



**OPEN MEETING**

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

**Tuesday, February 13, 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*

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- 1. Call to Order / Establish Quorum – President Bok**
- 2. Pledge of Allegiance to the Flag – Director Willis**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
  - a. January 9, 2024 – Regular Open Meeting
  - b. January 25, 2024 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.***
- 8. Responses to Open Forum Speakers**
  - a. Response to open forum speakers
  - b. Response to past open forum speakers – Director Liberatore
- 9. VMS Board Update – Director Kenney**
- 10. CEO Report**
- 11. Consent Calendar – *All matters listed under the Consent Calendar are***

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

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the months of December 2023, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee**
  1. Recommendation to Approve the Request for the Removal of One Ficus Tree Located at 796-C Via Los Altos
  2. Recommendation to Deny Request to Remove One Crepe Myrtle Located at 431-A Avenida Sevilla
  3. Recommendation to Deny Request for the Off-Schedule Tree Trimming of One Sycamore Tree Located at Common Parking Stalls at Building 81
- c. **Recommendation from the Architectural Controls and Standards Committee - None**
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in January 2024, and such review is hereby ratified. (CHECK LIST)
- e. **Recommendation from the Finance Committee**
  1. Ratification of the resolution number for the Revised Purchasing Policy - The Revised Purchasing Policy was adopted on 10/23/2023, at a special open meeting of the United Board. The approved policy was not formally assigned a resolution number in October 2023. The omission of the resolution number assignment is to be ratified at the regular open United board meeting held on 02/13/2024, via the consent calendar. 01-23-72\*
  2. Approve a Resolution for Recording a Lien Against Member ID # 947-409-02
- f. Update United Committee Assignment

## 12. Unfinished Business

- a. 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 has been satisfied**)
- b. Entertain a Motion to Approve Smoking Policy (**January 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 2024 Inspector of Elections
- c. Entertain a Motion to Approve the Updated Bench Policy **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve the Urban Forest Management Plan
- e. Entertain a Motion to Approve the Revision to Resale Inspection Fees **(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- f. Entertain a Motion to Approve a Supplemental Appropriation to Replace Benches on Friendship Walk
- g. **Membership Disciplinary Matter**
  1. Disciplinary Update Report

**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 January 30, 2024; next meeting March 26, 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 – January
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 18, 2024; next meeting February 15, 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 January 11, 2024 and February 8, 2024; next meeting March 14, 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 January 18, 2024; next meeting February 15, 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 January 22, 2024; next meeting February 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Lee. The Committee met on January 17, 2024; next meeting February 28, 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 January 11, 2024 and February 8, 2024; next meeting March 14, 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 February 8, 2023; next meeting March 14, 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 31, 2024. Next meeting March 6, 2024, at 1:30 p.m. in the Board Room.
- e. Report of the Media and Communications Committee – Director Quam. The Committee met on January 15, 2024; next meeting April 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 Carlson. The Committee met on February 7, 2024; next meeting May 1, 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 January 17, 2024; next hearings on February 21,

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 January 30, 2024; next meeting March 26, 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 February 2, 2024; next meeting February 23, 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.*

- *Updated Bench Policy*
- *Revision to Resale Inspection Fees*
- *Roberts Rule of Order Critique*
- *2025 Budget*

**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) January 9, 2024 – Regular Closed Meeting*

*(b) January 29, 2024 – Special Closed Meeting*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**

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**OPEN MEETING**

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

**Tuesday, January 9, 2024 - 9:30 a.m.  
Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Thomas Tuning

Staff Present: CEO Siobhan Foster, Paul Nguyen, Carlos Rojas, Jennings Lai, Steve Hormuth, Connie Habal, Catherine Laster, Francis Gomez, Pamela Bashline, Alan Grimshaw, Roger Cowdry, Megan Feliz, Bart Mejia, Ian Barnette, David Rudge

Others Present:

GRF: None

Third: None

VMS: Cynthia Rupert, Robert Reyes

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

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

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

Director Liberatore led the pledge of allegiance.

**3. Acknowledge Media**

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

**4. Approval of Agenda**

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

President Bok requested that item 13e, Member Survey, be added to new business.

Director Willis made a motion to approve the amended agenda. Director Blackwell seconded.

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

## **5. Approval of Minutes**

- a. December 12, 2023 – Regular Open Meeting
- b. December 28, 2023 – Agenda Prep Meeting

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:

- Happy and Healthy New Year
- Monthly Assessment
- Clubhouse 1 Renovation
- Property Insurance Cost
- Communication amongst Village
- Value for money spent
- \$13.3 million spent from reserve

## **7. Open Forum (Three Minutes per Speaker)**

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

The following members made comments:

- A member commented on the Foundation of Laguna Woods Village
- A member commented on their concerns of the state of the laundry room
- A member commented on property tax
- A member commented on the damages to their skylight

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

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

- Director Leonard commented on the members skylight issue
- CEO Foster addressed the Laundry Room issue and the tax issue

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

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

## **9. VMS Board Update – Director Rupert and Director Reyes**

VMS Director Rupert and Director Reyes discussed the following topics:

- Clubhouse 1 Renovation Update
- Staffing issues at the clubhouse
- Proposed Amendment to VMS bylaws

Director Rupert and Director Reyes answered questions from the Board.



## 10. CEO Report

CEO Siobhan Foster discussed the following items:

- Social Services 949-597-4267
- Confidential Social Services Offered
- Mobility and Stability Classes-New
- Clubhouse 1 Renovation
- CH1 Renovation Scope of Work
- CH1 Renovation Schedule
- CH1 Renovation Relocations
- Cardboard Boxes
- Bulky-Item Pickup
- Household Hazardous Waste
- Document Shredding Services
- Garden Clipping Pickup
- Laguna Woods Arts Association

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 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

### **RESOLUTION 01-24-01**

#### **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.

2. Recommendation to Deny Request to Remove Ground Cover at 2066-B Via Mariposa East

### **RESOLUTION 01-24-02**

#### **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.

**c. Recommendation from the Architectural Control and Standards Committee**

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

**RESOLUTION 01-24-03**

**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.

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

**e. Recommendation from the Finance Committee – None**

**f. Membership Disciplinary Matters**

1. Disciplinary Update Report

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

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

## **12. Unfinished Business**

- a. Entertain a Motion to Approve the 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**)

Director Blackwell read the following resolution.

### **RESOLUTION 01-24-04**

#### **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. Director Choi Hoe 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**

Multiple Directors commented in the topics of the 3 upcoming Town Hall meetings.

Discussion ensued among the Board.

- 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)**

Director Blackwell read the following resolution.

**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.

Director Blackwell made a motion to approve the Resolution for Standard 18 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe seconded the motion.

Discussion ensued among the Board.

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

c. Entertain a Motion to Approve Revisions to Select Resale Packet Documents

Director Blackwell read the following resolution:

**RESOLUTION 01-24-05**

**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.

Director Blackwell made a motion to approve the resolution to amend select pages to the resale package. Director Kale seconded.

Discussion ensued among the Board.

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

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

Director Blackwell read the following resolution:

**RESOLUTION 01-24-XX**

**Smoking Policy**

**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.

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

Discussion ensued among the Board.

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

**THIS ITEM WAS ADDED DURING APPROVAL OF THE AGENDA**

**13e.** Community Survey of United

President Bok discussed Community Survey of United.

Discussion ensued among the Board.

**14. Directors' Comments (Two minutes per director)**

- Director Choi Hoe commented on Chris Collins and the Foundation of Laguna Woods Village
- Director Blackwell commented on encouraging residents to look at the website and also to look at the November Package and HO6 insurance
- Director Quam wants to invite residents to come to the upcoming United landscape committee meeting
- Director Lee commented on the washer/dryer issue and on the 28-day notification wording
- Director thanked the Foundation of Laguna Woods Village and asked for residents to pitch in
- Director Liberatore commented on the Golf Cart gate on San Sebastian
- Director Carlson commented on reports and the financial value of the Board
- Director Leonard commented on an audit of VMS
- President Bok commented on landscaping

## **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
  - (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**

- 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 Closed Session to discuss the following matters per California Civil Code §4935.*

The meeting recessed at 11:12 a.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) 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 Matter*

**19. Adjourn**

The meeting was adjourned at 1:55 p.m.

DocuSigned by:

*Maggie Blackwell*

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Maggie Blackwell, Secretary of the Board  
United Laguna Woods Mutual



**OPEN SESSION**

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

**Thursday, January 25, 2024, 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**

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Directors Present: Alison Bok, Sue Quam (left meeting at 9:44 a.m.), Pearl Lee, Mickie Choi Hoe, Maggie Blackwell, Tom Tuning, Nancy Carlson, Ellen Leonard, Georgiana Willis, Anthony Liberatore

Directors Absent: Vidya Kale

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 9:06 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Bok called for an approval of the agenda.

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

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

**3. Discussion of Committee Assignments**

President Bok discussed Committee Assignments.

Discussion ensued among the Board.

President Bok requested Directors to email her if they wish to make a change with their assignments.

**4. Chair Report**

President Bok discussed the following:

- Shuffling Committee Assignments

**5. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on February 13, 2024**

Director Choi Hoe made a motion to approve the open and closed agendas.  
Director Blackwell seconded.

Hearing no changes or objections, the motion to approve the open and closed agendas were approved by unanimous consent.

**6. Director Comments - None**

**7. Adjournment**

President Bok adjourned the meeting at 10:29 a.m.

DocuSigned by:

*Maggie Blackwell*

Maggie Blackwell, Secretary of the  
United Mutual Laguna Woods



## **RESOLUTION 01-24-XX**

### **Approve Removal of One Ficus Tree 796-C Via Los Altos**

**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 January 22, 2024, the Landscape Committee reviewed the request from the Member at 796-C, to remove one Ficus tree; and

**WHEREAS**, the reasons cited by the resident for the removal are sewer and plumbing intrusions, with structural damage to the sidewalk; and

**WHEREAS**, staff inspected the condition of the tree and found there have been two internal plumbing line stoppages with a report of roots in the line; and

**WHEREAS**, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Ficus tree located at 796-C Via Los Altos;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2024, the Board of Directors approves the request for the removal of one Ficus tree located at 796-C; and

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

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## **RESOLUTION 01-24-XX**

### **Deny Removal of one Crepe Myrtle Tree 431-A Avenida Sevilla**

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

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

**WHEREAS**, on January 22, 2024, the Landscape Committee reviewed a request from the Member at 431-A to remove one Crepe Myrtle tree, the reasons cited are litter and debris affecting walking condition for husband with Parkinson disease; and

**WHEREAS**, staff inspected the condition of the tree and found it to be in good health with a balanced canopy and no lean; and

**WHEREAS**, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of one Crepe Myrtle tree located at 431-A Avenida Sevilla;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2024, the Board of Directors denies the request for the removal of one Crepe Myrtle tree located at 431-A; and

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

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**RESOLUTION 01-24-XX**

**Deny Off-Schedule Trimming of One Sycamore Tree  
Common Parking Stalls Building 81**

**WHEREAS**, on January 22, 2024, the Landscape Committee reviewed a request for the off-schedule trimming of one Sycamore tree received from the Member at 84-H, who cited the reasons being target of bird defecation; and

**WHEREAS**, staff inspected the condition of the tree and found the tree to be in good health with a balanced canopy; and

**WHEREAS**, the committee is recommending to accept Staff's recommendation to deny the off-schedule trimming of the tree and maintain the scheduled trimming in 2025; and

**WHEREAS**, the committee is recommending to accept Staff's recommendation to give the member the option to pay for the off-schedule tree trimming if they choose to get it done;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2024, the Board of Directors denies the off-schedule trimming of the tree at common parking stalls building 81 and maintains the scheduled trimming of the tree in 2025; and

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

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## Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending January 31, 2024.

