



OPEN MEETING

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

**Tuesday, January 9, 2024 - 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 Liberatore**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. December 12, 2023 – Regular Open Meeting
 - b. December 28, 2023 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
 - a. Response to open forum speakers
 - b. Response to past open forum speakers – Director Kale
- 9. VMS Board Update – Director Rupert**
- 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 November 2023, such review is hereby ratified.

b. Recommendation from the Landscape Committee

- 1. Recommendation to Approve the Request for the Removal of One Brazilian Pepper Tree Located at 52-B Calle Aragon
- 2. Recommendation to Deny Request to Remove Ground Cover at 2066-B Via Mariposa East

c. Recommendation from the Architectural Controls and Standards Committee

- 1. Recommendation to Approve a Variance Request to Add a Bathroom, Windows, and Rearrange Rooms at Manor 216-D Avenida Majorca

- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in December 2023, and such review is hereby ratified. (CHECK LIST)

e. Recommendation from the Finance Committee – None

f. Membership Disciplinary Matters

- 1. Disciplinary Update Report

12. Unfinished Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 6: Air Conditioning Units/Heat Pumps (**December 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)
- b. Entertain a Motion to Approve the Revision to Architectural Standard 18: Gutters and Downspouts (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

- c. Entertain a Motion to Approve Revisions to Select Resale Packet Documents
- d. Entertain a Motion to Approve Smoking Policy (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

14. Director Comments (Two minutes per director)

15. United Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on November 28, 2023; next meeting January 30, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports – December
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on December 21, 2023; next meeting January 18, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Carlson. The Committee met on December 14, 2023; next meeting January 11, 2024, 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 December 21, 2023; next meeting January 18, 2024, 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 December 11, 2023; next meeting January 22, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) United Landscape Committee Special Open Meeting – Director Quam. The Committee met on January 15, 2024.
- f. Report of the Maintenance & Construction Committee – Director Lee. 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 December 14, 2023; next meeting January 11, 2024, 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 Choi Hoe. The Committee met on December 20, 2023; next meeting February 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.

- b. Report of the Community Activities Committee – Director Leonard. The Committee met on December 14, 2023; next meeting February 8, 2024, 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 December 20, 2023; next meeting February 14, 2024, 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 January 3, 2024; next meeting TBA.
 - (2) Space Planning Ad Hoc Committee – Director Carlson. The Ad Hoc Committee met on January 3, 2024. Next meeting January 31, 2024, at 1:30 p.m. in the Board Room.
 - e. Report of the Media and Communications Committee – Director Quam. The Committee met on September 18, 2023; next meeting January 15, 2024, 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 February 28, 2024, 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 November 15, 2023; next hearings on January 17, 2024, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on November 28, 2023; next meeting January 30, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - h. Report of the Information Technology Advisory Committee – Director Quam. The Committee met on December 29, 2023; next meeting January 26, 2024, as a virtual meeting.
- 17. Future Agenda Items – All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.**
- Approve the Revision to Architectural Standard 18: Gutters and Downspouts
 - Smoking 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) December 12, 2023 – Regular 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

THIS PAGE LEFT BLANK INTENTIONALLY



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

Directors Present: Alison Bok, Thomas Tuning, Anthony Liberatore, Pearl Lee, Vidya Kale, Maggie Blackwell, Sue Quam, Mickie Choi Hoe, Nancy Carlson, Georgiana Willis, Ellen Leonard

Directors Absent: None

Staff Present: CEO Siobhan Foster, Paul Nguyen, Carlos Rojas, Jennings Lai, Mejia, Steve Hormuth, Connie Habal, Kurt Wiemann, Catherine Laster

Others Present: Phil Pluta, J.P. Morgan Chase
GRF: None
Third: Andy Ginocchio
VMS: Dan Kenney

1. Call Meeting to Order/Establish Quorum

President Bok called the meeting to order at 9:00 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Carlson 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 Bok asked if there were any changes to the agenda.

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

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

unanimously.

5. Approval of Minutes

- a. November 14, 2023 – Regular Open Meeting
- b. November 28, 2023 – Agenda Prep Meeting
- c. December 4, 2023 – Special Open Meeting

Director Choi Hoe made a motion to approve the minutes of November 14, 2023 – Regular Open Meeting, November 28, 2023 – Agenda Prep Meeting and December 4, 2023 – Special Open Meeting. Director Liberatore seconded.

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

6. Report of the Chair

President Bok commented on the following items:

- Cynthia Rupert will serve as United Representative on VMS Board
- 2024 Letter has been mailed out
- Escrow for Closing
- QR Code for Open Agenda Packets at Board Meetings

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on the financial reports in the green book and also inviting Directors to a presentation
- A member commented on the state of the laundry rooms, sewer back up that impacted their manor, and an issue with resident services
- A member commented on the upcoming Trust Presentation
- A member commented on HOA
- A member commented on work request submissions

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- President Bok commented on VMS Chair Phelps having an open invitation to one of the speakers
- Director Blackwell commented that every year, an audit is done (KPMG) and also responded to the service request comment
- Director Lee commented on VMS Surveys and gave clarification
- Director Carlson commented on Alterations and how it impacts residents
- Director Choi Ho commented on United Mutuals budget

b. Response to Past Open Forum Speakers – Director Carlson

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

9. VMS Board Update – Director Kenney

VMS Director Kenney discussed the following topics:

- The selection of Director Rupert for United VMS Representative
- Resident Bright Ideas Program Update
- The great work of CEO Foster

Director Kenney answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- New Social Services Manager
- Social Services Offered
- New Landscape Manager
- New Manor Alterations Manager
- Register Holiday Guests Ahead of Time
- Maintenance & Construction Volunteers
- United Basic Assessment
- Sign Up Now for SCE Outage Alerts
- SCE Medical Baseline Program
- Subscribed to CodeRED
- Santa Paws Pet Photos

CEO Foster answered questions from the board.

11. Consent Calendar

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

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of October 2023, such review is hereby ratified.**
- b. Recommendation from the Landscape Committee – None**
- c. Recommendation from the Architectural Control and Standards Committee - None**
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in November 2023, and such review is hereby ratified.**
- e. Recommendation from the Finance Committee – None**

f. Update Committee Assignments

RESOLUTION 01-23-69

United Laguna Woods Mutual Committee Appointments

RESOLVED, December 12, 2023, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)

Sue Quam

Ellen Leonard

Maggie Blackwell, Alternate

Finance Committee

Mickie Choi Hoe (Chair)

Thomas Tuning

Alison Bok

Anthony Liberatore, Alternate

Non-Voting Advisors: Robert Tucker, Eric Carlson, Ken Benson

Governing Documents Review Committee

Maggie Blackwell (Chair)

Vidya Kale

Nancy Carlson

Tom Tuning, Alternate

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

Landscape Committee

Sue Quam (Chair)

Anthony Liberatore

Georgiana Willis

Vidya Kale, Alternate

Non-Voting Advisors: Ann Beltran, Mary Sinclair

Landscape Tree Ad Hoc

Sue Quam, (Chair)

Georgiana Willis

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

Maintenance and Construction Committee

Alison Bok (Chair)

Pearl Lee

Mickie Choi Hoe, Alternate
Ellen Leonard

Members Hearing Committee

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

New Resident Orientation

Alison Bok (Chair)
Pearl Lee
Anthony Liberatore

Resident Advisory Committee

Anthony Liberatore (Chair)
Pearl Lee, Alternate
Ellen Leonard

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 01-23-65, adopted November 14, 2023, is hereby superseded and canceled.

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

RESOLUTION 01-23-70

Golden Rain Foundation Committee Appointments

RESOLVED, December 12, 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

Sue Quam
Ellen Leonard

GRF Finance

Thomas Tuning
Mickie Choi Hoe

GRF Landscape Committee

Sue Quam
Anthony Liberatore

GRF Maintenance & Construction

Alison Bok
Pearl Lee
Mickie Choi Hoe, Alternate

Clubhouses & Facilities Renovation Ad Hoc Committee

Anthony Liberatore
Alison Bok

GRF Media and Communications Committee

Maggie Blackwell
Georgiana Willis

GRF Mobility and Vehicles Committee

Alison Bok
Nancy Carlson

GRF Security and Community Access

Maggie Blackwell
Nancy Carlson

Disaster Preparedness Task Force

Anthony Liberatore
Georgiana Willis

Laguna Woods Village Traffic Hearings

Vidya Kale
Maggie Blackwell

Purchasing Ad Hoc Committee

~~Thomas Tuning~~
~~Alison Bok~~

Information Technology Advisory Committee

Sue Quam
Tom Tuning

Broadband Ad Hoc Committee

Alison Bok (non-voting)
Sue Quam
Tom Tuning

Website Ad Hoc Committee

Anthony Liberatore
Mickie Choi Hoe

Finance Advisory Group

~~Tom Tuning~~

Space Planning Ad Hoc Committee

Alison Bok
Tom Tuning
Nancy Carlson

RESOLVED FURTHER, that Resolution 01-23-66, adopted November 7, 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.

Director Blackwell made a motion to approve the Consent Calendar. Director Choi Hoe seconded.

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

12. Unfinished Business

- a. **Entertain a Motion to Adopt 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 has been satisfied)**

Director Blackwell read the following resolution.

RESOLUTION 01-23-71

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.

Director Blackwell made a motion to approve the resolution for 2024 Collection and Lien Enforcement Policy. Director Liberatore seconded.

Discussion ensued among the Board.

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

13. New Business

a. United Mutual Town Hall

President Bok discussed the topics of the next 3 town halls.

Discussion ensued among the Board.

b. Entertain a Motion to Approve the Revision to Architectural Standard 6: Air Conditioning Units/Heat Pumps (December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Blackwell read the following resolution.

RESOLUTION 01-23-XX

STANDARD 6: Air Conditioning Units/Heat Pumps

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

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 6: Air Conditioning Units/Heat Pumps;

NOW THEREFORE BE IT RESOLVED, January 09, 2024, that the Board of Directors of this Corporation hereby adopts Standard 6: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-18-58 adopted June 12, 2018, is hereby superseded in its entirety and no longer in effect; and

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

Director Blackwell made a motion to approve the Resolution for Standard 6 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Liberatore seconded the motion.

Bart Mejia, spoke on the item at hand.

Discussion ensued among the Board.

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

14. Directors' Comments (Two minutes per director)

- Director Liberatore commented on Traffic Rules being removed from the website
- Director Carlson commented on easy pay
- Director Lee commented on the December Town Hall Meeting
- Director Quam commented on the multiple issues brought up by residents today and the high cost of living
- Director Blackwell commented on 2nd Hand Smoke Policy being worked on at the committee level
- Director Choi Ho commented on constructive discussions on the finance of the mutual

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on November 28, 2023; next meeting January 30, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report – November

- (2) United Finance Committee Report
- (3) Resales/Leasing Reports – November

- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on November 16, 2023; next meeting December 21, 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 November 16, 2023; next meeting December 21, 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 December 11, 2023; next meeting January 22, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- 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 December 20, 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. The Ad Hoc Committee met on December 6, 2023. Next meeting TBD.
- e. Report of the Media and Communications Committee – Director Quam. The Committee met on September 18, 2023; next meeting January 15, 2024, 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 February 28, 2024, 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 November 15, 2023; next hearings on January 17, 2024, at 9:00 a.m. in the Board Room.
- (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on November 28, 2023; next meeting January 30, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h. Report of the Information Technology Advisory Committee – Director Quam. The Committee met on October 27, 2023; next meeting TBA.

17. Future Agenda Items

- *Revision to Architectural Standard 6: Air Conditioning Units/Heat Pumps*

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

The meeting recessed at 12:01 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) November 14, 2023 – Regular Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 2:22 p.m.

DocuSigned by:

Maggie Blackwell

6310AC407A76415...

Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

THIS PAGE LEFT BLANK INTENTIONALLY



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, December 28, 2023, at 9:00 a.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, Tom Tuning, Nancy Carlson, Ellen Leonard, Vidya Kale, Georgiana Willis

Directors Absent: Anthony Liberatore

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

Others Present: None

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

President Bok called the meeting to order at 9:01 a.m. and established that a quorum was present.

2. Approval of the Agenda

President Bok called for an approval of the agenda.

Director Leonard made a motion to approve the agenda. Director Choi seconded.

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

3. Chair Report

President Bok discussed the following:

- Removal of sneeze screen in the Board Room
- If any Director had questions about the Committee assignments
- Third Mutual Survey

Director Blackwell left the meeting at 9:53 a.m.

Director Quam left the meeting at 10:00 a.m.

4. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on January 9, 2024

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

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

Director Lee made a motion to approve the closed agenda. Director Choi Hoe seconded.

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

5. Director Comments - None

6. Adjournment

President Bok adjourned the meeting at 10:18 a.m.

DocuSigned by:

Maggie Blackwell

6310AC407A76419...

Maggie Blackwell, Secretary of the
United Mutual Laguna Woods



RESOLUTION 01-24-XX

Approve Removal of One Brazilian Pepper Tree 52-B Calle Aragon

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 December 11, 2023, the Landscape Committee reviewed the request from the Member at 52-B, to remove one Brazilian Pepper tree; and

WHEREAS, the reasons cited by the resident for the removal are being overgrown; and

WHEREAS, staff inspected the condition of the tree and found it to be in poor health with an unbalanced canopy and several branches with end weight; 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 Brazilian Pepper tree located at 52-B Calle Aragon;

NOW THEREFORE BE IT RESOLVED, January 9, 2024, the Board of Directors approves the request for the removal of one Brazilian Pepper tree located at 52-B; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 01-24-XX

**Deny Landscape Revision Request
2066-B Via Mariposa E**

WHEREAS, on December 11, 2023, the Landscape Committee reviewed a landscape revision request from the Member at 2066-B to remove ground cover due to being overgrown and messy from tree litter, and;

WHEREAS, the committee determined tree litter is not a valid reason to remove a tree nor should it be a reason to remove groundcover. The committee recommends denying the request for a landscape revision located at 2066-B Via Mariposa E.

NOW THEREFORE BE IT RESOLVED, January 9, 2024, the Board of Directors denies the landscape revision request at 2066-B;

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

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 01-24-XX

Variance Request

WHEREAS, Member of 216-D Avenida Majorca, a Madrid style manor, requests Board approval of a variance to convert Laundry Room to Bathroom with new window, and center Living Room and Bedroom windows; 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 December 21, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to convert Laundry Room to Bathroom with new window, and center Living Room and Bedroom windows;

NOW THEREFORE BE IT RESOLVED, on January 09, 2024, the United Laguna Woods Mutual Board of Directors hereby approve the request to convert Laundry Room to Bathroom with new window, and center Living Room and Bedroom windows; 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 216-D Avenida Majorca and all future Mutual Members at 216-D Avenida Majorca; 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.

