRed form			
Criminal record			
Age verification			
I certify that a random and representative sampling of sublease applications was reviewed to the best of my ability. The applications confirm to established rules and regulations.			
UNITED LAGUNA WOODS MUTUAL	UNITED LAGUNA WOODS MUTUAL		
Signature Juthy M. Shower	Signature Swell Quan		
Print Name ANTHONY M. L. BERGON	Print Name Sue Eller Quam		
Title DIRECTOR	Title <u>Secretory</u>		
Date 10/03/2024	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 September 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 UNITED LAGUNA WOODS MUTUAL

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 lease one other director, shall randomly check select applications for completeness and conformance with established rules and regulations.

The undersigned Board members affirm that the for the period ending October 31, 2023.	ey have reviewed select sublease applications		
Shareholder date			
Sublease application			
Sublease agreement or addendum/exte	ension		
Credit report, FICO score			
Background check			
Emergency/CodeRed form			
Criminal record			
Age verification			
I certify that a random and representative sampling of sublease applications was reviewed to the best of my ability. The applications confirm to established rules and regulations.			
UNITED LAGUNA WOODS MUTUAL	UNITED LAGUNA WOODS MUTUAL		
Signature Ma Blockwell	Signature		
Print Name NA Blackwell	Print Name		
Date Nov 6, 2023	Title		
Date_ Nov 6, 2023	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 transfer applications for the period ending to	at they have reviewed select membership trust October 31, 2023.
Staff report	
Financial qualifications met	
Attorney opinion letter	
Membership certificate; death cert	ificate (if applicable)
Credit report, FICO score	
Background check	
Emergency / CodeRed form	
Criminal record	
Age verification	
	ampling of membership trust transfer applications applications confirm to established rules and
UNITED LAGUNA WOODS MUTUAL	UNITED LAGUNA WOODS MUTUAL
Signature MASS Brul	Signature
Print Name <u>MA Blackwell</u>	Print Name
Title Secretary Date Nov 6 2023	Title
Date Nov 6 2023	Date



RESOLUTION 01-23-XX

Recording of a Lien

WHEREAS, Member ID 947-403-53; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947- 403-53 and:

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

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RESOLUTION 01-23-XX

Recording of a Lien

WHEREAS, Member ID 947-413-81; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947- 413-81 and;

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

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United Laguna Woods Mutual Governing Documents Review Committee Meeting August 17, 2023

ENDORSEMENT (to Board)

Discuss and Consider the Lodger Policy:

On August 17, 2023, the Committee reviewed the Policy again after counsel responded to the Committee's questions. The Committee agreed with counsel's understanding that the lodger law (Civil Code § 1946.5) applies to only one lodger and thus only one lodger is permitted per Unit. The Committee subsequently made additional minor changes to remove any reference to more than one lodger.

Pamela Bashline, Community Services Manager, provided an overview of the Lodger Policy. The Committee Members made comments and asked questions.

A member commented that rules and responsibilities of the Lodger be clearly stipulated in the policy.

Chair Blackwell made a motion to forward the Lodger Policy with changes to the Board for consideration and approval. Director Casey seconded the motion.

By of consensus, the motion passed.

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STAFF REPORT

DATE: September 12, 2023

FOR: United Laguna Woods Mutual Board of Directors

SUBJECT: Lodger Room Rental Policy

RECOMMENDATION

Staff recommends that the United Laguna Woods Mutual Board of Directors approve the Lodger Room Rental Policy and Application drafted by United's legal counsel (Attachment 1).

BACKGROUND

At its June 15, 2023 meeting, the United Governing Documents Review Committee ("Committee") agreed to pursue a lodger room rental policy, in accordance with the so-called lodger law (Civil Code § 1946.5), as opposed to a room rental policy as an acceptable means to comport with Civil Code § 4739. The lodger law allows for a less formal eviction proceeding; so the Committee referred the matter to corporate counsel to draft such a policy.

On July 20, 2023, the Committee discussed the proposed Lodger Room Rental Policy ("Policy") drafted by United's legal counsel. After a lengthy discussion, the Committee elected to make additional revisions, but directed Staff to reach out to legal counsel for a series of clarifications, particularly to ascertain whether or not the proposed Policy applied to only one lodger or multiple lodgers in a Unit.

On August 17, 2023, the Committee reviewed the Policy again after counsel responded to the Committee's questions. The Committee agreed with counsel's understanding that the lodger law (Civil Code § 1946.5) applies to only one lodger and thus only one lodger is permitted per Unit. The Committee subsequently made additional minor changes to remove any reference to more than one lodger.

DISCUSSION

Civil Code § 4739 refers to a resident "renting" or "leasing" a portion of an owner-occupied separate interest, whereas Civil Code § 1946.5 refers to the "hiring of a room" by a lodger within an owner-occupied dwelling unit. The distinction between the codes is that Civil Code § 1946.5 implies a less possessory right of a unit "where the owner retains a right of access to all areas of the dwelling unit occupied by the lodger and has overall control of the dwelling unit" and the process of removing a lodger is less formal.

Under Civil Code § 4739, the process of evicting a tenant requires the formal action of legally filing an unlawful detainer. However, the "hiring of a room" can be terminated by either party by giving proper written notice of his/her intention to terminate the hiring. However, in order to



invoke the rights and obligations afforded under Civil Code § 1946.5 and this proposed Policy, there can only be one lodger in the unit.

Similar to other United policies, the Board should adopt a policy that governs room rentals, and if the Board endorses the Policy, it will need to go through the 28-day comment period to comply with Civil Code § 4360.

FINANCIAL ANALYSIS

None.

Prepared By: Patty Kurzet, Membership Services Coordinator

Reviewed By: Pamela Bashline, Community Services Manager

Jeff Spies, Community Services Supervisor

ATTACHMENT(S) -

ATT 1 – Proposed Lodger Room Rental Policy & Application

ATT 2 - Resolution 01-23-XX



Lodger Room Rental Policy and Application Contents

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To view this Lodger Room Rental Policy and Application package online, visit lagunawoodsvillage.com and click on Documents/United Laguna Woods Mutual



Lodger Room Rental Policy & Application Resolution 01-23-xxx Adopted xxxxxxx

I. Purpose

United Laguna Woods Mutual (United) authorizes Members, as defined in the Bylaws and referenced in the Occupancy Agreement, to sublease their Units. Civil Code § 1946.5 further authorizes Resident Members to rent out a room in their dwelling units to a "Lodger," defined as a person contracting with the Resident Member of a dwelling unit for a room or room and board within the dwelling unit personally occupied by the Resident Member, where the Resident Member retains a right of access to all areas of the dwelling unit occupied by the Lodger and has overall control of the dwelling unit.

Also under Civil Code Section 1946.5, in order to remove a Lodger from the dwelling unit, the Resident Member must give the Lodger a written termination notice which is at least as long as the days between rent payments, not exceeding 30 days. Once the notice period expires, the Resident Member can treat the Lodger as a "trespasser" and have the Lodger removed pursuant to the provisions of Section 602.3 of the Penal Code (i.e., guilty of an infraction and may, pursuant to Section 837, be arrested for the offense).

The purpose of this document is to set forth the Lodger Room Rental Policy & Application which shall be a governing document of United and shall be enforceable against all Members.

II. Definitions

For purposes of this Lodger Room Rental Policy, the definitions set forth below shall apply. To the extent any term is capitalized herein but not defined, the definition set forth in United's Bylaws and/or Occupancy Agreement shall apply.

- A. Agent Individual employed by Village Management Services Inc. (VMS) authorized to act on behalf of United.
- B. Application The Lodger Rental Application form (also known as "Lodger Rental" after Approval of the Application) prescribed by United to apply for Approval to rent a room in a Resident Member occupied Unit.
- C. Approval Written authorization to rent a room in a Unit granted by the United Board or authorized VMS staff member(s).
- D. Assessment The monthly charge that United levies against all Members and their Units and collects monthly pursuant to its Governing Documents.
- E. Board of Directors (also known as "United Board of Directors", "Board", "United Board") United's elected volunteer officials responsible for all operations of the association and ensures that the Governing Documents are followed and enforced.



- F. Charge Fee, fine and/or monetary penalty that United and/or GRF may levy upon a Member pursuant to their Governing Documents.
- G. Community Laguna Woods Village.
- H. Development The property and all buildings, structures, utilities, common areas, units, and other improvements located thereon, and all appurtenances thereto, which are intended to create a stock cooperative as described by applicable law.
- I. Golden Rain Foundation (GRF) The nonprofit mutual benefit corporation organized to manage and maintain the community facilities and services for the Community.
- J. Governing Documents The Articles of Incorporation, Bylaws of United, the Occupancy Agreement (any addendums), and any rules and regulations adopted by United.
- K. GRF Community Rules The Articles of Incorporation, Bylaws of GRF, and any rules and regulations adopted by GRF.
- L. Identification (ID) Card Photo ID card issued by GRF to Lodger authorizing use and access to the community facilities.
- M. Lease/Rental Office Located in the Resident Services Department in the Laguna Woods Village Community Center, which ensures that a Lodger Rental Application comports with the Governing Documents.
- N. Lodger a qualifying individual contracting with a Member for a room or room and board within the dwelling unit personally occupied by the Member, where the Member retains a right of access to all areas of the dwelling unit occupied by the Lodger and has overall control of the dwelling unit. Only one Lodger is permitted per Unit.
- O. Lodger Room Rental Extension Parties to the room rental may request an extension of time at the end of the room rental period if the original period is shorter than 12 months, subject to the Board of Director's prior written approval.
- P. Lodger Room Rental Policy This policy that sets forth the rules, regulations and procedures that governs the renting of a room in a Unit.
- Q. Lodger Room Rental Renewal Parties to the room rental may request a renewal no more than 60 days prior to the end of the 12-month period.
- R. Member (also known as "Shareholder" or "Owner of a Stock Certificate") A Shareholder who has been approved by United as being entitled membership and owns a separate interest in United.
- S. Occupancy Agreement the agreement between United and its Members under the terms of which the Members are entitled to enjoy possession of their respective Units and the use of the facilities owned by GRF.
- T. Owner United Laguna Woods Mutual is the owner of the real property and provides its



members the right to exclusively occupy the Unit.

- U. Qualifying Resident Person who resides in the Unit, is at least 55 years of age and has been approved by the Board of Directors for membership and occupancy in accordance with the provisions of the Bylaws.
- V. Rent/Rental The arrangement made for the hiring of a room by a Lodger on a periodic basis pursuant to, and as outlined in, Civil Code Section 1946.5.
- W. Resident Member A Member who personally resides in the Member's Unit.
- X. RFID Radio Frequency Identification tag placed on an approved occupant's vehicle to gain access into the Community via the automated gate system.
- Y. Rush Application submitted fewer than 10 business days before the approved Lodger room rental effective start date.
- Z. Shareholder A Qualifying Resident approved by the Corporation to exclusively occupy a Unit and to whom a Stock and/or Membership Certificate of the Corporation has been issued.
- AA. Unit (also known as "Manor") a dwelling unit owned by United, and the Members' separate interest; specifically, the exclusive right to occupy a specific portion of the real property within the Development.
- BB. United Laguna Woods Mutual (also known as "Corporation", "United", or "Mutual") The nonprofit mutual benefit corporation organized to provide housing to its Members on a mutual nonprofit basis.
- CC. Village Management Services Inc. (VMS) Managing agent for United and GRF.

III. Fees

Members applying to rent a room in the Resident Member occupied Unit shall pay fees associated with the review, processing, and Approval of the Lodger Rental Application. The fees shall be set forth in the fee schedule which will be distributed by the Mutual annually with the Annual Policy Statement.

IV. Terms and Conditions

- A. General Information
 - Authorization to rent a room shall be effective only when approved in advance, in writing by United or by an authorized VMS staff member(s) of United; the Approval of any lodger room rental shall be limited to the terms specified herein.
 - 2. This Lodger Room Rental Policy applies to only one Lodger. Only one Lodger per unit is permitted.



- 3. The term of a room rental may not be less than 30 days, nor may the term of a room rental exceed 12 months, subject to a Lodger Room Rental Renewal. Consent to one Lodger room rental shall not obligate the Corporation to consent to any other Lodger room rental.
- 4. A copy of a separate pending lodger room rental agreement between parties must be provided to United prior to the Lodger's move-in to the Member's Unit.
- 5. No Member may rent out a room in the Unit to a Lodger if delinquent in carrying charges or assessments at the time of the proposed/intended rental of a room, except with Board approval and subject to an assignment of rents (as set forth in Resolutions U-91-73 and U-01-10 and referenced herein below).
- 6. Renewal of the Lodger room rental shall require the prior written Approval of United provided that United shall not be obligated or have any duty to approve such extension or renewal regardless of a Member's or Lodger's circumstances unless required by law. If Member chooses to use a realtor to renew or extend the Lodger room rental, all commissions payable to a realtor shall be the Member's obligation.
- 7. United shall, to the extent required by law, provide notice of potential asbestos-containing materials used during construction (Exhibit A). Any changes in the notice in Exhibit A as may be required by law or otherwise shall not be deemed a change to this Lodger Room Rental Policy which requires notice to the Members of United.
- 8. Laguna Woods Village is an independent-lifestyle and age-restricted senior citizen housing development (as defined by California Civil Code §51.3). No form of health care or assisted living is provided by United. Lodger is responsible for his/her own health, safety, care and welfare, subject to the conditions and restrictions regarding care providers from United's Governing Documents and United's "Private Caregiver Policy."
- Lodger shall meet the age requirements for occupancy and residency as required and established under United's Governing Documents and California Civil Code §51.3 (and any successor statute).
- 10. United, GRF and VMS are not parties to the terms of a room rental agreement between the Member and Lodger, and will not be involved in resolving any disputes between the Member and Lodger; provided, however that if a Member of Lodger is in violation of the Governing Documents or this Lodger Room Rental Policy, United shall have all rights and remedies available to it under the Governing Documents, including, but not limited to the GRF Community Rules and this Lodger Room Rental Policy.
- 11. All Lodger room rental agreement terms between Member and Lodger pertaining to rent amounts, payment of rents (other than the assignment of rents), fees, repair costs and commissions, or any other stipulations are a matter of concern between the Member and Lodger, and neither United, GRF, nor VMS shall be responsible for any terms therein.



- 12. The Lease/Rental Office will notify the Member of the approval/denial status of the Application within 10 business days of its written submittal. A rush fee will be imposed by United on any Member requests for expedited services prior to the routine 10 business days of processing. No representation or warranty is made that United will be able to complete a Rush authorization approval request in the Members' requested timeframe.
- 13. United has adopted a Non-Smoking Policy (Resolution 01-11-181) and is authorized to take disciplinary action against a Member who is in violation of said Policy. United may take disciplinary action against a Member for violation of the Non-Smoking Policy by a Member's Lodger.
- 14. The Member is at all times responsible for the acts or omissions of, without limitation, the Member's Lodger, guest, care provider, vendor, invitee or contractor as well as the guests, care providers, invitees or contractors of the Member's Lodger.

B. Charges

- 1. Member and Lodger acknowledge that the Member is obligated to pay Charges and Assessments imposed by United Mutual and/or GRF pursuant to this Lodger Room Rental Policy and the Governing Documents.
- The Member or Lodger may incur additional Charges and fees in connection with facilities and services provided by GRF. Some examples are: golf course fee, room reservation fees and cable services upgrade charges.
- 3. Lodger shall be responsible to promptly pay when due, all charges and fees incurred by Lodger for use of facilities or for services rendered by the Mutual or GRF.
- 4. Payment for chargeable repair services is the responsibility of the Member who must indicate on the Member Authorization for Maintenance Services Work form (Exhibit C) as to whether the Lodger may request such services. In any event, the Member shall be responsible for the chargeable repair services.
- 5. There is a fee collected by the Lease/Rental Office to review and process any new/extension/renewal applications, which include, but are not limited to analysis of payment and disciplinary history. (See Section III of this Lodger Room Rental Policy).
- An authorized and/or designated VMS staff member(s) for the United Board of Directors assumes responsibility for obtaining Board Approval and issuing Lodger ID Cards.

C. Assignment of Rents

1. If a Member is delinquent in his or her payment of any GRF and/or United Charges and/or Assessments, as required under the Governing Documents and GRF



Community Rules, Member and Lodger each acknowledge and agree that the Member hereby assigns to and confers upon United, the right, but not the obligation, to collect and retain the rent payable by the Lodger and to apply the same to any delinquent Charges and Assessments, as well as any late fees, attorneys' fees, or other costs and expenses permissible by law or the Governing Documents that may be incurred or assessed by United in connection with the delinquent Assessment and/or GRF and/or United Charges. GRF and/or United may collect rent directly from a Member's Lodger to help satisfy a Member's debt for delinquent United Charges and/or Assessments.

- 2. Member and Lodger acknowledge and agree that, concurrent with notice in writing to the Member, United shall be entitled to directly receive the rent by delivering to the Lodger at the Unit a "Notice to Lodger Assignment of Rents" ("Notice of Assignment of Rents") (Exhibit B). Upon receipt of such "Notice", the Lodger shall directly forward all payments of rent required under the room rental agreement between parties to United at the address set forth in the "Notice" until the Lodger receives a second notice to the effect that the Lodger may again resume making rental payments directly to the Member. Any changes in the Notice of Assignment of Rents form in Exhibit B shall not be deemed a change to this Lodger Room Rental Policy which requires notice to the Members of United.
- 3. To the fullest extent permitted by law, such payments of rent paid directly to United shall continue until the delinquent monthly Assessments and Charges and any late fees, attorneys' fees, or other collection costs and expenses incurred by the Member are paid in full. In the event that the payment of rent received by United is in excess of the amounts owed by the Member, then United shall refund the difference, less any processing fee(s), to the Member within 30 business days of receipt of such rental payment.
- 4. Lodger shall not be in breach of the room rental agreement between parties solely as a result of making rental payments directly to United, and further that the Member shall not take any other action or avail itself of any other remedies against the Lodger under the room rental agreement or otherwise based on the Lodger's direct payment of rent to United following receipt of a Notice of Assignment of Rents.
- It is specifically agreed that United is not and will not be assuming any of the responsibilities of the Member or Lodger to fulfill any of the terms, conditions and covenants between the Member and Lodger.

D. ID Cards and Privileges

- Lodger ID Cards shall be issued for a period not longer than the duration of the room rental or a 12-month period, whichever is shorter, and may be eligible for renewal upon extension or renewal of the room rental.
- Lodger ID cards are not issued until all paperwork required pursuant to the Lodger Room Rental Policy is received and the Application has been approved in advance in writing by United.



- Lodger ID cards and resident RFIDs will be available no sooner than seven days
 prior to the parties' rental start date unless United approves a Lodger Rental
 Application under the Rush standards referenced hereinunder.
- 4. A "Waiver of Liability" form must be executed by the Member and Lodger if access to and into the Community prior to the rental start date is required.
- 5. Lodger may use the GRF facilities and receive the services made available by GRF to all Members. The facilities and services may be modified or discontinued by GRF at any time. The Lodger, at all times, shall comply with any and all rules, prohibitions and/or restrictions established by GRF with respect to the use of GRF's common amenities and facilities.
- At the end of the room rental period, the Member is required to return all gate entry
 passes including ID cards, automobile decals, RFIDs, guest passes, business
 passes and care provider passes in order to avoid a GRF non-return fee, unless an
 extension is granted. (See Section III, Fees).