- 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. Liberatoro

Print Name ANTHONY M. LIBERATORO

Title DIRECTOR

Date 02/02/2024

**UNITED LAGUNA WOODS MUTUAL**

Signature Frances Alison Bok

Print Name FRANCES ALISON BOK

Title PRESIDENT

Date 02/05/2024

# 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 January 31, 2024.

- \_\_\_\_\_ 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. Liberafano*

Print Name ANTHONY M. LIBERAFANO

Title DIRECTOR

Date 02/02/2024

## UNITED LAGUNA WOODS MUTUAL

Signature *GA Bok*

Print Name FRANCES ALISON BOK

Title PRESIDENT

Date 02/05/2024



**RESOLUTION 01-23-72\***

**Revised Purchasing Policy**

**WHEREAS**, the Purchasing Task Force is aimed to establish robust purchasing controls to optimize the internal procurement and contracting procedures. The primary objective is to enhance transparency and to institute a professional, competitive approach to the acquisition of products and services; and

**WHEREAS**, the task force met numerous times during 2023 to: 1) incorporate revisions necessary for the upcoming ERP (Enterprise Resources Planning) implementation, 2) clarify items identified by members of the task force, and 3) review authority limits; and

**NOW THEREFORE BE IT RESOLVED**, October 23, 2023, that the Board of Directors of this Corporation hereby approves the Purchasing Policy, Purchasing Matrix, Change Order Policy, Sole Source Form, and Single Source Form as presented; and

**RESOLVED FURTHER**, that Resolution 01-16-109 adopted November 8, 2016, is hereby superseded and cancelled.

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

01-23-72\*: Ratification of the resolution number for the Revised Purchasing Policy - The Revised Purchasing Policy was adopted on 10/23/2023, at a special open meeting of the United Board. The approved policy was not formally assigned a resolution number in October 2023. The omission of the resolution number assignment is to be ratified at the regular open United board meeting held on 02/13/2024, via the consent calendar.

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# PURCHASING POLICY

## 1. PURPOSE

To establish guidelines and rules to procure a service, project or product/equipment for capital and operating requirements. The Purchasing Policy will outline the approval process for purchases of certain expenditures that require Corporation approval. The VMS Purchasing Division's goal is to obtain the product or service that best meets the needs of the corporation at the best possible value and interest of Laguna Woods Village.

## 2. CODE OF CONDUCT

Corporation or VMS shall not participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when Corporation or VMS, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. VMS shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements except for where the financial interest is not substantial or the gift is an unsolicited item of nominal value. VMS shall never intentionally be involved in bid splitting to break down proposals to evade or circumvent the requirements for signature authorization levels. Members of the Corporation shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. The Corporation shall be subject to disciplinary actions for violations of these standards as identified by the Corporation.

## 3. FUNDS

Funding for all procurement activities is approved by the Corporation through the capital plan, a supplemental appropriation or the operating budgets of each VMS Division, prior to procurement of goods or services.

## 4. COMPETITIVE BIDDING PROCESS

The VMS Purchasing Division carries out a bidding process whether the request is for a service, project or product/equipment. The following steps are taken:

- a. A Purchase Requisition (PR) and a detailed Scope of Work (SOW) are submitted by the requesting VMS Division. The VMS Purchasing Division reviews the SOW and if it requires more detail, it is returned to the requesting VMS Division with questions and comments
- b. The VMS Purchasing Division will incorporate the final SOW into a request for quote (RFQ) for a product, professional services or construction services, together with brief information about the Laguna Woods Village, insurance requirements, a pre-bid meeting date and the deadline for submitting proposals/bids. The RFQ is sent to a minimum of three (3) qualified vendors/contractors or may be widely advertised to obtain bids. Vendors shall be qualified by a process which will include researching the company for history, size, licensing, and references.

- c. When the proposal/bids are received, VMS will evaluate them to ensure that each bidder meets the SOW and will recommend to the Corporations Committee the best qualified and competitive proposal/bid. If a proposal is submitted late, the VMS Purchasing & Supply Manager along with the requesting VMS Division will determine if the proposal should be accepted in the best interest of the Corporation, and this shall be put in writing.

Exceptions to carrying out the bidding process are when:

- **Single Source (Form)**  
A Single Source procurement is one in which two or more vendors can supply the commodity, technology or perform the services required, but staff recommends one vendor over the others for reasons such as expertise or previous experience with similar contracts.  
  
Upon receipt of a justification which includes price justification to use a single source, Purchasing shall confirm, through a review of the material and appropriate market research, if a single source contract is appropriate. This form shall be signed by the VMS Department Director, the CEO, and the VMS Purchasing & Supply Manager.
- **Sole Source (Form)**  
A Sole Source procurement is one in which only one vendor can supply the product, commodities, technology or perform the services required by an agency.  
  
Upon receipt of a justification to use a sole source, Purchasing shall confirm, through a review of the material and appropriate market research, if a sole source contract is appropriate. This form shall be signed by the VMS Department Director, the CEO, and the VMS Purchasing & Supply Manager.
- The cost of an item, service or project does not exceed the Minor Project Limit amount listed in the Appendix, unless required by the VMS Purchasing & Supply Manager.
- A current material trade agreement or annual service contract is expiring using a proven vendor/contractor and their pricing will not increase and their products will not substantially change. In this case a new contract shall be drafted that addresses the new effective dates.
- Blanket purchase orders: (PO indicates a not-to-exceed amount that does not specify product, quantity or delivery date. Standard Terms and Conditions apply.) Purchase orders that supply products on an as needed or emergency schedule. Blanket orders shall be established with vendors that allow a 30-day payment schedule. The approval levels are per the Appendix.



- Emergency repairs: (1) involving manifest danger to life or property, (2) immediately necessary for the preservation and safety of the physical assets of the Village (3) for the safety of the members and residents or (4) as may be required to avoid the suspension of any necessary services to the residents, may be made irrespective of whether included in the Budget. Notwithstanding the foregoing authority, if at all possible, VMS shall confer immediately with the applicable Corporation and attempt to gain prior written approval regarding every such unbudgeted expenditure and suspension of service and in any event shall provide a written report regarding the same within forty-eight (48) hours of such emergency expenditures. The responsible VMS Division with the input from the VMS Purchasing & Supply Manager shall negotiate a price with vendor and that price shall be agreed to in advance of purchases, in writing signed by both parties, in order to have an order of magnitude understanding of the cost associated with that purchase. After damage control is finalized, and further work needed to address the repair that is beyond damage control shall be worked via a bid process or a Single/Sole source justification with the appropriate approval signatures.
- Change Order to an existing contract, shall be made per the Corporations-adopted Contract Change Order Policy attached hereto and made a part hereof.

## 5. AWARD PROCESS

- After proposal/bids are received for One-Time Large and Annual Program Projects, they shall be opened, and analyzed by VMS, a detailed Contract Award report will be prepared for the appropriate Corporation and Committee as outlined in the Corporations Contracts Responsibility Matrix. The Contract Award report will be prepared by the VMS Division overseeing the services to be contracted for, and shall include a comparison spreadsheet listing all the proposals/bidders; a description of the services to be contracted for; and VMS's recommendations.
- After proposal/bids are received for Annual Maintenance and Small Projects, they shall be opened, and analyzed by VMS, a detailed Contract Award report will be prepared for the appropriate VMS Division review and recommendation for award.
- Third party agreements for goods and services shall be for a term for one year, unless the contract is terminable by any party at the end of any one year period or unless such a contact has been authorized by the board.

## 6. CONTRACTS

Following the competitive bidding process, the parties enter into an agreement or Contract. The process and documents differ between product and services:

- Trade Agreements

- Supply item:

VMS Purchasing Division uses the Purchase Requisition (PR) to create a Purchase Order (PO) and then forwards it to the vendor. A detailed description, quantity and unit price for each product being ordered is required.

- Stock item:

A Trade Agreement is written and after execution the VMS Warehouse Division creates purchase requisitions when the stock items are required. The requisitions are approved by the VMS Warehouse Supervisor and the items ordered by the VMS Purchasing Division.

- b. Annual service:

An annual contract is written for the service and when executed a Purchase Order from the requisition is generated to enable payment through the accounting system. The Purchase Orders shall not exceed the total amount listed in the approved annual contract. Annual contracts are not-to-exceed contract amounts and do not require a requisition to establish a contract with the vendor.

Annual contracts may be for one or more years in duration, and unit prices must be competitively verified at least every three years. A detailed description, quantity and unit price for each product or service being ordered is required with the Annual Terms and Conditions and other applicable exhibits made a part of.

- An **Annual Program Contract** is a contract between the Corporation and a vendor for one or more years to provide services on an on-going basis that is for a program that VMS has received direction to accomplish from the Corporations. Program contracts can exist for Architects, Engineers, Sidewalks, Roofing, Plumbing programs such as waste lines; water lines; water heaters, etc.. This type of contract requires Committee and Board review. The completed contract is sent to the contractor and then to the Corporation for signature by two officers.
- An **Annual Maintenance Contract** is a contract between the Corporation and a vendor for one or more years to provide services on an on-going, on-call, urgent or emergency basis that is for the maintenance of the facilities within Laguna Woods Village. Maintenance contracts can exist for Architects, Engineers, Title Search, Concrete, Asphalt, Locksmith, Towing, Hotels, Catering, Portable Toilets, Trash Bins, Vehicle Repairs, Pest Contractor, Pool Maintenance, Landscaping, Information Technologies and building repairs, etc. This type of contract does not require Committee or Board review. The completed contract is sent to the contractor and then to the Corporation for signature by two officers.

Common parts of an annual contract span across all needs. A program or maintenance contract shall show the expectations, requirements and hourly/unit prices for the duration of that contract as defined by the dates shown in the contract.

A Purchase Order (Work Order) will be generated by the Work Center that will direct the vendors to proceed with the work under Annual Contracts. The PO/Work Order shall reference the scope of work, the annual contract, the unit prices or the bidding for the intended work. The PO amount shall not exceed the total amount listed in the approved annual contract. If the cumulative amount of the contract is needed, a change order is required to be approved by the Corporation.

- c. Equipment: Equipment for new, repair or replacement is processed in the ERP system except when installation is required. Installation by a vendor who performs work on Laguna Woods Village property must meet the Insurance requirement and therefore requires a contract for the work with the Standard Terms and Conditions and other applicable exhibits made a part of.
- d. A One-Time Contract is based on a specific project that is as directed by the responsible Corporation. Processed from the Scope of Work to the Request for Quote, to the award and finally to the contract. The one-time contracts cover all items requiring installation where the vendor is required to come on Village property to perform the work. Standard Terms and Conditions apply and other applicable exhibits made a part thereof. Signature limits are applicable as defined in the Purchasing Policy Appendix.
- e. Projects
  - Minor project:

The VMS Purchasing Division obtains, from the requesting VMS Division, approval of the contractor and its value. The VMS Purchasing & Supply Manager then adds conditions to the purchase requisition, then approves the Purchase Requisition and the VMS Purchasing Division generates a Purchase Order after all requirements are met. The final PO is forwarded to the contractor. Amount is defined in the Purchasing Policy Appendix.
  - Small Project:

The VMS Purchasing Division obtains approval of the contractor and value from the requesting VMS Division in writing and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/bidding process. The completed contract is signed by the contractor then by the VMS CEO, or the designated VMS Department Director, or the VMS Purchasing & Supply Manager. Amount is defined in the Purchasing Policy Appendix.
  - Large Project:

The VMS Purchasing Division obtains approval of the contractor and value from the applicable Corporation Committee via the requesting VMS Division and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/bidding process. The completed contract is signed by the contractor then by two Officers of the applicable Corporation. Amount is defined in the Purchasing Policy Appendix.

- Very Large and Special Projects

The VMS Purchasing Division obtains approval of the contractor and value from the applicable Corporations via the requesting VMS Division and a contract is written for the work. The contract SOW is copied from the RFQ with any changes that occurred during the proposal/ bidding process. The completed contract is signed by the contractor and then by two Officers of the applicable Corporation. Amount is defined in the Purchasing Policy Appendix.

Any GRF purchases per the Trust Agreement for Very Large Projects require Corporate Member approval. The completed contract is signed by the contractor then by two GRF Officers.

f. Leasing;

A GRF Leasing Agreement for property is for one year per the Trust Agreement and forwarded to GRF for signature by two officers.