THIS PAGE LEFT BLANK INTENTIONALLY

Sublease Review Confirmation Checklist

By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny sublease applications to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at least one other director, shall randomly check select applications for completeness and conformance with established rules and regulations.

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending December 31, 2023.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Libe Ratione*

Print Name Anthony M. Libe Ratione

Title DIRECTOR

Date 01/03/2024

UNITED LAGUNA WOODS MUTUAL

Signature *Margaret H. Blackwell*

Print Name Margaret H. Blackwell

Title United Secretary

Date Jan 3, 2024

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 December 31, 2023.

_____ Staff report
_____ Financial qualifications met
_____ Attorney opinion letter
_____ Membership certificate; death certificate (if applicable)
_____ Credit report, FICO score
_____ Background check
_____ Emergency / CodeRed form
_____ Criminal record
_____ Age verification

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

UNITED LAGUNA WOODS MUTUAL

Signature Anthony M. Libera

Print Name Anthony M. Libera

Title DIRECTOR

Date 01/03/2024

UNITED LAGUNA WOODS MUTUAL

Signature Margaret Blackwell

Print Name Margaret Blackwell

Title United Secretary

Date Jan 4, 2024



STAFF REPORT

DATE: January 9, 2024
FOR: Board of Directors
SUBJECT: Disciplinary Update Report

RECOMMENDATION

Receive and file.

BACKGROUND

The Compliance Division is responsible for coordinating the Member-Disciplinary process. Staff prepares a monthly report for the Board that includes, but not limited to, a breakdown of disciplinary cases for the month.

DISCUSSION

Below is a breakdown of disciplinary cases for the months of October to December, 2023:

Type of Allegation	Oct	Nov	Dec
Abandoned Vehicle:	6	8	5
Alteration Maintenance:	13	14	14
Alteration Standards:	28	24	13
Animal Nuisance:	22	26	21
Clutter:	127	125	150
<i>Balcony Clutter:</i>	13	12	12
<i>Breezeway Clutter:</i>	20	27	33
<i>Carport Clutter:</i>	35	45	58
<i>Common Area Clutter:</i>	37	22	25
<i>Interior Clutter:</i>	4	8	8
<i>Patio Clutter:</i>	18	11	14
Delinquencies:	33	32	21
Illegal Occupancy:	16	27	28
Landscape:	21	17	16
Maintenance:	14	18	20
Nuisance:	8	19	25
Real Estate Signage:	1	3	4
Smoking Policy:	2	3	3
Traffic Violations:	4	9	9
Vehicle Oil:	2	1	1
Total Number of Cases:	297	326	330

Prepared By: Francis Gomez, Operations Manager
Reviewed By: Blessilda Wright, Compliance Supervisor

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Revision to Architectural Standard No. 6 – Air Conditioning Units/Heat Pumps

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 Architectural Standard No. 6 – Air Conditioning Units/Heat Pumps.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: December 12, 2023
FOR: Board of Directors
SUBJECT: Revision to Standard 6: Air Conditioning Units/Heat Pumps

RECOMMENDATION

Approve a resolution to revise the Architectural Standard 6: Air Conditioning Units/Heat Pumps.

BACKGROUND

The (ACSC) initiated a review of the current Standard 6: Air Conditioning Units/Heat Pumps (Attachment 1). Standard 6 was last revised in June 2018, via Resolution 01-18-58 (Attachment 2).

DISCUSSION

Staff is presenting the proposed revised Standard and accompanying resolution for consideration by the full board. The proposed changes to the standard are shown in the redlined version (Attachment 3). A final draft of the proposed standard is included as Attachment 4. The proposed standard is intended to reflect the current Building Codes, Municipal Codes, or mutual policies to allow for the removal of the wall mounted sleeve and replacement with a wall mounted mini-split condenser

On November 16, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 6.

FINANCIAL ANALYSIS

There is no financial impact to the mutual. The removal and repair of the wall mounted wall sleeve will be the responsibility of the requesting mutual member. The cost to repair any damage to the mutual property resulting from the removal and replacement of the wall sleeve with a wall mounted mini-split will also be the responsibility of the member.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Alan Grimshaw, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 6: Air Conditioning Units/Heat Pumps
Attachment 2 – Current Resolution 01-18-58
Attachment 3 – Redlined Revised Standard 6: Air Conditioning Units/Heat Pumps
Attachment 4 – Final Draft Standard 6: Air Conditioning Units/Heat Pumps
Attachment 5 – Proposed Resolution 01-24-XX

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 6: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED MARCH 2001, RESOLUTION U-01-14

REVISED DECEMBER 2003, RESOLUTION 01-03-168

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

REVISED SEPTEMBER 2013, RESOLUTION 01-13-171

REVISED MAY 2014, RESOLUTION 01-14-57

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

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

REVISED JUNE 2018, RESOLUTION 01-18-58

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS - THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations Division.
- 2.2** Units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Alterations Division due to site conditions.
- 2.3** No unit may project directly into a walkway area or into a breezeway.
- 2.4** Window mounted units are prohibited.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensate lines.
- 2.7** In the absence of an approved alternate heat source, removal of the A/C-H/P unit and sleeve is prohibited.
- 2.8** Removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.
- 2.9** Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim must be replaced and the texture and color must match the existing wood siding.

- 2.10** Upon the installation of a central heating and air system, the A/C-H/P units and sleeves shall be removed.

3.0 APPLICATIONS - CENTRAL and DUCTLESS UNITS

- 3.1** The location of condensers must be approved by the Alterations Division. Prior to permit issuance, consideration will be given to any effected or adjoining units. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Alterations Division.
- 3.2** The size of condensers must not exceed 48" high, 37" wide or 36" deep.
- 3.3** Only one outdoor condensing unit per manor is permitted.
- 3.4** All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member's expense. Member shall submit a Landscape Request Form with a copy of the site and floor plan with complete dimensions.
- 3.5** Condensation drain lines must be routed to an approved location.
- 3.6** Roof mounted condensers are prohibited.
- 3.7** Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24" of the building wall and maintain a 36" clearance from bedroom windows, other equipment, utility boxes, vents, and walkways.
- 3.8** All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal or vinyl chase painted to match the color of the wall.
- 3.9** The metal chaseway must be of the two-piece type. Chaseways must be made rodent proof by using wiremesh at the bottom of the chaseways.
- 3.10** The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.
- 3.11** Cutting of a cornice molding to accommodate a chase-way shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.12** Watertight seals must be provided around all penetrations.
- 3.13** Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.
- 3.14** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.
- 3.15** Electrical conduit and box must be painted to match the color of the wall.

RESOLUTION 01-18-58

Revise Alteration Standard 6 – Air Conditioning Units/Heat Pumps

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

WHEREAS, the Architectural Controls and Standards Committee recognize the need to revise Alteration 6: Air Conditioning Units/Heat Pumps.

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors of this Corporation hereby adopts the following Alteration Standard 6: Air Conditioning Units/Heat Pumps;

RESOLVED FURTHER, that Resolution 01-14-57, adopted May 13, 2014 is hereby superseded and cancelled; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 6: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED MARCH 2001, RESOLUTION U-01-14

REVISED DECEMBER 2003, RESOLUTION 01-03-168

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

REVISED SEPTEMBER 2013, RESOLUTION 01-13-171

REVISED MAY 2014, RESOLUTION 01-14-57

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

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

REVISED JUNE 2018, RESOLUTION 01-18-58

REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS – THROUGH THE WALL A/C-H/P UNITS

2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors Division.

2.2 No condensing unit may be located in or project into any walkway, breezeway, or interior court of a multi-unit building. Units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Alterations Division due to site conditions.

~~2.3 No unit may project directly into a walkway area or into a breezeway.~~

2.4.2.3 Window mounted units are prohibited.

2.4 Condensing units must not be located more than 12" above grade, unless otherwise approved by the Alterations office due to site conditions.

2.5 Sleeves must be painted to match the color of the wall.

2.6 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation on the lines.

2.7 In the absence of an approved alternate heat source, removal of the through-the-wall A/C/-Heat pump and wall condensing /P-units and sleeve is prohibited.

2.8 Removal of sleeves in stucco walls:

a. Removal of sleeves in stucco walls of one and two story buildings shall be

Agenda Item #12a

evaluated on a case-by-case basis. A variance may be required.

b. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

c. Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

3.1 Only one condensing unit per manor is permitted.

3.2 Roof-mounted self-contained package units are prohibited.

3.3 Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.

3.4 Roof mounted condensers are prohibited.

3.5 The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary for signed approval by affected neighboring member(s).

3.6 All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.

3.7 Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad and maintain sufficient clearance from windows, other equipment, utility boxes, vents and walkways to meet current California Building Code (CBC) requirements.

3.8 All exterior wiring, condensate, and coolant lines must be encased in a single, square or rectangular sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.

3.9 The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.

3.10 Watertight seals must be provided around all penetrations.

3.11 Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.

3.12 Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, Agenda Item # 12a

be kept to a minimum and be as unobtrusive as possible.

3.13 Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.

3.14 Cutting or altering of roof trusses for the installation of air handlers in attic spaces is prohibited.

3.15 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

3.16 Electrical conduit and box must be painted to match the color of the wall.

~~**2.8** ————— require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.~~

~~**2.9** — Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim must be replaced and the texture and color must match the existing wood siding.~~

~~2.10~~ Upon the installation of a central heating and air system, the A/C H/P units and sleeves shall be removed.

~~3.0~~ **APPLICATIONS - CENTRAL and DUCTLESS UNITS**

~~3.1~~ The location of condensers must be approved by the Alterations Division. Prior to permit issuance, consideration will be given to any effected or adjoining units. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Alterations Division.

~~3.2~~ The size of condensers must not exceed 48" high, 37" wide or 36" deep.

~~3.3~~ Only one outdoor condensing unit per manor is permitted.

~~3.4~~ All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member's expense. Member shall submit a Landscape Request Form with a copy of the site and floor plan with complete dimensions.

~~3.5~~ Condensation drain lines must be routed to an approved location.

~~3.6~~ Roof mounted condensers are prohibited.

~~3.7~~ Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24" of the building wall and maintain a 36" clearance from bedroom windows, other equipment, utility boxes, vents, and walkways.

~~3.8~~ All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal or vinyl chase painted to match the color of the wall.

~~3.9~~ The metal chaseway must be of the two-piece type. Chaseways must be made rodent proof by using wiremesh at the bottom of the chaseways.

~~3.10~~ The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.

~~3.11~~ Cutting of a cornice molding to accommodate a chase way shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.

~~3.12~~ Watertight seals must be provided around all penetrations.

~~3.13~~ Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.

~~3.14~~ When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

~~3.15~~3.17 Electrical conduit and box must be painted to match the color of the wall.



STANDARD 6: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED MARCH 2001, RESOLUTION U-01-14

REVISED DECEMBER 2003, RESOLUTION 01-03-168

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

REVISED SEPTEMBER 2013, RESOLUTION 01-13-171

REVISED MAY 2014, RESOLUTION 01-14-57

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

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

REVISED JUNE 2018, RESOLUTION 01-18-58

REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a multi-unit building.
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located more than 12" above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.
- 2.8** Removal of sleeves in stucco walls:
 - a. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.
 - b. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to

maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

- c. Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4** Roof mounted condensers are prohibited.
- 3.5** The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary for signed approval by affected neighboring member(s).
- 3.6** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad and maintain sufficient clearance from windows, other equipment, utility boxes, vents and walkways to meet current California Building Code (CBC) requirements.
- 3.8** All exterior wiring, condensate, and coolant lines must be encased in a single, square or rectangular sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.9** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.
- 3.10** Watertight seals must be provided around all penetrations.
- 3.11** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.12** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible. Agenda Item # 12a

- 3.13** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.14** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is prohibited.
- 3.15** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.
- 3.16** Electrical conduit and box must be painted to match the color of the wall.

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 01-24-XX
STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS

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

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 6: Air Conditioning Units/Heat Pumps;

NOW THEREFORE BE IT RESOLVED, January 09, 2024, that the Board of Directors of this Corporation hereby adopts Standard 6: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-18-58 adopted June 12, 2018, is hereby superseded in its entirety and no longer in effect; and

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

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

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Revision to Architectural Standard No. 18 – Gutters and Downspouts

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 Architectural Standard No. 18 – Gutters and Downspouts.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: January 9, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 18: Gutters and Downspouts

RECOMMENDATION

Approve a resolution to revise the Architectural Standard 18: Gutters and Downspouts.

BACKGROUND

The ACSC initiated a review of the current Standard 18: Gutters and Downspouts (Attachment 1) and proposed revisions to the Standard are intended to bring it up to current standards and improved designs. Standard 18 was last revised in June 2019, via Resolution 01-19-49 (Attachment 2).

DISCUSSION

In order to improve the flow capacity of rain gutters and reduce maintenance, staff proposes to revise this standard to use K-style rain gutters (similar to the ones that VMS contractors use when installing or replacing rain gutters).

On November 16, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 18.

Subsequent to the November 16 meeting, staff made additional refinements. On December 21, 2023 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 18.

FINANCIAL ANALYSIS

The proposed revisions to Standard 18 do not impact the budget.

Prepared By: Alan Grimshaw, Manor Alterations Manager

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

ATTACHMENT(S)

Attachment 1 – Current Standard 18: Gutters and Downspouts
Attachment 2 – Current Resolution 01-19-49
Attachment 3 – Redlined Revised Standard 18: Gutters and Downspouts
Attachment 4 – Final Draft Standard 18: Gutters and Downspouts
Attachment 5 – Proposed Resolution 01-24-XX

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Gutters must be a minimum 5" wide, measured at the top.
- 2.2** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.3** Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.
- 2.4** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.5** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.
- 2.6** Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.

- 2.7** Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.8** All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.9** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.10** Downspouts are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.

The ends of downspouts must drain into a proper drainage system such as a drywell, or onto pavement, or a splash block that routes the water at least five feet downhill from the foundation of the building and onto properly graded soil.

- 2.11** Drywells must be five feet away from buildings, if possible.