E. Occupancy

- 1. It is required that Members obtain/perform both background and credit checks on the new Lodger as well as check references provided by the Lodger to protect such Member's interests, given that the Member will be held responsible for the acts and/or omissions of their Lodger who violate United's and GRF's Governing Documents. United shall have no liability with respect to any background check obtained/performed or failure to conduct a background check.
- 2. No person, including but not limited to a Lodger, may reside in a Unit without the prior written approval of the United Board of Directors or VMS authorized staff member(s). Contact Community Services Department at 949-268-2393 for any change in residency status.
- 3. Lodger shall not assign a room rental or any interest therein and shall not sublet the Unit or any part thereof or any right or privilege appurtenant thereto or permit any other person to occupy or use the premises or any portion thereof without prior written consent of Member and Mutual. A consent to one assignment, subleasing, occupation or use by any other person shall not be deemed to be a consent to any subsequent assignment, subleasing, occupation or use by any other person. Any such assignment or subleasing without such consent shall be void and, at the option of the Mutual and/or Member, shall constitute a breach of the room rental. The interest of Member in a room rental shall not be assignable by operation of law without written consent of the Mutual.
- With the consent of the Member, a Lodger may have a short-term guest.
- 5. An application to reside in a Unit shall be made on the form prescribed by the United Board pursuant to this Lodger Room Rental Policy and attached hereto. Any changes in such form shall not be deemed a change in this Lodger Room Rental



Policy which requires notice to the Members of United.

- 6. Unit rentals must be for a period not less than 30 days.
- 7. Any rentals longer than 12 months will require a room rental to be renewed annually and is subject to the terms and conditions set forth herein.
- 8. Unless otherwise required by law, the maximum number of persons allowed to occupy a Unit is equal to the number of original construction bedrooms plus one; no more than two persons in a one-bedroom Unit, and no more than three persons in a two-bedroom Unit. There are additional monthly GRF and United Laguna Woods Mutual fees for each person in excess of two.
- 9. The Unit shall be used and occupied solely as a private residential dwelling and for no other purpose. No business or commercial venture may be conducted in the Unit.
- 10. Only a Member of United named under an Occupancy Agreement has the right to rent a room in the Unit, and no person shall reside in a Unit, other than those listed on the approved room rental.
- 11. No Member or Lodger may advertise for any room rental or rent-sharing agreement (for example only, listed on Airbnb, VRBO, Craigslist, Nextdoor or any similar website), unless the room rental between parties satisfies the requirements of the Governing Documents for United and GRF, including, but not limited to, the requirement of a thirty (30) day minimum rental term.
- 12. No Unit or any portion thereof may be used for vacation rentals or advertised for such use for a period of less than 30 days in any print media (such as newspapers, magazines, local bulletin boards, etc.) and/or on any website (including without limitation Airbnb, VRBO, social media, listing service or any similar website).
- F. Move In/Move Out and Bulky Items Delivery/Pickup
 - 1. When moving into the Community and disposing of boxes, Lodger must break down and stack moving boxes next to trash dumpsters or at curbside for routine pickup.
 - When moving out of the Community, the Lodger is responsible for hauling away excessive materials/furniture. Bulky items are collected on a weekly basis free of charge. CR&R should be called at 949-625-6735 to know when the pick-up service is offered and for information as to what can or cannot be hauled away.
 - 3. Each Member is responsible for any damage caused by his or her movers or any deliveries to the common area and/or other United property.
 - 4. No oversized furniture, appliances, non-broken-down boxes or other similar items may be discarded outside of the Unit at any time, except to the extent permitted by the Governing Documents, including, but not limited to the GRF Community Rules and this Lodger Room Rental Policy.



G. Alterations, Repairs and Maintenance

1. Member(s) are required to obtain prior written approval from United Mutual in advance of construction for any proposed internal and external structural alterations, additions, improvements and modifications to the Unit or any landscape changes. Applications may be obtained from the Resident Services Department located at the Community Center and may be reached at 949-597-4600.

The Lodger understands that the Unit shall not be altered, repaired or changed without prior written authorization of Member and United. Unless otherwise provided by written agreement, all alterations, improvements and changes that may be required shall be performed either by or under the direction of United; shall be the property of Member; and shall remain upon and be surrendered with the Unit. Only applications submitted by the Member will be considered by the Board. Lodger shall not have the right to submit an application for structural alterations.

Lodger shall authorize United, Member and/or their respective authorized VMS staff
member(s) to enter into and upon the Unit at all reasonable times for the purposes
of (a) inspection, (b) responding to emergencies, (c) maintaining the building in
which the Unit is situated and (d) making repairs, alterations or additions to any
portion of the common areas or said building, including but not limited to the erection
of scaffolding, props or other mechanical devices.

Lodger shall not be entitled to any damages, or any rebate or abatement of rent for any loss of occupation or quiet enjoyment of the premises on account of any such entry by United. No landlord-tenant relationship is created by way of United's need to enter a Unit or perform work to any common areas accessible through a Lodger occupied Unit.

H. Insurance

- 1. Lodger's personal property and loss of use is not insured by United.
- 2. Renters' insurance is strongly recommended. (See Section I, Rights and Remedies, Item 1, 2, 3 and 4 below).

I. Rights and Remedies

- 1. Lodger hereby waives, to the maximum extent authorized by law, all claims against United for damages to personal property in, upon or about said Unit and for injuries to persons in, upon or about said premises from any cause arising at any time.
- 2. Lodger shall, to the fullest extent permissible by law, hold Member, United, GRF and VMS harmless from any liability on account of any damage or injury to person or personal property arising from the use of the Unit and Member shall be responsible for the acts or omissions of his or her Lodger including, but not limited to, all damages to the Unit, to the building in which the Unit is located, and to the common areas of the Community.



- 3. Any notice required under this Lodger Room Rental Policy to Member, Lodger or United shall be given by personal service, or by registered or certified mail addressed to Member: at the address indicated on the Application; to Lodger: at the Unit address; and to United: P.O. Box 2220, Laguna Hills, CA 92654-2220. There is no street address for mail delivery to United.
- 4. The terms and provisions contained herein shall apply to and bind the heirs, successors, personal representatives and assigns of all of the parties hereto.
- 5. If any legal action or proceeding is commenced by either party or United to enforce any part of this Lodger Room Rental Policy, the prevailing party shall be entitled to recover, in addition to all other relief, reasonable attorney's fees and costs.

J. Enforcement

United is authorized to take disciplinary action against a Member whose property may be found in violation of this Lodger Room Rental Policy or the Governing Documents. When a complaint is lodged regarding the occurrence of a violation, the Board of Directors has a fiduciary duty to investigate and impose, if appropriate, Member discipline as set forth in the Governing Documents. The Board has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member and Lodger are entirely responsible for ensuring that the Governing Documents, including, but not limited to the GRF Community Rules, and this Lodger Room Rental Policy are complied with by anyone they allow into the Community.

- 1. The Member and Lodger must read and agree to comply with and be bound by all the Governing Documents, the Community Rules, and the Terms and Conditions of this Lodger Room Rental Policy.
- 2. Nothing contained herein shall relieve Member of the performance of any obligation owed to United and/or GRF under the Governing Documents.
- 3. The Member and Lodger are responsible for any visitor or guest who violates any Governing Documents, the GRF Community Rules, and the Terms and Conditions of this Lodger Room Rental Policy, and for any Charges or Assessments incurred.
- 4. Lodger shall be responsible to the Member to promptly pay when due, all charges and fees incurred by Lodger for use of facilities or for services rendered by United and/or GRF. Notwithstanding the foregoing, whether or not Lodger complies with the foregoing, a Member shall be solely responsible to United for any and all costs incurred by United resulting from a Member's room rental including but not limited to costs incurred solely due to the acts or omissions of a Lodger and their guests and invitees.
- 5. The Member shall give United a non-exclusive grant to enforce United's governing documents against the Members' Lodger if the Member fails to gain the Lodger's compliance, including but not limited to the ability of United to seek and pursue court intervention against the Lodger.



K. Discipline

Subject to Section L below, in the event that any Lodger fails to honor the provisions of any Governing Document, United may, but shall not be obligated to, take such corrective action as it deems necessary or appropriate under the circumstances, which may include, but is not limited to suspension of the Lodger's privileges to use any recreational common facilities, or the imposition of fines and penalties against the Member or Lodger. Any Lodger charged with a violation of the Governing Documents is entitled to the same notice and hearing rights to which the Member is entitled as provided in Section L below. Every Member shall be responsible for assuring his or her Lodger's compliance with the Governing Documents.

L. Due Process Requirements for Disciplinary Action

Except for circumstances in which immediate corrective action is necessary to prevent damage or destruction to the Development or to preserve the rights of quiet enjoyment of other residents, United shall have no right to initiate disciplinary action against a Member or Lodger on account of the misconduct of the Lodger unless and until the following conditions have been satisfied:

- The Member has received written notice from the Board, VMS or authorized representative detailing the nature of the alleged infraction or misconduct of the Lodger and advising the Member of his or her right to a hearing on the matter. Such written notice shall be deemed satisfied by sending it to the Member's address, as it appears in United's records.
- 2. The Member has been given a reasonable opportunity to take corrective action on a voluntary basis or to appear at a hearing, not less than ten (10) days from the date of the notice.
- The Member has failed to prevent or correct the Lodger's objectionable actions or misconduct or has failed to remove the Lodger as provided for under Civil Code Section 1946.5.

M. Time is of the Essence; Waiver

Time is of the essence under this Lodger Room Rental Policy. The waiver by Member, Mutual or either of them, of any breach of any term, covenant or condition of this Lodger Room Rental Policy shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of same of any other rent shall not be construed to be a waiver of any breach by Lodger of any term, covenant or condition of this Lodger Room Rental Policy. The remedies given herein to Member and to Corporation shall be cumulative and the exercise of any one remedy by Member or by the Mutual shall not prohibit exercise of any other remedy available.



EXHIBIT A

Notice

To: Employees, contractors employed by the Laguna Woods Village associations, members

and prospective purchasers of dwelling units at Laguna Woods Village, Laguna Woods

From: Village Management Services Inc.

Subject: Disclosure notice: Laguna Woods Village buildings constructed with asbestos-

containing construction materials

Health & Safety Code 25915.2 and 25915.5 require the mutual to provide annual notice about the existence of asbestos-containing materials (ACM) in nonresidential public buildings in the mutual to all employees and contractors performing work within said buildings, and to all members of the mutual.

In addition, the mutual is required to disclose to new owners, within 15 days of acquiring title to a unit, the existence of asbestos-containing material in nonresidential public buildings within the mutual.

Village Management Services Inc., as employer, and as agent, for the associations that own or manage the buildings at Laguna Woods Village, Laguna Woods, for their members, hereby notifies all its employees, contractors and all mutual members and transferees, that some buildings within Laguna Woods Village have been surveyed and found to contain asbestos.

The analytical method used to determine asbestos content was polarized light microscopy/dispersion staining. Since the community has an active asbestos operations and maintenance program, testing is ongoing. Because of the high cost to conduct a complete asbestos survey and analysis of all buildings, surveys are conducted only upon repair, remodel, addition to or removal of a building or part of a building suspected to contain asbestos materials, as required by labor codes. The certificates of analysis for any testing received to date are available to employees, contractors, owners and tenants and transferees for review and photocopying from the Laguna Woods Village Human Resources/Safety Office, 24351 El Toro Road, Laguna Woods, CA., between 9 a.m. and 5:00 p.m., Monday through Friday.

The following buildings in Laguna Woods Village, Laguna Woods, were constructed prior to 1979 and thus *may* contain asbestos in one or more construction materials: All community facilities buildings (with the exception of Clubhouse 7, the mini-gym at Clubhouse 1, the broadband services building, the Laguna Woods Village Community Center, the vehicle maintenance building, and a portion of the warehouse—all constructed after 1979), including clubhouses and outbuildings, library, maintenance warehouse building, stables, gatehouses, garden center buildings, all detached laundry buildings and residential buildings numbers 1 through 5543 inclusive.

At the time most of the buildings in Laguna Woods Village were constructed, asbestos- containing materials met local codes as well as state and federal regulations and were extensively used in *many* building products, including but not limited to: ceiling tile, floor tile/linoleum and mastic, textured wall surfaces, sprayed acoustical ceilings, fire doors, structural fireproofing, pipe/boiler



insulation, attic insulation and heating duct material/insulation.

According to the National Cancer Institute and the Environmental Protection Agency, any asbestos in these materials does not present a threat to health so long as the asbestos is not disturbed and does not become airborne.

However, because breathing asbestos has been known in some instances to cause cancer and other forms of lung disease, sanding, scraping, drilling, sawing, crushing, tearing/breaking up or otherwise disturbing asbestos-containing materials presents a potential health risk. Therefore, you are directed not to perform such tasks in areas with ACM present or suspected unless the area/materials have been tested and found not to contain asbestos or if specifically assigned or contracted to do such work and it is in accordance with all federal, state, and local laws as well as internal guidelines called for in the asbestos operations and maintenance plan and other company safety and environmental policies and procedures.

Village Management Services Inc. employees whose work orders require them to construct, repair, maintain or otherwise disturb construction materials that may contain asbestos are hereby directed to follow the current regulations and policies noted above and to wear the required protective equipment, prior to performing such work. Questions concerning instructions and equipment should be directed to the HR/Safety Supervisor at 949-597-4321.

It is illegal to place asbestos materials or debris in Laguna Woods Village trash dumpsters. Such materials must be disposed of separately in accordance with state and county regulations to avoid fines. Contact the HR/Safety Supervisor at 949-597-4321 for details.

If you become aware of any asbestos-containing material becoming damaged or otherwise disturbed, please contact Laguna Woods Village Customer Service at 949-597- 4600, or the HR/Safety Supervisor at 949-597-4321.

Village Management Services Inc.



THIS IS A SAMPLE OF THE LETTER WHICH WILL BE SENT TO THE LODGER IF MEMBER BECOMES DELINQUENT IN PAYMENT OF MONTHLY HOMEOWNER'S ASSESSMENT PAYMENTS

EXHIBIT B

RE: NOTICE TO LODGER - ASSIGNMENT OF RENTS

Dear	
------	--

Pursuant to IV (C) of the Terms and Conditions to the Lodger Room Rental Policy (or Lodger Room Rental Extension or Lodger Room Renewal Application) which you executed on as the Lodger, with as the Member, for the premises located in United Laguna Woods Mutual, Unit Number, you are hereby notified that your monthly rental payment should be made directly to the Golden Rain Foundation, a California nonprofit corporation (hereinafter the "Corporation"), to cover the delinquent assessment payment which the Member owes to the Corporation.
Until you are notified that you may resume making your monthly payments of rent to the Member, you should make your monthly rent payments, commencing with the payment due on to the following address:
VMS, Inc. Post Office Box 2220 Laguna Hills, CA 92654-2220
Attn: Unit Payment Representative
Please make your checks payable to Golden Rain Foundation (or GRF). Please be sure to mail to the P.O. Box address. Do NOT mail to the VMS street address.
If you have any questions in connection with this Notice, or the method of making your monthly rental payments to the Corporation, please contact the Unit Payments Representative at (949) 597-4221. A pre-addressed envelope is enclosed for your convenience.
Sincerely,
Bryan English, Accounting Supervisor Financial Services Division
cc: Member Leasing Department
Sent by Certified Mail

P.O. Box 2220, Laguna Hills, CA 92654



EXHIBIT C Member Authorization for Maintenance Services Work

		Unit No. Lodger Rental Term
		From:
		To:
Dear United Laguna Woods Mutual	Member:	
	to provide the timeliest service, we reques repair services are requested for your Uni	
chargeable repair services performe	rom the Mutual or an outside repair firm. Ple ed by the Mutual are the responsibility of the es from the Lodger is the responsibility of the TV and high-speed internet.	e Member and will be billed
Failure to complete this form will res	ult in denial of service in response to Lodge	er requests.
which there is a charge? (Please n incurred by the Lodger.) NOTE: In case of an emergency, e.	repairs on behalf of the Member or other wote that the Member is responsible for all of the control of the Member is responsible for all of the control of the Lodger without prior Member 19 or	charges
rental period. I will submit a written	DGMENT d above and request that this information be request for any change to the above inform Leasing/Rental Office, P.O. Box 2220, Lag	nation by mailing such request
. Member(s)		
1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date
. Lodger		1
1 Name (Print)	Signature	Date



Lodger Rental Application

Members applying for Approval to rent a room in their Unit must, together with their prospective Lodger, fill out the Application on the following pages in order to obtain the necessary Approval from United for such Lodger Rental. The steps and required information/documentation that must be provided along with the Application are described below:

- A. The member must complete and submit the written Lodger Rental Application to the Lease/Rental Office for board review. The Application is available for download at lagunawoodsvillage.com or upon request from the Lease/Rental Office.
- B. The Application and additional documentation must be submitted to the Lease/Rental Office for new leases, renewals and extensions.
- C. All information provided must be legible for digital imaging.

Required documentation:

 1.	Completed Lodger Rental Application (new, renewal or extension)
 2.	Check for processing fee made payable to GRF
 3.	Member(s) resident ID card(s) (only for initial room rental)
 4.	Copy of Lodger's proof of age/identity (driver's license, birth certificate or passport)
 5.	Copy of the room rental agreement between Member and Lodger for the current rental term. (It is the Member's responsibility to provide United with a copy of the room rental agreement with Lodger. Such rental agreement is not included within this Application package, and is not provided by the Laguna Woods Village Leasing/Rental Office.)
6.	Lodger's Credit Report with FICO Score from Experian, TransUnion or Equifax
 7.	A Nationwide Background Check for Lodger (criminal, eviction, Patriot Act, etc.) – Examples:
	www.tenantbackgroundsearch.com www.american-apartment-owners-

(Note: The above examples are not all-inclusive. This list is strictly for informational purposes. Some nationwide background checks include the

association.org www.rentspree.com

credit report with FICO score.)

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- 8. Executed Member Authorization for Maintenance Services Work form
- D. The Board or authorized VMS staff member(s) will review the Lodger Rental Application and approve or deny the request in writing.
- E. Upon receipt of a Lodger Rental Application for a new, renewal or extension, the Lease/Rental Office will research and take into consideration whether the Member and/or Lodger has received notices of rule violations or any outstanding charges and assessments before Approval of the Application can occur. If there are any outstanding charges and assessments, the Lease/Rental Office will request payment and/or refer the matter to the Finance Department who may issue a notice as set forth in Exhibit B for assignment of rents. Extensive history of such events, complaints, violations, and/or member disciplinary action may result in the denial of the Application.
- F. The Lease/Rental Office will notify the Member of the results within 10 business days subject to the terms and conditions that exist. Applications, including, without limitation, Rush Applications, may be delayed if the Leasing/Rental Office notifies the Member that it requires additional time to review and/or requests additional information from the Member while conducting its review.
- G. The Lodger Rental Application will be emailed to the Member or his/her agent once approved by the Board of Directors. The Member is responsible for providing a copy of the Lodger Room Rental Policy and Application to the Lodger.
- H. The Lease/Rental Office hours of operation are Monday through Friday, except federal holidays, 8:00 a.m. 5:00 p.m.

Telephone: 949-957-4323 Email: Leasing@vmsinc.org

Physical Address:

Laguna Woods Village Community Center 24351 El Toro Road Laguna Woods, CA 92637

Mailing Address:

Laguna Woods Village Attn: Leasing/Rental Office

P.O. Box 2220 Laguna Hills, CA 92654

Note: There is no mail delivery to the physical address.



Lodger Rental Application: United Laguna Woods Mutual

l	Jn	it	No	:	
C	,,,	ΙL	IVO	•	

Drop off completed Application to the Leasing/Rental Office located in the Community Center at 24351 El Toro Road, Laguna Woods, CA 92637; phone 949-597-4323; or email Application to leasing@vmsinc.org.

The Lodger Rental is subject to the terms and provisions of the Lodger Room Rental Policy & Application incorporated herein by reference and made a part hereof and shall be effective when approved by the Mutual.