Other Leasing Agreements may be made for more than one year and will be forwarded to the Corporation for signature. Examples are Copier Equipment, Golf Carts and other agreements that the leasing Vendor requires to be executed on their forms. Leases shall be signed by the applicable Corporation President.

g. The VMS Purchasing Division will assist the requesting VMS Division to cancel a contract or produce written warnings to a contractor.

h. Legal Review. Non-standard contracts will be forwarded by the VMS Purchasing & Supply Manager to Corporation legal counsel for their legal review and advice. Legal review is required for specialty contracts related to the streaming industry to ensure compliance with industry practices and applicable law. Results to be forwarded by the VMS Purchasing & Supply Manager to the Corporation President for disposition.

Legal Review Checklist: Verify the following as a minimum;

- i. Parties: Legal names and addresses
- ii. Purpose of Scope: Covers all aspects of the work to be performed
- iii. Definitions: Ensure consistency and clarity
- iv. Terms and Conditions: Evaluate the specific terms and conditions of the contract including payment terms, delivery schedules, performance obligations, and any specific provisions related to termination, renewal, or amendment.
- v. Consideration: Confirm each party is providing something of value in exchange for the obligations outlined in the agreement.
- vi. Legal compliance: Complies with all relevant laws
- vii. Representations and Warranties
- viii. Indemnification and Liability
- ix. Confidentiality and Non-disclosure
- x. Intellectual Properties
- xi. Dispute Resolutions
- xii. Governing Law and Jurisdiction
- xiii. Force Majeure

- i. Standard Terms and Conditions included in the contracts have been approved by legal counsel and are identified as follows;
    - i. Standard Terms and Conditions
    - ii. Annual Contract Terms and Conditions
    - iii. Consultant Contract Terms and Conditions
  - j. Industry specific television programming contracts are exceptions to this Purchasing Policy, however, specialty contracts written to facilitate the operations and relationships within the streaming industry are not exempt from this policy.
  - k. Standard or Capital purchases are submitted to the Corporation for approval per the attached Appendix.
7. Certain purchases made by VMS are considered employee related and are appropriate for DIRECT PAYMENT and may be excluded from competitive sourcing, requisition and purchase order requirements. Appropriations needed for these services have already been allocated through the annual budgeting process. These include the following:

- Casualty and Property Insurance (approved by Corporation)
- Community Sponsored Functions (entertainers, caterers)
- Debt Service Payments
- Employee Benefits/Contracts with Third Parties for Payroll Deductions i.e. Life, Health and Dental Insurance, 401K contributions, Pension payments, EAP
- Investments (approved by Corporation)
- Legal Fees (approved by Corporation)
- Memberships, Dues, Subscriptions, Publications
- Permits
- Postage
- Recording Fees
- Recreation Services (instructors, entertainers, caterers)
- Retirement Plan Contributions
- Section 457 (Deferred Compensation) Contributions
- Services Procured with non-Corporation Funds (Developer Deposits, etc.)
- Staff Support
- Tax Withholding Payments
- Training, Seminars and Travel Expenses
- Unemployment Compensation
- Utilities
- Vehicle Licensing

8. CHANGE ORDERS TO CONTRACTS

Per the Corporations-adopted Change Order Policy. Attached hereto and made a part hereof.

## 9. VEHICLE PURCHASES

The Mobility & Vehicles Committee will approve the specifications annually for all vehicles intended for purchase throughout the year. Upon approval, the VMS Transportation Division will submit requisitions for the Vehicle purchases in the ERP system. Upon electronic approval, vehicles may be purchased by way of a cooperative purchasing program that manages the specification requirements and offers VMS easy access to an established network which offers competitive rates and faster procurement or other more competitive resources. The VMS Transportation Division Director will keep the Mobility & Vehicles Committee updated on fleet status.

## 10. GLOSSARY

Definitions of words used in this Policy

**Contractor:** This references entities with contracts that include labor and materials to be provided to the Corporation

**Corporation:** Includes one or more of the managing entities for Laguna Woods Village;

- The Golden Rain Foundation of Laguna Woods, Inc. as acting Trustee of the Golden Rain Foundation Trust, established March 2, 1964 as amended
- Third Laguna Hills Mutual
- United Laguna Woods Mutual

**ERP:** Enterprise Resource Planning

**GRF:** Golden Rain Foundation

**Non-standard Terms and Conditions:** Any contract that contains terms and conditions which are not included under the Corporations standard form contracts

**PR:** Purchasing Request

**PO:** Purchase Order

**RFQ:** Request for Quote

**SOW:** Scope of Work

**Vendor:** Any entity with a vendor number in the ERP. Includes, but not limited to, material suppliers, contractors, delivery companies, engineers and professional services, service companies.

**VMS:** Village Management Services, Inc., an Agent of the Corporation

**Work Order:** Authorization to proceed with work in the Village.

PURCHASING POLICY APPENDIX

Minor Project .....	Under \$10,000
Small Project .....	\$10,000-\$35,000
Large Project .....	\$35,000-\$500,000
Very Large and Special Projects .....	Over \$500,000
Standard or Capital Purchases GRF Board ...	Over \$35,000
Blanket PO Authority .....	Up to \$10,000
Blanket PO Authority VMS Director .....	Over \$10,000





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

Monday, October 23, 2023 – Following  
Purchasing Task Force Presentation Scheduled at 9:30 a.m.  
Laguna Woods Village Community Center Board Room

- DIRECTORS PRESENT:** Alison Bok – President, Mickie Choi Hoe, Maggie Blackwell, Anthony Liberatore, Thomas Tuning, Nancy Carlson, Georgiana Willis
- DIRECTORS ABSENT:** Sue Quam, Pearl Lee, Vidya Kale
- STAFF PRESENT:** Steve Hormuth, Erika Hernandez
- OTHERS PRESENT:** None.

**Call to Order**

President Alison Bok, President, chaired the meeting and called it to order at 10:55 a.m.

**Approval of Agenda**

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

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

None.

**Entertain a Motion to Accept the Purchasing Policy (Revision 2023)**

The Board of Directors were presented with a 2023 revision of the Purchasing Policy to review and discuss. A motion was made and moved by Director Maggie Blackwell to accept the Purchasing Policy as presented. Director Mickie Choi Hoe seconded. The motion passed unanimously.

**Director Comments**

None.

**Adjournment**

The meeting adjourned at 11:09 a.m.

  
Alison Bok (Jan 29, 2024 12:38 PST)

Alison Bok, President

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## **RESOLUTION 01-24-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-409-02; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, February 13, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-409-02 and;

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

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## **RESOLUTION 01-24-XX**

### **United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, February 13, 2024, 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~~  
Anthony Liberatore  
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 (Chair)  
Georgina Willis

**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 01-23-69, adopted December 12, 2023, is hereby superseded and canceled.

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

**ENDORSEMENT (to Board)**

**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.

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## STAFF REPORT

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

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### **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

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## **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.

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## 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

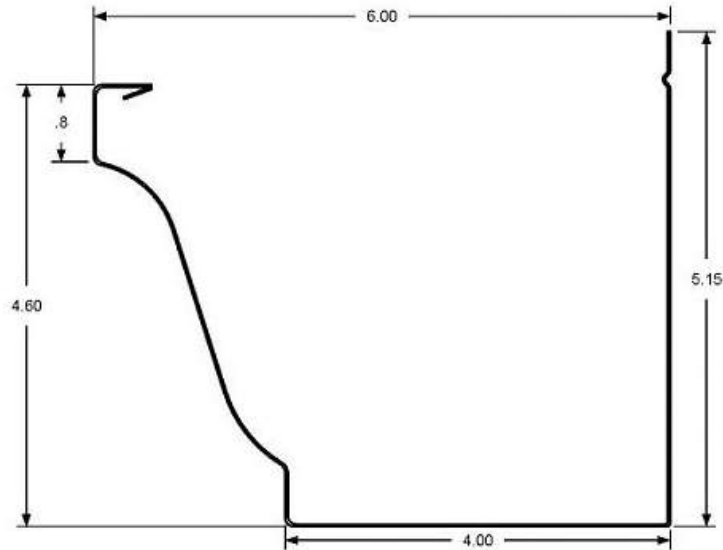
REVISED [DATE], RESOLUTION 01-XX-XX

### 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 damagers to roof or fascia. Drywells must be five feet away from buildings, if possible.~~

~~**2.112.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.~~

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## **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

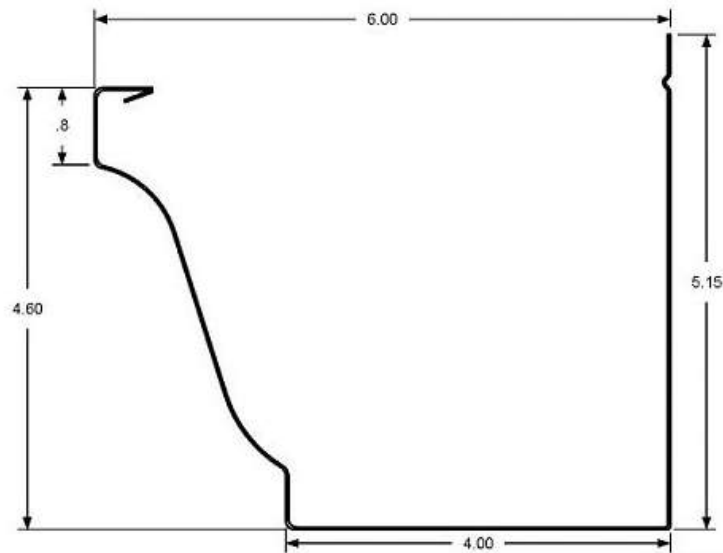
REVISED [DATE], RESOLUTION 01-XX-XX

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** Gutters shall be installed per industry standards and 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.
- 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: 28- day notification for member review and comments to comply with Civil Code §4360 has been satisfied.**

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## **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.

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## STAFF REPORT

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

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### **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 devices 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 Unit responsible 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 of would be paid for by United ULWM.
  - 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.

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

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## STAFF REPORT

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**DATE:** February 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** 2024 Inspector of Election Services

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### **RECOMMENDATION**

Appoint UniLect Corporation as the Inspector of Election for the United 2024 Election of Directors.

### **BACKGROUND**

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

UniLect was appointed as Inspector of Election for the 2019 annual election. UniLect has proven expertise with homeowner association elections and Davis-Stirling Act compliance. Based on the firm's satisfactory performance during the 2023 cycle, it is recommended that the board appoint UniLect Corporation to serve again as Inspector of Election in 2024.

### **DISCUSSION**

UniLect Corporation is recommended to serve as Inspector of Elections for the 2024 annual election. Based on the firm's performance during the 2019, 2020, 2021, 2022 and 2023 elections. UniLect's familiarity with the complexities of the community is invaluable for the stability of the annual election cycle. UniLect Corporation's years of reliable performance for the Mutual, reinforces its value to serve as Inspector of Election in 2024.

Election services were sent out to bid in 2023, to various organizations, including firms that are members of the Community Associations Institute (CAI). Once the scope of was presented, UniLect was the sole company that provided a proposal for services.

**FINANCIAL ANALYSIS**

The proposal submitted by UniLect Corporation for the 2024 Election of the Directors is \$29,980.00, excluding postage, which is a 6% increase above last year. Funding for annual inspector of election services is included in the annual operating budget.

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

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

**ATTACHMENT(S)**

ATT 1: Resolution 01-24-XX, Approve Inspector of Election Services



**RESOLUTION 01-24-XX**

**Approve Inspector of Election Services**

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

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

**NOW THEREFORE BE IT RESOLVED**, February 13, 2024, that due to UniLect Corporation's agreement to conform to the criteria established in the specifications as inspector of election and its familiarity with the Community, the Board of Directors of United Laguna Woods Mutual hereby approves UniLect Corporation to perform inspector of election services for the 2024 Election of Directors; and

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

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**ENDORSEMENT (to board)**

**Approve an updated bench policy for United Mutual.**

Kurt Wiemann, Director of Field Operations, presented a staff report recommending an updated resolution to the current bench policy.

At the January 22, 2024, United Landscape Committee meeting, a motion was made and moved by Director Willis to accept and endorse this recommendation. Director Blackwell seconded and the motion passed unanimously.

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## STAFF REPORT

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**DATE:** February 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Bench Policy

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### **RECOMMENDATION**

Approve an updated bench policy for United Mutual.