RESOLUTION 01-19-49

REVISE ALTERATION STANDARD 18: GUTTERS AND DOWNSPOUTS

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, June 11, 2019, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 18: Gutters and Downspouts, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-113, adopted November, 2018, is hereby superseded and cancelled; and

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

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

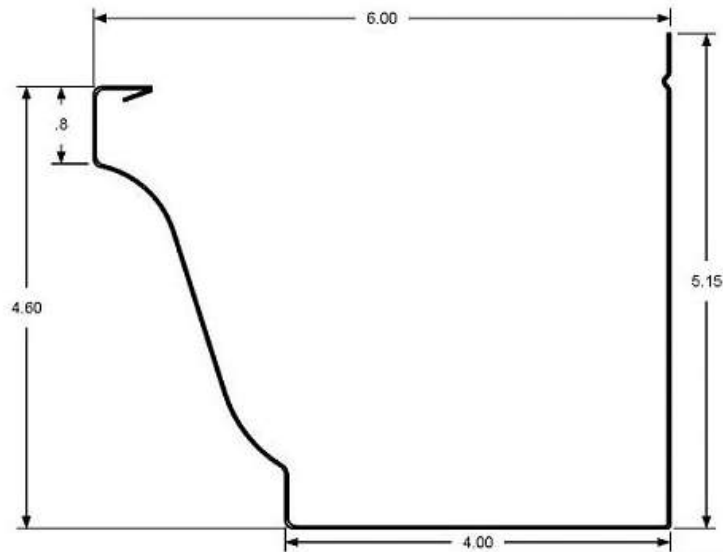
REVISED [DATE], RESOLUTION 01-XX-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Gutters ~~must be a minimum 5" wide, measured at the top, shall be installed per industry standards and sloped towards the downspouts.~~
- 2.2 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way. ~~Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.~~
- 2.3 Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited. ~~Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.~~
- 2.4 All gutters are to be 6-inches wide as measured across the top. ~~Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted. Gutters are required to slope one inch for every 20 feet toward the downspout.~~



2.4

- 2.5 All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering. Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.
- 2.6 Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building. Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.
- 2.7 Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition. Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.8 Gutters and downspouts will be of the same color to match the surface they are attached to. All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.9 Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color. Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.10 Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.

are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.

The ends of downspouts must drain into a proper drainage system such as a drywell, or onto pavement, or a splash block that routes the water at least five feet downhill from the foundation of the building and onto properly graded soil.

2.11 All penetrations must be properly sealed. Exposed woods must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia. Drywells must be five feet away from buildings, if possible.

2.11.12 Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

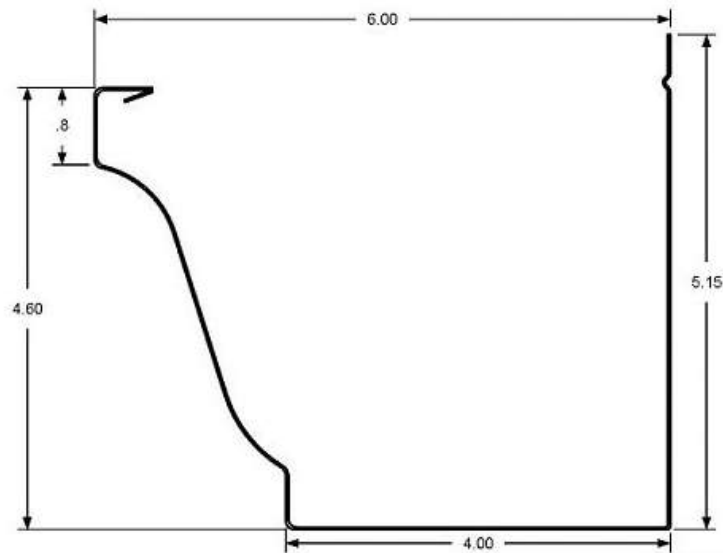
REVISED [DATE], RESOLUTION 01-XX-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Gutters shall be installed per industry standards and slopped towards the downspouts.
- 2.2** Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way.
- 2.3** Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.9** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.10** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.11** All penetrations must be properly sealed. Exposed woods must be primed and painted to match the existing paint of the building. Member will be responsible for all damagers to roof or fascia.
- 2.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.



RESOLUTION 01-24-XX
STANDARD 18: GUTTERS AND DOWNSPOUTS

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

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-19-49 adopted June 11, 2019, is hereby superseded in its entirety and no longer in effect; and

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

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

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Discuss and Consider the Resale Packet:

After the annual elections, staff met with new board members to assist them to fulfill their responsibility of approving escrow packages. On November 15, 2023, staff met with new board members to review the documents in the resale package and discuss what they should look for when reviewing escrow packages. Those new board members recommended a couple of revisions to select documents in the resale packet to include the addition of the definition of “alterations”; explanation of “United’s Master Insurance Policy”, “H06 Insurance”, and “H04 Insurance”; and emphasis of the importance that members and tenants purchase H06/H04 insurance. These revisions were brought to the attention of the chair of the Governing Documents Review Committee who agreed at its November committee meeting to add a discussion of such changes as a future agenda item.

The proposed red-lined revisions were relayed to the Governing Documents Review Committee at its December 21, 2023 meeting. The committee reviewed staffs redline version and made further clarifying changes. Subsequently, the committee unanimously recommended that the changes be submitted to the next board meeting in January.

Ms. Pamela Bashline, Community Services Manager, provided a redline version of the “Resale Package” for the Committee to review in respect to uniformity and consistency. The Committee discussed and elected to make minor changes to the document for the boards review.

A member made a comment regarding the Alteration Investigation process. The committee responded to the member.

Director Carlson made a motion to update minor edits for the Boards review. Director Bok seconded the motion.

By unanimous consent, the motion passed.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: January 9, 2024
FOR: United Mutual Board of Directors
SUBJECT: Approve Revisions to Documents in United Resale Package

RECOMMENDATION

Approve revisions to select documents in the United resale package as follows: define “alterations” (ATT 1); clarify differences between “United’s Master Insurance Policy”, “H06 Insurance”, and “H04 Insurance” to elevate their importance and to document whether prospective shareholders accept or decline to accept responsibility for alterations/improvements (ATT 3); and to emphasize the importance that shareholders/members/tenants purchase H06/H04 insurance (ATT 5).

BACKGROUND

After the annual elections, staff met with new board members to assist them to fulfill their responsibility of approving escrow packages. On November 15, 2023, staff met with new board members to review the documents in the resale package and discuss what they should look for when reviewing escrow packages. Those new board members recommended a couple of revisions to select documents in the resale packet to include the addition of the definition of “alterations”; explanation of “United’s Master Insurance Policy”, “H06 Insurance”, and “H04 Insurance”; and emphasis of the importance that members and tenants purchase H06/H04 insurance. These revisions were brought to the attention of the chair of the Governing Documents Review Committee who agreed at its November committee meeting to add a discussion of such changes as a future agenda item.

The proposed red-lined revisions were relayed to the Governing Documents Review Committee at its December 21, 2023 meeting. The committee reviewed staff’s redline version and made further clarifying changes. Subsequently, the committee unanimously recommended that the changes be submitted to the next board meeting in January.

DISCUSSION

At its December 21, 2023 the Governing Documents Review Committee made the following proposed changes to certain documents in United Mutual’s resale package:

- Definitions – add the definition of “Alterations” (ATT 1)
- Responsibility Agreement for Alterations – (ATT 3)
 - Define the difference between United’s master insurance policy, H06 and H04 insurance policies, and emphasize the recommendation of purchasing H06/H04 insurance
 - Allow prospective shareholders to accept or decline to accept existing alterations/improvements when purchasing a unit
- Residency Restrictions – emphasize the strong recommendation to purchase H06 insurance (ATT 5)

It should be noted that the proposed revisions are administrative in nature and do not reflect any change in policy that requires the 28-day comment period.

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 – Copy of Definitions: Redline Version

ATT 2 – Copy of Definitions: Clean Version

ATT 3 – Copy of Responsibility Agreement for Alterations: Redline Version

ATT 4 – Copy of Responsibility Agreement for Alterations: Clean Version

ATT 5 – Copy of Residency Restrictions: Redline Version

ATT 6 – Copy of Residency Restrictions: Clean Version

ATT 7 – Resolution 01-24-XX



Definitions

Alterations – Any structural, functional or aesthetic change to the interior of a unit, its mechanical systems or the structural integrity of the building; or any physical, structural or aesthetic change to the exterior of a unit.

Application – The form prescribed by United to apply for approval to purchase a share in United.

Approval – Written authorization by the United Board of Directors.

Assessment – The monthly amounts that shareholder/members are bound to pay pursuant to the terms of their respective Occupancy Agreements. Also known as carrying charges.

Buyer - A prospective shareholder/member who intends to purchase the right to occupy a particular unit in United.

Certificate – A document verifying stock ownership and membership in United.

Charge – A fee, fine and/or monetary penalty that United may levy upon a shareholder/member pursuant to the governing documents.

Cohabitants – Persons who live together as spouses or persons who are domestic partners within the meaning of Section 297 of the Family Code.

Community – Laguna Woods Village.

Co-occupant – Nonmember resident as defined by Civil Code 51.3 and who is approved by the board of directors.

Cooperative – In a cooperative, shareholders are members of a corporation that owns all real property, including the dwelling units, carports and laundry facilities within the mutual's boundaries, and each shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as "corporation."

Corporation – United is a California nonprofit mutual benefit corporation.

Golden Rain Foundation (GRF) – The Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation. GRF oversees the community facilities and services, including recreational facilities and amenities.

Governing documents – All of the following, collectively: the articles of incorporation, bylaws; Occupancy Agreements, rules and regulations, and any resolutions or policies of the board; all the same may be lawfully amended or modified from time to time.

Identification (ID) card – Photo ID card issued by GRF to shareholders/members, co-occupants and sublessees of the community authorizing use and access to the community facilities.

Shareholder/Member - Entitled to membership in United and approved by the board of directors to exclusively occupy a unit and to whom a stock and/or membership certificate of the corporation has been issued. Also known as qualified Resident.

THIS PAGE LEFT BLANK INTENTIONALLY



Definitions

Alterations – Any structural, functional or aesthetic change to the interior of a unit, its mechanical systems or the structural integrity of the building; or any physical, structural or aesthetic change to the exterior of a unit.

Application – The form prescribed by United to apply for approval to purchase a share in United.

Approval – Written authorization by the United Board of Directors.

Assessment – The monthly amounts that shareholder/members are bound to pay pursuant to the terms of their respective Occupancy Agreements. Also known as carrying charges.

Buyer - A prospective shareholder/member who intends to purchase the right to occupy a particular unit in United.

Certificate – A document verifying stock ownership and membership in United.

Charge – A fee, fine and/or monetary penalty that United may levy upon a shareholder/member pursuant to the governing documents.

Cohabitants – Persons who live together as spouses or persons who are domestic partners within the meaning of Section 297 of the Family Code.

Community – Laguna Woods Village.

Co-occupant – Nonmember resident as defined by Civil Code 51.3 and who is approved by the board of directors.

Cooperative – In a cooperative, shareholders are members of a corporation that owns all real property, including the dwelling units, carports and laundry facilities within the mutual's boundaries, and each shareholder is entitled to occupy a specific dwelling unit under the terms of an Occupancy Agreement. Also known as "corporation."

Corporation – United is a California nonprofit mutual benefit corporation.

Golden Rain Foundation (GRF) – The Golden Rain Foundation of Laguna Hills, a California nonprofit mutual benefit corporation. GRF oversees the community facilities and services, including recreational facilities and amenities.

Governing documents – All of the following, collectively: the articles of incorporation, bylaws; Occupancy Agreements, rules and regulations, and any resolutions or policies of the board; all the same may be lawfully amended or modified from time to time.

Identification (ID) card – Photo ID card issued by GRF to shareholders/members, co-occupants and sublessees of the community authorizing use and access to the community facilities.

Shareholder/Member - Entitled to membership in United and approved by the board of directors to exclusively occupy a unit and to whom a stock and/or membership certificate of the corporation has been issued. Also known as qualified Resident.

THIS PAGE LEFT BLANK INTENTIONALLY



Responsibility Agreement for Alterations

I have received an inspection report that identifies alterations/improvements which ~~that~~ have been made by previous shareholder/members, and I agree/deny that I will be responsible for the care and maintenance of all alterations/improvements made previously or that I may make in the future.

****NOTE**

It is strongly recommended that shareholders/members/tenants purchase H06/H04 insurance for events and structures not covered by United's master insurance policy as defined below:

- United's Master Insurance Policy – Property coverage for the building structure and the basic interior components such as basic cabinets, vinyl floors, and melamine countertops that have not been altered.
- HO6 Insurance – Separate insurance policy that covers the improvements and alterations inside and outside the unit, member's personal property, liability coverage, loss of use, and loss assessment coverage.
- H04 Insurance – Also called renters insurance. This coverage protects a renter's personal property and personal liability.

Acknowledgement by prospective shareholder

- [] Prospective shareholder accepts the existing alteration(s)/improvements(s) and agrees to be responsible for any and all costs related to its future maintenance. SEE **NOTE ABOVE
- [] Prospective shareholder declines to accept the existing alteration(s)/improvement(s) and directs the escrow officer to inform the managing agent. Restoration costs are to be withheld from the proceeds of resale transfer of membership.

Signature_____
Print name_____
Date_____
Signature_____
Print name_____
Date

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date
3 Name (Print)	Signature	Date



Acknowledgement by seller		
Seller has been informed that the unit has nonstandard alterations. Seller will be responsible to restore the property to community standard if the prospective shareholder refuses to accept the nonstandard alteration.		
Signature _____	Print name _____	Date _____
Signature _____	Print name _____	Date _____
Escrow officer signature	Escrow number	Date



Responsibility Agreement for Alterations

I have received an inspection report that identifies alterations/improvements which have been made by previous shareholder/members, and I agree/deny that I will be responsible for the care and maintenance of all alterations/improvements made previously or that I may make in the future.

****NOTE**

It is strongly recommended that shareholders/members/tenants purchase H06/H04 insurance for events and structures not covered by United's master insurance policy as defined below:

- United's Master Insurance Policy – Property coverage for the building structure and the basic interior components such as basic cabinets, vinyl floors, and melamine countertops that have not been altered.
- HO6 Insurance – Separate insurance policy that covers the improvements and alterations inside and outside the unit, member's personal property, liability coverage, loss of use, and loss assessment coverage.
- H04 Insurance – Also called renters insurance. This coverage protects a renter's personal property and personal liability.

Acknowledgement by prospective shareholder

- [] Prospective shareholder accepts the existing alteration(s)/improvements(s) and agrees to be responsible for any and all costs related to its future maintenance. SEE **NOTE ABOVE
- [] Prospective shareholder declines to accept the existing alteration(s)/improvement(s) and directs the escrow officer to inform the managing agent. Restoration costs are to be withheld from the proceeds of resale transfer of membership.