Unit Information			
Unit Address:			
Carport #:	Space #:		
Lease Term Date From:	То:		
Member #1 Information			
First Name:	Last Name:		
Telephone:	Cell Phone:		
Email:			
Mailing Address:			
Member #2 Information			
First Name:	Last Name:		
Telephone:	Cell Phone:		
Email:			
Mailing Address:			
Agent or Agency			
First Name:	Last Name:		
Telephone:	Cell Phone:		
Email:			
Mailing Address:			



Information from Lodger	Lodger ID No	
First Name:	Last Name:	
Telephone:	Cell Phone:	
Date of Birth:	SS#:	
Email:		
Move-in Date:		
Present Home Address:		
Prior Address:		
Length of Time/From:	То:	
Has proposed Lodger been convicted of a felony in the last 20 years? ☐ Yes ☐ No		
Has proposed Lodger been convicted of a misdemeanor involving moral turpitude in the last five years? ☐ Yes ☐ No		

Lodger Roor	n Rental Policy	and Agreement
EUGGGI NOOI	II IXGIIIAI I OIIG	r ana Aarcemen.

The undersigned acknowledges receipt of the Lodger Room Rental Policy and acknowledges that it does not represent any direct or indirect liability on behalf of United Laguna Woods Mutual (United), the Golden Rain Foundation of Laguna Woods (GRF) and Village Management Services Inc. (VMS), and each of their respective directors, officers, employees and agents. By executing this Lodger Rental Application, all parties, if approved by the Board of Directors, hereby agree to abide by the Lodger Rental and Terms and Conditions of the Lodger Room Rental Policy.

Conditions of the Lodger Room Ren	tal Policy.				
		Initial(s)			
Acknowledgment			Member #1	Member #2	Lodger
I have read and received a copy of the Lodger Room Rental					
Policy and agree to comply with its 1		ons.			
I agree to comply with the rules esta Community.					
United, GRF and VMS are not, jointl	y or severally, part	ties to			
the terms of the room rental agreem Member and Lodger.	ent between the				
I agree that United has the right to c	ollect and retain th	ie			
rent payable and to apply it to any dand charges.	elinquent assessm	nents			
I understand that falsification of any	information				
related to this Application renders th and void.	is Application null				
Does Lodger have authorization to r	equest repairs or v	work on	behalf of the	Member for which	there is
a charge?				Yes □ No	
Member #1 Name (Print):	Member Signatur	re:	_		Date:
Member #2 Name (Print):	Member Signatur	re:			Date:
Lodger Name (Print):	Lodger Signature	e:			Date:
407	FIGNI BY MUTUAL F	20488	OF DIDEOTOR	2	
LODGER RENTAL APPLICATI	ON DENIED			AL APPLICATION A	APPROVED
		The Bo	pard of Directors	of this Mutual Cor	poration has
The Board of Directors of this Mutual Coreviewed this application. Based on the provided, the application is denied .	information	review provide	ed this applicati ed, the applicati	s of this Mutual Corpon. Based on the in on is approved .	formation
SIGNATURE		SIGNA	ATURE		
SIGNATURE		SIGNA	ATURE		
SIGNATURE		SIGNA	ATURE		
DATE:		DATE:			

Authorized Agent

Date



When you get approved, please set this up.

If We Can't Reach You, We Can't Notify You.

When seconds count, you can count on...



CodeRED is the community notification system used to call, text and/or email Laguna Woods Village Residents with time-sensitive and/or emergency information. This system is separate from the regular email information you may be receiving from the Communications Department, and requires a specific, unique enrollment.

Laguna Woods Village Security and Disaster Preparedness Task Force encourage you to take a few minutes to ensure we have accurate contact information for you so you are informed in the event of an emergency or threat to the Village. Safety is a two-way street. Be sure to register today to receive the information you need, when it matters, regarding events such as:

- Critical Power Outages
- Earthquake Emergency Procedures
- Evacuation
- · Gate or Road Closures
- Safety Threats
- Fire

Please complete the form online through the Laguna Woods Village website. Go to www.lagunawoodsvillage.com, and look for the CodeRED icon at the top left of the home page.

You can be assured that all information provided for your CodeRED notification is confidential and will only be used to contact you in the case of an emergency.

Note: California Civil Code Section 4041 requires owners to provide annual written notice to the association of preferred and alternate or secondary delivery method for receiving notices from the association. This includes contact information of the legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of an emergency or extended absence from the Unit. Emergency contact information may be given to hospital personnel upon request.



Resolution 01-23-XX

Lodger Room Rental Policy and Application

WHEREAS, Civil Code § 1946.5 defines a "lodger" as "a person contracting with the owner of a dwelling unit for a room or room and board within the dwelling unit personally occupied by the owner, where the owner retains a right of access to all areas of the dwelling unit occupied by the lodger and has overall control of the dwelling unit"; and

WHEREAS, in context here, in order to classify a guest/tenant as a "lodger," the Shareholder must retain access to all areas of the dwelling unit and have overall control of the dwelling unit. Also under Civil Code Section 1946.5, in order to remove a lodger from the dwelling unit, the Shareholder must give the lodger a written termination notice which is at least as long as the days between rent payments, not exceeding 30 days. Once the notice period expires, the Shareholder can treat the lodger as a "trespasser" and have the lodger removed pursuant to the provisions of Section 602.3 of the Penal Code (i.e., guilty of an infraction and may, pursuant to Section 837, be arrested for the offense); and

WHEREAS, the United Mutual Board recognizes the need to adopt a Lodger Room Rental Policy and Application to ensure compliance with Civil Code § 4739 and United's and GRF's Governing Documents;

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors of this Corporation hereby approves and adopts the **Lodger Room Rental Policy and Application**, as attached to the official minutes of this meeting; and

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

SEPTEMBER INITIAL NOTIFICATION: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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United Laguna Woods Mutual Architectural Controls and Standards Committee August 17, 2023

ENDORSEMENT (to Board)

Revision to Alteration Fee Schedule

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

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to the Alteration Fee Schedule.

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STAFF REPORT

DATE: November 14, 2023 FOR: Board of Directors

SUBJECT: Revision to the Alteration Fee Schedule

RECOMMENDATION

Approve a resolution to revise the Alteration Fee Schedule which includes future revisions to be incorporated in the Annual Assessment Letter packet that is mailed every year in November.

BACKGROUND

The Architectural Controls and Standards Committee periodically reviews the Alteration Fee schedule for applicability of current mutual policies and bill rates. The Alteration Fee Schedule (Attachment 1) was last revised in March 2023, via Resolution 01-23-14 (Attachment 2) to address Solar Panel Alteration Processing fees.

DISCUSSION

A recent review of the Alteration Fee schedule revealed a need to revise the fee schedule to reflect the processing times spent for mutual consent applications along with bill rates and mutual policies. Attachment 3 incorporates these proposed revisions and requirements.

Staff recommends that alterations that require less time for plan check processing are moved to the minimum \$50 fixed fee, while raising the valuation threshold at scaled intervals up to \$30,000 and above for application plan checks that incur the maximum \$700 alteration fee. These changes provide more accurate representation of processing times associated with these applications.

A revised Alteration Fee schedule along with the proposed fee resolution are included as Attachment 4.

On August 17, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revised Alteration Fee Schedule.

FINANCIAL ANALYSIS

Based on the Mutual Consent Processing Analysis, it is anticipated that the projected revenue for 2023 will be reduced from \$234,415 to \$210,974, a reduction of \$23,441; the proposed new rates, which are based on actual average processing times, more closely represent and reimburse the staff time used to process these applications.

United Board of Directors Revision to the Alteration Fee Schedule 11/14/2023 Page 2

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

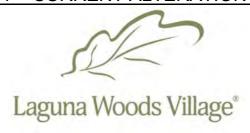
ATTACHMENT(S)

Attachment 1 – Current Alteration Fee Schedule

Attachment 2 – Current Resolution 01-23-14

Attachment 3 – Redlined Alteration Fee Schedule

Attachment 4 - Revised Resolution 01-23-XX and Alteration Fee Schedule



Alteration Fee Schedule

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans
All items below require HOA Mutual Consent from Manor Alterations.
A City Permit may also be required. Contact the City Building Permits office for permitting requirements.

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

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

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

Variance Processing Fee

\$150

NOTES

- Some Alterations may require a Demolition Mutual Consent, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a Mutual Consent: Unauthorized alteration fee + Demolition fee + Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

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



Solar Application Processing Fee Schedule

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

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

Variance Type	Fee
Solar Application Processing Fee	\$223

ATTACHMENT 2 - CURRENT RESOLUTION 01-23-14

RESOLUTION 01-23-14 Solar Application Processing Fee

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

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

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

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

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

RESOLVED FURTHER, that Resolution 01-19-22 adopted February 12, 2019 is

hereby superseded and canceled; and

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

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<u>ATTACHMENT 3 – REDLINED ALTERATION FEE SCHEDULE</u>



Alteration Fee Schedule

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

A City Permit may also be required. Contact the City Building Permits office for permitting requirements.
For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

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

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

Alteration Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$10,000	\$280
\$10,001 to \$20,000	\$392
\$20,001 to \$29,999	\$504
Above \$30,000	\$700

Other Fees

Туре	Fee
Demolition Fee- Pre-Construction Mutual Consent	\$50
Variance Processing Fee	\$150
Unauthorized Alteration Fee (Applicable to alterations that require City of Laguna Woods building permits)	\$300
Solar Application Processing Fee	\$223

ATTACHMENT 3 - REDLINED ALTERATION FEE SCHEDULE



Alteration Fee Schedule (Continued)

<u>Notes</u>

- Per Resolution 01-XX-23, future revisions to the Alteration Fee Schedule will be included
 with the Annual Assessment Letter Packet that the Finance Department issues every year in
 November under the Architectural Review Procedures section of the Annual Policy
 Statement.
- Some Alterations may require a Demolition Pre-Construction Mutual Consent. To confirm if your
 Alteration will require a Demolition Pre-Construction Mutual Consent, please contact Manor
 Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a
 Mutual Consent: Unauthorized alteration fee + Demolition Pre-Construction Mutual Consent fee +
 Mutual Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

ATTACHMENT 4 – REVISED RESOLUTION 01-23-XX AND ALTERATION FEE SCHEDULE



RESOLUTION 01-23-XX

Alteration Fee Schedule

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

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

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

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

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

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

SEPTEMBER INITIAL NOTIFICATION: 28- day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

ATTACHMENT 4 – REVISED RESOLUTION 01-23-XX AND ALTERATION FEE SCHEDULE



Alteration Fee Schedule

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

A City Permit may also be required. Contact the City Building Permits office for permitting requirements.
For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

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

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

Alteration Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$751 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$10,000	\$280
\$10,001 to \$20,000	\$392
\$20,001 to \$29,999	\$504
Above \$30,000	\$700

Other Fees

Туре	Fee
Pre-Construction Mutual Consent	\$50
Variance Processing Fee	\$150
Unauthorized Alteration Fee (Applicable to alterations that require City of Laguna Woods building permits)	\$300
Solar Application Processing Fee	\$223

ATTACHMENT 4 – REVISED RESOLUTION 01-23-XX AND ALTERATION FEE SCHEDULE



Alteration Fee Schedule (Continued)

Notes

- Per Resolution 01-XX-23, future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement.
- Some Alterations may require a Pre-Construction Mutual Consent. To confirm if your Alteration will require a Pre-Construction Mutual Consent, please contact Manor Alterations.
- Alteration Fees are paid via credit card upon approval of a completed Mutual Consent application. Manor Alterations will contact applicants directly upon approval to collect payment.
- The following fees, as appropriate to the nature of the work, apply to work completed without a
 Mutual Consent: Unauthorized alteration fee + Pre-Construction Mutual Consent fee + Mutual
 Consent fee + Variance fee (if applicable).
- Variance Processing Fees are in addition to any fees incurred via Mutual Consent processing.

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United Laguna Woods Mutual Maintenance & Construction Committee August 23, 2023

ENDORSEMENT (to board)

Approve Revised Electrical Use Reimbursement Policy

Jay Allen, Damage Restoration Manager, presented a staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend the board approve a revised Electricity Usage Reimbursement Policy for electricity used during moisture intrusion events based on the average amount of the member's electricity bill for the month prior and the month following the event.

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STAFF REPORT

DATE: September 12, 2023 FOR: Board of Directors

SUBJECT: Electrical Use Reimbursement Policy Revisions

RECOMMENDATION

Approve a revised Electricity Usage Reimbursement Policy for electricity used during moisture intrusion events.

BACKGROUND

The current Electricity Usage Reimbursement Policy, Resolution 01-18-33 (Attachment 1), authorizes staff to process reimbursements to members for electricity consumption related to the dry-down and restoration of manors as a result of moisture events that are the responsibility of the Mutual as well as for excess electricity consumed due to hot water supply line leaks.

For moisture intrusion events where dry-down equipment such as dehumidifiers and air movers are required, the Mutual currently reimburses the member for electricity used in the dry-down of mutual property at a flat rate of \$32 for each room affected.

On June 28, 2023, the M&C Committee requested that staff provide the committee with options to revise the reimbursement policy based on consideration of inflation and SCE rate increases.

On August 23, 2023, the M&C Committee unanimously voted to recommend the board approve the revised Electricity Usage Reimbursement Policy.

DISCUSSION

In 2022, there were 38 members who received an electrical use reimbursement. The average reimbursement was \$75 per manor. The reimbursements issued ranged from \$32 to \$192. The average cost to the Mutual for staff time to process these requests under the current policy amounted to \$81 per reimbursement, based on 2.5 hours of staff time for preparation, review of each reimbursement, and approval of each check request. The average total cost of each reimbursement amounts to a Mutual expense of \$156 which includes the costs of staff time and the average reimbursement of \$75 to the resident.

The average SCE rates have doubled since the \$32 per room reimbursement was approved in 2018. SCE rates are adjusted by season and by time of use. Therefore, tying the reimbursement amount to SCE rates is not only time consuming but may not capture all the variables for each event. As a result of this, the following approach was presented for consideration by the committee:

United Laguna Woods Mutual **Electrical Use Reimbursement Policy Revisions** September 12, 2023 Page 2

Staff recommends the reimbursement be based on the average amount of the member's electricity bill for the month prior and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. For example:

Electricity bill prior month	\$150
Electricity bill following month	\$210
Average bill	\$180
Electric bill for event month	\$300
Average bill	\$180
Amount reimbursed	\$120

The proposed process would eliminate the need to regularly reset the flat rate amount based on SCE rate increases. This also reduces the amount of staff time required to process these events. Staff would be able to generate a form that members would fill in and submit with copies of their electricity bills. Once received, the amount of needed staff time required is greatly reduced.

The same process will apply for reimbursing the electricity cost associated with hot water supply leaks (under slab leaks).

This revised process was recently approved by the Third Laguna Hills Mutual Board. If United Laguna Woods Mutual approves of the alternate approach, both mutuals would have similar procedures and will greatly simplify its implementation.

FINANCIAL ANALYSIS

The average amount of reimbursement under the proposed alternate policy is unknown. However, based on the number of reimbursements processed in 2022, the total expense for future reimbursements under the proposed policy is not expected to exceed \$5,000.

Prepared By: Justin "Jay" Allen, Damage Restoration Manager

Reviewed By: Baltazar Mejia, Maintenance and Construction Assistant Director

Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 - Current Resolution 01-18-33

Attachment 2 – Proposed Revised Resolution 01-23-XX

Attachment 1

United Laguna Woods Mutual Minutes of the Regular Board of Directors Open Meeting Page 15 of 31 March 13, 2018

13b. Entertain a Motion to Approve a Resolution for Revisions to the Electrical Usage Reimbursement Policy

Director Blackwell read the following resolution:

Resolution 01-18-33

Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit United Mutual policy;

NOW THEREFORE BE IT RESOLVED, March 13, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 01-06-75 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will
 reimburse for excess electricity consumption for a maximum period of three
 Southern California Edison billing periods, as evidenced by detailed billing
 statements for each of the three periods involved. Additional electricity use
 beyond the period of three billing cycles is the responsibility of the Member and is
 not reimbursable by the Mutual.
- All reimbursements will be charged to the Contingency Fund.

RESOLVED FURTHER, that Resolution 01-10-268 adopted December 14, 2010 is hereby superseded and cancelled; and

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

Director Blackwell made a motion to adopt a Resolution for a revised electricity usage reimbursement policy. The motion was seconded by Director Tibbets.

Discussion ensued among the Directors.

Director Armendariz commented that the flat rate in the Resolution should be \$32.00.

Director Blackwell amended her motion to include the corrected amount.

President Skillman called for the vote and the motion passed 8-0-1 (Director Achrekar was absent for the vote).

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Attachment 2



Resolution 01-23-XX

Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the Mutual is interested in revising the current policy to reflect increases in electricity rates;

NOW THEREFORE BE IT RESOVED, November 14, 2023 that the Board of Directors of this corporation hereby adopts the revised Electricity Usage Reimbursement Policy, as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the average cost of the prior month and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Operating Fund.

RESOLVED FURTHER, that Resolution 01-18-33 adopted March 13, 2018, is hereby superseded and cancelled; and

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

SEPTEMBER INITIAL NOTIFICATION: 28- day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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United Laguna Woods Mutual Maintenance & Construction Committee August 23, 2023

ENDORSEMENT (to board)

Approve Revised Non-Emergency Maintenance Chargeable Services List

lan Barnette, Maintenance and Construction Department Assistant Director, discussed the exterior painting program and suggested adding the painting of authorized exterior alterations to the list of non-emergency chargeable services at a cost of \$15/s.f.

A motion was made and carried unanimously to recommend the board approve a revised list of non-emergency maintenance chargeable services.

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STAFF REPORT

DATE: September 12, 2023 FOR: Board of Directors

SUBJECT: Revision to Non-Emergency Maintenance Chargeable Services List

RECOMMENDATION

Approve a revised Non-Emergency Maintenance Chargeable Services List to include painting of authorized exterior alterations.

BACKGROUND

The mutual provides routine maintenance repair services as provided under the General Conditions of the Occupancy Agreement. The mutual also provides non-emergency maintenance chargeable services as an added benefit to the shareholders.

DISCUSSION

On June 8, 2021, the board adopted Resolution 01-21-38 to approve a list of non-emergency maintenance chargeable services. This program has been implemented for the convenience of United Mutual shareholders (Attachment 1).

On August 23, 2023, the United M&C Committee voted unanimously to recommend the board approve a revision to the list of non-emergency maintenance chargeable services to include painting of authorized exterior alterations.

Approval of Resolution 01-23-XX (Attachment 2) will revise the list to include the painting of authorized exterior alterations (Attachment 3).

FINANCIAL ANALYSIS

This is a chargeable service, and there will be no financial impact to the mutual.

Prepared By: Lauren Glass, Operations Specialist

Reviewed By: Ian Barnette, Maintenance and Construction Assistant Director

Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S):

Attachment 1 – Current Resolution 01-21-38

Attachment 2 – Proposed Resolution 01-23-XX

Attachment 3 – Proposed Revised Non-Emergency Maintenance Chargeable Services List

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Attachment 1

RESOLUTION 01-21-38 Non-Emergency Maintenance Chargeable Services

WHEREAS, the Board established a "Chargeable Maintenance Services Policy" by way of Resolution 01-04-28; and

WHEREAS, the Board amended the policy on June 12, 2007 to remove single fixture stoppages as a chargeable service; and

WHEREAS, the Board amended the policy further by way of Resolution 01-17-104 to establish a charge of \$50.00 for a Missed Maintenance Appointment to be charged to resides who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

WHEREAS, the Board added additional services by way of Resolution 01-20-22 to include non-emergency maintenance chargeable services to authorized member alterations; and

WHEREAS, in order to provide a complete list of non-emergency maintenance chargeable services, the list has been revised again to account for services that have been provided to members for many years, that weren't previously on the chargeable services list; and

WHEREAS, additional non-emergency maintenance chargeable services have been included for appliances, electrical, carpentry, plumbing and painting, as referenced on the attached, approved list.