### **BACKGROUND**

United Mutual passed Resolution 01-12-34 on February 14, 2012 (Attachment 1). This resolution provides direction on the style of bench, materials, and attachment requirements.

On January 22, 2024, the United Landscape Committee voted unanimously to recommend the Board approve an updated bench policy.

### **DISCUSSION**

After several requests for new benches, staff has been directed by the United Landscape Committee to develop a policy regarding the placement of benches within United Mutual. The existing bench policy, Resolution 01-12-34, states the type of bench, color, and model of bench, it does not address location, placement, adjacent surfaces or other safety considerations.

In the past, benches installed in United were either installed as part of a landscape upgrade or as a donation. Regardless of the source of the funding for the benches, or the design and appearance of the bench, safety of the residents should be the guiding factor in all bench installations. Staff recommends establishing base criteria for bench locations to ensure safe and comfortable usage of the benches

There is no bench specification for outdoor benches in the Americans with Disabilities Act (ADA), but there are published guidelines from the US Access Board. The recommendations are:

- Benches should have a seat height of 17" to 19" above ground or floor space.
- Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- Seat backs should be provided that extend the full length of the seat.
- Benches should include armrests.

The following recommended guidelines are for benches located within United Mutual and not intended for use as bus benches on fixed bus routes; those benches fall under the jurisdiction of GRF.

All benches should be firmly mounted to concrete to keep them stable should someone lean on the back. This can be accomplished by bolting directly to a walkway or to foundations placed below grade, per the manufacturer's recommendations. All benches should be located on unobstructed, weather resistant, firm, and stable ground. All benches shall have arm rests to assist those with disabilities.

For benches located on paved walkways, the bench should be placed behind the back of the sidewalk. In locations where this is not possible, there should be at least four feet of clear space in front of the bench to allow for pedestrian traffic while someone is seated on the bench and 30 inches on at least one side to permit a wheelchair to sit beside the bench (Attachment 2).

In unpaved areas, such as passive parks and landscaped areas, benches shall be placed where there is clear access to the bench on unobstructed, weather resistant, firm, and stable ground from a paved walkway (Attachment 3). If there is more than one bench in a given area, at least one shall be accessible by wheelchairs.

Benches should be located in shady locations when possible, with a clear line of sight in both directions for safety.

To ensure uniformity throughout the Mutual, staff suggest using Heritage Bench style made of recycled plastic slats in cedar color and a heavy-duty cast aluminum frame, powder coated in black for all benches. This style bench is available through various manufacturers, which help keep costs down. The average price for a 6-foot bench is \$1,200.

Requests for benches, whether to be funded by the Mutual or by donation, shall be accomplished through the Landscape Request Form process. As with other requests, staff would meet with the requestor, ascertain the need and possible locations and prepare a recommendation for consideration by the Landscape Committee. Given the number of factors, actual locations shall be decided on a case-by-case basis by the Committee.

### **FINANCIAL ANALYSIS**

The cost of these benches average \$1,200. The installation cost will vary by location.

**Prepared By:** Megan Feliz, Department Administrative Assistant

**Reviewed By:** Kurt Wiemann, Director of Field Operations

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-12-34  
**Attachment 2:** Paved Bench Diagram  
**Attachment 3:** Unpaved Bench Diagram  
**Attachment 4:** Proposed Resolution 01-24-XX

**RESOLUTION 01-12-34**  
**Bench Policy**

**WHEREAS**, by way of Resolution 01-10-225, the Board of Directors of this Corporation approved the Heritage Bench style made of recycled plastic slats and a heavy-duty cast aluminum frame in green for use exclusively for all Water Wise Gardens (aka Gathering Gardens), and the seat height of the bench shall be at least 18"; and for all other areas the standard style and color for benches donated to the Mutual or purchased by the Mutual shall be the thermoplastic coated metal mesh benches in dark green; and

**WHEREAS**, the Landscape Committee recommended that because of its more desirable qualities in providing attractiveness and comfort, and to provide uniformity within the property owned by the Mutual; that the Heritage Bench style should be the standard bench style in the following all applications:

- Gathering Gardens and landscaped areas
- benches donated to the Mutual and;
- benches purchased by the Mutual with the exception of benches along the street that shall be the thermoplastic coated metal mesh; and

**NOW THEREFORE BE IT RESOLVED**, February 14, 2012, that the Board of Directors hereby approves the Heritage Bench style made of recycled plastic slats and a heavy-duty cast aluminum frame in green for all benches within United Mutual with the exception of benches along the street that shall be the thermoplastic coated metal mesh; and

**RESOLVED FURTHER**, that the seat height of benches shall be at least 18" and the seat shall be between 2 and 10 degrees off of horizontal and there should be a 95-105-degree angle between the seat and the back; and

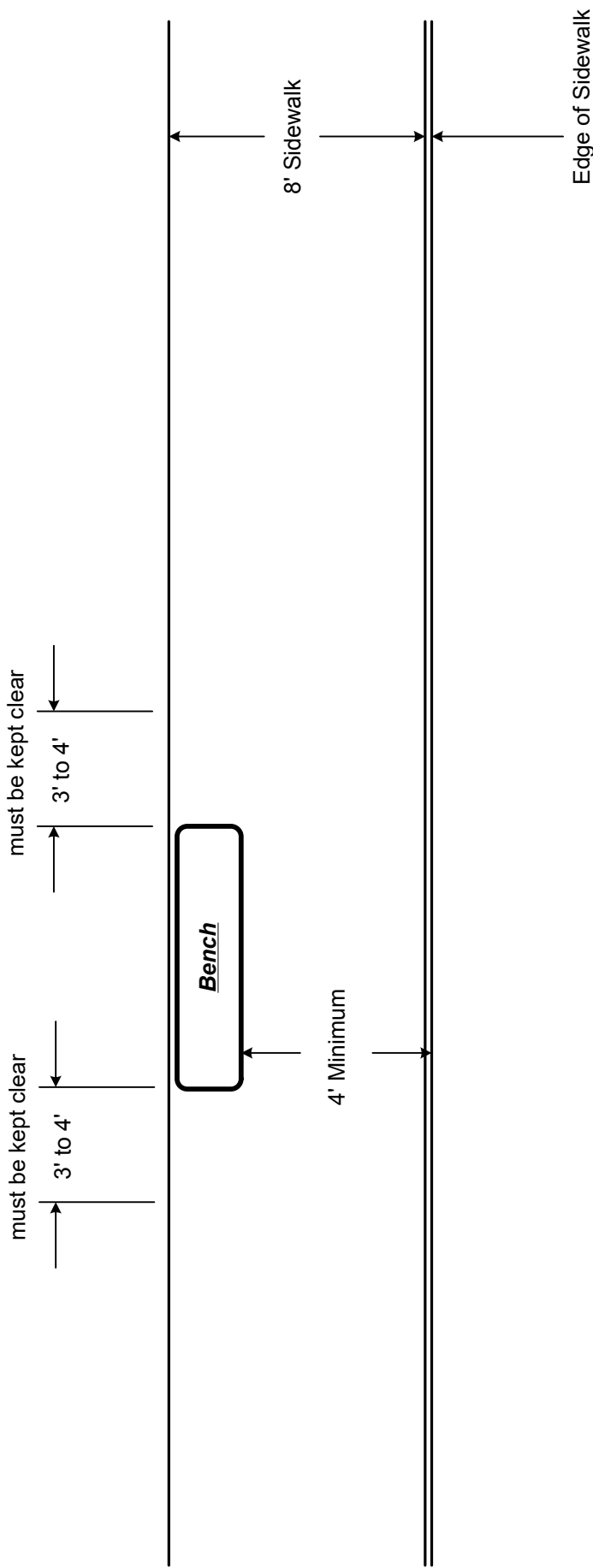
**RESOLVED FURTHER**, that such benches shall be installed on either a concrete pad (if along sidewalk) or on concrete anchors in the grass or other areas (if the location is not along sidewalk); and

**RESOLVED FURTHER**, that for benches donated to the Mutual the cost to purchase and install the bench shall be borne by the donor; and

**RESOLVED FURTHER**, that Resolution 01-10-225, adopted October 22, 2010 is hereby superseded and cancelled; and

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

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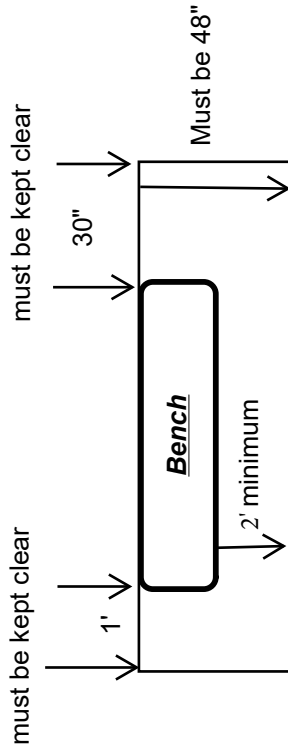


**ADA Bench Guidelines:**

- 1) Benches should have a seat height of 17" to 19" above ground or floor space.
- 2) Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- 3) Seat backs should be provided that extend the full length of the seat.
- 4) Benches should include armrests.
- 5) Mounted on concrete to prevent tripping

**United Bench Placement Guide- Paved**

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**ADA Bench Guidelines:**

- 1) Benches should have a seat height of 17" to 19" above ground or floor space.
- 2) Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- 3) Seat backs should be provided that extend the full length of the seat.
- 4) Benches should include armrests.
- 5) Mounted on concrete to prevent tripping

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**RESOLUTION 01-24-XX**  
**Bench Policy**

**WHEREAS**, Resolution 01-12-34 adopted February 14, 2012 states the type of bench, color, and model of bench; and

**WHEREAS**, the landscape committee recognizes it does not address location, placement, adjacent surfaces or other safety considerations; and

**NOW THEREFORE BE IT RESOLVED**, February 14, 2024, that the Board of Directors of this Corporation introduces the revised Bench Policy which gives guidance and direction on the type of bench, color, and model of bench, request procedure, placement, and safety considerations; and

**RESOLVED FURTHER**, Heritage Bench style made of recycled plastic slats in cedar color and a heavy-duty cast aluminum frame, powder coated in black for all benches. Benches should have the following requirements:

- Benches should have a seat height of 17" to 19" above ground or floor space.
- Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- Seat backs should be provided that extend the full length of the seat.
- Benches should include armrests; and

**RESOLVED FURTHER**, for benches located on paved walkways, the bench should be placed behind the back of the sidewalk. In locations where this is not possible, there should be at least four feet of clear space in front of the bench to allow for pedestrian traffic while someone is seated on the bench and thirty inches on at least one side to permit a wheelchair to sit beside the bench; and

**RESOLVED FURTHER**, in unpaved areas, such as passive parks and landscaped areas, benches shall be placed where there is clear access to the bench on unobstructed, weather resistant, firm, and stable ground from a paved walkway. If there is more than one bench in a given area, at least one shall be accessible by wheelchairs; and

**RESOLVED FURTHER**, seating areas should be shaded, if possible and benches should be anchored to prevent unauthorized movement or theft; and

**RESOLVED FURTHER**, no benches can be donated as a memorial and no plaque maybe placed on them; and

**RESOLVED FURTHER**, requests for benches, whether to be funded by the Mutual or by donation, shall be accomplished through the Landscape Request Form process. As with other requests, staff would meet with the requestor, ascertain the need and possible locations and prepare a recommendation for consideration by the Landscape Committee; and

United Laguna Woods Mutual  
Board of Directors  
February 13, 2024  
Page 5

**RESOLVED FURTHER**, that Resolution 01-12-34, adopted February 14, 2012 is hereby superseded and cancelled; and

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

**FEBUARY 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.**

## **ENDORSEMENT (to Board)**

### **Approve the Urban Forest Management Plan**

On January 15, 2024, there was a Special Open Meeting of the Third Landscape Committee to discuss the Urban Forest Management Plan. The United Board was invited to the meeting. Kanami from Dudek certified arborist was present to help answer any questions. The plan is a species-based tree trimming policy. A motion was made and carried unanimously to recommend the Board approve the Urban Forest Management Plan.