Signature_____
Print name_____
Date_____
Signature_____
Print name_____
Date**Acknowledgement by seller**

Seller has been informed that the unit has nonstandard alterations. Seller will be responsible to restore the property to community standard if the prospective shareholder refuses to accept the nonstandard alteration.

Signature_____
Print name_____
Date_____
Signature_____
Print name_____
Date_____
Escrow officer signature_____
Escrow number_____
Date

THIS PAGE LEFT BLANK INTENTIONALLY



Residency Restrictions
Important Information – Please Read Carefully
Member Must Read and Initial

Unit number: _____

Please note the following residency restrictions, including but not limited to:

Initial(s)

Laguna Woods Village is an independent-lifestyle and age-restricted community (as defined by California Civil Code §51.3) that does not provide any form of healthcare or assisted living. Each resident is responsible for his/her own care and welfare.

HO6 insurance coverage is highly recommended in order to cover improvements and alterations inside and outside the unit, personal property, liability coverage, loss of use, and loss assessment coverage, that are not covered by United Mutual's insurance policy, which would be the responsibility of the Member.

Appearance of the community is important, and residents are required to keep their balconies, patios, walkways and carports free from clutter.

When moving into the community, residents are required to break down and stack moving boxes next to trash dumpsters for routine pickup. Please be advised that there are weight and volume restrictions. Call CR&R at 949-625-6735 to arrange to have excessive moving material hauled away as a chargeable service. When moving out of the community, the seller is responsible for hauling away excessive materials/furniture.

Members are required to check with the Manor Alterations Department before making any internal and external alteration, including any landscaping. Alterations are prohibited without prior review and consent. Contact Manor Alterations at 949-597-4616 or alterations@vmsinc.org. Contractors' trash must not be put into community dumpsters.

Relatives and other guests may stay overnight for a total of 60 days in any 12-month period. Relatives and guests may not stay in a resident's home during the absence of the resident.

Board approval is required for all persons wishing to reside in the community. Contact Community Services at 949-268-2393 before any change in residency status.

The maximum number of persons allowed to occupy a unit is equal to the number of original construction bedrooms plus one. There are additional monthly fees for more than two occupants.

Units may not be sublet for more than 12 months and not less than 30 days.

United is billed directly from the tax assessor and the shareholder/member reimburses the mutual through monthly assessments. Members of United are cautioned to prepare for property tax increases in monthly assessments.

I/We, the undersigned, have read the above and agree to comply with the rules of this community.

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date

THIS PAGE LEFT BLANK INTENTIONALLY



Residency Restrictions
Important Information – Please Read Carefully
Member Must Read and Initial

Unit number: _____

Please note the following residency restrictions, including but not limited to:

Initial(s)

Laguna Woods Village is an independent-lifestyle and age-restricted community (as defined by California Civil Code §51.3) that does not provide any form of healthcare or assisted living. Each resident is responsible for his/her own care and welfare.

HO6 insurance coverage is highly recommended in order to cover improvements and alterations inside and outside the unit, personal property, liability coverage, loss of use, and loss assessment coverage, that are not covered by United Mutual's insurance policy, which would be the responsibility of the Member.

Appearance of the community is important, and residents are required to keep their balconies, patios, walkways and carports free from clutter.

When moving into the community, residents are required to break down and stack moving boxes next to trash dumpsters for routine pickup. Please be advised that there are weight and volume restrictions. Call CR&R at 949-625-6735 to arrange to have excessive moving material hauled away as a chargeable service. When moving out of the community, the seller is responsible for hauling away excessive materials/furniture.

Members are required to check with the Manor Alterations Department before making any internal and external alteration, including any landscaping. Alterations are prohibited without prior review and consent. Contact Manor Alterations at 949-597-4616 or alterations@vmsinc.org. Contractors' trash must not be put into community dumpsters.

Relatives and other guests may stay overnight for a total of 60 days in any 12-month period. Relatives and guests may not stay in a resident's home during the absence of the resident.

Board approval is required for all persons wishing to reside in the community. Contact Community Services at 949-268-2393 before any change in residency status.

The maximum number of persons allowed to occupy a unit is equal to the number of original construction bedrooms plus one. There are additional monthly fees for more than two occupants.

Units may not be sublet for more than 12 months and not less than 30 days.

United is billed directly from the tax assessor and the shareholder/member reimburses the mutual through monthly assessments. Members of United are cautioned to prepare for property tax increases in monthly assessments.

I/We, the undersigned, have read the above and agree to comply with the rules of this community.

1 Name (Print)	Signature	Date
2 Name (Print)	Signature	Date

THIS PAGE LEFT BLANK INTENTIONALLY



RESOLUTION 01-24-XX

Amend Select Pages to Resale Package

WHEREAS, United, by and through its Board of Directors, uses various forms and documents for the resale of memberships in United, including forms and documents used by members and prospective members for purposes of transferring memberships and the right to exclusively occupy units; and

WHEREAS, the Board of Directors, through the Governing Documents Review Committee, has identified modifications to select resale package documents to define “alterations”; clarify differences between “United’s Master Insurance Policy”, “H06 Insurance”, and “H04 Insurance” and to document whether prospective shareholders accept or decline to accept responsibility for alterations/improvements; and to emphasize the importance that shareholders/members/tenants purchase H06/H04 insurance.

NOW THEREFORE BE IT RESOLVED, January 9, 2024, that the Board of Directors hereby approves amending the following United Mutual resale documents:

- Definitions – add the definition of “Alterations”
- Responsibility Agreement for Alterations –
 - Define the difference between United’s master insurance policy, H06 and H04 insurance policies, and emphasize the recommendation of purchasing H06/H04 insurance
 - Allow prospective shareholders to accept or decline to accept existing alteration/improvements when purchasing a unit
- Residency Restrictions – emphasize the strong recommendation to purchase H06 insurance

RESOLVED FURTHER, that the approved revisions shall be attached to the minutes of this meeting; and

RESOLVED FURTHER, that officers, directors and agents of United are authorized to carry out the purpose of this Resolution.

THIS PAGE LEFT BLANK INTENTIONALLY

ENDORSEMENT (to Board)

Discuss and Consider the Smoking Policy:

On September 9, 2014, the Board developed and adopted a procedure under which Members occupying units in a building can collectively petition for the designation of their building as “smoke-free” (Resolution 01-14-117). This innovative procedure was designed in response to Members’ concerns about the health effects of second-hand smoke and the nuisance that tobacco and other smoke can cause. There are two buildings that have been formally designated smoke-free through successful completion of the smoke free building designation process.

On February 14, 2017, the Board approved a Smoking Policy to fairly and reasonably address smoking in Laguna Woods Village. The policy defines the areas where smoking is prohibited (Resolution 07-17-56).

Ms. Francis Gomez, Compliance Manager, presented the Smoking policy for the committees review and discussion. The Committee discussed and elected to make minor changes to the document for the boards review.

Director Carlson made a motion to update minor edits for the Boards review. Director Bok seconded the motion.

By unanimous consent, the motion passed.

THIS PAGE LEFT BLANK INTENTIONALLY



STAFF REPORT

DATE: January 9, 2024
FOR: Governing Documents Review Committee
SUBJECT: Smoking Policy

RECOMMENDATION

Staff recommends approval of the amended the Smoking Policy.

BACKGROUND

The Board created a Governing Documents Review Committee to review policies and processes for consistency. The committee and staff have identified areas of improvement including, but not limited to, the need to amend the Smoking Policy.

On February 12, 2008, the Board adopted rules defining responsibility for remediation costs associated with second-hand smoke infiltration (Resolution 01-08-21). The rules were adopted as numerous complaints were received from various residents concerning second-hand smoke odors.

On September 9, 2014, the Board developed and adopted a procedure under which Members occupying units in a building can collectively petition for the designation of their building as “smoke-free” (Resolution 01-14-117). This innovative procedure was designed in response to Members’ concerns about the health effects of second-hand smoke and the nuisance that tobacco and other smoke can cause. There are two buildings that have been formally designated smoke-free through successful completion of the smoke free building designation process.

On February 14, 2017, the Board approved a Smoking Policy to fairly and reasonably address smoking in Laguna Woods Village. The policy defines the areas where smoking is prohibited (Resolution 07-17-56).

DISCUSSION

The amended Smoking Policy (Attachment 1) includes clarifying language and defines the areas where smoking is allowed.

FINANCIAL ANALYSIS

There is no financial impact.

Prepared By: Francis Gomez, Operations Manager
Reviewed By: Blessilda Wright, Compliance Supervisor

Non-Smoking Policy

January 9, 2024

Page 2

ATTACHMENT(S)

Attachment 1: Proposed Smoking Policy: Redline Version

Attachment 2: Proposed Smoking Policy: Clean Version

Attachment 3: Resolution 01-24-XX



Non-Smoking Policy

Resolution 01-24-XX; Adopted February 14, 2017 [Date]

I. Purpose

The purpose of this document is to define the policies of United Laguna Woods Mutual (United ULWM) regarding smoking in private units and common area.

II. Definitions

For the purposes of this policy:

- a. Common area means the area which is available for use by more than one person.
- b. Community Rules are defined as the Bylaws, Occupancy Restrictions, Articles of Incorporation, or any rules and regulations of United ULWM.
- c. Enclosed is defined as an area closed in by a roof and contiguous walls or windows, connected floor to ceiling with appropriate opening for ingress and egress.
- d. Member is defined as the Shareholder of the unit housing/hosting the smoker. The Member is responsible for ensuring that the rules and regulations of United are followed by any occupant, guest, employee, contractor or vendor. any person entitled to membership in ULWM.
- e. Multi-unit residential facility means a building or portion thereof that contains more than one dwelling unit.
- f. Private residence is defined as that portion of any Cooperative which is not in common with other owners.
- g. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, e-cigarette, pipe, cannabis, or other combustible substance in any manner or in any form.

III. Conditions

Smoking is prohibited in the following areas:

- a. Enclosed areas of all public places, including lobbies, elevators, hallways and other areas used by members of the public.
- b. Elevators, hallways, recreation rooms, laundry rooms, stairs, and other common areas in multi-unit residential facilities.

- c. Unenclosed hallways, entryways, breezeways, stairways and other common areas accessible and usable useable by more than one unit residence.
- d. Balconies and patios in residential facilities. For the purpose of this policy, closed or unenclosed Units, balconies and patios where smoke escapes. ~~shall include unenclosed and screened patios and balconies as well as enclosed patios and balconies unless windows and doors are closed to prevent the escape of smoke.~~
- e. Carports.
 - f. ~~In an enclosed vehicle.~~
 - g.f. Any common area within 20 feet from any building so long as smoke does not enter any enclosed area in which smoking is prohibited.
 - h.g. Private residence, but residents are required to use adequate ventilation devises such as air-purifiers, etc.
 - i.h. Smoking marijuana is only permitted inside a residence.

IV. Smoking is allowed in the following areas:

- a. In a completely enclosed vehicle.
- b. In any common area which is 20 feet from any building as long as smoke does not enter any other residence or any enclosed area which smoking is prohibited.
- c. Closed balcony, or patio where no smoke escapes or where there are adequate ventilation devices or air purifiers to prevent the escape of smoke.
- d. Smoking marijuana is permitted only in enclosed residence.

Enforcement

~~ULWM is authorized to take disciplinary action against a Member found to be in violation of the Non-Smoking Policy. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.~~

V.

- a.—
 - a. A complaint can be registered with the Security Services Department by calling 949-580-1400. The Security Services Department and Compliance Division will investigate and follow the Member Discipline Process.

- b. United is authorized to take disciplinary action against the Shareholder/Member of the Unit where the violating smoker visits, works, or resides.
- a. If remediation is determined necessary, remediation costs may be assessed per The Member is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes any Co-occupant, lessee, or guest, care provider, vendor, invitee, or contractor.
- b.c. Per Resolution 01-08-21 (, adopted February 12, 2008), the following guidelines define the responsibility for remediation costs associated with second-hand smoke infiltration:
- i. Reasonable rRemediation costs for the damage or effects of the second-hand smoke considered reasonable would be paid for by the Member responsible of the smoker's Unitresponsible for the second-hand smoke.
 - ii. Remediation costs due to a defect ins or damages to property which is United property are the ULWM responsibility ofwould be paid for by UnitedULWM.
 - iii. Remediation costs beyond those which would be construed as reasonable would be borne by complainant.

A complaint may be registered with the Compliance Department by calling 949-268-CALL or by calling the Security Department at 949-580-1400.

THIS PAGE LEFT BLANK INTENTIONALLY



Smoking Policy

Resolution 01-24-XX; Adopted [Date]

I. Purpose

The purpose of this document is to define the policies of United Laguna Woods Mutual (United) regarding smoking in private units and common area.

II. Definitions

For the purposes of this policy:

- a. Common area means the area which is available for use by more than one person.
- b. Community Rules are defined as the Bylaws, Occupancy Restrictions, Articles of Incorporation, or any rules and regulations of United.
- c. Enclosed is defined as an area closed in by a roof and contiguous walls or windows, connected floor to ceiling with appropriate opening for ingress and egress.
- d. Member is defined as the Shareholder of the unit housing/hosting the smoker. The Member is responsible for ensuring that the rules and regulations of United are followed by any occupant, guest, employee, contractor or vendor.
- e. Multi-unit residential facility means a building or portion thereof that contains more than one dwelling unit.
- f. Private residence is defined as that portion of any Cooperative which is not in common with other owners.
- g. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, e-cigarette, pipe, cannabis, or other combustible substance in any manner or in any form.

III. Conditions

Smoking is prohibited in the following areas:

- a. Enclosed areas of all public places, including lobbies, elevators, hallways and other areas used by members of the public.
- b. Elevators, hallways, recreation rooms, laundry rooms, stairs, and other common areas in multi-unit residential facilities.
- c. Unenclosed hallways, entryways, breezeways, stairways and other common areas accessible and usable by more than one unit.

- d. Balconies and patios in residential facilities. For the purpose of this policy, closed or unenclosed Units, balconies and patios where smoke escapes.
- e. Carports.
- f. Any common area within 20 feet from any building so long as smoke does not enter any enclosed area in which smoking is prohibited.
- g. Private residence, but residents are required to use adequate ventilation devices such as air-purifiers, etc.
- h. Smoking marijuana is only permitted inside a residence.