NOW THEREFORE BE IT RESOLVED, June 8, 2021, that the Board of Directors hereby approves the attached new policy and list of non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service charge for all Maintenance chargeable services shall remain \$10; and

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$50 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

RESOLVED FURTHER, that Resolution 01-20-22 adopted on April 10, 2020 is hereby superseded and cancelled; and

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

MAY Initial Notification

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

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Attachment 2



RESOLUTION 01-23-XX Non-Emergency Maintenance Chargeable Services

WHEREAS, the Board has established a "Chargeable Maintenance Services Policy"; and

WHEREAS, in 2017, the Board amended the policy to establish a charge of \$50.00 for a Missed Maintenance Appointment to be charged to residents who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

WHEREAS, the Board desires to amended the policy further to include non-emergency maintenance chargeable services for painting of authorized member exterior alterations;

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors hereby approves the attached new non-emergency maintenance chargeable services list; and

RESOLVED FURTHER, that the existing service charge for all maintenance chargeable services shall remain \$10; and

RESOLVED FURTHER, the City permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$50 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; 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: 28- day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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Attachment 3



Non-Emergency Maintenance Chargeable Services

The Board of Directors of the United Laguna Woods Mutual passed Resolution 01-23-XX on November 14, 2023, to approve the following updated schedule of non-emergency maintenance chargeable services. This program has been implemented for the convenience of the Shareholders of United Mutual.

Trade	Description of Service	*Limitations	*Cost
Appliance	Install Alteration Dishwasher (Plug-in Only, No Modifications)	Resident Supplied	\$195.00
	Install Alteration Stove Top (Hard Wired, No Modifications)	Resident Supplied	\$160.00
	Install Alteration Oven (Hard Wired, No Modifications)	Resident Supplied	\$230.00
	Install Alteration Wall Mounted Microwave (No Modifications)	Resident Supplied	\$160.00
	Install or Replace Ice Maker Tubing for Refrigerator	Resident Supplied	\$75.00
	Replace or Clean Alteration Range Hood Filter	Resident Supplied	\$55.00
	Remove/Replace Alteration Appliances Moved for Repairs	N/A	\$150.00
	Replace Alteration Stove Top Burner Pans	Resident Supplied	\$30-45.00
	Repair Upgraded or Alteration GE Appliances - excludes non-GE brands (ex. pump in dishwasher, fan motor for fridge, door gaskets, etc.)	Mutual Supplied	Varies
Electrical	Replace Alteration Ceiling Light (like for like)	Resident Supplied	\$170.00
	Replace Alteration Ceiling Fan (like for like)	Resident Supplied	\$235.00
	Replace Alteration Switch (Dimmer okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Outlets (GFCI okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Light Sockets/Ballasts	Resident Supplied	\$160.00
	Replace Light bulbs (Fixtures and/or Appliances)	Mutual Supplied	\$30-80.00
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Carpentry	Replace Alteration Entry Door Dead Bolt Lock (excludes keyless systems)	Resident Supplied	\$55.00
	Install or Replace Entry Door Peep Holes, Mail Slots and Entry Door Screens (applicable to alteration doors only)	Resident Supplied	\$69.00
	Replace Broken or Cracked Alteration Windows (like for like replacement, excludes any windows requiring high reach equipment such as aerial lifts)	Resident Supplied	\$1,200.00
	Repair Small Interior Drywall Holes (does not include painting)	Mutual Supplied	\$70.00
	Install New or Replace Existing Alteration Towel Bars or Grab Bars (installed in drywall only, not in fiberglass or tile)	Resident Supplied	\$40.00
	Replace or Install Alteration Door Stops/Bumpers	Resident Supplied	\$69.00
	Size Interior Doors for New Alteration Flooring	Mutual Supplied	\$69.00
	Repair Alteration Sliding Glass Doors/Screens	Resident Supplied	\$69.00
	Repair Alteration Sliding Windows/Screens	Resident Supplied	\$69.00
	Repair/Replace Alteration Entry Screen Doors	Resident Supplied	\$69.00
	Repair Alteration Sliding Closet/Wardrobe Door	Resident Supplied	\$69.00
	Repair/Replace Alteration Chopping Board/Bread Board	Resident Supplied	\$69.00
	Repair/Replace Alteration Baseboards and Moldings	Resident Supplied	\$69.00
	Repair/Replace Alteration Drawer Guides	Resident Supplied	\$69.00
	Install Alteration Entry Door w/ Lock (Requires an approved Mutual Consent)	Resident Supplied	\$450.00
	Repair Alteration Carport Condensation Panels	Resident Supplied	\$96.00
	Removal Alteration Carport Condensation Panels (includes painting)	Resident Supplied	\$458.00
	Replace Interior Bedroom or Bathroom Doors (does not include jam/framing)	Resident Supplied	\$150.00
		Agenda Item #	12d

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Attachment 3

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Plumbing	Repair Alteration Garbage Disposal	Resident Supplied	\$55.00		
	Replace an Alteration Garbage Disposal	Resident Supplied	\$90.00		
	Repair/Replace Alteration Shower Head	Resident Supplied	\$90.00		
	Repair/Replace Valve for Ice Maker Line (as long as there is no active leak)	Resident Supplied	\$90.00		
	Repair/Replace Alteration Faucet (cartridge style)	Resident Supplied	\$90.00		
	Repair/Replace Alteration Sink/Basin Spray Heads, Drain Traps,	Resident Supplied	\$80-160.00		
	Basin Stoppers, Pull-Rods, Hoses, Supply Lines (as long as there is no				
	active leak)				
	Repair/Replace Alteration Kitchen Sink & Bathroom Basin (like for like)	Resident Supplied	\$160.00		
	Repair/Replace Alteration Fitting/Flange/Valves (as long as there is no active leak)	Resident Supplied	\$90.00		
	Repair/Replace Alteration Toilets (as long as there is no active leak)	Resident Supplied	\$90.00		
	Repair/Replace Toilet Seat	Resident Supplied	\$70.00		
	Replace Alteration Shower Mixing Valve	Resident Supplied	\$90.00		
	Replace Alteration Water Heater (as long as there is no active leak)	Resident Supplied	\$230.00		
	Water Shut-off/on – Resident Request for Alteration Repair/Replace	N/A	\$25-45.00		
	Camera Sewer Line for Alteration Permit	N/A	\$45-105.00		
Painting	Interior Touch-up Painting (partial wall)	Resident Supplied	\$80.00		
	Interior Touch-up Painting (full wall)	Resident Supplied	\$130.00		
	Exterior Entry Door Paint (full paint – off program. Requires Board approved variance)	Resident Supplied	\$120-250.00		
	Exterior Alterations (excludes metal surfaces)	Resident Supplied	\$15.00/sq. ft.		
*LIMITATIONS	Estimated cost does not include a \$10 service charge.				
	The costs provided above are ESTIMATES only and include labor and materials (as noted above). Most				
	parts are to be provided by the Resident. Actual charges may vary.				
	All Mutual supplied parts will be standard brand only.				
	All Mutual supplied parts will be limited to parts in stock.				
	All Mutual provided parts and labor carry a 30-day warranty, unless specified otherwise.				
	Resident Supplied = Resident to supply the replacement or repair parts at the time of service.				
	Failure to be present at the time of service will result in a \$50.00 Missed Maintenance Appointment Fee.				
	Where applicable, a permit fee for the City of Laguna woods will be charged.				
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STAFF REPORT

DATE: September 12, 2023 FOR: Board of Directors

SUBJECT: Requests to Stop Herbicide Spray

RECOMMENDATION

Approve the Resolution for Herbicide Spray Guidelines and Acknowledgement Form.

BACKGROUND

In recent years, herbicide use has become an issue for some residents. In 2019, due to news reports on the potential dangers of herbicides containing glyphosate, such as RoundUp[®], United Mutual ceased the use of these herbicides and began using herbicides that are considered safer, for the control of weeds in the shrub beds.

This recommendation, along with the supporting attachments, were reviewed by the United Landscape Committee on August 28, 2023, at their regular open session meeting. A motion was made to recommend approval of the resolution for the Herbicide Spray Guidelines and the Acknowledgement Form. The motion passed unanimously.

DISCUSSION

In United Mutual there are 135 acres of turf, 75 acres of shrub beds, and 84 miles of turf edges that are maintained by 36 budgeted Gardener positions. Controlling the weeds in the shrub beds and adjacent turf edges is labor intensive; with the existing turf having a high concentration of the highly invasive kikuyu grass, the only way to control the weeds with current staffing levels is through the use of herbicides.

Although staff uses alternative herbicides and regularly tests for newer, safer herbicides, there remains concern with some residents in the Mutual. Staff occasionally receives requests from residents to stop spraying herbicides in the vicinity of their respective units. While it is possible to not spray herbicides in selected areas, it makes weed control much more labor intensive. There are not sufficient labor hours in the budgeted staffing levels to hand weed the shrub beds or adequately maintain the edges of the turf adjacent to the shrub beds.

Staff proposes that if a member requests herbicide not be applied adjacent to the member's residence, the member must take on the responsibility to perform necessary weeding and edging. Staff has developed a form to be completed and signed by the resident acknowledging responsibility for the mentioned activities (Attachment 1).

Upon receiving a request, staff would meet with the resident and determine the common area that is directly adjacent to the unit that would be affected by the request. Staff would then deploy marking flags to delineate the area (Attachment 2). Photos of the area would be taken and filed along with the completed form. Staff would then cease all herbicide spraying in the shrub bed areas. This program would not be feasible to include turf areas as they are often contiguous and difficult to discern different areas. This would also not apply to insecticides used to control ants and other pests that affect the entire building.



FINANCIAL ANALYSIS

The costs associated with implementing this program would be offset by the associated reduction in herbicides and their application.

Prepared By: Kurt Wiemann, Director of Field Operations

Reviewed By: Jayanna Abolmoloki, Department Administrative Assistant

ATTACHMENT(S)

Attachment 1: No Herbicide Form Attachment 2: No Spray Flag Photo

Attachment 3: Proposed Resolution 03-23-XX

ATTACHMENT 1



No Herbicide Agreement

Members of the Village are entitled to request that herbicide is not sprayed in the common area shrub beds (planters) adjacent to their unit by Landscaping Services staff. However, this request prevents staff from the ability to perform regular landscape maintenance as scheduled at the unit. By signing the agreement below, you are acknowledging that you do not want VMS, Inc. staff to spray herbicides in the designated area adjacent your unit, and that you will maintain the turf edging and weeding in the designated area adjacent to your unit going forward. This agreement applies only to herbicides used for the control of weeds and grasses in the shrub beds. The Village reserves the right to revoke this agreement if landscape maintenance standards are not being met by the undersigned member.

standards are not being me	et by the undersigned memb	er.	
above. I also understand th landscape weeding in the s not maintain the landscapir to void this agreement at a	at due to my request, I am r hrub beds adjacent to my u	•	ne lo
Member Signature	Street Addre	ess Date	
Staff Signature	Employee II	 D# Date	

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ATTACHMENT 2



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ATTACHMENT 3

RESOLUTION 03-23-XX

Herbicide Spray Cessation Guidelines

WHEREAS, due to staffing levels and the proliferation of invasive kikuyu grass, the only practical way to control weeds in the shrub beds and turf edges is the use of herbicides; and

WHEREAS, some members of United Mutual have requested that staff not use herbicides in the shrub beds adjacent to their respective units; and

WHEREAS, due to the increased labor associated with hand weeding shrub beds, residents requesting the cessation of herbicide application adjacent to their units should be responsible for the timely removal of weeds and maintenance of the turf edges at the shrub beds; and

WHEREAS, said members of United Mutual making such requests shall fill out and sign an agreement stating their intention and responsibility to perform the weeding and edging of the shrub beds;

WHEREAS, the Landscape Department shall retain the responsibility for regular pruning of shrubs and the right to apply herbicides to turf areas, insecticides when necessary.

NOW THEREFORE BE IT RESOLVED, November 14,2023 the Board of Directors introduces the ability to request cessation of herbicide applications in the shrub bed areas following the filing of a signed No Herbicide Agreement; and

RESOLVED FURTHER, all responsibility of weeding and turf edging in the shrub beds shall become the responsibility of the requesting resident; and

RESOLVED FURTHER, all other routine maintenance of the shrub beds shall remain the responsibility of the Landscape Department; and

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

SEPTEMBER INITIAL NOTIFICATION: 28- day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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United Laguna Woods Mutual Finance Committee September 26, 2023

ENDORSEMENT (to Board)

2024 Collections and Lien Enforcement Policy

The 2023 Collection and Lien Enforcement Policy was provided to legal for review which resulted in no changes. At the September 26, 2023 meeting of the United Finance Committee, a motion was made by Director Asgari to accept and approve the 2024 Collections and Lien Enforcement Policy as presented. Director Alison Bok seconded. The motion passed unanimously.

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YEAR 2024 COLLECTION AND LIEN ENFORCEMENT POLICY AND PROCEDURES FOR ASSESSMENT DELINQUENCIES

PURPOSE STATEMENT

The following is a statement (the "Policy Statement") of the specific procedures, policies and practices employed by United Laguna Woods Mutual, a California nonprofit mutual benefit corporation ("United") in enforcing lien rights or other legal remedies for default in payment of assessments against its members ("Shareholders"). This Policy Statement is provided pursuant to the requirements of California Civil Code Section 5310(a)(7) and incorporates by reference the disclosure provided by United pursuant to California Civil Code Section 5730.

The collection of delinquent assessments is of vital concern to <u>all</u> Shareholders of United. Such efforts ensure that all Shareholders pay their fair share of the costs of services and facilities provided and maintained by United. Shareholders' failure to pay assessments when due creates a cash-flow problem for United and causes those Shareholders who make timely payment of their assessments to bear a disproportionate share of the community's financial obligations.

Assessments are the separate debt of shareholders. United may employ single collection recourses or combinations thereof as allowed by law. In addition to any other rights provided for by law or described in the governing documents, including, but not limited to the Articles of Incorporation, Bylaws and each Shareholder's Occupancy Agreement ("Governing Documents"), the Board has the right to collect delinquent assessments as stated herein.

WE SINCERELY TRUST THAT ALL SHAREHOLDERS, IN THE SPIRIT OF COOPERATION AND IN RECOGNITION OF THEIR LEGAL OBLIGATIONS, WILL MAKE TIMELY PAYMENTS AND AVOID THE IMPOSITION OF LATE CHARGES AND POSSIBLE RESULTANT LEGAL ACTION, AND REIMBURSEMENT FOR THE COSTS OF SUCH LEGAL ACTION. IT IS IN YOUR BEST INTEREST AND THE BEST INTEREST OF THE COMMUNITY AS A WHOLE TO MAKE YOUR MONTHLY PAYMENTS ON TIME.

REGARDLESS OF WHETHER A LIEN IS RECORDED AGAINST YOUR LEASEHOLD INTEREST DURING THE COLLECTION OF PAST-DUE ASSESSMENTS, ALL SHAREHOLDERS HAVE A PERSONAL AND ONGOING OBLIGATION TO PAY ASSESSMENTS AND CHARGES.

BASIC POLICIES AND PROCEDURES

Delinquency reports are made available monthly by United's managing agent to the Board of United, identifying the delinquent Shareholder, the delinquent amount and the length of time the assessments have been in arrears. Additionally, to ensure the prompt payment of monthly assessments United employs the following collection and lien enforcement procedures. The Agenda Item # 13b

policies and practices outlined herein shall remain in effect until such time as they may be changed, modified, or amended by a duly adopted resolution of United's Board of Directors.

Pursuant to United's Governing Documents, as well as the California Civil Code, the following are United's collection and lien enforcement policies and procedures for assessment delinquencies. Also following, pursuant to Paragraphs 3, 16 and 22, are United's collection policies and procedures for the collection of fines, fees, and chargeable services charged against Shareholders pursuant to the Governing Documents and current law:

- 1. Assessments; Assessments Due Date. "Carrying Charges" as defined by United's Occupancy Agreement, also referred to as "assessments" in United's Bylaws, are referred to throughout this Policy Statement as "assessments." Assessments are due and payable to United, in advance, in equal monthly installments, on the first (1st) day of each month. It is each Shareholder's responsibility to pay assessments in full each month regardless of whether a billing statement is received. assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing the special assessment. In no event shall a special assessment be due and payable earlier than thirty (30) days after the special assessment is duly imposed. If a special assessment is payable in installment payments and an installment payment of that special assessment is delinquent for more than 30 days, all remaining installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due and payable. The remaining balance shall be subject to late charges and interest as provided herein. Note that the obligation to pay assessments shall not be relieved or modified by the temporary closure and/or modified availability of common area facilities and amenities, absent a moratorium or mandate from state officials, or as otherwise determined at the discretion of the Board of Directors.
- 2. Reminder Notice; Administrative Collection Fee. If Assessments are not received by United on or before the close of business on the sixteenth (16th) day of the month (or if a special assessment is not received by United on or before the close of business on the fifteenth (15th) day after it is due), a Reminder Notice is sent to the Shareholder. PLEASE NOTE THAT TO BE CONSIDERED TIMELY, THE PAYMENT MUST BE RECEIVED BY UNITED WITHIN THIS FIFTEEN (15) DAY GRACE PERIOD. SIMPLY PLACING THE PAYMENT IN THE MAIL BEFORE THE GRACE PERIOD EXPIRES IS NOT SUFFICIENT. It is the policy of United not to waive any duly imposed late charges, interest, or collection fees and costs. Each delinquent account shall incur an administrative collection fee, in the amount of Two Hundred Dollars (\$200) (the "Administrative Collection Fee"), which is charged by United's managing agent to cover staff's costs to prepare the files for delivery to United's collection agent in order to carry out collection activities authorized hereunder, as well as direct costs incurred in recording and/or forwarding documents in connection with the collection process. This Administrative Collection Fee may be increased by majority vote of United's Board, and may be collected by United's collection agent on United's behalf, and remitted to United's managing agent, or may be directly collected by United's managing agent. IT IS THE SHAREHOLDER'S RESPONSIBILITY TO ALLOW AMPLE TIME TO DROP OFF OR MAIL ALL PAYMENTS SO THAT THEY ARE RECEIVED BEFORE THE DELINQUENCY DATE. All notices or invoices for assessments will be sent to Shareholders by first-class mail addressed to the Shareholder or the Shareholder's designee at his or her address as shown ton the 13b

books and records of United unless otherwise required by law. However, it is the Shareholder's responsibility to be aware of the assessment payment due dates and to advise United of any changes in the Shareholder's mailing address.

- 3. Late Charges; Interest. Assessments not received by the sixteenth (16th) day of the month will incur a late fee in the amount of Fifty Dollars (\$50.00), which amount is consistent with statutory authority. Further, both state law and United's governing documents provide for interest on the delinquent assessment, late charges and collection fees and costs. Accordingly, interest may be imposed thirty (30) days after the assessment is due, at an annual percentage rate not to exceed Twelve Percent (12%), consistent with Civil Code Section 5650. Such interest may be imposed and collected per the foregoing sentence regardless of whether the Shareholder's delinquent account is referred to United's collection agent for collections. Non-assessment fines, fees and chargeable services are also subject to late charges and interest.
- 4. Thirty-Day Pre-Lien Letter Notice to Delinquent Shareholder. If full payment of the delinquent amount is not received by the close of business on the thirtieth (30th) day after the date of the Reminder Notice, United's managing agent will send a pre-lien letter (also referred to as a final demand for payment letter) to the Shareholder as required by Civil Code Section 5660 by certified and regular first class mail, to the Shareholder's mailing address of record in United's books and records advising of, among other things required by law, the delinquent status of the account, including an itemized statement of the charges owed by the shareholder, impending collection action and the Shareholder's rights including a statement that the shareholder will not be liable to pay charges, interest and costs of collection if it is determined the assessment was paid on time to United, and the right to request a meeting with the Board of Directors of United pursuant to Civil Code Section 5665, the right to dispute the assessment debt by submitting a written request for dispute resolution pursuant to Civil Code pursuant to Article 2 (commencing with Section 5900) of Chapter 10 ("IDR"), the right to request alternative dispute resolution pursuant to Article 3 (commencing with Section 5925) of Chapter 10 ("ADR") and the right to request debt validation. Notwithstanding the provisions of this paragraph, United may cause a pre-lien letter to be sent to a delinquent Shareholder at any time when there is an open escrow involving the Shareholder's leasehold interest, may cause a prelien letter to be sent to a delinquent Shareholder if any special assessment becomes delinquent, and/or may turn the delinquent account over to United's collection agent to send a pre-lien letter to a delinquent Shareholder.
- 5. Recordation of a Lien Against a Delinquent Shareholder's Leasehold Interest. If a Shareholder does not pay the amounts set forth in the pre-lien letter and does not request IDR or ADR within thirty (30) days of the date of the pre-lien letter, or, otherwise, requests to validate the debt in which case the collection process will be placed on hold in order to validate the debt, the delinquent account will be turned over to United's collection agent for collections. The Board shall decide, by majority vote in an open meeting, whether to authorize United's collection agent to record a lien for the amount of any delinquent assessments, late charges, interest, and collection fees and costs, including attorneys' fees against the Shareholder's leasehold interest. If United authorizes United's collection agent to record a lien against the Shareholder's leasehold interest, the Shareholder will incur additional fees and costs for preparing and recording the lien. The lien may be enforced in any manner permitted by law Agenda Item # 13b

including without limitation, judicial or non-judicial foreclosure (Civil Code Section 5700).