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## STAFF REPORT

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**DATE:** February 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Urban Forest Management Plan

---

### **RECOMMENDATION**

Approve the Urban Forest Management Plan for United Laguna Woods Mutual.

### **BACKGROUND**

On April 12, 2022, The United Board of Directors approved a supplemental appropriation of \$184,760 for tree maintenance services, with approximately \$50,000 to be used for engaging the services of an outside arborist.

On January 15, 2024, the United Landscape Committee voted unanimously to recommend the board approve the Urban Forest Management Plan. The United Landscape Committee held a special open meeting to discuss the plan.

### **DISCUSSION**

United Mutual is responsible for the maintenance of 18,585 trees, with 236 different species. On January 14, 2020, United Mutual Board of Directors approved a species-based tree trimming policy, following years of an unsystematic approach to tree trimming, which has led to inefficiencies, an increased amount of service requests, and storm damage to mutual owned trees. Tree trimming is now performed based on the specific growth rate of each species, ensuring financially efficient methodologies to reduce risk and enhance the beauty of the urban forest.

Tree trimming is just one piece of an efficient, long-term maintenance plan of the mutual tree inventory. Most of the trees in United's urban forest are mature trees, with many of them planted in the late 1960s. The sheer number and variety of trees in United are unique in the region and will require a long-term plan to maintain and manage the trees in the years to come. Taking into consideration the age and condition of the inventory, developing an efficient replanting plan to maintain the inventory, as well as adapting to changes in the environment and the forecasted long-term drought conditions. Creating an Urban Forest Management Plan (UFMP) would accomplish these goals.

The final draft of the United UFMP (Attachment 1) developed a management tool that incorporated residents and committee input toward developing a long-term management plan. Community involvement and education is an important component of a successful UFMP program. Through the eighteen-month process, an ad-hoc committee was created. Four rounds of Committee and community meetings were held, along with consultations with staff regarding existing protocol and policies, and a review the existing inventory database was

conducted. Several draft iterations of the report were reviewed by the landscape and ad-hoc committees, the comments compiled and integrated into the final report.

**FINANCIAL ANALYSIS**

There is no financial impact in approving the UFMP.

**Prepared By:** Kurt Wiemann, Director of Field Operations

**Reviewed By:** Megan Feliz, Landscape Administrative Assistant

**ATTACHMENT(S)**

**Attachment 1:** Urban Forest Management Plan

**Attachment 2:** Resolution 01-24-XX



UNITED LAGUNA WOODS  
MUTUAL

# Urban Forest Management Plan

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**RESOLUTION 01-24-XX**

**Urban Forest Management Plan**

**WHEREAS**, pursuant to the Governing Documents of United Mutual, the Board of Directors is responsible for the management and upkeep of the common areas within, including the landscaping and trees; and

**WHEREAS**, United Mutual has over 18,585 trees with 236 different species, each having different growth rates, water needs, and differing sizes; and

**WHEREAS**, the Mutual adopted Resolution 01-13-17, Five-Year Species-Based Tree Trimming Policy, as the most efficient manner in which to maintain the Mutual's tree inventory and resources; and

**WHEREAS**, tree trimming is just one piece of an efficient, long-term maintenance plan of the mutual tree inventory; and

**WHEREAS**, an effective Urban Forest Management Plan takes into consideration the condition of the inventory, contains an efficient replanting plan to maintain the inventory, as well as adapting to changes in the environment and the forecasted long-term drought conditions; and

**WHEREAS**, the United Mutual Urban Forest Management Plan is a long-term management tool that enables the Board and staff to make effective decisions that will maintain and enhance the beauty and safety of the tree inventory; and

**NOW THEREFORE BE IT RESOLVED**, effective February 13, 2024, that the Board of Directors of this Corporation hereby enacts the United Mutual Urban Forest Management Plan attached to this resolution;

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

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United Laguna Woods Mutual  
Finance Committee  
January 30, 2024

**ENDORSEMENT (to board)**

**Revision to Resale Inspection Fees**

Bart Mejia, Maintenance and Construction Assistant Director, submitted a staff report seeking approval for the revised Resale Inspection Fees set to take effect on March 14, 2024. Director Choi Hoe moved to endorse staff's recommendation and was later approved unanimously by the committee. This will be presented at the subsequent board meeting.

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## STAFF REPORT

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**DATE:** February 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Resale Inspection Fees

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### **RECOMMENDATION**

Approve a resolution to revise the Resale Inspection Fees.

### **BACKGROUND**

The Architectural Control and Standards Committee (ACSC) initiated a review of the current Resale Inspection Fees. The Resale Inspection Fees were last revised in January 2008, via Resolution 01-08-16 (Attachment 1).

### **DISCUSSION**

The attached Resale Inspection Cost Analysis (Attachment 2) shows that the current fee structure for resale inspections does not fully cover the costs to perform said inspections. Staff proposes a revised fee structure that not only recovers the cost for time staff spends processing these inspections but allows for the flexibility to not charge for final inspections, if during the first inspection it is determined that there are no member corrections or deficiencies.

On January 18, 2024 the ACSC reviewed and voted unanimously to recommend the board approve the proposed Revised Resale Inspection Fees.

On January 30, 2024 the Finance Committee reviewed and voted unanimously to recommend that the Board of Directors approve revising the Resale Inspection Fees in United Mutual.

### **FINANCIAL ANALYSIS**

It is anticipated that if the revised resale inspection fees are approved and become effective on March 12, 2024, the revenue to the mutual will increase by approximately \$78,000 from \$38,000 to \$116,000 based on an estimated 255 inspections from 3/12/24 to 12/31/24.

**Prepared By:** Alan Grimshaw, Manor Alterations Manager

**Reviewed By:** Baltazar Mejia, Maintenance & Construction Assistant Director  
Gavin Fogg, Manor Alterations Supervisor  
Steve Hormuth, Financial Services Director

### **ATTACHMENT(S)**

Attachment 1 – Current Resolution 01-08-16  
Attachment 2 – Resale Inspection Cost Analysis  
Attachment 3 – Revised Resolution 01-24-XX

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**RESOLUTION 01-08-16**

**WHEREAS**, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the Mutual's financial responsibility; and

**WHEREAS**, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associates with the transactions;

**NOW THEREFORE BE IT RESOLVED**, January 8, 2008 that the Board of Directors of this Corporation hereby increases the Resale Inspection Fee from \$80 to \$150; and

**RESOLVED FURTHER**, that such fee shall be charged as follows: \$90 for the first inspection, \$60 for the final inspection, if necessary, and each charge will be billed separately; and

**RESOLVED FURTHER**, that the first inspection portion of the fee will be billed as a chargeable service to the seller upon completion of the first inspection, and the final inspection portion of the fee will be collected through escrow upon closing; and

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

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UNITED LAGUNA WOODS MUTUAL

Cost Analysis

UNITED RESALE INSPECTION & REPORT FEES CURRENT & PROPOSED			
		<b>Current Fees</b>	
Current Fees: \$150		\$	38,250
Current Fee is as follows:			
1st Inspection: \$90		\$	22,950
Final Inspection \$60		\$	15,300
Anticipated resale inspections (from 3/12/24 -12/31/24)	255		
<b>1st Inspection Costs:</b>			
	2024 Bill Rates	Hrs.	Total
Initial Request for Inspection	\$ 41.92	0.5	\$ 20.96
Research of Manor	\$ 41.92	1.5	\$ 62.88
Assembly of Archive & Material	\$ 41.92	0.5	\$ 20.96
Generate Packet	\$ 41.92	0.25	\$ 10.48
Schedule Inspection	\$ 41.92	0.2	\$ 8.38
Appliance Confirmation Field Work	\$ 41.92	0.5	\$ 20.96
Appliance Updates and Archives Inspection	\$ 41.92	1	\$ 41.92
Prepare Draft Report	\$ 41.92	1	\$ 41.92
Final First Inspection Report	\$ 41.92	0.75	\$ 31.44
Report Issuance	\$ 41.92	0.2	\$ 8.38
Misc. Calls and Coordination	\$ 41.92	0.5	\$ 20.96
			<b>\$ 352.13</b>
		<b>Proposed Fee (1st Inspection):</b>	<b>\$353.00</b>
<b>Re-Inspection Costs</b> (to be charged when a Final Inspection is requested and it does <b>not</b> pass):			
	2024 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Inspection	\$ 41.92	0.75	\$ 31.44
Inform Member of Failed Inspection	\$ 41.92	0.1	\$ 4.19
			<b>\$ 56.59</b>
		<b>Proposed Fee (Re-Inspection):</b>	<b>\$ 57.00</b>
<b>Final Inspection Costs:</b>			
	2024 Bill Rates	Hrs.	Total
Request for Final Inspection	\$ 41.92	0.5	\$ 20.96
Final Inspection	\$ 41.92	0.75	\$ 31.44
Prepare Final Inspection Report	\$ 41.92	1	\$ 41.92
Report Issuance	\$ 41.92	0.2	\$ 8.38
			<b>\$ 102.70</b>
Anticipated resale inspections (from 3/12/24 -12/31/24)	255	<b>Proposed Fee (Final Inspection):</b>	<b>\$103.00</b>
Resales Inspections Projected Annual Revenue:		<b>\$</b>	<b>116,280.00</b>
Resales Inspections Projected Annual Revenue Increase:		<b>\$</b>	<b>78,030.00</b>

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**RESOLUTION 01-24-XX**  
**REVISED RESALE INSPECTION FEES**

**WHEREAS**, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the mutual's financial responsibility; and

**WHEREAS**, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associated with the transactions;

**NOW THEREFORE BE IT RESOLVED**, March 12, 2024, the Board of Directors of this Corporation hereby revises the Resale Inspection Fees as follows:

First Inspection	\$353
Re-Inspection (if required)	\$ 57
Final Inspection (if required)	\$103

**RESOLVED FURTHER**, that each charge will be billed separately; and

**RESOLVED FURTHER**, that when a progress inspection is requested or when a request for final inspection fails, the Member will be charged a re-inspection fee; and

**RESOLVED FURTHER**, no fee will be charged for a final inspection if, after the first inspection, it is determined that there are no corrections for the member to complete prior to the close of escrow; and

**RESOLVED FURTHER**, that the first inspection portion of the fees will be billed as a chargeable service to the seller upon completion of the first inspection, and the re-inspection and final inspection portion of the fee will be collected through escrow upon closing; and

**RESOLVED FURTHER**, Resolution 01-08-16 adopted January 08, 2008, 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.

**FEBRUARY 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.

United Laguna Woods Mutual  
Finance Committee  
January 30, 2024

**ENDORSEMENT (to board)**

**Approve and Endorse a Supplemental Appropriation to Replace Benches on Friendship Walk**

Kurt Wiemann, Field Operations Director, proposed a staff report seeking approval for a \$8,661 supplemental appropriation from the United Reserve Fund. This funding is designated for replacing seven benches along the Friendship Walk. Director Choi Hoe moved to endorse and approve the staff's recommendation.

The motion passed unanimously and will be presented at the upcoming board meeting.

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## STAFF REPORT

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**DATE:** February 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Replacement of Benches on Friendship Walk

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### **RECOMMENDATION**

Approve a supplemental appropriation in the amount of \$8,661 from the United Reserve Fund to finance the replacement of seven benches located along Friendship Walk.

### **BACKGROUND**

On February 14, 2012, the Board of Directors approved the installation of seven Heritage Style Benches along Friendship Walk in United Mutual to coincide with a completed landscape renovation project (Attachment 1).

On December 11, 2023, the United Landscape Committee voted unanimously to recommend the Finance Committee and board approve a supplemental appropriation in the amount of \$8,661 to replace seven benches located along the Friendship Walk.

On January 30, 2024 the United Finance Committee voted to recommend the Board approve the supplemental appropriation to fund the replacement of seven friendship walk benches.

### **DISCUSSION**

The benches originally installed in 2012 were composed of green recycled plastic-coated cast-iron frames, with wooden slats. Since the installation, the iron has rusted and the green paint is peeling off of the frames. This damage is not aesthetically pleasing, and the decaying poses a potential threat to the structural integrity of the benches long-term (Attachment 2).