IV. Smoking is allowed in the following areas:

- a. In a completely enclosed vehicle.
- b. In any common area which is 20 feet from any building as long as smoke does not enter any other residence or any enclosed area which smoking is prohibited.
- c. Closed balcony, or patio where no smoke escapes or where there are adequate ventilation devices or air purifiers to prevent the escape of smoke.
- d. Smoking marijuana is permitted only in enclosed residence.

V. Enforcement

- a. A complaint can be registered with the Security Services Department by calling 949-580-1400. The Security Services Department and Compliance Division will investigate and follow the Member Discipline Process.
- b. United is authorized to take disciplinary action against the Shareholder/Member of the Unit where the violating smoker visits, works, or resides.
- c. If remediation is determined necessary, remediation costs may be assessed per Resolution 01-08-21 (adopted February 12, 2008):
 - i. Reasonable remediation costs for the damage or effects of the second-hand smoke would be paid for by the Member responsible of the smoker's Unit.
 - ii. Remediation costs due to a defect in United property are the responsibility of United.
 - iii. Remediation costs beyond those which would be construed as reasonable would be borne by complainant.



RESOLUTION 01-24-XX

WHEREAS, the Governing Documents Review Committee has recommended amending the Smoking Policy, to fairly and reasonably address smoking in Laguna Woods Village; and

NOW THEREFORE BE IT RESOLVED, on February 13, 2024, that the Board of Directors of this Corporation hereby approves the revisions to the Smoking Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-17-26 approved on February 14, 2017; 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 this resolution as written.

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

THIS PAGE LEFT BLANK INTENTIONALLY



Treasurer's Report for January 9, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **November 30, 2023**, total revenue for United was \$47,222K compared to expenses of \$47,863K, resulting in net expense of (\$641K).

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 deficit of (\$155K) through the reporting period. This chart shows how much of our revenue went into operations, with \$21,741K coming in from assessments and \$1,368K coming from non-assessment revenue. This is compared to operating expenditures of \$23,264K (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$1,021K when combining both operating and reserve savings.

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

Employee Compensation \$1,623K; Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, tree maintenance, manor alterations, plumbing, and paint. 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 \$501K; Favorable variance resulted from higher rates of return received on treasury bill and CD investments than anticipated at the time of budget preparation.

Insurance (\$216K); Unfavorable variance due to an increase in property insurance premiums at the October 2023 renewal.

Outside Services (\$925K); Unfavorable variance primarily in the Landscape and M&C departments. Landscape contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions. In M&C, there have been more moisture intrusion events caused by rain than anticipated at the time of budget preparation. The variance was furthered by the timing of the waste line remediation program compared to its budget spread.



Treasurer's Report for January 9, 2024 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$2,007K. Revenue is organized by category, starting with our largest revenue generating category: Investment Income, followed by Fees and Charges, Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$47,863K, 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 November 30, 2023 was \$1,183K. Contributions collected totaled \$69K with no expenditures to date. The Reserve Fund balance on November 30, 2023 was \$16,144K. Contributions and investment revenue collected totaled \$11,505K while expenditures were \$12,071K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$19.0 Million.

SLIDE 10 – We have a slide here to show resale history from 2021 - 2023. Through November 30, 2023, United resales totaled 313, which is 77 resales lower than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$356K, which is \$1K more than the prior year for the same time period.

Financial Report

Preliminary as of November 30, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$45,215
Non-assessment Revenue	\$2,007
Total Revenue	\$47,222
Total Expense	\$47,863
Net Revenue/(Expense)	(\$641)

Financial Report

Preliminary as of November 30, 2023



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$21,741
Non-assessment Revenue	\$1,368
Total Revenue	\$23,109
Total Expense ¹	\$23,264
Operating Deficit	(\$155)

1) Excludes depreciation

Financial Report

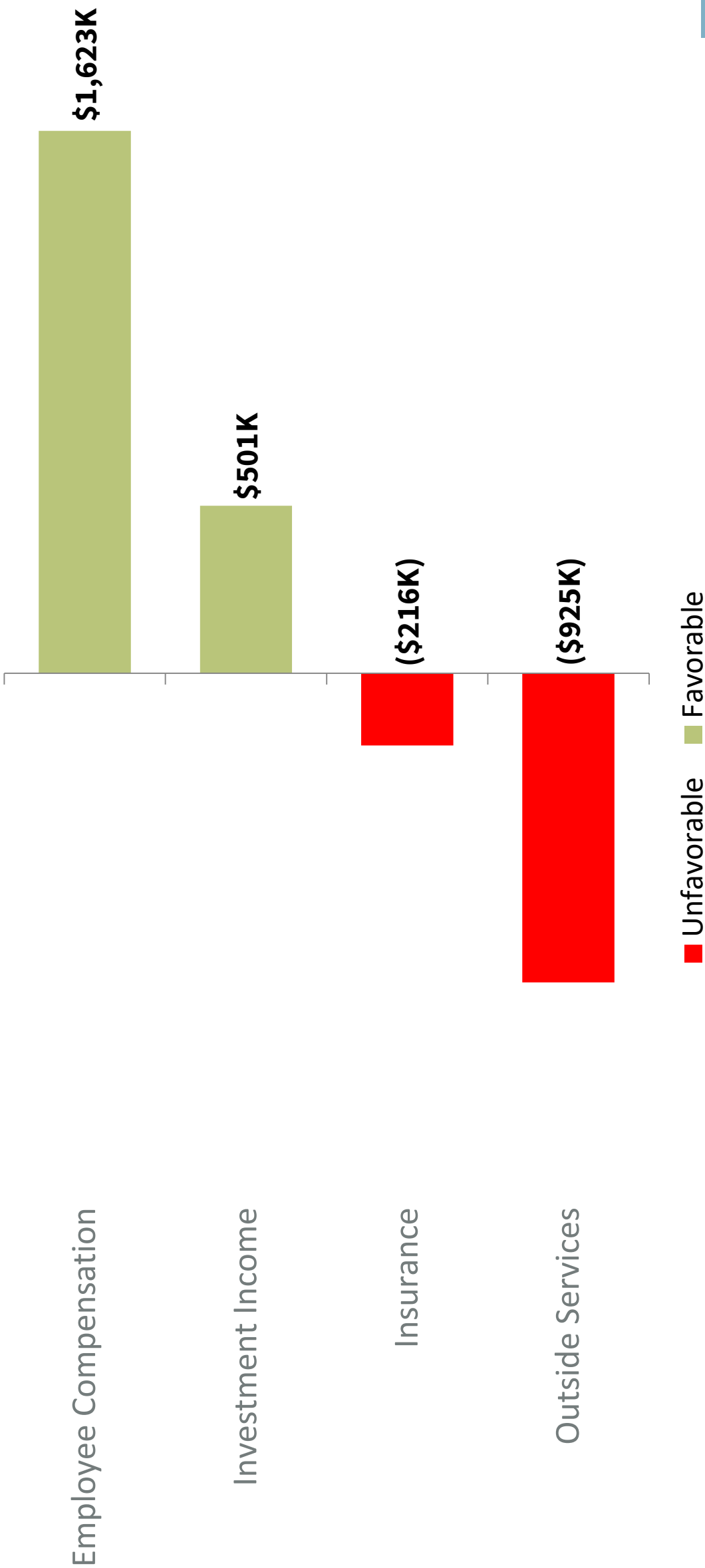
Preliminary as of November 30, 2023



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$45,215	\$44,272	\$943
Non-assessment Revenue	\$2,007	\$1,773	\$234
Total Revenue	\$47,222	\$46,045	\$1,177
Total Expense	\$47,863	\$47,707	\$156
Net Revenue/(Expense)	(\$641)	(\$1,662)	\$1,021