6. Enforcement of a Lien. United's collection agent may be authorized to enforce the lien thirty (30) days after recordation of the lien, in any manner permitted by law, which may include recording a Notice of Default. United may foreclose the lien by judicial or non-judicial foreclosure when either (a) the delinquent assessment amount totals One Thousand Eight Hundred Dollars (\$1,800.00) or more, excluding accelerated assessments, late charges, interest, and collection fees and costs or (b) the assessments are delinquent for more than twelve (12) months. YOU COULD LOSE YOUR LEASEHOLD INTEREST AT UNITED IF A FORECLOSURE ACTION IS COMPLETED. A non-judicial foreclosure sale by United to collect upon a debt for delinquent assessments is subject to a statutory right of redemption. The redemption period within which your leasehold interest may be redeemed ends ninety (90) days after United's foreclosure sale, per California Civil Code Section 5715(b). The Shareholder will incur significant additional fees and costs if a Notice of Default is recorded and a foreclosure action is commenced against the Shareholder's leasehold interest. The decision to foreclose on a lien must be made by a majority of the Board of Directors in an Executive Session meeting and the Board of Directors must record their votes in the minutes of the next open meeting of the Board. The Board must maintain the confidentiality of the delinquent Shareholder(s) by identifying the matter in the minutes by only the parcel number of the property in which the Shareholder has a leasehold interest. Prior to initiating any foreclosure sale on a recorded lien, United shall offer delinquent Shareholders the option of participating in IDR, ADR, or both IDR and ADR as requested by the Shareholder.

United may commence and maintain a lawsuit directly on the debt without waiving its right to establish a lien and initiate foreclosure against the owner's separate interest for the delinquent assessment. In any action to collect delinquent assessments, late charges, or interest, the prevailing party will be entitled to costs and reasonable attorney's fees.

- **7. Inspection of Books and Records.** A Shareholder is entitled to inspect United's accounting books and records to verify the amounts owed pursuant to Civil Code Section 5200, *et seq*.
- **8. Application of Payments.** Any payments made shall be first applied to assessments owed and only after the assessments owed are paid in full, shall such payment be applied to late charges, interest, and collection fees and costs, including attorneys' fees.
- **9.** Account Sent to United's Collection Agent In Error. In the event it is determined that the Shareholder has paid the assessments on time, the Shareholder will not be liable to pay the charges, interests, and fees and costs of collection associated with collection of those assessments. If it is determined that a lien was recorded in error, a release of lien shall be recorded within twenty-one (21) calendar days and the owner of the separate interest will be provided with a copy of the release of lien. If the lien was recorded in error, United shall promptly reverse all late charges, fees, interest, attorney's fees, and costs of collection.
- 10. Payment Under Protest. A Shareholder may but is not obligated to, pay under protest any disputed charge or sum levied by United, including but Agendianited #13b

an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

- **11. Right to Dispute the Debt.** A Shareholder has the right to dispute the assessment debt by submitting a written request for dispute resolution to the collection agent for delivery to United pursuant to Civil Code Section 5900 *et seq.* A dispute, by itself, will not impede United's ability to record a lien.
- **12. Right to Request Internal Dispute Resolution ("IDR").** Pursuant to Civil Code Section 5670, prior to recording a lien, United offers to Shareholders, and if so requested by a Shareholder, participation in internal dispute resolution ("IDR") pursuant to United's "meet and confer" program.
- **13. Right to Request Alternative Dispute Resolution ("ADR").** A Shareholder has the right to request alternative dispute resolution with a neutral third party pursuant to Civil Code Section 5925 *et seq.* before United may initiate foreclosure against the Shareholder's leasehold interest, except that binding arbitration shall not be available if United intends to initiate a judicial foreclosure.
- **14. Right to Request Debt Validation.** Under the Fair Debt Collection Practices Act ("FDCPA"), a Shareholder may request that United and/or its collection agent send the Shareholder proof that the debt sought to be recovered is valid, that the Shareholder lawfully owes the debt, and that United and/or its collection agent has the right to collect the debt.
- 15. Payment Plan Requests. Any Shareholder who is unable to pay assessments will be entitled to make a written request for a payment plan to United, or United's collection agent, as applicable, to be considered by the Board of Directors. A Shareholder may also request to meet with the Board in executive session to discuss a payment plan if the payment plan request is mailed within fifteen (15) days of the postmark date of the pre-lien letter. The Board will consider payment plan requests on a case-by-case basis and is under no obligation to grant payment plan requests. Payment plans shall not interfere with United's ability to record a lien on a Shareholder's separate interest to secure payment for the Shareholder's delinquent assessments. If the Board authorizes a payment plan, it may incorporate payment of ongoing assessments that accrue during the payment plan period in addition to a \$50 one-time setup fee. If a payment plan is approved by the Board, additional late charges from the Shareholder will not accrue while the Shareholder remains current under the terms of the payment plan. If the Shareholder breaches an approved payment plan, United may resume its collection action from the time the payment plan was approved.
- 16. Termination of Shareholder's Rights under Occupancy Agreement. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United (such as duly levied and imposed assessments, fines, fees and chargeable services, and any associated late charges and interest), or to pursue any other discipline set forth in United's governing documents, including but not limited to a termination of the Shareholder's rights under the Occupancy Agreement pursuant to Article 14 therein and pursuant to the procedures set

forth in Article IV, Section 3 of the Bylaws and pursuing an unlawful detainer action or other proceeding which may apply to the eviction of tenants.

- **17. Release of Lien.** Prior to the release of any lien, or dismissal of any legal action, all assessments, late charges, interest, and fees and costs of collection, including attorneys' fees, must be paid in full to United.
- **18.** No Right of Offset. There is no right of offset. Shareholder may not withhold assessments owed to United on the alleged grounds that the Shareholder is entitled to recover money or damages from United for some other obligation.
- **19. Returned Checks.** United may charge the Shareholder a Twenty-Five Dollar (\$25.00) fee for the first check tendered to United that is returned unpaid by the Shareholder's bank and Thirty-Five Dollars (\$35.00) for each subsequent check passed on insufficient funds. If the check cannot be negotiated, United may also seek to recover damages of at least One Hundred Dollars (\$100.00), or, if higher, three (3) times the amount of the check up to One Thousand, Five Hundred Dollars (\$1,500.00) pursuant to Civil Code Section 1719.
- **20.** Additional Mailing Addresses. Shareholders have the right to provide a secondary address to United for mailing of an additional copy of notices and other correspondence related to collection of delinquent assessments. The Shareholder's request shall be in writing and shall be mailed to United in a way that shall indicate that United has received it. A Shareholder may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, United shall only be required to send notices to the indicated secondary address from the point United receives the request.
- **21.** Charges Subject to Change. All charges listed herein are subject to change upon thirty (30) days prior written notice. After a delinquent account has been turned over to United's collection agent, United's collection agent's charges may vary from United's and are subject to change without prior written notice. Shareholders in collections should rely on United collection agent's charges and statement of account.
- 22. Notice and Hearing Prior to Suspension of Shareholder Privileges. Until the Shareholder has paid all amounts due, including delinquent assessments, late charges, interest and costs of collection, including attorneys' fees, and duly imposed fines, fees and chargeable services, and associated late charges and interest, the Board of Directors may suspend the Shareholder's right to vote, and suspend the Shareholder's right to use United's recreational facilities and/or the facilities or services provided by the Golden Rain Foundation of Laguna Woods after providing the Shareholder with a duly noticed hearing pursuant to Civil Code Section 5855. However, any suspension imposed shall not prevent the delinquent Shareholder from the use, benefit and pleasure of the Shareholder's leasehold interest (i.e., the manor).

When the Board is to meet in executive session to consider or impose a monetary charge as a means of reimbursing United for costs incurred by it in the repair of damage to common area and facilities caused by a member or the member's guest or tenant, the Board shall notify the member in writing, by either personal delivery or individual delivery pursuant to Section 4040, at least 10 days prior to the meetinger Givie Forter 3b

Section 5855(a).) The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a member may be disciplined or the nature of the damage to the common area and facilities for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the board at the meeting.

- **23. Overnight Payments**. The mailing address for overnight payment of assessments is: United Laguna Woods Mutual, Attn: Assessments, 24351 El Toro Road, Laguna Woods, CA 92637.
- **24. Annual Notice to Members**. United shall distribute its collection policy to each member during the 60-day period immediately preceding the beginning of United's fiscal year.
- **25.** No limitations. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United.

BOARD OF DIRECTORS UNITED LAGUNA WOODS MUTUAL



NOTICE ASSESSMENTS AND FORECLOSURE

This notice outlines some of the rights and responsibilities of the shareholders (as holders of leasehold interests in a Unit located within United Laguna Woods Mutual, a stock cooperative), as shareholders with an entitlement to the exclusive right to occupy a unit, which is property in a common interest development (as defined by California Civil Code), and the corporation that manages them. Please refer to the sections of the Civil Code indicated for further information. A portion of the information in this notice applies only to liens recorded on or after January 1, 2003. You may wish to consult a lawyer if you dispute an assessment.

For purposes of this notice, "association" shall refer to "United Laguna Woods Mutual", also referred to as "United" or the "Association".

Any and all references to "shareholders" in this notice refer to holders of membership certificates issued by United, who are also holders of leasehold interests in a Unit, (or "Members", as such term is defined in the Bylaws of United Laguna Woods Mutual).

Any and all references to a "Unit" in this notice shall refer to a dwelling unit owned by United.

Any and all references to "property" and "shareholder's separate interest" in this notice refer to a leasehold interest and the right to exclusively occupy a Unit pursuant to an Occupancy Agreement and a membership certificate.

Any and all references to a "membership certificate" or "stock certificate" refer to a certificate for membership issued by United, which conveys to the holder a leasehold interest in and the right to exclusively occupy a Unit and membership in United.

ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay Association (United) assessments may result in the loss of a shareholder's property (leasehold interest in a Unit as evidenced by a stock certificate) through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure or without court action, often referred to as nonjudicial foreclosure. If a shareholder defaults under his or her Occupancy Agreement by failing to pay assessments when due, United also has the right, but not the obligation, to terminate the shareholder's stock certificate, which may result in the eviction of the occupants of the Unit.

For liens recorded on and after January 1, 2006, the Association (United) may not use judicial or nonjudicial foreclosure to enforce the lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than One Thousand Eight Hundred Dollars (\$1,800). For delinquent assessments or carrying charges in excess of One Thousand Eight Hundred Dollars (\$1,800) or more than 12 months delinquent, the Association (United) may use judicial or nonjudicial foreclosure subject to the conditions set forth in (commencing with Section 5700) of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or nonjudicial foreclosure, the Association (United) records a lien against the shareholder's separate interest. The shareholder's separate interest (a leasehold interest in a Unit as evidenced by a stock certificate) may be sold to satisfy the lien if the amounts secured by the lien are (Sections 5700 through 5720 of the Civil Code, inclusive)If a shareholder defaults under his or her Occupancy Agreement by failing to pay assessments when due, United also has the right but not the obligation to terminate the shareholder's stock certificate pursuant to the procedures set forth in the governing documents, including without limitation, the Bylaws and Occupancy Agreement, which may result in the eviction of the occupants of the Unit by an unlawful detainer action or other proceedings which may apply to the eviction of tenants.

In a judicial or nonjudicial foreclosure, the Association (United) may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The Association (United) may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common areas damaged by a shareholder or a shareholder's guests, if the governing documents provide for this. (Section 5725 of the Civil Code)

The Association (United) must comply with the requirements of Article 2 (commencing with Section 5650) of Chapter 8 of Part 5 of Division 4 of the Civil Code when collecting delinquent assessments. If the Association (United) fails to follow these requirements, it may not record a lien against the shareholder's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the Association (United). (Section 5675 of the Civil Code)

At least 30 days prior to recording a lien on a shareholder's separate interest (the leasehold interest in a Unit as evidenced by a stock certificate), the Association (United) must provide the shareholder with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the shareholder. A shareholder has a right to review the Association's (United's) records to verify the debt. (Section 5660 of the Civil Code)

If a lien is recorded against a shareholder's separate interest (the leasehold interest in a Unit as evidenced by a stock certificate) in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide a shareholder with certain documents in this regard. (Section 5685 of the Civil Code)

The collection practices of the Association (United) may be governed by state and federal laws regarding fair debt collection. Penalties can be imposed for debt collection practices that violate these laws.

PAYMENTS

When a shareholder makes a payment, he or she may request a receipt, and the Association (United) is required to provide it. On the receipt, the Association (United) must indicate the date of payment and the person who received it. The Association (United) must inform shareholders of a mailing address for overnight payments. (Section 5655 of the Civil Code)

A shareholder may, but is not obligated to, pay under protest any disputed charge or sum levied by the Association (United), including, but not limited to, a monthly carrying charge, assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

A shareholder may dispute an assessment debt by submitting a written request for dispute resolution to the Association (United) as set forth in Article 2 (commencing with Section 5900) of Chapter 10 of Part 5 of Division 4 of the Civil

Code. In addition, an Association (United) may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 3 (commencing with Section 5925) of Chapter 10 of Part 5 of Division 4 of the Civil Code, if so requested by the shareholder. Binding arbitration shall not be available if the Association (United) intends to initiate a judicial foreclosure.

A shareholder is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section 5685 of the Civil Code)

MEETINGS AND PAYMENT PLANS

A shareholder of a separate interest (the leasehold interest in a Unit as evidenced by a stock certificate) that is not a timeshare may request the Association (United) to consider a payment plan to satisfy a delinquent assessment. The Association (United) must inform shareholders of the standards for payment plans, if any exist. (Section 5665 of the Civil Code)

The Board of Directors must meet with a shareholder who makes a proper written request for a meeting to discuss a payment plan when the shareholder has received a notice of a delinquent assessment. These payment plans must conform with the payment plan standards of the Association (United), if they exist. (Section 5665 of the Civil Code)

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RESOLUTION 01-23-XX

2024 Collection and Lien Enforcement Policy

WHEREAS, in accordance with California Civil Code, United Laguna Woods Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies.

NOW THEREFORE BE IT RESOLVED, December 12 2023, that the Board of Directors hereby adopts the 2024 United Laguna Woods Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2023 as part of the Annual Policy Statement.

RESOLVED FURTHER, that Resolution 01-22-72 adopted November 8, 2023 is hereby superseded and canceled on the effective date of January 1, 2024.

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

NOVEMBER 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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United Laguna Woods Mutual Finance Committee October 31, 2023

ENDORSEMENT (to Board)

Temporary Borrowing

At the October 31, 2023 meeting of the United Finance Committee, Steve Hormuth, Director of Financial Services, presented a staff report requesting endorsement of a temporary borrowing in the amount of \$3,000,000 by the Operating Fund from the Reserve Fund. The purpose of the temporary borrowing is to meet cashflow needs resulting from prepayment of property insurance premiums in October 2023.

A motion was made and moved by Director Thomas Tuning to endorse staff's recommendation as presented. Director Alison Bok seconded. The motion passed unanimously.

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STAFF REPORT

DATE: November 14, 2023

FOR: United Finance Committee

SUBJECT: Temporary Borrowing

RECOMMENDATION

Staff recommends the Finance Committee endorse and the Board approve the temporary borrowing of \$3,000,000 by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from the required prepayment of property insurance premiums due in October 2023. Payback of the borrowed monies to the advancing fund is planned for nine months but is not to exceed one year from the date of approval.

GOVERNING AUTHORITY

California Civil Code § 5510 Expenditure of Reserve Accounts

(b) The board shall not expend funds designated as reserve funds for any purpose other than the repair, restoration, replacement, or maintenance of, or litigation involving the repair, restoration, replacement, or maintenance of, major components that the association is obligated to repair, restore, replace, or maintain and for which the reserve fund was established.

California Civil Code § 5515 Borrowing from Reserve Accounts

- (a) Notwithstanding Section 5510, the board may authorize the temporary transfer of moneys from a reserve fund to the association's general operating fund to meet short-term cashflow requirements or other expenses, if the board has provided notice of the intent to consider the transfer in a board meeting notice provided pursuant to Section 4920 (Notice of Board Meeting).
- (b) The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered.
- (c) If the board authorizes the transfer, the board shall issue a written finding, recorded in the board's minutes, explaining the reasons that the transfer is needed, and describing when and how the moneys will be repaid to the reserve fund.
- (d) The transferred funds shall be restored to the reserve fund within one year of the date of the initial transfer, except that the board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interest of the common interest development, temporarily delay the restoration.

United Laguna Woods Mutual Temporary Borrowing October 31, 2023 Page 2

BACKGROUND

Annually, United pays 12 months of property insurance up front at the time of renewal for the period of October through September of the following year. In October 2023, the prepayment amounted to approximately \$5,020,000. As property insurance has not yet been collected from residents through monthly assessments, United funds this prepayment from available cashflow.

Past property insurance companies have offered programs to pay premiums over time through short term loans including interest (i.e. finance charge). Rather than paying interest charges associated with paying over time, the ~\$5M used for property insurance was paid with monies earmarked for property taxes due in December 2023.

DISCUSSION

As a result of the \$5M insurance payment made in October 2023, United's non-reserve cashflow is forecasted to be approximately \$5.6M in early December. With property taxes of \$7.4M being due mid-December and regularly occurring disbursement of \$0.7M being made throughout the month, a temporary borrowing of \$3.0M from the Reserve Fund is being requested.