Staff obtained a quote from Kings River Casting, Inc. to replace the existing benches with seven new benches composed of oak wooden slats and electrostatic powder coated iron frames. The longevity of these benches, due to the change in material used, is expected to last much longer than the current benches (Attachment 3).

Staff is recommending the approval of an unbudgeted expense in the amount of \$8,661 to purchase seven benches from Kings River Casting, Inc. with installation to be completed by the General Services Department (Attachment 4). The \$876 cost for the installation is included in the 2024 General Services Department operating budget.

### **FINANCIAL ANALYSIS**

The cost to purchase the new benches is \$8,661. The supplemental appropriation in the amount of \$8,661 from the United Reserve Fund will fund the purchase of the seven benches. The \$876.28 cost for installation is included in the 2024 General Services operating budget.

**Prepared By:** Megan Feliz, Department Administrative Assistant

**Reviewed By:** Kurt Wiemann, Director of Field Operations

Robert Carroll, Director of General Services

**ATTACHMENT(S)**

**Attachment 1:** Original Staff Report and Resolution 01-12-48

**Attachment 2:** Photographs

**Attachment 3:** Quote from Kings River Casting, Inc.

**Attachment 4:** Resolution 01-24-XX



**RESOLUTION 01-12-48**

**Friendship Walk Benches**

**WHEREAS**, as a way to upgrade the area and to coincide with a completed landscape slope renovation project, the Landscape Committee recommends the installation of seven new benches in designated locations along Friendship Walk;

**NOW THEREFORE BE IT RESOLVED**, February 14, 2012, that the Board of Directors of this Corporation hereby agrees to install seven Heritage Style Benches along Friendship Walk at an estimated cost of \$5,250 from the Replacement Fund; and

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

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Kings River Casting, Inc.

# Quotation

[Redacted]

Date	Estimate #
9/12/2023	1463

Bill To:

[Redacted]

Ship To:

92656

Lead Time	Terms	Quoted By	FOB	P.O. Number	Project
6-8 Weeks	CBD	TH	Sanger		
Description			Qty	Rate	Total
IVSBP 60-OAK IRON VALLEY SLATTED Bench 60"L OAK Slats FRAME (Stock)			7	1,062.00	7,434.00T
Freight Prepay & Add Ship Assembled				650.00	650.00
Signature _____					

Please sign/date and email back to place order	This quote is valid for 30 Days	<b>Subtotal</b>	\$8,084.00
		<b>Sales Tax (7.75%)</b>	\$576.14
		<b>Total</b>	\$8,660.14

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## **RESOLUTION 01-24-XX**

### **Replacement of Benches at Friendship Walk**

**WHEREAS**, February 14, 2012, the Board of Directors approved the installation of seven Heritage Style benches along Friendship Walk at an estimated cost of \$5,250 from the Replacement Fund; and

**WHEREAS**, due to the materials of the benches being recycled plastic and green aluminum, they have begun decaying over time; and

**WHEREAS**, the rust and decay pose a threat to the structural integrity of the current benches;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2024, that the Board of Directors of this Corporation hereby agrees to replace the seven benches with Oak Iron Valley Slatted benches purchased from Kings River Casting, Inc. in the amount of \$8,661 from the Reserve Fund and to be installed by the General Services Department; and

**RESOLVED FURTHER**, that Resolution 01-12-48 is hereby canceled and replaced by this resolution; and

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

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**STAFF REPORT**

**DATE:** February 13, 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 November 2023 to January 2024:

<b>Type of Allegation</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>
Abandoned Vehicle:	8	5	6
Alteration Maintenance:	14	14	13
Alteration Standards:	24	13	16
Animal Nuisance:	26	21	22
Clutter:	125	150	120
<i>Balcony Clutter:</i>	12	12	13
<i>Breezeway Clutter:</i>	27	33	22
<i>Carport Clutter:</i>	45	58	28
<i>Common Area Clutter:</i>	22	25	35
<i>Interior Clutter:</i>	8	8	5
<i>Patio Clutter:</i>	11	14	17
Delinquencies:	32	21	32
Illegal Occupancy:	27	28	18
Landscape:	17	16	18
Maintenance:	18	20	15
Nuisance:	19	25	21
Real Estate Signage:	3	4	2
Smoking Policy:	3	3	2
Traffic Violations:	9	9	5
Vehicle Oil:	1	1	0
<b>Total Number of Cases:</b>	<b>326</b>	<b>330</b>	<b>290</b>

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

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## Treasurer's Report for February 13, 2024 Board Meeting

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**SLIDE 1** – Through the reporting period of **December 31, 2023**, total revenue for United was \$51,917K compared to expenses of \$54,211K, resulting in net expense of (\$2,294K).

**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 (\$651K) through the reporting period. This chart shows how much of our revenue went into operations, with \$23,718K coming in from assessments and \$1,897K coming from non-assessment revenue. This is compared to operating expenditures of \$26,266K (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 worse than budget by (\$558K) when combining all funds.

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

**Employee Compensation \$1,387K;** Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, tree maintenance, plumbing, manor alterations, 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 \$544K;** Favorable variance resulted from higher rates of return received on treasury bill and CD investments than anticipated at the time of budget preparation.

**Fees and Charges \$225K;** Favorable variance due to recorded revenue of backlogged damage restoration cases. All cases with determination hearings in 2023 were accrued in 2023. The variance was partially offset by less M&C related chargeable services in Manor Alterations and Carpentry. There were less asbestos cleanups and less after-the-fact mutual consent permit fines for asbestos cleanups than prior years. Additionally, there were less resident requests for carpentry related chargeable work than planned.

**Insurance (\$355K);** Unfavorable variance due to higher property insurance premiums than anticipated upon renewal on 10/1/23, which was in effect for 3 months of 2023.

**Outside Services (\$1,951K);** Unfavorable variance primarily in the M&C and Landscape departments. In M&C, there were more moisture intrusion events caused by rain and plumbing leaks than anticipated at the time of budget preparation. Rainfall was higher in 2023 than its average for the preceding 5 years. Additionally, there were more resident calls for service for general plumbing repairs



## Treasurer's Report for February 13, 2024 Board Meeting

and maintenance than anticipated at the time of budget preparation. Landscape

contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.

**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$2,592K. Revenue is organized by category, starting with our largest revenue generating category: Fees and Charges, followed by Investment Income, Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$54,211K, showing that our largest categories of expense are for Property Tax and Employee Compensation followed by Outside Services, Insurance, Utilities, 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 December 31, 2023 was \$1,190K. Contributions collected totaled \$76K with no expenditures to date. The Reserve Fund balance on December 31, 2023 was \$15,604K. Contributions and investment revenue collected totaled \$12,548K while expenditures were \$13,654K.

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

**SLIDE 10** – We have a slide here to show resale history from 2021 - 2023. Through December 31, 2023, United resales totaled 340, which is 71 resales lower than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$357K, which is \$1K more than the prior year for the same time period.

# Financial Report

Preliminary as of December 31, 2023



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$49,325
Non-assessment Revenue	\$2,592
Total Revenue	\$51,917
Total Expense	\$54,211
Net Revenue/(Expense)	(\$2,294)

# Financial Report

Preliminary as of December 31, 2023



OPERATING ONLY INCOME STATEMENT <sup>1</sup> (in Thousands)	ACTUAL
Assessment Revenue	\$23,718
Non-assessment Revenue	\$1,897
Total Revenue	\$25,615
Total Expense <sup>1</sup>	\$26,266
Operating Deficit	(\$651)

1) Excludes depreciation

# Financial Report

Preliminary as of December 31, 2023



UNITED LAGUNA WOODS  
MUTUAL

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$49,325	\$48,297	\$1,028
Non-assessment Revenue	\$2,592	\$1,931	\$661
Total Revenue	\$51,917	\$50,228	\$1,689
Total Expense	\$54,211	\$51,964	(\$2,247)
Net Revenue/(Expense)	(\$2,294)	(\$1,736)	(\$558)