Financial Report

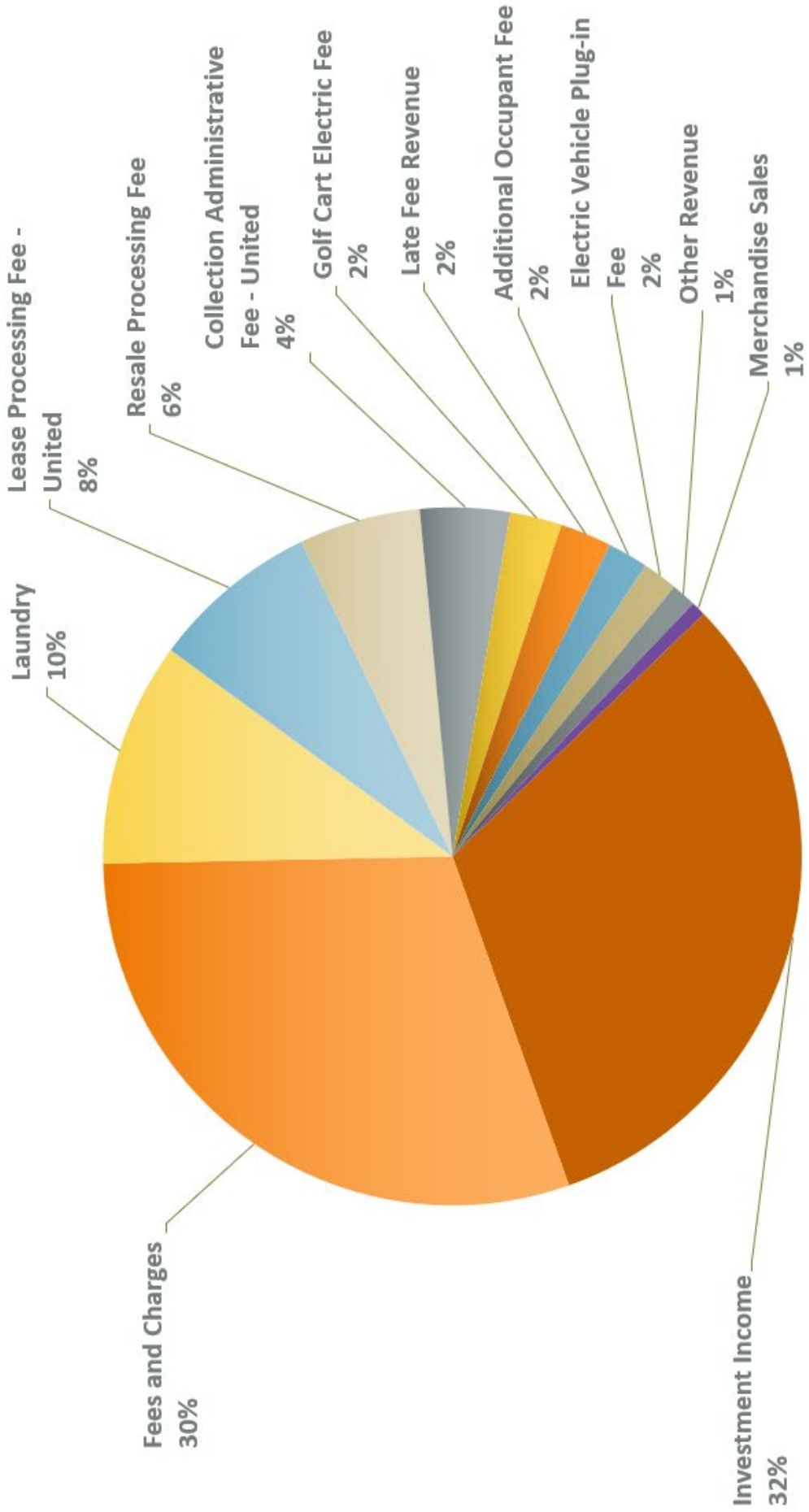
Preliminary as of November 30, 2023



Financial Report

Preliminary as of November 30, 2023

Total Non Assessment Revenues \$2,007,372



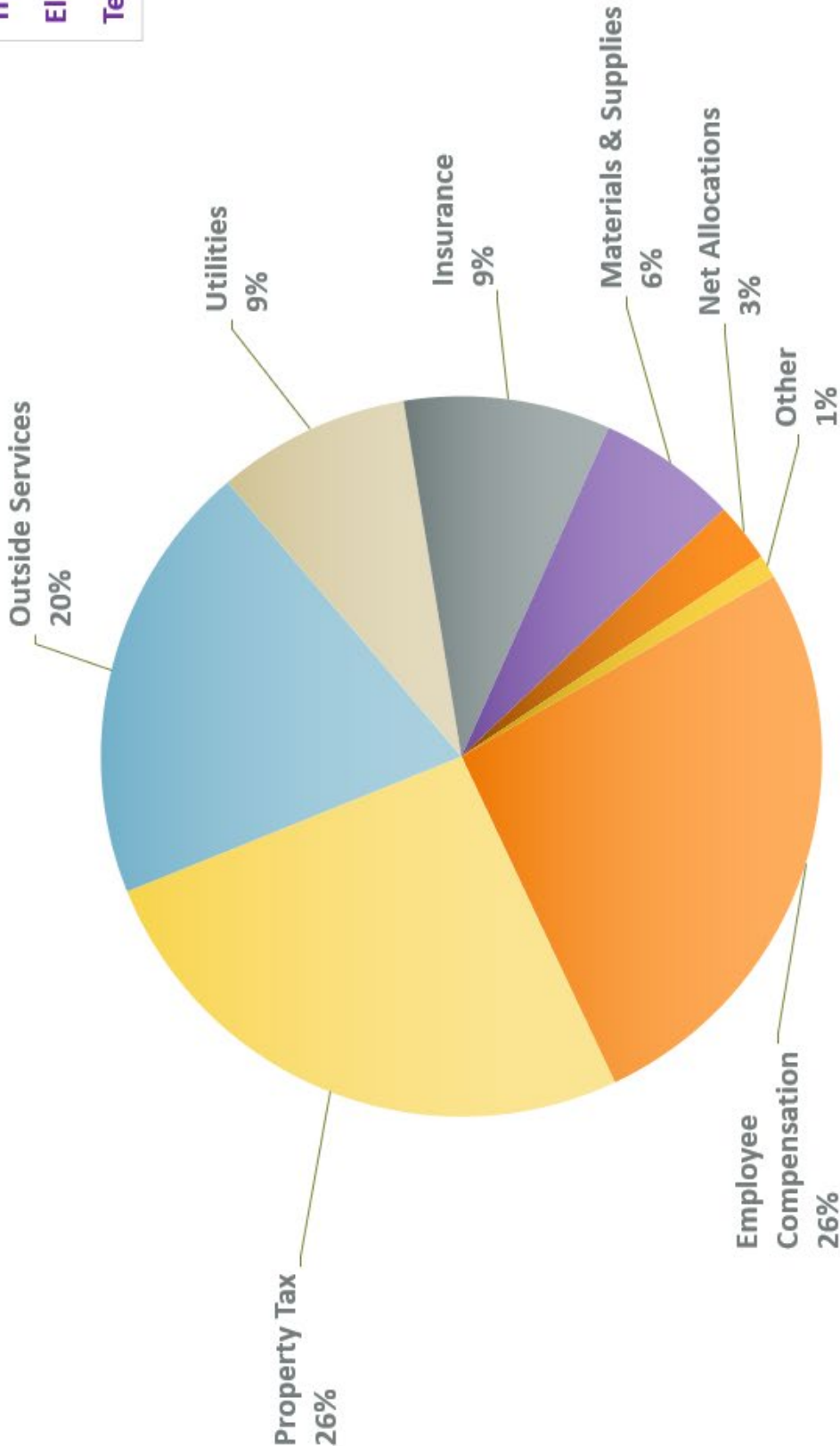
Financial Report

Preliminary as of November 30, 2023



UNITED LAGUNA WOODS
— M U T U A L —

Total Expenses \$47,862,970

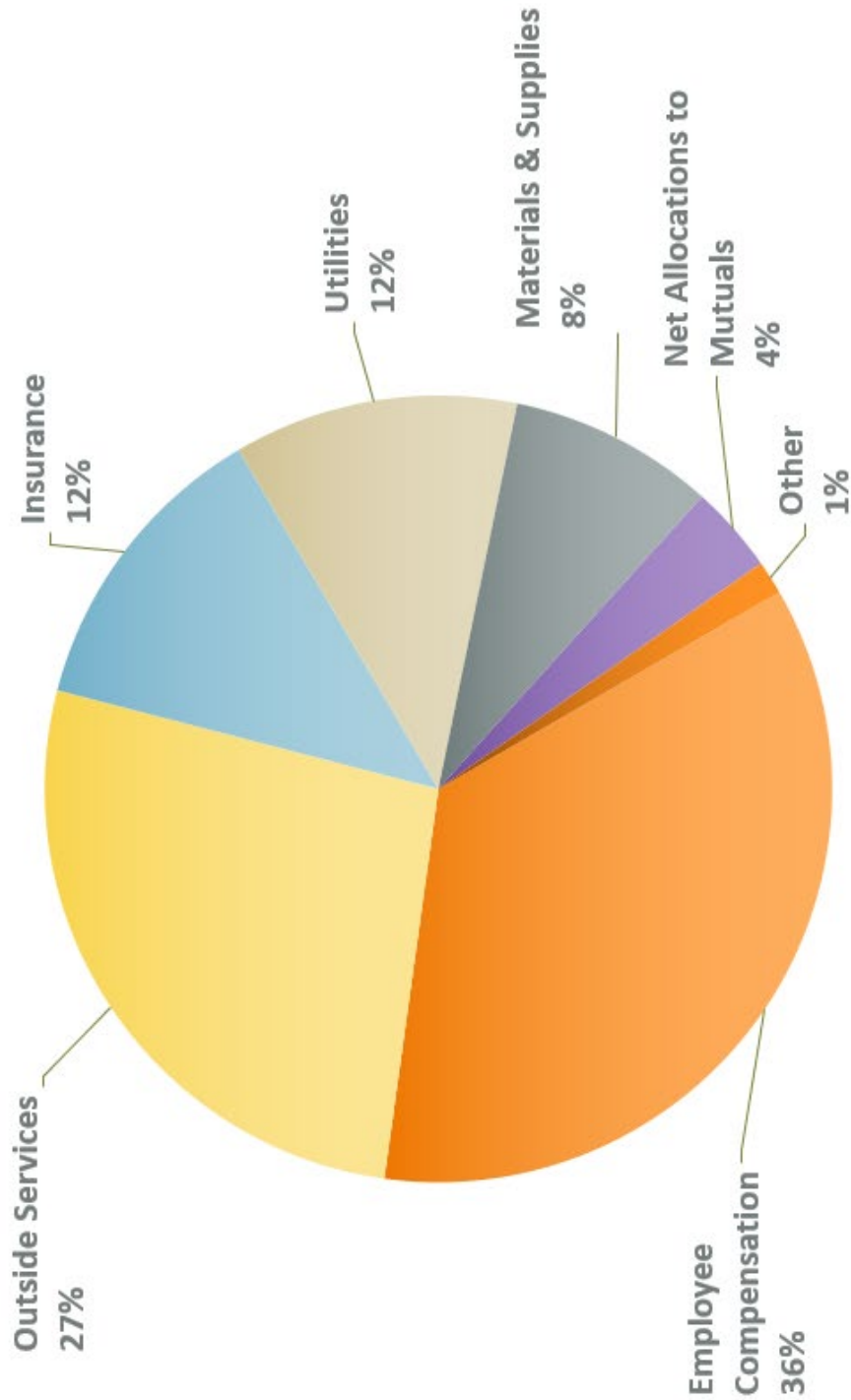


Sewer	\$1,456,239
Water	\$1,759,115
Trash	\$735,481
Electricity	\$192,548
Telephone	\$1,450

Financial Report

Preliminary as of November 30, 2023

Total Expenses Excluding Property Tax \$35,476,297



Financial Report

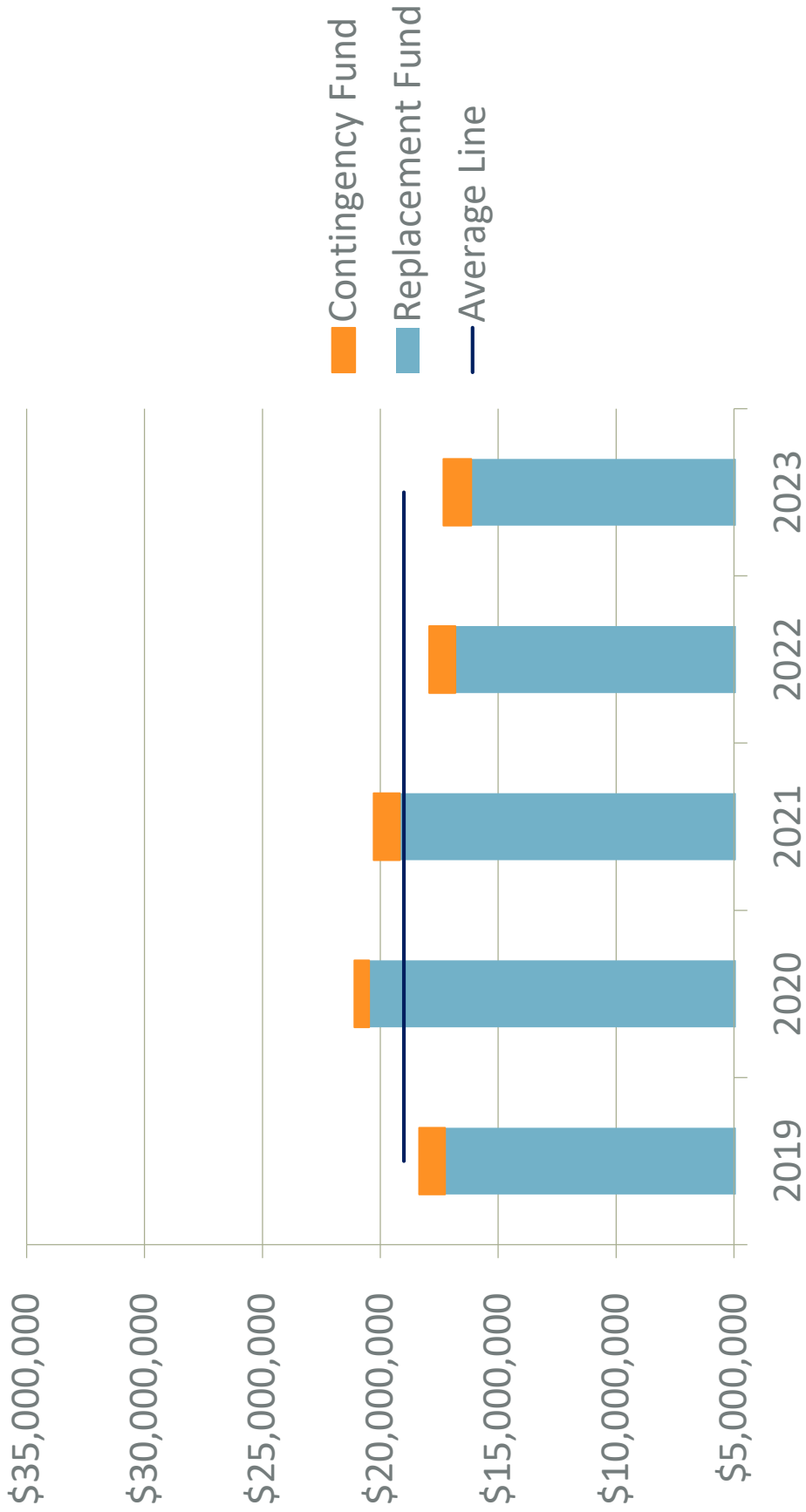
Preliminary as of November 30, 2023

NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/23	\$1,114	\$16,710
Contributions & Interest	69	11,505
Expenditures	0	12,071
Current Balances: 11/30/23	\$1,183	\$16,144

Financial Report

Preliminary as of November 30, 2023

FUND BALANCES – United Mutual



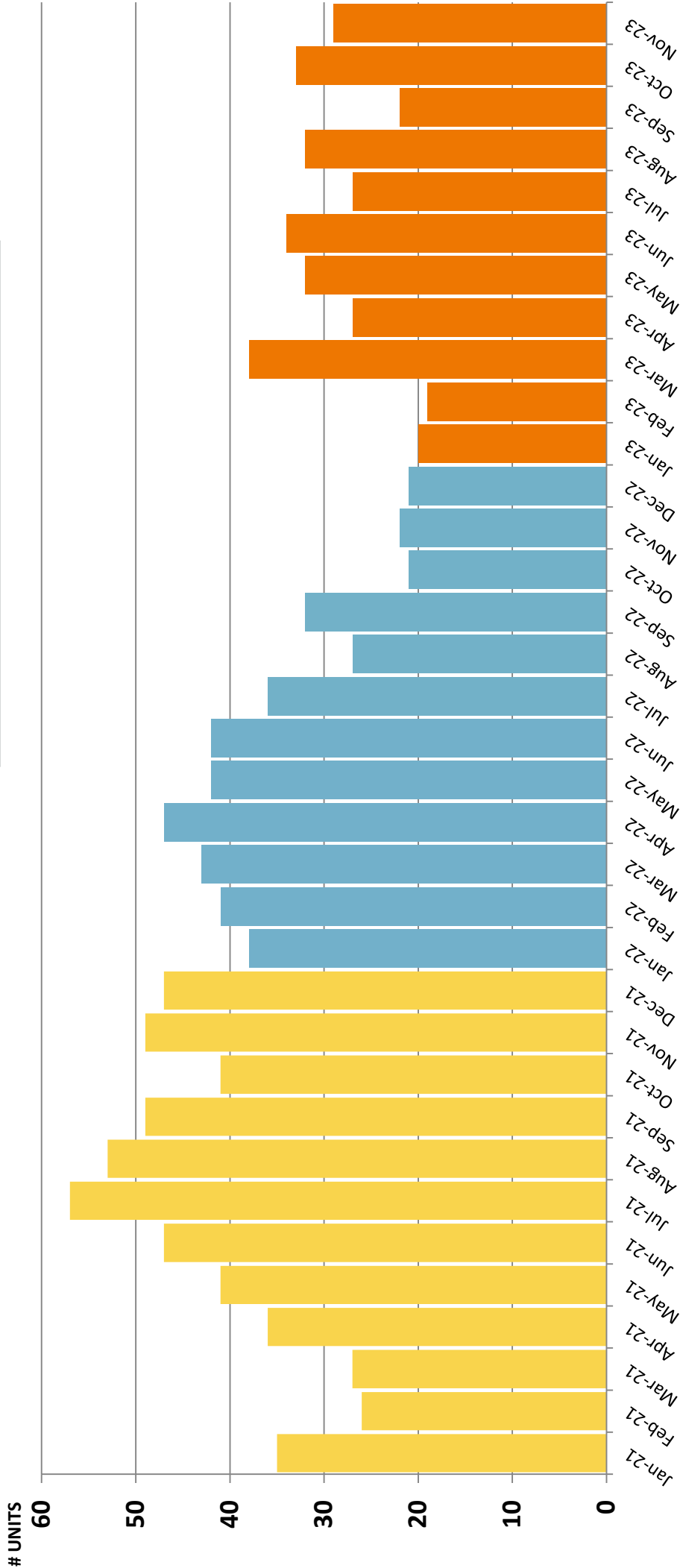
Financial Report

Preliminary as of November 30, 2023

RESALE HISTORY – United Mutual



	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	461	\$278,569
YTD 2022	390	\$355,209
YTD 2023	313	\$356,336





FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

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

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

DIRECTORS ABSENT: None

ADVISORS PRESENT: Ken Benson, Eric Carlson

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: United – Maggie Blackwell, Sue Quam, Nancy Carlson,
Ellen Leonard

Call to Order

Director Mickie Choi Hoe, Treasurer, chaired the meeting and called it to order at 1:32 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 October 31, 2023

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

Chair Remarks

Director Choi Hoe thanked the Board and staff for their presentation on financials during the November 14, 2023 Board meeting.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, shared that the annual Mutual budgets combined had increased by 25% beginning 2016 to 2023 and provided information on where to find the Business Plans in the Laguna Woods Village website.

Review Preliminary Financial Statements dated October 31, 2023

The committee reviewed financial statements for October 31, 2023 and questions were addressed and noted by staff.

Financial Statement and Budget Training

Steve Hormuth provided a brief presentation on the GAAP method used to present financial statements and explained the information displayed on each Financial Statements that is reviewed during each committee meeting.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Tuesday, January 30, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:50 p.m.