Cash Flow without Transfer

	Cash	Cash	
	Inflow	Outflow	Balance
October 2023 (est.)			\$1,800,000
November Assessments (net)	2,240,000		4,040,000
November Check Disbursements (est.)		(700,000)	3,340,000
December Assessments (net)	2,240,000		5,580,000
December Property Tax		(7,400,000)	(1,820,000)
December Check Disbursements (est.)		(700,000)	\$(2,520,000)

Cash Flow with Transfer

	Cash	Cash	5.1
	Inflow	Outflow	Balance
October 2023 (est.)			\$1,800,000
November Assessments (net)	2,240,000		4,040,000
November Check Disbursements (est.)		(700,000)	3,340,000
December Assessments (net)	2,240,000		5,580,000
Proposed Transfer from Reserves	3,000,000		8,580,000
December Property Tax		(7,400,000)	1,180,000
December Check Disbursements (est.)		(700,000)	\$480,000

United Laguna Woods Mutual Temporary Borrowing October 31, 2023 Page 3

FINANCIAL ANALYSIS

The decision to pay property insurance premiums up front allows United to avoid interest expenses of approximately \$50,000 (net of potential investment returns of 5%). To maintain transparency and meet California Civil Code requirements, staff is requesting approval from the board of directors for a temporary borrowing of \$3.0M from Reserves. This recommended transfer in December 2023 will allow United to meet its upcoming cash flow requirements in the coming months.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Pam Jensen, Controller

Ada Montesinos, Senior Financial Analyst

Attachment(s):

Attachment 1: Resolution 01-23-XX

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RESOLUTION 01-23-XX

Temporary Borrowing

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

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

WHEREAS, the Corporation avoided interest and finance charges by prepaying 12 months of property insurance premiums in October 2023 for coverage period of October 2023 through September 2024; and

WHEREAS, it has become necessary to temporarily transfer monies from the reserve fund to the operating fund to meet cashflow needs due to timing differences in when property insurance premiums are paid versus when they are collected from residents through monthly assessments; and

WHEREAS, the amount of funds needed to be transferred from the operating reserve fund to the reserve operating fund has been determined to be \$3,000,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be more than provided for by future property insurance premiums due and positive cash flow resulting from operations; and

NOW THEREFORE BE IT RESOLVED, November 14, 2023 that the transfer of \$3,000,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay no later than one year from this date, is hereby authorized; and

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

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RESOLUTION 01-23-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, November 14, 2023, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)

Maggie Blackwell

Sue Quam

Ellen Leonard

Finance Committee

Azar Asgari, Chair
Mickie Choi Hoe (Chair)
Thomas Tuning
Alison Bok
Anthony Liberatore, Alternate

Non-Voting Advisors: Mike Daillak, Robert Radus-Robert Tucker,

Eric Carlson, Ken Benson

Governing Documents Review Committee

Maggie Blackwell (Chair) Diane Casey Vidya Kale

Nancy Carlson

Tom Tuning, Alternate

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

Landscape Committee

Diane Casey (Chair)
Sue Quam (Chair)
Anthony Liberatore
Georgiana Willis
Vidya Kale, Alternate

Non-Voting Advisors: Ann Beltran, Mary Sinclair

Landscape Tree Ad Hoc

Diane Casey (Chair)
Sue Quam, (Chair)
Georgiana Willis

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

Maintenance and Construction Committee

Lenny Ross (Chair)
Alison Bok (Chair)
Vidya Kale
Pearl Lee
Mickie Choi Hoe
Ellen Leonard

Members Hearing Committee

Pearl Lee (Chair)
Thomas Tuning
Cash Achrekar
Maggie Blackwell
Nancy Carlson
Vidya Kale, Alternate
Alison Bok, Alternate
Georgiana Willis, Alternate

New Resident Orientation

Lenny Ross (Chair)
Tom Tuning
Alison Bok (Chair)
Pearl Lee
Anthony Liberatore

Resident Advisory Committee

Anthony Liberatore (Chair)
Pearl Lee
Cash Achrekar

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 01-23-38, adopted July 11, 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, November 14, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

GRF Community Activities Committee

Diane Casey
Pearl Lee
Maggie Blackwell
Sue Quam
Ellen Leonard

GRF Finance

Azar Asgari Thomas Tuning Mickie Choi Hoe

GRF Landscape Committee

Diane Casey
Sue Quam
Anthony Liberatore

GRF Maintenance & Construction

Lenny Ross Cash Achrekar Alison Bok Pearl Lee

Clubhouses & Facilities Renovation Ad Hoc Committee

Anthony Liberatore Alison Bok

GRF Media and Communications Committee

Maggie Blackwell

Sue Quam

Georgiana Willis

GRF Mobility and Vehicles Committee

Azar Asgari

Alison Bok Nancy Carlson

GRF Security and Community Access

Maggie Blackwell Vidya Kale Nancy Carlson

<u>Disaster Preparedness Task Force</u>

Anthony Liberatore
Cash Achrekar
Georgiana Willis

Laguna Woods Village Traffic Hearings

Cash Achrekar Vidya Kale Anthony Liberatore Maggie Blackwell

Purchasing Ad Hoc Committee

Thomas Tuning
Lenny Ross
Alison Bok

Information Technology Advisory Committee

Diane Casey
Sue Quam
Tom Tuning

Broadband Ad Hoc Committee

Diane Casey
Alison Bok (non-voting)
Maggie Blackwell
Sue Quam
Tom Tuning

Website Ad Hoc Committee

Anthony Liberatore

Azar Asgari

Mickie Choi Hoe

Compliance Ad Hoc Committee

Maggie Blackwell Pearl Lee

Finance Advisory Group

Tom Tuning

Space Planning Ad Hoc Committee

Alison Bok Tom Tuning Nancy Carlson

RESOLVED FURTHER, that Resolution 01-23-39, adopted July 11, 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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Treasurer's Report for November 14, 2023 Board Meeting

SLIDE 1 – Through the reporting period of September 30, 2023, total revenue for United was \$38,578K compared to expenses of \$38,901K, resulting in net expense of (\$323K).

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 \$482K through the reporting period. This chart shows how much of our revenue went into operations, with \$17,788K coming in from assessments and \$1,083K coming from non-assessment revenue. This is compared to operating expenditures of \$18,389K (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 \$968K when combining both operating and reserve savings.

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

Employee Compensation \$1,373K; Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, tree maintenance, plumbing, paint, and interior components. 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 \$388K; Favorable variance resulted from higher rates of return received on treasury bill and CD investments than anticipated at the time of budget preparation.

Outside Services (\$663K); Unfavorable variance in M&C and Landscape due to the timing of the waste line remediation program compared to its budget spread and more moisture intrusion events caused by rain than anticipated at the time of budget preparation. Landscape has contracted shrub-bed maintenance to outside vendors as they continue to fill open positions. These amounts are partially offset by a favorable variance in exterior repair and dry rot repair operations.

Materials and Supplies (\$224K); Unfavorable variance resulted from more materials being used within the mutual specifically from more appliance and fixture replacements than anticipated at the time of budget. Affected areas include water heaters, ovens, cooktops, and dishwashers.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1,584K. 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.



Treasurer's Report for November 14, 2023 Board Meeting

SLIDE6–On this pie chart, we see the expenses to date of \$38,902K, showing that our largest categories of expense are for Employee Compensation and Property Tax followed by Outside Services, Utilities, Insurance, Materials and Supplies, and so forth. In the upper right corner, we show a breakout of the utility category.

SLIDE 7 – On the next slide we see those same expenses, excluding property tax.

SLIDE 8 – Our fund balances are shown here. The Contingency Fund balance on September 30, 2023 was \$1,171K. Contributions collected totaled \$57K with no expenditures to date. The Reserve Fund balance on September 30, 2023 was \$15,863K. Contributions and investment revenue collected totaled \$9,392K while expenditures were \$10,239K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$18.9 Million.

SLIDE 10 – We have a slide here to show resale history from 2021 - 2023. Through September 30, 2023, United resales totaled 284, which is 84 resales lower than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$400K, which is \$4K more than the prior year for the same time period.

Preliminary as of September 30, 2023

ACTUAL	\$36,994	\$1,584
INCOME STATEMENT (in Thousands)	Assessment Revenue	Non-assessment Revenue

\$38,578	\$38,901
Total Revenue	Total Expense

Preliminary as of September 30, 2023

UNITED LAGUNA WOODS

ACTUAL	\$17,788
OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	Assessment Revenue

Non-assessment Revenue \$1,083

\$18,871

Total Revenue

\$18,389

Total Expense¹

-

\$482

Operating Surplus

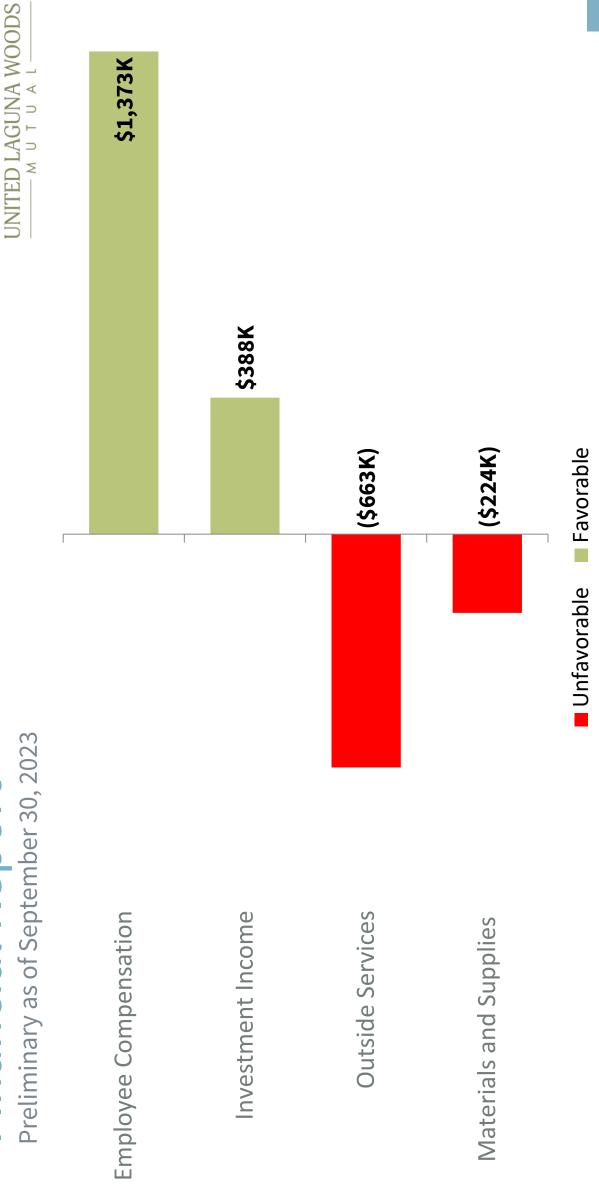
1) Excludes depreciation

Financial Report Preliminary as of September 30, 2023

UNITED LAGUNA WOODS

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$36,994	\$36,223	\$771
Non-assessment Revenue	\$1,584	\$1,448	\$136
Total Revenue	\$38,578	\$37,671	\$907
Total Expense	\$38,901	\$38,962	\$61
Net Revenue/(Expense)	(\$323)	(\$1,291)	\$96\$

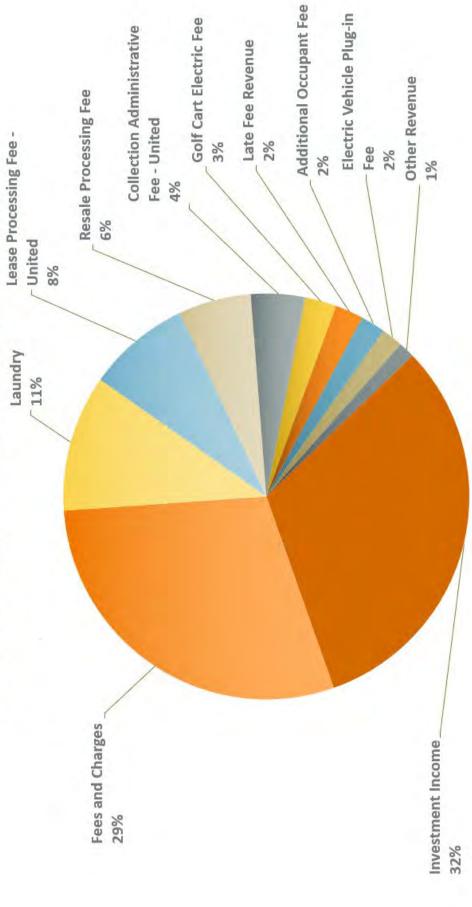
Preliminary as of September 30, 2023



Preliminary as of September 30, 2023

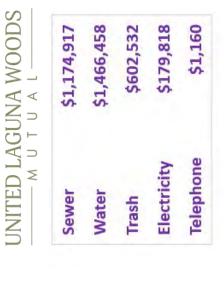


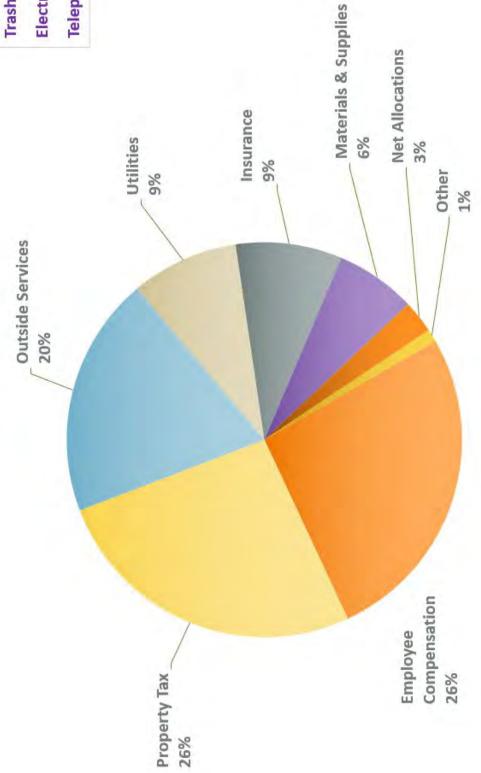




Preliminary as of September 30, 2023

Total Expenses \$38,901,885

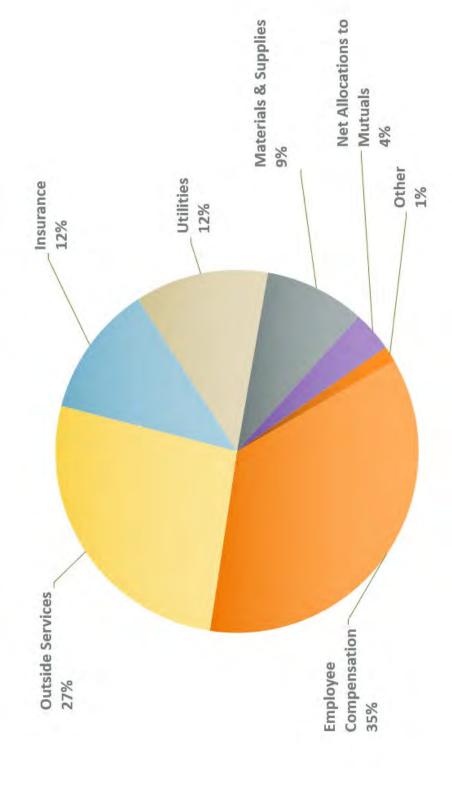




Preliminary as of September 30, 2023

UNITED LAGUNA WOODS

Total Expenses Excluding Property Tax \$28,743,223



Financial Report Preliminary as of September 30, 2023

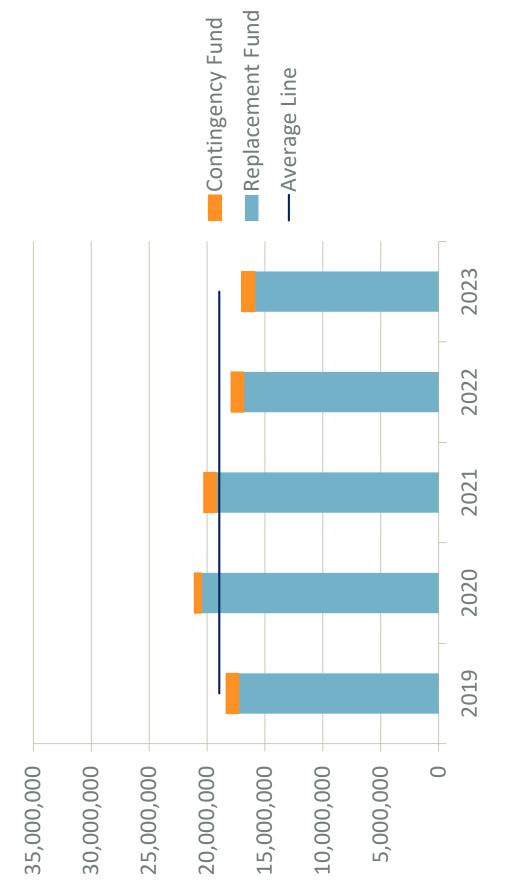
UNITED LAGUNA WOODS

NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY FUND	RESERVE
Beginning Balances: 1/1/23	\$1,114	\$16,710
Contributions & Interest	57	9,392
Expenditures	0	10,239
Current Balances: 9/30/23	\$1,171	\$15,863



Preliminary as of September 30, 2023

FUND BALANCES – United Mutual

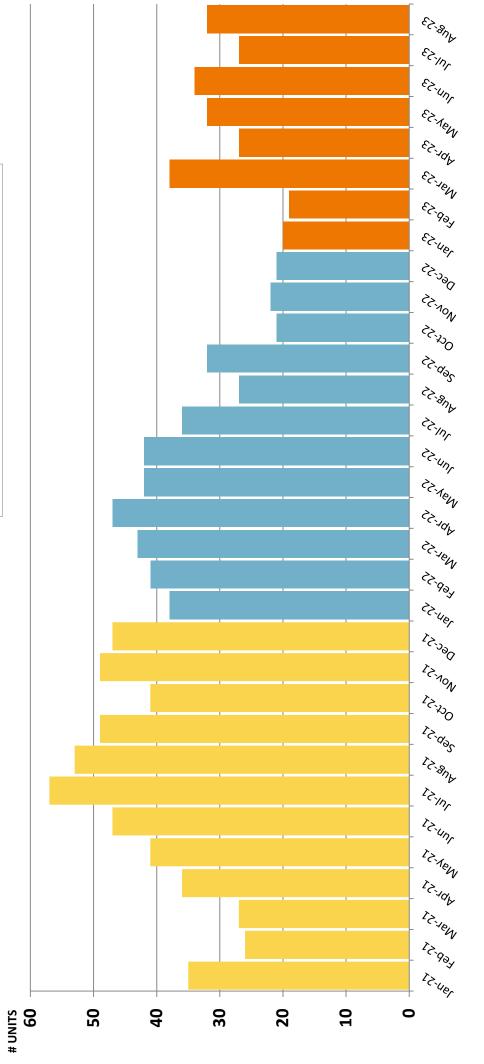


Preliminary as of September 30, 2023

RESALE HISTORY – United Mutual

YTD 2021 412 \$299,022 UI YTD 2022 368 \$395,595 YTD 2023 284 \$399,952		NO. OF RESALES	AVG. RESALE PRICE	
368	YTD 2021	412	\$299,022	5
284	YTD 2022	368	\$395,595	
	YTD 2023	284	\$399,952	

NITED LAGUNA WOODS





FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, October 31, 2023 – 1:30 p.m. Hybrid Meeting

DIRECTORS PRESENT: Mickie Choi Hoe – Chair, Alison Bok, Thomas Tuning

DIRECTORS ABSENT: None. None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Ada Montesinos

OTHERS PRESENT: United – Nancy Carlson, Ellen Leonard

Call to Order

Director Mickie Choi Hoe, Treasurer, chaired the meeting and called it to order at 1:30 p.m.

Acknowledgment of Media

The meeting was recorded and made available via Zoom and Granicus 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 September 26, 2023

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

Chair Remarks

Director Choi Hoe briefly shared details about her professional background and disclosed that she will be acting as a moderator during the Finance Committee meetings and will allow the Director and Assistant Director of Financial Services to address questions.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, provided an update regarding the upcoming November distribution of the Annual Assessment Letter and Annual Policy Statements to all members. Additionally, Mr. Hormuth shared that the Board approved the new Recognition Agreement for Non-Institutional Lenders

and anticipates the first of many new sales to include loans from non-institutional lenders beginning November.

Review Preliminary Financial Statements dated September 30, 2023

The committee reviewed financial statements for September 30, 2023 and questions were addressed and noted by staff.

Temporary Borrowing

Steve Hormuth presented a staff report requesting endorsement of a temporary borrowing in the amount of \$3,000,000 by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from prepayment of property insurance premiums due in October. A motion was made and moved by Director Thomas Tuning to endorse staff's recommendation as presented. Director Alison Bok seconded. Discussion ensued. The motion passed unanimously and will be presented at the next board meeting.

Director Nancy Carlson provided comments regarding the temporary borrowing. No action taken.

Future Agenda Items

Financial Statement and Budget Training

Committee Member Comments

None.

Date of Next Meeting

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

Recess to Closed Session

The meeting recessed to closed session at 2:35 p.m.