# Financial Report

Preliminary as of December 31, 2023



Employee Compensation

**\$1,387K**

Investment Income

**\$544K**

Fees and Charges to Residents

**\$225K**

Insurance

**(\$355K)**

Outside Services

**(\$1,951K)**

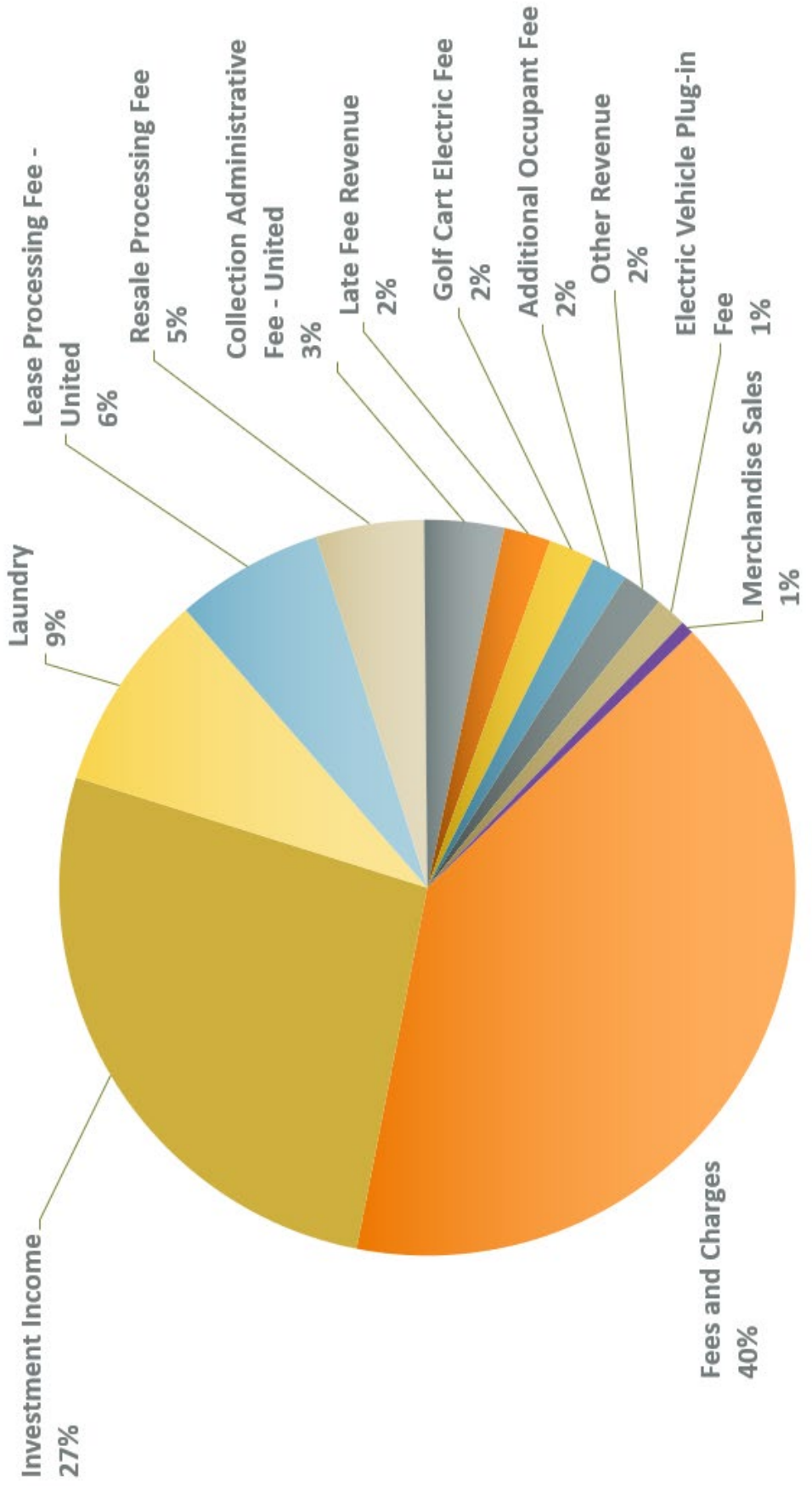
■ Unfavorable ■ Favorable



# Financial Report

Preliminary as of December 31, 2023

## Total Non Assessment Revenues \$2,591,880



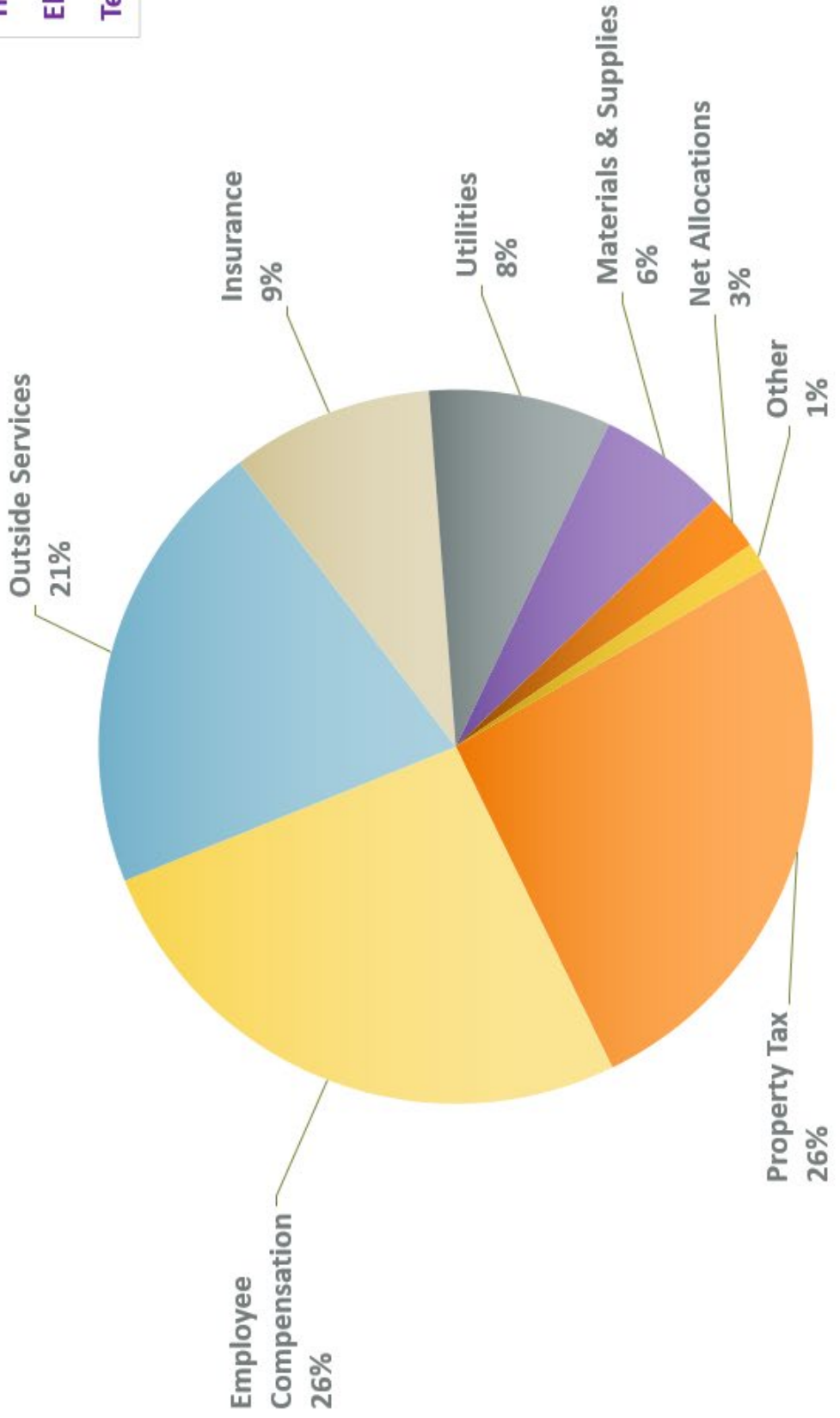
# Financial Report

Preliminary as of December 31, 2023



UNITED LAGUNA WOODS  
M U T U A L

**Total Expenses \$54,210,959**



Sewer	\$1,569,662
Water	\$1,876,020
Trash	\$806,391
Electricity	\$224,439
Telephone	\$1,524

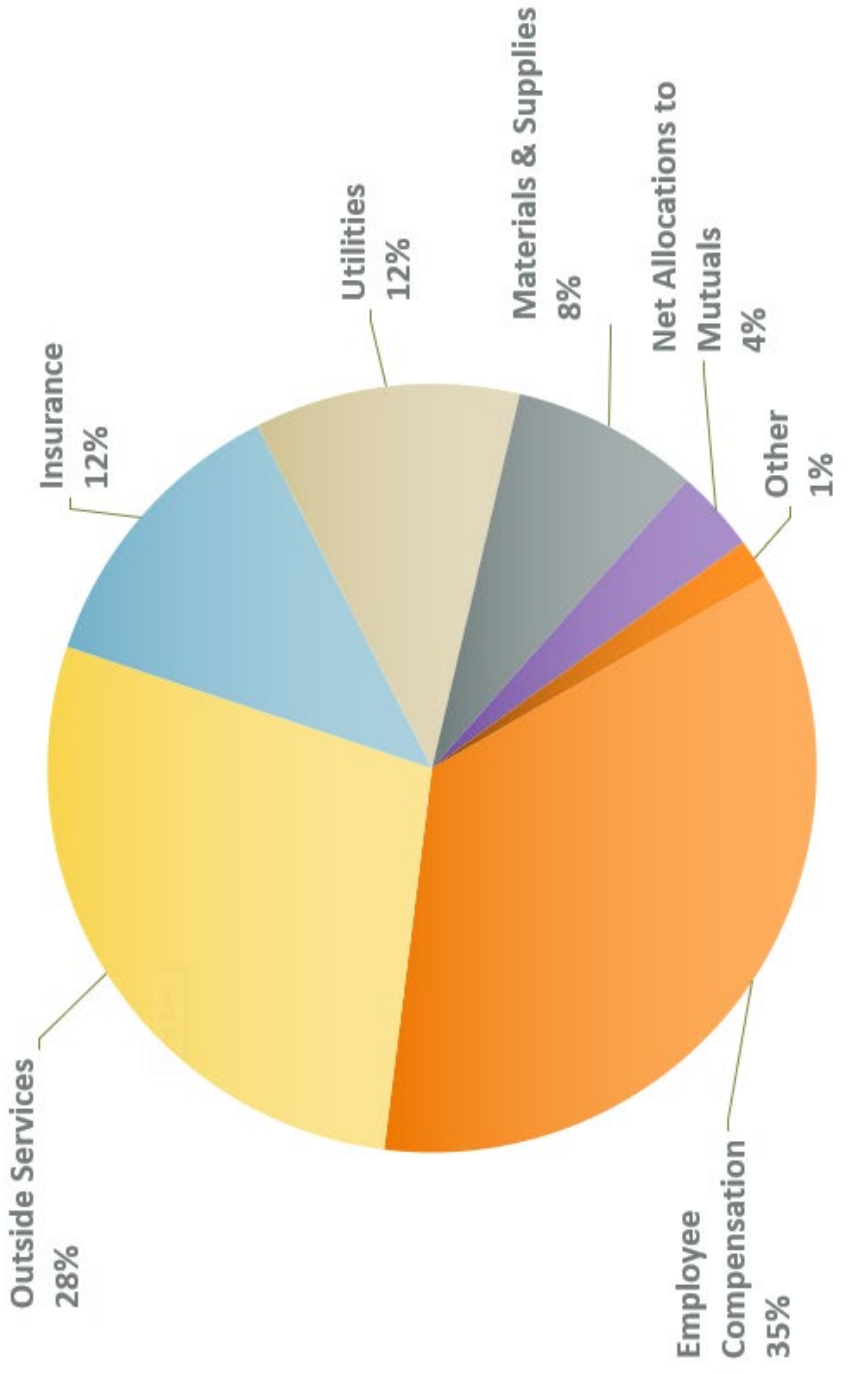


# Financial Report

Preliminary as of December 31, 2023



## Total Expenses Excluding Property Tax \$40,059,278



# Financial Report

Preliminary as of December 31, 2023

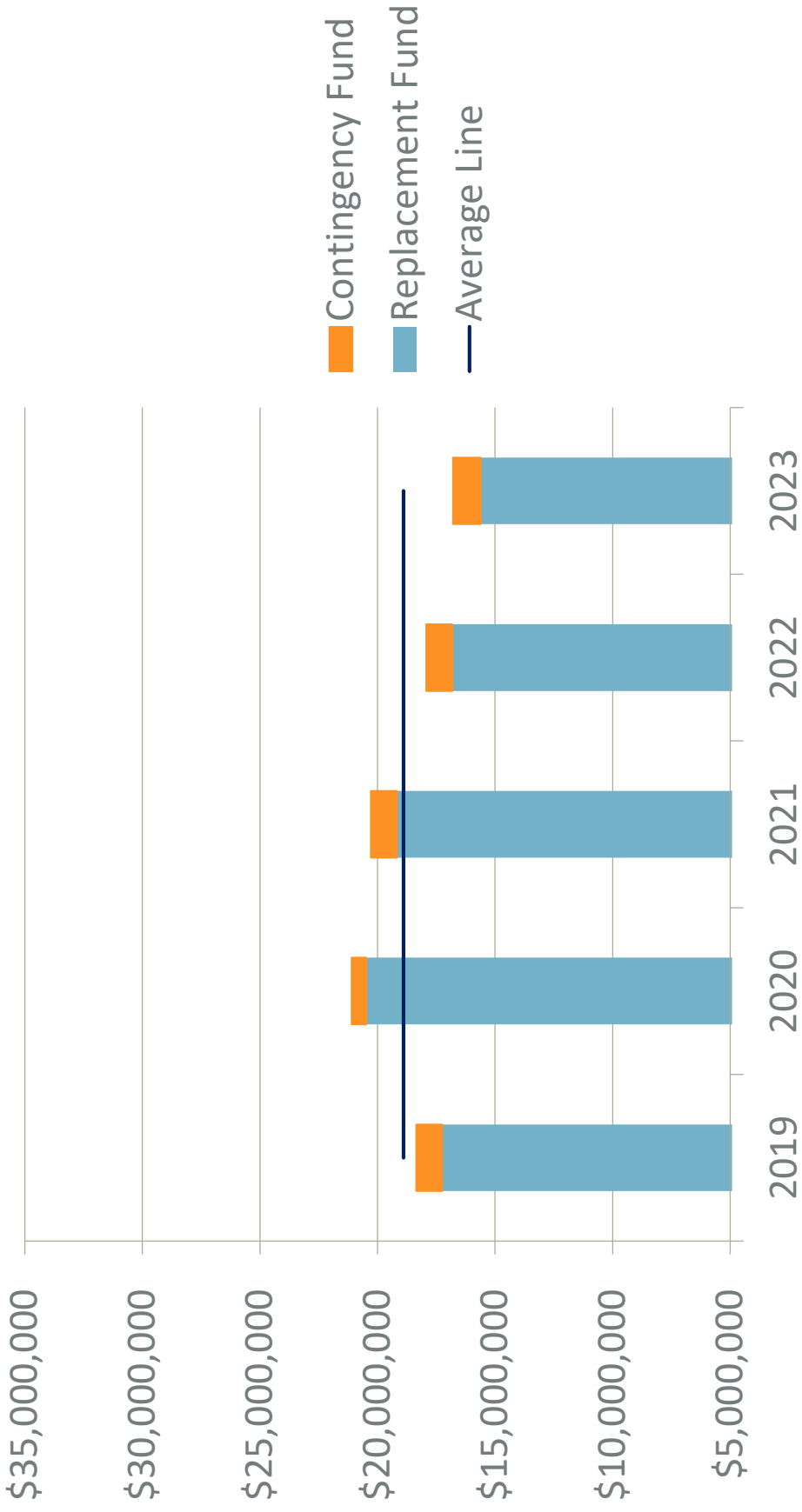


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/23	\$1,114	\$16,710
Contributions & Interest	76	12,548
Expenditures	0	13,654
Current Balances: 12/31/23	\$1,190	\$15,604