Mickie Choi Hoe (Dec 29, 2023 14:34 PST)

Mickie Choi Hoe, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

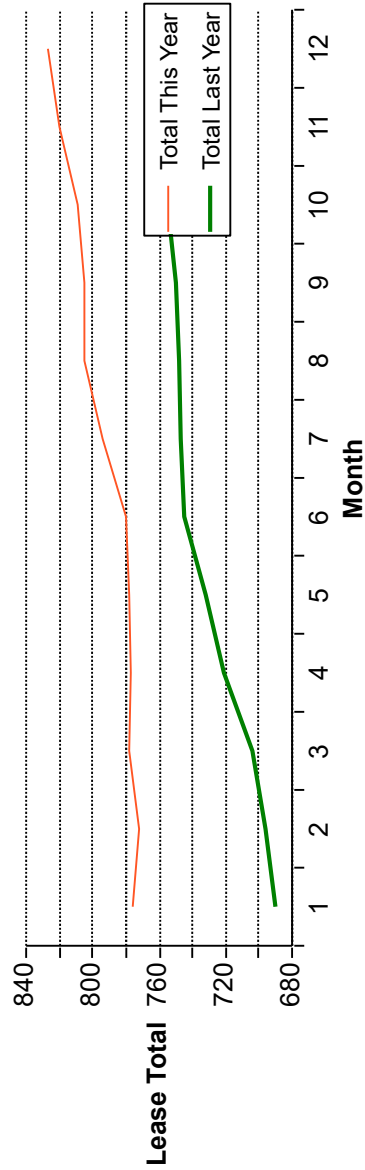
December, 2023

MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	20	38	\$5,864,000	\$11,905,094	\$293,200	\$313,292
February	19	40	\$6,223,400	\$11,864,401	\$327,547	\$296,610
March	38	43	\$12,609,900	\$13,513,900	\$331,839	\$314,277
April	27	47	\$9,637,487	\$16,880,200	\$356,944	\$359,153
May	32	42	\$11,772,700	\$16,042,396	\$367,897	\$381,962
June	34	42	\$11,988,900	\$14,862,850	\$352,615	\$353,877
July	27	36	\$10,599,799	\$14,458,900	\$392,585	\$401,636
August	32	27	\$12,026,800	\$10,572,700	\$375,838	\$391,581
September	22	32	\$7,918,186	\$12,218,000	\$359,918	\$381,813
October	33	21	\$13,198,400	\$8,307,500	\$399,952	\$395,595
November	30	22	\$10,874,388	\$6,985,000	\$362,480	\$317,500
December	26	21	\$9,542,500	\$7,617,888	\$367,019	\$362,757
TOTAL	340.00	411.00	\$122,256,460	\$145,228,829		
ALL TOTAL	340.00	411.00	\$122,256,460	\$145,228,829		
MON AVG	28.00	34.00	\$10,188,038	\$12,102,402	\$357,319	\$355,838
% CHANGE - YTD	-17.3%		-15.8%		0.4%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2023 Period 12 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2023	January	22	38	63	653	776	690	12.3	10.9	1.4	58	17
2023	February	22	37	66	647	772	696	12.2	11.0	1.2	44	21
2023	March	23	37	80	638	778	704	12.3	11.1	1.2	57	27
2023	April	20	36	93	628	777	721	12.3	11.4	0.9	45	43
2023	May	18	31	114	615	778	732	12.3	11.6	0.7	47	22
2023	June	24	29	124	603	780	745	12.3	11.8	0.5	42	23
2023	July	32	27	146	589	794	747	12.6	11.8	0.8	66	18
2023	August	32	24	164	585	805	748	12.7	11.8	0.9	50	23
2023	September	21	28	178	578	805	750	12.7	11.9	0.8	59	24
2023	October	14	27	196	572	809	755	12.8	11.9	0.9	55	22
2023	November	18	24	215	563	820	753	13.0	11.9	1.1	38	23
2023	December	18	27	230	552	827	763	13.1	12.1	1.0	50	25



OPEN MEETING

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

**Thursday, December 21, 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, Ellen Leonard, Sue Quam (arrived at 9:31 a.m.)

STAFF PRESENT: Bart Mejia – Maintenance & Construction, Alan Grimshaw – Manor Alterations Manager, 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 November 16, 2023

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

5. Chair's Remarks

Chair Liberatore reminded residents to stay informed and involved by attending/viewing the ACSC meetings.

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

None.

7. Division Manager Update

None.

8. Consent

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

A motion was made to pull the United Monthly Mutual Consent Report for further discussion. Hearing no objection, the Monthly Mutual Consent Calendar was approved unanimously.

a. Mr. Mejia discussed the number of mutual consents issued and completed over a five-month period.

9. Variance Requests

a. 216-D: Variance to add a bathroom, windows, and rearrange rooms

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 Architectural Standard 18: Gutters & Downspouts

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

11. Items for Future Agendas

- a. Revised Resale Inspection Fee
- b. Revision to Architectural Standard 20: Patio and Balcony Covers; Aluminum and Vinyl
- c. Enact Architectural Standard 39: Balcony Enclosures

12. Committee Member Comments

- Director Quam was pleased to see how many mutual consents were completed in November and December.
- Director Leonard inquired whether mutual consents expire? Mr. Mejia informed the committee that they do only when there is no activity.

13. Date of Next Meeting: January 18, 2024 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 10:02 a.m.

DRAFT

Anthony Liberatore, Chair

Anthony Liberatore, Chair
Alan Grimshaw, Manor Alterations Manager
Telephone: 949-597-4616

THIS PAGE LEFT BLANK INTENTIONALLY



OPEN MEETING

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

Thursday, December 21, 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 Alison Bok

MEMBER ABSENT: Vidya Kale

ADVISORS PRESENT: Dick Rader and Juanita Skillman (via Zoom)

ADVISORS ABSENT: Mary Stone

STAFF PRESENT: Francis Gomez, Pamela Bashline and Ruby Rojas

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. Director Bok seconded the motion.

By unanimous consent, the motion passed.

APPROVAL OF REPORTS

Director Bok made a motion to approve the report for November 16, 2023. Director Carlson seconded the motion.

By unanimous consent, the motion passed.

CHAIR'S REMARKS

Chair Blackwell commented on the difficulty of navigating both the Mutual and County website.

MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION

6. Resale Package

Ms. Pamela Bashline, Community Services Manager, provided a redline version of the "Resale Package" for the Committee to review in respect to uniformity and consistency. The Committee discussed and elected to make minor changes to the document for the Boards review.

A member made a comment regarding the Alteration Investigation process. The Committee responded to the member.

Director Carlson made a motion to update minor edits for the Boards review. Director Bok seconded the motion.

By unanimous consent, the motion passed.

Ms. Bashline left the meeting at 2:23 p.m.

7. Smoking Policy

Ms. Francis Gomez, Compliance Manager, presented the Smoking Policy for the Committees review and discussion. The Committee discussed and elected to make minor changes to the document for the Boards review.

Director Carlson made a motion to update minor edits for the Boards review. Director Bok seconded the motion.

By unanimous consent, the motion passed.

Concluding Business

Committee Member Comments

The Committee wished happy holidays to their peers, staff and members of the community.

Future Agenda Items

- a. Financial Requirements
- b. Bylaws and Operating Rules

Date of Next Meeting

The next meeting is scheduled for Thursday, January 18, 2024 at 1:30 p.m. in the Board Room.

Adjournment

With no further business, Chair Blackwell adjourned the meeting at 2:42 p.m.

DRAFT COPY

Maggie Blackwell, Chair



OPEN MEETING

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

**Monday, December 11, 2023 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair- Sue Quam, Anthony Liberatore,
Georgiana Willis

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Ellen Leonard, Maggie Blackwell

ADVISORS PRESENT: Mary Sinclair, Ann Beltran

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call to Order

Director Quam called the meeting to order at 9:30 a.m.

2. Acknowledgment of Media

No media was present.

3. Approval of the Agenda

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

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

Director Liberatore made a motion to approve the report. Director Willis seconded. The previous agenda passed unanimously.

5. Chair's Remarks

Chair Quam thanked everyone for being present. The Landscape Committee introduced themselves.

6. Department Head Update

Mr. Wiemann went over AB1572. Committee asked questions.

6a. Project Log

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

6b. Water Use Comparison Graph

Mr. Wiemann discussed the water use graph in detail. Directors made comments and asked questions.

6c. Tree Work Status Report

Mr. Wiemann stated that the provided list of tree work was detail for Committee member use.

7. Member Comments (Items not on the agenda)

One-member comment was made, commending the clean-up work that was completed at Aliso Creek.

8. Response to Member Comments

None

Items for Discussion and Consideration

9. Tree Removal Request - 52-B

Director Liberatore made a motion to accept staff recommendation. Director Willis seconded the motion. The motion passed unanimously.

10. Tree Removal Request – 385-C

Discussion ensued amongst the Committee. Mr. Wiemann requested that the item be tabled, as new information was presented. Director Willis made a motion to table the item until next meeting. Director Liberatore seconded the motion. The motion passed unanimously.

11. Landscape Request for Groundcover Removal – 2066-B

Director Liberatore made a motion to accept staff recommendation. Director Quam seconded the motion. The motion passed unanimously.

12. Bench Request – 60Q

Residents comments were made. Committee asked questions and discussion ensued.

Director Quam made a motion to direct staff on developing a bench policy. Director Liberatore seconded the motion. Director Quam made a motion to place the item on hold, until the bench policy is created. Director Willis seconded the motion.

13. Friendship Walk

Director Liberatore made a motion to accept staff recommendation. Director Willis seconded the motion. The motion passed unanimously.

Concluding Business

14. Committee Member Comments

Various comments were made.

15. Date of Next Meeting – January 22, 2024 at 1:30 p.m.

16. Adjourned at 10:48 a.m.



Sue Quam (Dec 12, 2023 15:21 PST)

Sue Quam, Chair

THIS PAGE LEFT BLANK INTENTIONALLY



**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.

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.

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.

Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- 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.

13. Recess – The meeting was recessed at 10:25 a.m.



Alison Bok, Chair

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

THIS PAGE LEFT BLANK INTENTIONALLY



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

Wednesday, December 20, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: William Cowen – Chair, Martin Roza, Mickie Choi Hoe, Moon Yun, Andy Ginocchio, Brad Rinehart

DIRECTORS ABSENT: Thomas Tuning (excused)

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez

OTHERS PRESENT: GRF – Jim Hopkins, Egon Garthoffner, Juanita Skillman
United – Maggie Blackwell

Call to Order

Director William Cowen called the meeting to order at 1:32 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. Hearing no objection, the agenda was approved unanimously.

Approval of the Regular Meeting Report of October 18, 2023

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

Approval of the Regular Meeting Report of November 15, 2023

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

Chair Remarks

None.

Member Comments (Items Not on the Agenda)

A member shared her concerns on the increasing projection in energy costs and requested a village wide informational presentation on how this will affect members.

Department Head Update

Steve Hormuth, Director of Financial Services, shared that the 2024 Annual Budget Report and Annual Policy Statement has been mailed out to residents and is available on the Laguna Woods Village website.

Director Moon Yun Arrived at 1:46 p.m.

Financial Statement and Budget Training

Steve Hormuth presented a Financial Statement training including how the GAAP method is used to for accounting records and for presentation of financial statements. Furthermore, he explained how the Finance Committee, the board and members of the community may use the monthly financial statements and the differences between each document presented. Additionally, Jose Campos, Assistant Director of Financial Services, shared a presentation on the budget planning process.

Review Preliminary Financial Statements dated November 30, 2023

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

Endorsement from Standing Committees

None.

Future Agenda Items

None.

Committee Member Comments

None.

Date of Next Meeting

Wednesday, February 21, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:20 p.m.

DRAFT

William Cowen, Chair

OPEN MEETING

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

Thursday, December 14, 2023 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Cush Bhada, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Sue Stephens, Dennis Boudreau, Ajit Gidwani, Elsie Addington

MEMBERS ABSENT: Peter Sanborn, excused

OTHERS PRESENT: Juanita Skillman, S. K. Park, Mickie Choi Hoe

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Tom McCray, Samantha Kurland, Jackie Chioni, Ada Montesinos, Steve Hormuth, Andrew Anastasio, Blake Lefante

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Leonard seconded.

Motion passed unanimously.

Approval of Committee Report for November 9, 2023

Director Bhada made a motion to approve the report. No second was recorded.

Motion passed unanimously.

Chair's Remarks

Chair Horton opted to state remarks during Committee Member Comments.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: the Veterans Day event at Clubhouse 2 was a success with almost 200 people in attendance; the annual Thanksgiving Buffet at Clubhouses 2 and 5 sold out in less than 3 days with 124 attendees at Clubhouse 2 and 243 attendees at Clubhouse 5; Pool 4 reopened today after several weeks of being closed for annual maintenance; new air filters were installed in the Slipcasting room and carpet cleaning was completed; the Volunteer Luncheon was held on December 1 at Clubhouse 5 with over 400 attendees; the Clubhouse 5 New Year's Eve Dinner/Dance sold out in 1.5 days with 360 tickets sold; a new employee was hired at the Fitness Centers; over 4000 bar codes have been processed for resident users at the Fitness Centers; the Equestrian Center security gate is scheduled to be completed by the end of January; Library volunteers have greeted 2,325 visitors in the past month with volunteers working 771 hours; Recreation operating rules were officially approved by GRF in November and will be reviewed on an as needed basis; staff met with 25-30 tennis players to get feedback on the operating rules; a tennis survey will be developed to further poll all users; the Clubhouse 1 renovation project will begin March 4, 2024 which will entail a total facility closure for approximately six months; the Library and History Center will remain open.

Ms. Murphy reported the following: the annual Santa Paws event will be held at the Equestrian Center on Saturday, December 16, 1 to 3 p.m.; both Clubhouse 5 Christmas Buffet and New Year's Eve Dinner Dance are sold out; tickets are still available for the Performing Arts Center New Year's Eve variety show which begins at 7:30 p.m.; Restaurant 19 will be closed on Christmas Day, but will be open Christmas Eve, New Year's Eve and New Year's Day; Clubhouse 5 will host the college football national championship game at 4 p.m. on Monday, January 8; the free Monday movie on January 15 at the Performing Arts Center will be *Barbie* with showtimes at 2 and 7 p.m.; Clubhouse 5 will host a Village Bazaar on January 27 with registration opening on January 3 through ActiveNet.

Mr. McCray reported the following: the driving range grass is yellowing due to winter coldness, but staff was able to paint the targets which look great; the new driving range drainage system is working very well; driving range mats may be replaced in 2024; some Course 3 tee boxes have been redone; the Southern California Golf Association has allowed shorter courses in the rating system so staff began the rating process for the Par 3 course; a computer will be added to the Par 3 course to post scores for ratings; twilight events will be hosted in 2024 on one Sunday afternoon per month; all Garden Center plots and Veggie Pods are rented.

Member Comments (Items Not on the Agenda)

None.

CONSENT

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

Discussion ensued.

Motion passed 5-1. Director Laws opposed.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Drop-In Lounge Television – Ms. Murphy stated the staff report.

Discussion ensued.

Director Bhada made a motion to accept the recommendation of changes to the Clubhouse 1 Drop-In Lounge television programming. Director Ginocchio seconded.