Mickie Choi Hoe, Chair

Monthly Resale Report

MUTUAL

Community Services Department United September, 2023 NO. OF RESALES **TOTAL SALES VOLUME IN \$\$** AVG RESALE PRICE MONTH THIS YEAR LAST YEAR THIS YEAR LAST YEAR January 20 38 \$5,864,000 \$11,905,094 February 19 40 \$6,223,400 \$11,864,401 March 38 43 \$12,609,900 \$13,513,900 27 47 \$9.637.487 \$16,880,200 April

7 (PIII			77	- 1	Ψυ,συν, πυν		Ψ10,000,200
May	32		42	Ī	\$11,772,700		\$16,042,396
June	34		42	Ī	\$11,988,900		\$14,862,850
July	27		36	Ī	\$10,599,799		\$14,458,900
August	32		27	Ī	\$12,026,800		\$10,572,700
September	22		32	Ī	\$7,918,186		\$12,218,000
October		*	21	Ī		*	\$8,307,500
November		*	22	Ī		*	\$6,985,000
December		*	21			*	\$7,617,888
TOTAL	251 00		347 00		\$88 641 172		\$122 318 441

THIS YEAR	LAST YEAR
\$293,200	\$313,292
\$327,547	\$296,610
\$331,839	\$314,277
\$356,944	\$359,153
\$367,897	\$381,962
\$352,615	\$353,877
\$392,585	\$401,636
\$375,838	\$391,581
\$359,918	\$381,813
	* \$395,595
	* \$317,500
	* \$362,757

REPORT PERIOD

TOTAL	251.00	347.00
ALL TOTAL	251.00	411.00
MON AVG	27.00	38.00

\$88,641,172	\$122,318,441
\$88,641,172	\$145,228,829
\$9,849,019	\$13,590,938

\$350,931	\$354,911

% CHANGE -	-27.7%
YTD	

PREPARED BY

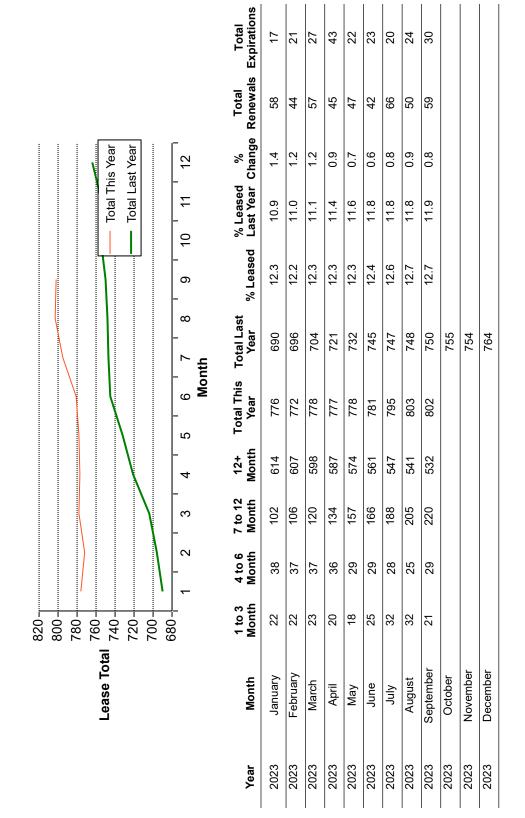
-27.5%

-1.1%

[%] Change calculated (ThisYear - LastYear)/LastYear

^{*} Amount is excluded from percent calculation

Monthly Active Leasing Report 2023 Period 9 (Mutual 1)



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Monthly Resale Report

MUTUAL

Community Services Department United October, 2023 NO. OF RESALES **TOTAL SALES VOLUME IN \$\$** MONTH THIS YEAR LAST YEAR THIS YEAR LAST YEAR January 20 38 \$5,864,000 \$11,905,094 19 \$11,864,401 February 40 \$6,223,400 March 38 43 \$12,609,900 \$13,513,900 27 47 \$9.637.487 \$16.880.200 April

7 (PIII				Ψ0,001,101		Ψ10,000,200
May	32	42		\$11,772,700		\$16,042,396
June	34	42		\$11,988,900		\$14,862,850
July	27	36		\$10,599,799		\$14,458,900
August	32	27		\$12,026,800		\$10,572,700
September	22	32		\$7,918,186		\$12,218,000
October	33	21		\$13,198,400		\$8,307,500
November		* 22			*	\$6,985,000
December		* 21			*	\$7,617,888
TOTAL	004.00	200.00	l F	¢404 020 E70		#400 COE 044

AVG RESALE PRICE		
THIS YEAR	LAST YEAR	
\$293,200	\$313,292	
\$327,547	\$296,610	
\$331,839	\$314,277	
\$356,944	\$359,153	
\$367,897	\$381,962	
\$352,615	\$353,877	
\$392,585	\$401,636	
\$375,838	\$391,581	
\$359,918	\$381,813	
\$399,952	\$395,595	
	* \$317,500	
	* \$362,757	

REPORT PERIOD

MON AVG	28.00	36.00
ALL TOTAL	284.00	411.00
TOTAL	284.00	368.00

\$101,839,572	\$130,625,941	
\$101,839,572	\$145,228,829	
\$10,183,957	\$13,062,594	Γ
		_

\$355,833	\$358,980

% CHANGE -	-22.8%
טוז	

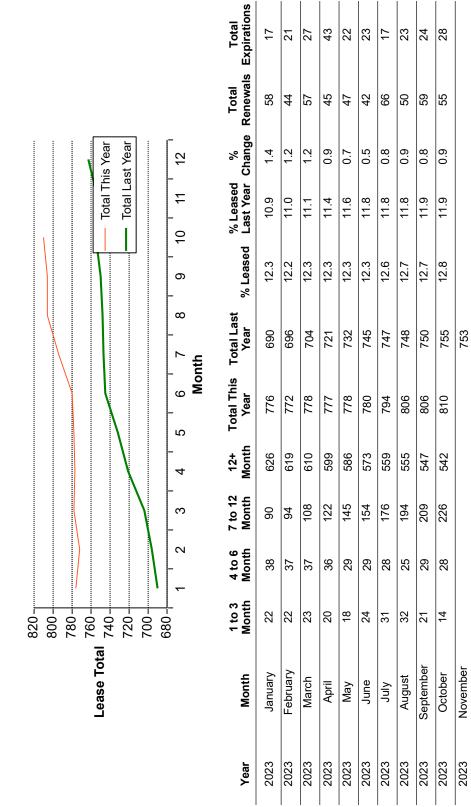
PREPARED BY

-0.9%

[%] Change calculated (ThisYear - LastYear)/LastYear

^{*} Amount is excluded from percent calculation

Monthly Active Leasing Report **2023 Period 10 (Mutual 1)**



Printed: 11/01/2023 12:01:59 Page 1 Monthly Active Leasing Report

763

December

2023



OPEN MEETING

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

Thursday, August 17, 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, Sue

Quam

STAFF PRESENT:

Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Manor Alterations Inspector II, Josh Monroy – Manor Alterations

Coordinator

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 July 20, 2023

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

United Architectural Controls and Standards Committee Report of the Regular Open Meeting August 17, 2023 Page 2 of 3

5. Chair's Remarks

Chair Liberatore thanked staff for their assistance with the United Mutual Town Hall presentation.

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

A member asked a question, staff to follow up with member.

7. Division Manager Update

None.

8. Monthly Mutual Consent Report

<u>Consent:</u> 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. Mejia provided insight into the number of mutual consents issued and completed over a five-month period.

9. Variance Requests

a. 308-C: Variance to Demolish Exterior Stucco Wall and Expand Kitchen

The variance was introduced by Mr. Rudge. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance as described. The variance was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Alteration Fee Schedule

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

United Architectural Controls and Standards Committee Report of the Regular Open Meeting August 17, 2023 Page 3 of 3

11. Items for Future Agendas

- a. Revised Resale Inspection Fee TBD.
- b. Look into "Approved Contractor" List (Have Mutual Attorney review it) September.
- c. Revision to Architectural Standard 18: Gutters & Downspouts

12. Committee Member Comments

- Director Quam thanked staff and her fellow directors for their contributions to the United Mutual Town Hall presentation.
- Director Blackwell remains hopeful that a resolution will be found to expedite revisions to the alteration fee schedule process. Additionally, a resolution to the approved contractor list.
- 13. Date of Next Meeting: September 21, 2023 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 10:15 a.m.

Anthony Liberatore, Chai

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



OPEN MEETING

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

Thursday, October 19, 2023 – 1:30 p.m. BOARD ROOM/ VIRTUAL MEETING Laguna Woods Village Community Center 24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Maggie Blackwell - Chair, Nancy Carlson and

Thomas Tuning (Alternate)

MEMBER ABSENT: Vidya Kale

ADVISORS PRESENT: Dick Rader, Juanita Skillman and Mary Stone

ADVISORS ABSENT: None

STAFF PRESENT: Francis Gomez and Ruby Rojas

OTHERS PRESENT: None

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Director Carlson made a motion to approve the agenda amended with minor changes.

By unanimous consent, the motion passed.

APPROVAL OF REPORTS

Chair Blackwell made a motion to approve the report for August 17, 2023 and September 21, 2023.

By unanimous consent, the motion passed.

CHAIR'S REMARKS

Chair Blackwell asked the committee members to provide a brief summary regarding their experience serving on the committee.

MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION

The committee discussed Director's Liability/ D&O Insurance.

The committee elected a future training in closed session to prevent future liabilities.

Committee Member Comments

The committee members made comments regarding providing members easier access to review updated resolutions and policies. Chair Blackwell advised that she will present the matter to the Media and Communications Committee.

Date of Next Meeting

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

Adjournment

With no further business, Chair Blackwell adjourned the meeting at 2:18 p.m.

DRAFT COPY

Maggie Blackwell, Chair



OPEN MEETING

REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL LANDSCAPE COMMITTEE

Monday, September 25, 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: None.

ADVISORS PRESENT: Mary Sinclair, Ann Beltran

STAFF PRESENT: Kurt Wiemann, Jayanna Abolmoloki, Megan Feliz

1. Call to Order

Director Casey called the meeting to order at 1:33 p.m.

2. Acknowledgment of Media

No media was present.

3. Approval of the Agenda

Director Quam motioned to approve the agenda. Director Liberatore seconded. The agenda was approved unanimously.

4. Approval of the Meeting Report for August 28, 2023.

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

United Laguna Woods Landscape Committee September 25, 2023

Signature:

Email: caseydm1@gmail.com



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

Wednesday, October 25, 2023 - 9:30 a.m. 24351 El Toro Road, Laguna Woods, CA 92637 Board Room and Virtual with Zoom

REPORT

MEMBERS PRESENT:

Alison Bok - Chair, Pearl Lee, Mickie Choi Hoe (in for

Vidya Kale)

MEMBERS ABSENT:

Vidya Kale

OTHERS PRESENT:

Ken Deppe, former advisor

STAFF PRESENT:

Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Laurie Chavarria - Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

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

3. Approval of Agenda

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

4. Approval of Meeting Report from August 23, 2023

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

United Laguna Woods Mutual Maintenance & Construction Committee Report of the Regular Open Session October 25, 2023 Page 2 of 3

5. Chair's Remarks

Director Bok introduced herself as the new Chair of the committee, Director Mickie Choi Hoe and prior advisor to the committee, Ken Deppe.

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

- A member commented (via Director Choi) about the need for a ramp to from their manor to an access road.
- A member commented about a roofing concern at their manor.

Staff responded to the member comments and will follow up individually, as appropriate.

7. Department Head Update

Mr. Barnette updated the committee on the status of the following items:

- 673-B Downspout Drain
- Laundry 154

Discussion ensued regarding the upkeep of laundry rooms and the possibility of establishing an annual inspection to address potential repairs or improvements. Staff will refer the comments regarding upkeep to General Services for a response and will report back on this item at a future committee meeting.

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

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

Items for Discussion and Consideration:

9. 933-B Alteration Patio Cover Nuisance Water Complaint

Mr. Mejia presented a staff report and answered questions from the committee. Discussion ensued regarding the history of the complaint and potential options to resolve the issue. Director Lee made a motion to end discussion and move to closed session. The motion was unanimously approved and the item was added to the closed session agenda.

United Laguna Woods Mutual Maintenance & Construction Committee Report of the Regular Open Session October 25, 2023 Page 3 of 3

10. Epoxy Sewer & Water Line Remediation Programs Updates

Mr. Barnette provided an overview of the epoxy sewer and water line programs via PowerPoint presentation and answered questions from the committee regarding the history of the programs, budget and estimated completion date. Two committee members raised questions concerning their individual buildings and staff will follow up as appropriate.

<u>Items for Future Agendas:</u> 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.

 Explore Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling

Concluding Business:

11. Committee Member Comments

- Director Lee commented that the meeting was productive.
- Chair Bok commented that the date of the next meeting will most likely be changed due to the holidays.
- 12. Date of Next Meeting: Wednesday, December 27, 2023 at 9:30 a.m.
- Recess The meeting was recessed at 10:25 a.m.

Alison Bok, Chair

auson Bok

Alison Bok, Chair Ian Barnette, Staff Officer Telephone: 949-268-2380



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 18, 2023 – 1:30 p.m. Hybrid Meeting

DIRECTORS PRESENT: James Hopkins – Chair, Bunny Carpenter (Substitute), Andy

Ginocchio, Mickie Choi Hoe, Thomas Tuning, Sue Stephens

DIRECTORS ABSENT: Juanita Skillman, Martin Roza, Mark Laws, Brad Rinehart

(excused), Margaret Bennett

ADVISORS PRESENT: None.

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

OTHERS PRESENT: GRF – Reza Karimi, Egon Garthoffner

Third – S.K. Park

Call to Order

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

Acknowledgement of Media

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

Approval of Meeting Agenda

A motion was made to approve the agenda as presented; the agenda was amended to add the following item:

Add Agenda Item # 9.5 – Proposed Defunding at Year End

A motion was made to approve the amended agenda; hearing no objection, the amended agenda was approved by consent.

Approval of the Regular Meeting Report of August 16, 2023

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

Chair Remarks

Director Hopkins provided an update of the current GRF Investment Portfolio.

Member Comments (Items Not on the Agenda)

A member representing the Camera Club requested the use of equipment on an earlier date and would like to know if their request had been approved by staff. Steve Hormuth responded and shared that he will direct the question to the Recreation and Special Events Director.

Department Head Update

Steve Hormuth, Director of Financial Services, provided updates regarding the Annual Budget Report and Annual Policy distribution and mentioned that the GRF Finance Advisory Group has begun to meet to discuss and review fee recommendations as shared by staff.

Review Preliminary Financial Statements dated September 30, 2023

The committee reviewed the financial statements dated September 30, 2023. Questions were addressed and noted by staff.

Additional Occupancy Fee

Steve Hormuth presented a staff report requesting approval to change the GRF Additional Occupant Fee to equal 50% of the GRF per manor per month basic assessment resulting in a monthly fee of \$114.00 (rounded to the nearest dollar). A motion was made and moved by Director Andy Ginocchio to approve staff's recommendation. Director Mickie Choi Hoe seconded. Discussion ensued. The motion passed unanimously and will be presented at the next Board meeting.

Proposed Defunding at Year End

Jose Campos, Assistant Director of Financial Services, presented a staff report recommending to defund capital projects as follows: one reserve expenditure from the Equipment fund, one from the Facilities Fund, and reducing funding on one from the Equipment Fund by December 31, 2023. The capitals items will be closed out at year end. A motion was made and moved by Director Thomas Tuning to accept staff's recommendation as presented. Director Micki Choi Hoe seconded. Discussion ensued. Hearing no objects, the motion passed unanimously and will be presented at the next Board meeting.

Endorsement from Standing Committees

Community Activities Committee – Donation of Fans for Equestrian Center. Alison Giglio, Recreation and Special Events Director, presented a staff report to approve acceptance of a donation made by The Saddle Club consisting of 18 NewAir outdoor high-velocity fans and approval of an unbudgeted operating expense in the amount of \$6,715 for the installation of the fans. A motion was made and moved by Director Bunny Carpenter to accept the donation and approve the unbudgeted operating expense as presented by staff. Director Thomas Tuning seconded. Discussion ensued. The motion passed by a 5-1 vote (Director Sue Stephens opposed) and will be presented at the next Board meeting.

Future Agenda Items

Recreation Room Rental Fees RV Fees Traffic Fees

Committee Member Comments

None.

Date of Next Meeting

Wednesday, December 20, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:56 p.m.



James Hopkins, Chair

OPEN MEETING

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

Thursday, October 12, 2023 – 1:30 p.m. Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Joan Milliman, Maggie

Blackwell, Cush Bhada, Mark Laws, Sue Stephens

MEMBERS ABSENT: Pearl Lee (excused), Elsie Addington (excused), Dennis

Boudreau (excused), Ajit Gidwani (excused)

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman, Andy Ginocchio,

Alison Bok

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Jose

Campos, Ada Montesinos, Jackie Chioni

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Laws made a motion to approve the agenda with the addition of Golf Driving Range Net Donation under Reports. Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for September 14, 2023

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

Motion passed unanimously.

Chair's Remarks

Chair Horton thanked Recreation office staff, William Arceo and Daniel Alcala, for their exceptional customer service.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 1 Pour and Paint classes continue to sell out so an additional class with the same content is now offered each month; on October 8, the Library hosted a volunteer appreciation dinner; Clubhouse 2 hosted a Tom Jones tribute on September 28 with approximately 250 attendees; registration is full for the Clubhouse 4 Arts and Crafts Bonanza and a waitlist has been created; Pool 5 will remain open one extra hour in the evening during the month of October; the Equestrian Center lesson program waitlist is under 85 and will drop to under 50 once new lessons begin in three weeks; Belle retired to Hoofs and Woofs Rescue due to a generous donation from residents for her care; the Equestrian Center security gate project is underway which will protect horses, owners and staff; the Library volunteers greeted 2,570 visitors and logged 783 hours in September.

Ms. Murphy reported the following: Monday night football is offered each Monday at Restaurant 19 and Lounge with food and drink specials; the Equestrian Center Harvest Hoedown will be held Saturday, October 14, 4 to 7 p.m.; Cheryl Russell, Laughter Yoga volunteer instructor, returns October 30 and class will continue each Monday, 9:15 to 10:15 a.m. at Clubhouse 1; Ms. Russell has been a volunteer instructor for approximately 20 years; the Halloween Golf Cart Parade will be hosted on October 31 and will begin at Clubhouse 1 at 11 a.m.; the Arts and Crafts Bonanza will be held at Clubhouse 4 on Saturday, November 4 and Sunday, November 5; the annual Thanksgiving buffet will be hosted at both Clubhouse 2 and Clubhouse 5; New Year's Eve tickets at the Performing Arts Center are on sale.

Mr. McCray reported the following: the golf course is in great condition after fall aerification; an irrigation issue has been addressed; the Greens Committee suggested a four-club mixer which was hosted today with approximately 100 players; the driving range may open first week of November; the Garden Center advisory group meeting went well with suggested action plan and enhancements to improve volunteer organization.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: billiard room at Clubhouse 1; not enough room at the Performing Arts Center for additional billiards tables; inquiry as to weekend hours at the Performing Arts Center; inquiry as to Clubhouse 1 renovation start date and end date; inquiry as to reinstatement of operational hours at Clubhouse 6; Saddle Club donations include, but are not limited to, the purchase of stall fans, sand, tools, stall guards, wheelbarrow, turnout covers and stethoscope, financial support of GRF horses, finding new homes for those horses that need to retire, assist in the Equestrian Center office, volunteer with Help the Herd and at Equestrian Center events, provides eight Equestrian Center tours

weekly, appears on Village TV to promote programs, hosts BBQs, movie days, bus trips to horse shows for the community, hosts moonshiners concerts with proceeds going to the Equestrian Center, all of which serves the riders, owners, management and the Laguna Woods Village community for free.

President Carpenter stated the Clubhouse 1 project bid package will be reviewed on October 24 during the M&C committee meeting. Chair Horton stated all facilities are being reviewed with no decision made regarding the closure of the billiards room at Clubhouse 1. Ms. Murphy stated Clubhouse 6 is opened, closed and monitored by the neighboring Clubhouse 5 staff. Chair Horton and Director Bhada thanked the Saddle Club.