Motion passed 6-1. Director Laws opposed.

Request from Chicago Club for Clubhouse 5 Back Screen Purchase – Ms. Giglio stated the staff report.

Director Ginocchio made a motion to accept the request from Chicago Club for Clubhouse 5 back screen purchase to cost approximately \$8,700. Director Leonard seconded.

Discussion ensued.

Motion failed 5-2. Chair Horton and Director Bhada voted yea.

ITEMS FOR FUTURE AGENDAS

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

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

CONCLUDING BUSINESS

Committee Member Comments

Director Ginocchio inquired as to if the 26-week phase was chosen for CH1 renovation and when does it start. Chair Horton stated yes and it will begin on March 4, 2024.

Chair Horton stated Clubhouse 1 will be closed in March for 6 months due mostly for safety and also due to cost savings. She commended the Recreation Department for managing the room reassignments. She stated she is hopeful the users of Clubhouse 1 will be patient and wait to be called by staff to ease Recreation office traffic.

Director Quam stated it is reasonable to do the Clubhouse 1 renovation in 26 weeks which will be much improved and safer for the community.

Advisor Boudreau inquired as to if the contract states a firm completion date of within six months. Ms. Giglio stated Recreation is not made aware of contractual details.

Advisor Gidwani thanked all the board members and staff for doing these projects and for managing them smoothly.

Advisor Addington inquired if Fitness will be impacted during the Clubhouse 1 renovation. Ms. Giglio stated yes.

Director Bhada inquired as to the type of equipment referenced as this was to be a light makeover and if an early completion bonus was included in the contract. Ms. Giglio stated replacements of flooring, doors and windows will require other construction equipment and Recreation is not made aware of contractual details.

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, January 11, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 2:49 p.m.

____Yvonne Horton____

Yvonne Horton, Chair



OPEN MEETING

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

**WEDNESDAY, November 8, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Maggie Blackwell (Alternate)

COMMITTEE MEMBERS ABSENT: Glenn Miller, Anthony Liberatore, Yvonne Horton

OTHERS PRESENT:

ADVISORS PRESENT: Catherine Brians

STAFF PRESENT: Robert Merget, Megan Feliz

1. Call Meeting to Order

Chair Skillman called the meeting to order at 1:32 p.m.

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

Director Park made the motion to approve the agenda. Director Lewis seconded the motion. The agenda was approved without objections.

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

Director Park made the motion to approve the agenda. Director Quam seconded the motion. The report was approved without objections.

5. Committee Chair Remarks

Chair Skillman acknowledged Robert Merget retiring at the end of the year and thanked him for all he has done. Chair Skillman acknowledged the two landscaping employees who earned the Employee Excellence Award and thanked them for their hard work.

6. Department Head Update

Mr. Merget discussed Aliso Creek schedule for clean-up and Willow Trees that will be removed. He discussed the Aliso Creek asphalt replacement schedule.

Items for Discussion and Consideration**7. 4005-1G Tree Removal**

Discussion commenced among the committee. Director Lewis made the motion to approve the tree removal. Director Park seconded the motion. The request was approved without objections.

8. Monkey Puzzle Tree Trimming Proposal

Discussion commenced among the committee. Director Quam made the motion to approve the tree removal. Director Lewis seconded the motion. The proposal was approved without objections.

9. Member Comments (Items Not on the Agenda)

Three members voiced a complaint about the removed benches around Aliso Creek. Director Lewis made a motion that this item was M&C department and to send it to their committee. Director Blackwell agreed and seconded the motion. Aliso Creek benches will be directed to GRF M&C Committee meeting. No objections were made. One-member commented asking status of stop on Aliso Creek Bridge.

10. Response to Members Comments

Members of the Committee responded to the member comment.

Concluding Business:**11. Committee Member Comments**

Several comments were made.

12. Date of Next Meeting – Wednesday, February 14, 2023 at 1:30 p.m.**13. Adjourned at 2:10 p.m.**

Juanita Skillman, Chair



OPEN MEETING

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

**Wednesday, December 20, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Yvonne Horton – Chair, Gan Mukhopadhyay, Ralph Engdahl, SK Park, Alison Bok, Pearl Lee, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner, Bunny Carpenter, Juanita Skillman
UNITED: Mickie Choi Hoe, Ellen Leonard
Advisors: Bill Walsh, Ajit Gidwani

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Heather Ziembra – Projects Administrative Coordinator

1. Call to Order

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

2. Acknowledgement of Media

Chair Horton noted that no media was present.

3. Approval of the Agenda

Chair Horton requested that items 6 and 7 be swapped. The agenda was approved with this change.

4. Approval of Meeting Report from August 9, 2023

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

5. Chair's Remarks

None.

6. Department Head Update

Mr. West remarked on a request that was made for a bench in United, which has been handed off to the appropriate staff and committee. Mr. West also informed the committee that an engineer has been retained to assess the beams in the Clubhouse 1 Archery Room. The engineer reported the beams are not currently dangerous and staff will bring a recommendation on how to proceed to a future meeting.

7. Member Comments

A member commented on energy conservation in the Village. Multiple committee members responded with information and ideas about energy conservation and Mr. Mejia provided input on what staff has done for this topic.

Consent:

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

The consent calendar was approved unanimously.

8. Project Log

9. ChargePoint Summary

Items for Discussion and Consideration:

10. 2023-2024 Projects Overview

Mr. West provided a PowerPoint presentation which showed all projects completed in 2023, projects ongoing from previous years, and planned projects for 2024. Mr. West then answered questions from the committee about the presentation. The committee requested that the presentation be sent to them after the meeting.

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

11. Committee Member Comments

Director Park commented on the future agenda items.

12. Date of Next Meeting: Wednesday, February 14, 2024 at 9:30 a.m.

13. Recess – The meeting was recessed at 11:15 a.m.

DRAFT

Yvonne Horton, Chair

Yvonne Horton, Chair
Guy West, Staff Officer
Telephone: 949-597-4625

THIS PAGE LEFT BLANK INTENTIONALLY

**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE**

**Wednesday, December 6, 2023 – 3:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

MEMBERS PRESENT: James Hopkins - Chair, Cush Bhada, Yvonne Horton, Alison Bok, Nancy Carlson, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Bunny Carpenter, Egon Garthoffner, Joan Milliman, Gan Mukhopadhyay, Juanita Skillman,

UNITED: Maggie Blackwell, Ellen Leonard

THIRD: Reza Karimi

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 3:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report: None

4. Remarks of the Chair

Chair Hopkins commented the history of the project and the purpose of the committee.

5. Member Comments – (Items Not on the Agenda)

- Two members requested consideration for additional pickleball courts.

6. Response to Member Comments

The committee responded that the Community Activities Committee is aware of the request.

7. Department Head Update

Mr. Gomez thanked the committee members for their attendance and expressed that staff is looking forward to working with this new committee.

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

- a. None.

9. Items for Discussion and Consideration

a. Building E History/Background

Mr. Gomez provided a history of Building E and background on the prior board decisions via PowerPoint. Discussion ensued among the committee members.

b. Space Utilization Study by Austin Company (May 2023)

Mr. Gomez provided an overview of the study prepared by Austin Company in May 2023.

c. Ad Hoc Advisory Committee Mission, Duties and Responsibilities

Mr. Gomez outlined the committee mission, duties and responsibilities per Resolution 90-23-54. Chair Hopkins read the resolution in its entirety.

d. Discussion of Process to Determine Next Staff Relocation Plan

Chair Hopkins asked the committee members to define the problem and offer their comments. Discussion ensued regarding alternative options, the space study, current location of displaced staff, underutilized existing space, and cost of temporary office lease.

Several shareholders expressed their opinions to the committee.

e. Calendar for Future Committee Meetings

Mr. Gomez suggested dates for future committee meetings which were accepted as presented. The committee will meet at 1:30 p.m. in the boardroom and via Zoom on January 3, January 31, March 6, March 20, and April 10, 2024.

10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Review of Utilization Statistics from Recreation Department for Facilities Throughout Village
- Review of Security, Landscape & Maintenance and Construction Department Future Space Needs and Satisfaction with Current Leased Space

11. Committee Member Comments

- Director Ginocchio commented on the lease term.
- Director Bhada commented on the amount of space being leased.
- Director Carlson commented that a tour of the buildings would be helpful.

12. Date of Next Meeting: Wednesday, January 3, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 5:01 p.m.


James Hopkins, Chair

James Hopkins, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

THIS PAGE LEFT BLANK INTENTIONALLY



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

THIS PAGE LEFT BLANK INTENTIONALLY

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

Monday, November 6, 2023 – 9:30 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Elsie Addington (Chair), Alison Bok, Cush Bhada, Egon Garthoffner, Sue Stephens, Moon Yun

MEMBERS ABSENT: Azar Asgari

OTHERS PRESENT: Juanita Skillman, Bunny Carpenter, Nancy Carlson, Ellen Leonard, Suzanne Model

STAFF PRESENT: Robert Carroll, Francisco Perez, Joana Rocha, Sandra Spencer

1. Call to Order

Chair Addington called the meeting to order at 9:30 a.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 August 2, 2023, was unanimously approved as written.

5. Chair's Remarks

Chair Addington thanked the Directors and Staff

6. Member Comments (Items Not on the Agenda)

- A member requested a comprehensive report of vehicles and their associated information.
- One of our members has inquired about the reason behind having a considerable number of idle vehicles and a significant amount of empty buses running. Also, would like security to use bikes, scooters, or Golf cars.

7. Response to Member Comments

- Director Egon commented that it's an excellent idea to have a vehicle inventory list
- Director Cush commented that having staff create a complex list would take staff time and money.
- Chair Addington commented that all the details are available in the Green book.

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.

Mr. Carroll provided information on ridership for destination shopping. He also commented on transportation updates, including new meeting schedules and targeted areas to increase awareness.

Staff also provided a map of Laguna Woods Transportation boundaries.

- Chair Addington commented that she did notice the transportation Pop-up booth in clubhouse 1
- Director Bok commented on the ridership numbers
- Director Yun commented on transportation services
- Mr. Carroll praised our transportation service, highlighting its superiority over others
- Director Carpenter confidently stated that transportation is a significant attraction to the village.
- Member Leonard asked questions about the boost program.
- Member Carlson commented on transportation research and other transportation usage.
- Mr. Carroll provided a response to the member's comments and addressed all the questions that were asked.
- Director Egon commented on the overall percentage of users.

Items for Discussion

9. 2024 Vehicle Specification

Director Bok revised the motion to approve specifications, excluding security vehicles and a 9-passenger bus.

Items for Future Agendas:


- To be determined.

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, February 7, 2023, at 1:30 p.m.

Adjournment - The meeting was adjourned at 3:32 p.m.


Juanita Skillsman (Dec 12, 2023 17:36 PST)

Elsie Addington, Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4242

THIS PAGE LEFT BLANK INTENTIONALLY



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, October 25, 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: Martin Roza, Elsie Addington

OTHERS PRESENT: Bunny Carpenter

STAFF PRESENT: Eric Nuñez, Alycia Magnuson 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 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.

6. MEMBER COMMENTS (items not on the agenda)

Members made comments about our Zoom connections and link not being posted on the agenda. We were having technical difficulties.

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving. improved the Community. She would like to take this moment to acknowledge the two recipients of The Excellence Awards given by Laguna Woods Village to Kyle Belanger and Roger Cowdrey for job performance that demonstrates excellent customer service or exceptional achievement. Kyle Belanger has been with Laguna Woods Village since 2018 as a Patrol Officer. Promoted to Supervisor I in 2021. Excellent team player, self-initiative, and his flexible and adaptable attitude has been

a great fit to the Security Department. Roger Cowdrey has been with Laguna Woods Village for 14 years. His background in law enforcement has allowed us to gain inside knowledge of his expertise and professionalism in customer service and mastery in leadership. Roger continues to be a great resource that our team can rely on.

REPORTS:

6. Disaster Preparedness Task Force Report

Some of topics from our Last Disaster Preparedness meeting, 2023 The Fire suppression blankets are recommended to have.

Athena status- Outside vendors have been contacted about this. Current status waiting on estimates from different vendors.

The California Shake Out happened October 19, 2023, at 10:19 a.m. A windshield survey was in effect after the Great Shake Out a simulation Radio roll call was in place. There were some glitches noted that will be focused on for the next meeting. All members that are assigned a radio should be part of the roll call and have their radios on hand. On Nov. 17, 2023, the Clubhouse Coordinator for Clubhouse three will be hosting a meeting for Shelter in Place in case of natural disaster. Communication about shelter in place and how the Club House Coordinators play a vital role in case of natural disaster. The flyers will be coming out November 3, 2023.

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. The Pivot table had a glitch and it did not transfer the accurate information to the graph. This has been noted for next meeting. Staff Eric Nuñez mentioned, the Foot Patrol log is currently being monitored by hand, and the numbers do not reflect the accurate 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. We will have the accurate information at the next meeting. Notice of Violations Issued the log included the gates per phase as requested at the last SCAC meeting. Crime Reports are public information on OC mapping. Noted the gates will also be included per phase requested by board member.

9. NOTEWORTHY INCIDENTS

- On September 8 at 7:45 p.m., a resident's vehicle had stalled in the middle of the street and a call was made for assistance moving her vehicle as to not cause an accident. SPO Portuguese responded, assisted in moving the vehicle to a safe area and remained present until AAA arrived.
- On September 9 at 5:47 p.m., SPO Gluck went "above and beyond" assisting a resident at 4014-1F with her kitchen sink backing up.
- On September 13 at 4:10 p.m., it was brought to our attention that SPO Gluck had helped the resident at 371-C twice in 3 years and "her effective, thorough, professional approach was invaluable."

On September 23, at 10:21 a.m., it was brought to our attention that Supervisor Belanger assisted a resident at 5148 Miembro with resetting the electric breaker for the residence without hesitation

- On October 7 at 12:30 p.m., SPO Andrews assisted in rectifying a “6 to 7 year” ongoing dispute between the neighbors residing in 3109-O and 3109-B.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

10. Review of Rules and Regulations for all registered vehicles.

11. Status on Traffic Engineer- Waiting on quote

12: Gate Entry for non- residents attending Village events

Members made comments on these topics, and they will be further discussed in detail in the following SCAC meeting. Chair- Juanita Skillman stated that each mutual needs to check their rules and regulations so everyone can be on the same page.

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 TBD, 2023 at 1:30 p.m.

16. Adjournment- 4:27 p.m.



Juanita Skillman (Dec 14, 2023 11:50 PST)

THIS PAGE LEFT BLANK INTENTIONALLY