CONSENT

Mr. Campos attended to update the Community Activities Committee on the Financial Statement.

Discussion ensued.

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

Motion passed unanimously.

REPORTS

Golf Driving Range Net Donation – Mr. McCray stated the driving range nets are not viable for long term use and recommended donation to a local high school.

Director Laws made a motion to accept the recommendation to donate the golf driving range nets to a local high school. Director Milliman seconded.

Discussion ensued.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Fans for Equestrian Center - Director Blackwell made a motion to accept the donation of fans for the Equestrian Center. Director Bhada seconded.

Discussion ensued.

Motion passed 4-1 (Director Laws opposed).

Golf Pro Shop Sales Promotions – Mr. McCray stated the staff recommendation to allow Golf operations staff to utilize the resident golf database for merchandise sales promotions.

Director Laws made a motion to allow Golf operations staff to utilize the resident golf database for merchandise sales promotions. Director Milliman seconded.

Discussion ensued.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules (Final Review) – Director Milliman made a motion to accept the presented operating rules with suggested edits. Director Bhada seconded.

Members were called to speak regarding the following: suggested edits to tennis operating rules; thanked tennis staff for contribution to tennis community; requested tennis staff to create more group play; court 2 group play harassment and exclusivity.

Discussion ensued.

Motion passed unanimously.

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 bring this item to CAC next month.

CONCLUDING BUSINESS

Committee Member Comments

None

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, November 9, 2023.

Adjournment
There being no further business, the Chair adjourned the meeting at 3:23 p.m.
Yvonne Horton
Yvonne Horton, Chair



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION LANDSCAPE COMMITTEE TUESDAY, August 22, 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, Sue Quam, Glenn Miller, Maggie Blackwell (Alternate)

COMMITTEE MEMBERS ABSENT: Diane Casey, Ira Lewis, Jules Zalon

OTHERS PRESENT: Dennis Cafferty (El Toro Water District General Manager), Vu Chu (El Toro Water District Water Use Efficiency Analyst)

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. Granicus was not used during this meeting due to technical difficulties.

3. Approval of the Agenda

The agenda was approved without objections.

4. Approval of the Meeting Report for May 10, 2023

The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman invited Mr. Cafferty from El Toro Water District to the lectern to give a presentation on the rate increases.

Members made comments and asked questions.



6. Department Head Update

Mr. Wiemann discussed staffing vacancies in detail.

6a. Update on Aliso Creek

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

6b. Mower Shop Insulation Update

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

Items for Discussion and Consideration

7. Member Comments (Items Not on the Agenda)

One member voiced a complaint about the Willow trees at Aliso Creek.

8. Response to Members Comments

Members of the Committee responded to the member comment.

Concluding Business:

9. Committee Member Comments

Several comments were made.

- 10. Date of Next Meeting Wednesday, November 8, 2023 at 1:30 p.m.
- 11. Adjourned at 2:23 p.m.





OPEN MEETING

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

Wednesday, October 11, 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, Sue Stephens

OTHERS PRESENT: GRF: Egon Garthoffner, Bunny Carpenter

UNITED: Alison Bok

Advisors: Carl Randazzo, Bill Walsh

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart

Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Heather Ziemba – Projects 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

The committee agreed to pull Items 8, 9, and 10 from the consent calendar to be discussed during Item 7. The agenda was approved with these changes.

4. Approval of Meeting Report from August 9, 2023

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

5. Chair's Remarks

Chair Karimi extended a welcome to all newly elected members to each of the Boards and expressed appreciation for the work staff and the committee have completed.

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6. Member Comments

No member comments.

7. Department Head Update

Mr. West opened the discussion of Items 8, 9, and 10.

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.

All items were pulled for discussion.

8. Project Log

Mr. West answered questions regarding the Clubhouse 1 projects, the golf driving range, and Building E.

9. ChargePoint Summary

Mr. Mejia answered questions regarding the charging rates and cost of electricity.

10. Clubhouse Preventative Maintenance Inspection Report

Mr. Barnette answered questions regarding the level of detail included in the report. The committee directed staff to include more information about the status of work orders in the report.

Items for Discussion and Consideration:

11. Shepherd's Crook

Mr. West provided an update via PowerPoint to show photos of the work completed.

12. Repair Shop Electrical

Mr. West provided an update via PowerPoint to give an overview of the project as well as photos of the current work site and plan drawings.

13. Welding Shop

Mr. West provided an update via PowerPoint to give an overview of the project as well as photos of the current work site and plan drawings. Mr. West responded to questions

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from the committee regarding power demand to the welding shop and fire safety.

14. Equestrian Center Arena Lighting

Mr. West gave a verbal update. Staff will consult with an engineer to have a design created for this project.

15. Golf Driving Range

Mr. West provided an update via PowerPoint to show the progress of the ongoing turf growth on the golf driving range.

<u>Future Agenda Items</u>: 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:

16. Committee Member Comments

No committee member comments were made.

- 17. Date of Next Meeting: Wednesday, December 13, 2023 at 9:30 a.m.
- **18.** Recess The meeting was recessed at 11:01 a.m.

Reza Karim Chair

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



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MEDIA AND COMMUNICATIONS COMMITTEE

Monday, September 18, 2023 – 1:30 p.m. Board Room / Virtual Hybrid Meeting

REPORT

Members Present: Chair Joan Milliman; Directors Margaret Bennett, Maggie Blackwell, James Cook, Cris Prince, Sue Quam, Juanita Skillman (alternate for Elsie Addington); Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: Director Elsie Addington (excused); Advisor Theresa Frost (excused)

Others Present: GRF - Bunny Carpenter, Egon Garthoffner, Martin Roza

Third – S.K. Park VMS – Debbie Allen

Staff Present: Robert Carroll, Catherine Laster, Susan Logan-McCracken, Paul Ortiz, Joana Rocha, Ellyce Rothrock

1. Call to Order

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

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for July 17, 2023

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman announced that the September/October Village Breeze is out. She welcomed Robert Carroll, General Services Director, who then introduced himself.

6. Member Comments

There were no member comments.

Items for Discussion

7. Media and Communications Report – Ellyce Rothrock

Ms. Rothrock held up the latest issue of the Village Breeze and read through highlights from the Media and Communications Activities Report.

8. Website Ad Hoc Committee Report – Ellyce Rothrock

Ms. Rothrock updated the committee on the contract with Urban Insight and stated that Information Services Director Chuck Holland will be in charge of the project, while she and Ms. McCracken will handle the day-to-day updating of the website.

9. Broadband Ad Hoc Committee Report – Paul Ortiz

Mr. Ortiz announced new Broadband Ad Hoc Committee Chair Martin Roza and updated the committee on the contract with The Broadband Group, who reached out to a list of potential providers that the ad hoc committee will review at 3:30 p.m. today.

10. Broadband Services Report - Paul Ortiz

Mr. Ortiz highlighted from the subscriber counts report:

- Village Television's YouTube channel subscriber counts continue to increase
- The use of set-top boxes is trending downward
- Pay services continue to decrease
- The higher speeds in internet subscriptions are increasing, while the lowest speed is decreasing

Mr. Ortiz gave a presentation on skyrocketing re-transmission fees, the programming landscape and expiring contracts.

Mr. Roza commented about the cable programming landscape and asked about the future of streaming costs. Discussion ensued.

Another discussion ensued on educating residents on how they can save money by purchasing the streaming app rather than paying the retail rate contractually offered to the community.

Mr. Ortiz then presented a staff report on adding NewsNet and Sports News Highlights to Village Television's current lineup for the period of November 1, 2023, through November 1, 2026, at no cost to GRF. All associated equipment and transmission costs will be the responsibility of Bridge Media Networks.

Chair Milliman entertained a motion. Juanita Skillman made a motion to recommend the approval of a contract with Bridge Media Networks to add NewsNet and Sports News Highlights to Village Television's current programming lineup for the period of November 1, 2023, through November 1, 2026, at no cost to GRF. All associated equipment and transmission costs will be the responsibility of Bridge Media Networks. Margaret Bennett seconded the motion, which carried unanimously.

Items for Future Agendas

TBD

Concluding Business

Committee Member Comments

Advisor Brians commended Village Television's longevity.

Advisor Parker commended the meeting and discussed the Village Community Fund's publicity guide for Village clubs.

Director Quam commended the staff for all the communications work completed every month.

Director Blackwell stated it was good to hear about the NewsNet channel.

Director Skillman discussed the Disaster Preparedness Task Force and reminded everyone to shelter in place if there is a disaster and not go to the clubhouses.

Director Cook recommended including information about streaming in the "What's Up in the Village" email blast and in the new resident orientation packets.

Mr. Carroll stated he looks forward to working with the committee.

Advisor Pacella thanked the committee for the work that they do.

Ms. McCracken introduced Ms. Rocha, who will assist with meeting coordination.

Date of Next Meeting – Monday, November 20, 2023, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:36 p.m.

p.p. Joan Milliman / SLM Joan Milliman, Chair

Media and Communications Committee



OPEN MEETING

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

Wednesday, August 2, 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), Azar Asgari, Alison Bok, Cush

Bhada, Egon Garthoffner, Sue Stephens, Moon Yun

MEMBERS ABSENT: Vashti Williams

OTHERS PRESENT: GRF: Juanita Skillman

Third: Maggie Blackwell

STAFF PRESENT: Robert Carroll, Francisco Perez, Joana Rocha, Sandra

Spencer

1. Call to Order

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

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

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

4. Approval of Meeting Report for

The meeting report for June 7, 2023, was unanimously approved as written.

5. Chair's Remarks

None.

6. Member Comments (Items Not on the Agenda)

- A member asked about the \$10 charged for the destination shopping where it reflects on the green book.
- A member asked why the bus counter devices were removed.
- A member asked who is responsible for monitoring spending.

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7. Response to Member Comments

- Destination shopping is shown in a different revenue.
- The counters in the bus are sometimes removed for maintenance.
- General Services Director and Supervisor monitor the budget.

8. 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.

9. Overview of 2019 Fehr and Peers Short Range Transit Plan

Mr. Carroll Introduced the topic and answers questions from the committee.

Items for Discussion

10. Mobility and Vehicle Committee Meeting Schedule

Director Bhada made motion to approve staff's recommendation to modify the meeting schedule. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously. The next committee meeting will be held on November 1, 2023.

11. Transportation Information Meeting Schedule

Director Stephens made a motion to approve staff's recommendation to modify the frequency of the Transportation Information Meeting from bi-monthly to semi-annual, with the exact dates to be determined by the staff as needed. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously.

Items for Future Agendas:

• To be determined.

Concluding Business:

Committee Member Comments - None

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Date of Next Meeting – Monday, November 6, 2023, at 1:30 p.m.

Adjournment - The meeting was adjourned at 3:32 p.m.

Elsie Addington
Elsie Addington (Aug 9, 2023 09:25 PDT)

Elsie Addington, Chair Robert Carroll, Staff Officer Telephone: 949-597-4242



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, August 23, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue

Stephens

MEMBERS ABSENT: Cash Achrekar (No Notice Given)

OTHERS PRESENT: Elsie Addington

STAFF PRESENT: Eric Nuñez, Carmen Aguilar,

1. CALL TO ORDER

Juanita Skillman, Chair, called the meeting to order at 1:33 p.m.

2. ACKNOWLEDGEMENT OF PRESS

Media via Granicus- (was offline) Zoom intermittent connection

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the June 28, 2023 meeting report.

5. CHAIRMAN'S REMARKS

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving.

Eric Nuñuez- Reinforced if at any time our residents witness or see any suspicious activity to report it.

Our guest speaker Sgt. Theo Wilder- Thanked Laguna Woods Village and he is pleased to be working with our community. We also had the pleasure of having Captain Alday as guest speaker. He mentioned that their department works closely with our community to respond to incidents. He is very familiar with the city, and he loves and enjoys his career.

6. MEMBER COMMENTS (items not on the Agenda)

Multiple members made comments and asked questions.

- 1. Topics included: Motion Sensor with the flashing
- 2. E-Bike Patrol during night hours

3. Volunteer Program for monitoring cameras

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving. Will consider exploring the cost on Motion sensor. Requested to view video of attempted break in the carports. Bike patrol has not been reinstated due to staffing in security our department. Director Blackwell shared a bit of history of when Laguna Woods Village did not have gates. Some visitors of our members misbehaved. However, she did say all the security measures in place have greatly improved the Community. Eric Nuñuez- Reinforced if at any time our residents witness or see any suspicious activity to report it. He also mentioned, the monitoring of cameras in each carport is not feasible

Director Reza shared his idea of hooding the stop signs for less interference for residents

REPORTS:

7. Disaster Preparedness Task Force Report

Tom Soule has retired since our last Disaster Preparedness Task Force meeting. Ham radio installations are coming along Tom Siviglia is managing the progress. Fire blankets are also currently being researched.

Chair Skillman- Stated there is a Shelter in Place. Residents will not be going to Clubhouses in case of a disaster. Currently calls are being placed to review and confirm who are the building captains. Also, there is a County Preparedness guideline to possibly be implemented in Laguna Woods Village. She also commended the Towers for their fantastic Preparedness.

8. SECURITY STATISTICS

Staff Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions. Note there are only ten spaces on the waiting list due to some prospects being in the middle of purchasing RV. Staff Eric Nuñez discussed our Foot Patrol and the amount of time it takes our officers to go around the perimeter. In addition to our officers doing foot patrol, they also do self-initiative monitoring of intrusion or damage to our gates in addition to reporting running water, lights being out, reporting any hazards. Chair Skillman suggested adding the gates to the NOV spreadsheet underneath the Phases and perhaps a map.

Compliance has over 30% of their stats being Clutter. Members made comments and asked questions. Majority of them are reported by neighbors.

All three departments work in collaborations Security Department, Compliance and Social Services. They all provide an invaluable service to our Community.

Director Blackwell- noted there should not be a "No Rule Free" in this Community the rules provided safety. The Rules and Regulations should not be missed used.

Director Sue Stephens mentioned an Abandon vehicle in United. Security will do a follow up. Director Roza mentioned it's an amenity to have Social Services Department be part of Laguna Woods Village.

9. NOTEWORTHY INCIDENTS

Jun 13, 2023 missing person from Sebastian apartment complex. Officer Hendley assisted by submitted pictures to the Orange County Department and soon after the missing person was located.

July 13, 2023 Our officers were sent out on a welfare check to a manor. Unfortunately, after our officers made entry they notice the resident was on the floor and had been there for a few days. OCSD was called and resident was extremely thankful to our officers.

August 1, 2023 at Gate 2 a medical emergency came over the radio. The Gate Ambassador helped the by removing passenger from vehicle while driver was on the phone with 911. The OCFD arrived and performed CPR and transported the passenger to Saddleback Hospital. Security Department received 31 calls during this past (Hurricane like weather) only 3 calls were considered emergency.

Landscape department did an awesome job cleaning prior storm by cleaning the drains and clean up after was on point.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

- 1. Motion Sensor with the flashing light for stop signs
- 2. E-Bike Patrol during night hours
- 3. A volunteer Program for monitoring cameras
- 10. Assessment of Community Crosswalk- Eric Nuñez is currently working with Director Robert Caroll and doing a complete and thorough assessment in getting a traffic engineer. Member made a comment for a crosswalk for the Visually impaired to feel they are in the proximity of the crosswalk.
- 11. Gate Arms Appearance Update

The foam strip that goes on the arm are backlog due to supply. A different vendor was contacted and we are fully supplied. There is a check list to be reviewed by our Gate Ambassador that the arms are in working order, and in place making sure the padding is serviceable. The arms are maintained mechanically by California Gates. Member comment- She asked, that if there is a warranty on the foam covers for the gates. She also suggested to add LED lights to gate arms so resident won't run into them.

12. Golf Cars/ Golf Carts tracking system- This topic will be

in reviewed by the board for a better tracking system/

registration.

ITEMS FOR FUTURE AGENDA

13. Review Rules and Regulations for all registered vehicles

CONCLUDING BUSINESS

- 14. Committee Members Comments
- 15. The next meeting will be held on Wednesday October 25, 2023 at 1:30 p.m.
- 16. Adjournment- 4:27 p.m.

Juanita Skillman, Chair



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

Tuesday, September 26, 2023 at 9:30 AM

HYBRID MEETING

MEMBERS PRESENT: Eric R. Nuñez (Chair), Juanita Skillman, Anthony Liberator

MEMBERS PRESENT ONLINE: Sue Stephens, S.K. Park, Rick Kopps (Towers Resident)

MEMBERS ABSENT: Elsie Addington, Moon Yun, Cash Achrekar, Gan Mukhopadhyay,

OTHERS PRESENT: Grace Stencel, Sandy Benson, Edward Green, Annie McCarry,

Doug Gibson

STAFF PRESENT: Carmen Aguilar, Tom Siviglia

THE MEETING WAS CALLED TO ORDER: 9:37 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. Changes were made to the last meeting report July, 25, 2023

CHAIRS REMARKS: Chair Nuñez began his remarks by thanking the rest of the board as well as the audience for being present at todays meeting. Chair shared The Great Shake Out happening on Oct 19, 2023 at 10:19 AM. He did notify the audience Security Department currently has 6-10 earthquake kits for purchase. When an earthquake strikes Our Security, Department goes around performing a Windshield Survey-looking for critically infrastructure damage to buildings, and fallen trees etc. All the emergencies are then reported to the appropriate department. Communicating up to the chain of commands.

MEMBER COMMENTS: Members made comments

- Club House 3 Disaster Preparedness training
- Disaster Drills
- Good Neighbor Captain/ Club House Coordinator meetings
- Clarification on genetic term "Radio" should be changed to "Motorola Radio" to prevent confusion with amateur radio.

OFFICE MANAGER/ADVISOR:

RECRUITMENT / RETENTION / TRAINING: Director Skillman mention Residents should practice shelter in place in case of a disaster. Also, a reminder email should be sent out for Radio Drills 24hrs before. It was mentioned to have a meet and greet with the Good Neighbor Captains and the Club House Coordinators before Oct 19, 2023. This help to organize the Good Neighbor Captains accordingly to their geographic area. Director Skillman all mentioned, there is a FEMA bill in congress currently being reviewed for private communities like Laguna Woods Village to obtain Disaster Funds. Currently Laguna Woods Village is not eligible for FEMA assistance.

GRF BOARD: Director Skillman noted at the GRF meetings Shelter in Place is being pushed in place.

UNITED BOARD: Director Liberatore- Mentioned uniforms to better identify the first responders within the community. Uniforms would be a good idea.

THIRD BOARD: Nothing to Report

TOWERS: Rick Kopps- The Towers will be holding their monthly meeting today 9/26/23. Their topics will be earthquake awareness and having supplies to last for at least a week in case of an emergency.

PET EVACUATION SUBMIT COMMITTEE: Gate 11 will be hosting their monthly town hall meeting today 9/26/23 at CH2. Sandy Benson will be attending the meeting and handing out Lile of Life form for crucial information.

DISCUSSIONS AND CONSIDERATIONS

Fire Blankets: Director Skillman-Prepare Hero is the company that makes fire suppression blankets. The cost approximately is \$30.00 per blanket there is a sliding scale when more are purchased. The most common fires occur in kitchen and this blanket is light weight and easy to use. This blanket is approximately 39X39 most of them are made from woven fiberglass material.

Antenna Status: Tom Siviglia here was a study completed by Carpentry and Eltrical and it was determined that the number of hours and staff exceed what they can do in house. Moving forward we will be out sourcing this project and obtaining quotes from different vendors at a reasonable cost.

ITEMS FOR FUTURE AGENDAS

Tentatively and schedule permitting having OCFD personnel join our next DPTF meeting.

MEMBER COMMENTS: Multiple members made comments. Director Sue Stephens thanked the Chair for the introduction he made.

NEXT MEETING: November 28 at 9:30 a.m.

ADJOURNMENT: 11:51 a.m.

SUBMITTED BY:

Chair Nuñez