# Financial Report

Preliminary as of December 31, 2023

## FUND BALANCES – United Mutual



# Financial Report

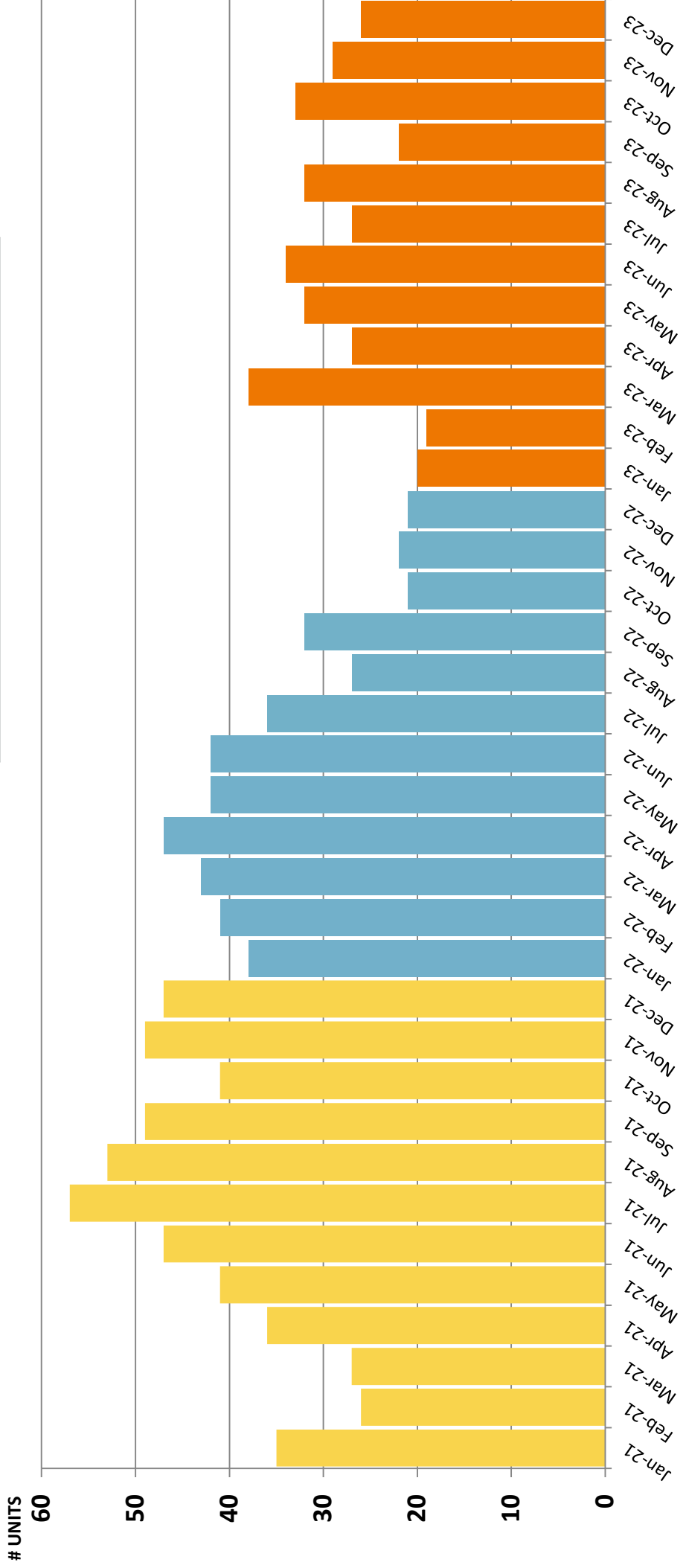
Preliminary as of December 31, 2023

## RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS  
MUTUAL

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2021	508	\$280,825
YTD 2022	411	\$355,838
YTD 2023	340	\$357,319





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

Tuesday, January 30, 2024 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Mickie Choi Hoe – Chair, Alison Bok

**DIRECTORS ABSENT:** Thomas Tuning

**ADVISORS PRESENT:** Ken Benson, Eric Carlson

**STAFF PRESENT:** Steve Hormuth, Dan Hoxie, Kurt Wiemann, Bart Mejia, Erika Hernandez

**OTHERS PRESENT:** United – Ellen Leonard, Georgiana Willis

**Call to Order**

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

**Acknowledgment of Media**

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

**Approval of Agenda**

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

**Approval of the Regular Meeting Report of November 28, 2023**

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

**Chair Remarks**

Director Choi Hoe extended a New Year greeting and welcomed the initial 2024 United Finance Committee meeting, briefly highlighting the outcomes of the 2023 preliminary financials. Additionally, she mentioned the approaching budget season.

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

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, reported that the 2024 Annual Budget and Annual Policy Statement, containing the assessment breakdown, were mailed to members in November. He also noted that the 2023 Financial Audit will commence with a meeting on February 14, 2024, inviting all boards to participate.

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

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

### **Compensation and Outside Services**

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

### **United Fees**

Steve Hormuth briefly shared an overview of United Fees development planning worksheet displaying the 2024 budget along with the frequency that they plan to review them moving forward. No action was taken at this time.

### **Purchasing Policy**

The committee reviewed a modified Purchasing Policy, incorporating revisions requested by the Third Board of Directors. Staff recommended approving the policy as presented. The United Finance Committee proposed further minor changes, instructing staff to reroute it to the Purchasing Task Force. Director Alison Bok moved to redirect the policy back to the Purchasing Task Force for evaluation. Director Choi Hoe seconded the motion, which passed, returning the item to the Purchasing Task Force for further discussion and review.

### **Endorsements from Standing Committees**

Landscape Committee – Approve a Supplemental Appropriation to Replace Benches on Friendship Walk. Kurt Wiemann, Field Operations Director, proposed a staff report seeking approval for a \$8,661 supplemental appropriation from the United Reserve Fund. This funding is designated for replacing seven benches along the Friendship Walk. Director Choi Hoe moved to endorse and approve the staff's recommendation. The motion passed unanimously and will be presented at the upcoming board meeting.

Architectural Control and Standards Committee - Revision to Resale Inspection. Bart Mejia, Maintenance and Construction Assistant Director, submitted a staff report seeking approval for the revised Resale Inspection Fees set to take effect on March 14, 2024. Director Choi Hoe moved to endorse and approve the staff's recommendation, resulting in a unanimous decision. The approved proposal will be presented at the upcoming board meeting.

### **Future Agenda Items**

United Annual Policy Review

- a) Finance Committee Charter
- b) Investments
- c) Collections and Lien Enforcement

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Tuesday, March 26, 2024 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 2:36 p.m.

**DRAFT**

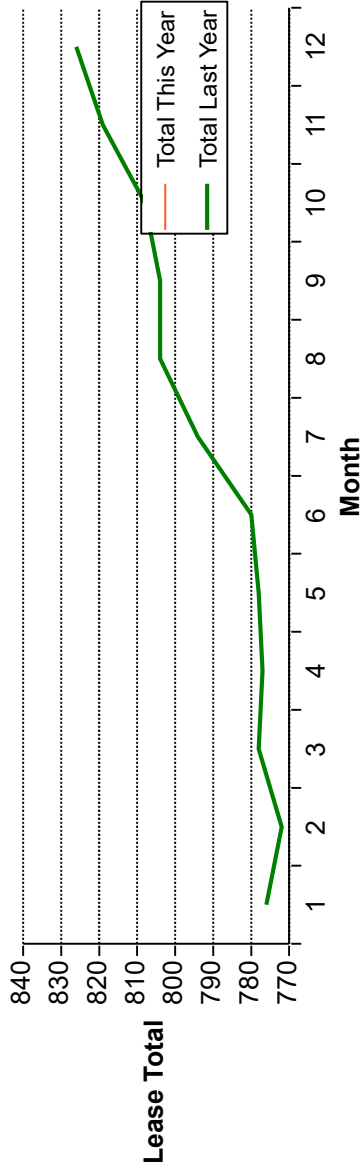
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Mickie Choi Hoe, Chair

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## Monthly Active Leasing Report 2024 Period 1 (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	Total Renewals	Total Expirations
2024	January	25	25	226	554	830	776	13.1	12.3	53	24
2024	February						772				
2024	March						778				
2024	April						777				
2024	May						778				
2024	June					780	780				
2024	July					794	794				
2024	August					804	804				
2024	September					804	804				
2024	October					808	808				
2024	November					819	819				
2024	December					826	826				

# Monthly Resale Report

PREPARED BY  
**Community Services Department**

MUTUAL  
**United**

REPORT PERIOD  
**January, 2024**

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	32	20	\$11,661,900	\$5,864,000	\$364,434	\$293,200
February		*		* \$6,223,400		* \$327,547
March		*		* \$12,609,900		* \$331,839
April		*		* \$9,637,487		* \$356,944
May		*		* \$11,772,700		* \$367,897
June		*		* \$11,988,900		* \$352,615
July		*		* \$10,599,799		* \$392,585
August		*		* \$12,026,800		* \$375,838
September		*		* \$7,918,186		* \$359,918
October		*		* \$13,198,400		* \$399,952
November		*		* \$10,874,388		* \$362,480
December		*		* \$9,542,500		* \$367,019
<b>TOTAL</b>	32.00	20.00	\$11,661,900	\$5,864,000		
<b>ALL TOTAL</b>	32.00	340.00	\$11,661,900	\$122,256,460		
<b>MON AVG</b>	32.00	20.00	\$11,661,900	\$5,864,000	\$364,434	\$293,200
<b>% CHANGE - YTD</b>	60.0%		98.9%		24.3%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation



**OPEN MEETING**

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

**Thursday, January 18, 2024 – 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

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction, Laurie Chavarria – Sr. Management Analyst, 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**

The committee took a short recess.

Chair Liberatore called the meeting to order at 9:35 a.m.

**2. Acknowledgement of Media**

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

**3. Approval of the Agenda**

The agenda was amended. The title for item 10a. was revised to *Revision to Standard 20: Balcony and Patio Covers*. The title for item 10b. was revised to *Enact Standard 39: Balcony*

*Patio Enclosures.* The following item was added to the agenda 11b. *Revision to Standard 11: Doors; Exterior.* Hearing no objection, the agenda was approved as amended.

**4. Approval of the Meeting Report for December 21, 2023**

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

**5. Chair's Remarks**

None.

**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.*

Hearing no objection, the Monthly Mutual Consent Calendar was approved unanimously.

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

**9. Variance Requests**

None.

**10. Items for Discussion and Consideration**

a. Revision to Architectural Standard 20: Balcony and Patio Covers

The committee had questions regarding section 4.2's prohibition on patio covers over atriums that serve as a means of egress from a 'sleeping room'. They requested that staff provide them with the code requirements related to exiting into an open space.

A motion was made to refer the standard back to staff for further consideration. Hearing no objection, the motion was approved by unanimous consent.

b. Enact Standard 39: Balcony Patio Enclosures

Mr. Grimshaw provided a brief overview of the proposed standard and how it complements Standard 20. Discussion ensued regarding its applicability, types of materials and regulatory requirements.

A motion was made to refer the standard back to staff for further consideration. Hearing no objection, the motion was approved by unanimous consent.

Mr. Mejia joined the dais at 10:04 a.m.

c. Revision to Resale Inspection Fees

Mr. Mejia informed the committee that the last time the resale inspection fees were updated was fifteen years ago. The chargeable rates have since changed as has the scope of work.

A motion was made to recommend the United Board approve the revision to the resale inspection fees. Hearing no objection, the motion was approved by unanimous consent.

**11. Items for Future Agendas**

- a. Revision to Standard 20: Balcony and Patio Covers
- b. Enact Standard 39: Balcony and Patio Enclosures
- c. Revision to Standard 22: Patio Slab
- d. Revision to Standard 11: Doors; Exterior

**12. Committee Member Comments**

- Director Leonard requested diagrams for all standards going forward to assist with understanding the material.

**13. Date of Next Meeting: February 15, 2024 at 9:30 a.m.**

**14. Adjournment**

The meeting was adjourned at 10:12 a.m.

**DRAFT**

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Anthony Liberatore, Chair

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

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**OPEN MEETING**

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

Thursday, January 18, 2024 – 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, Vidya Kale and Nancy Carlson

MEMBER ABSENT: None.

ADVISORS PRESENT: Dick Rader and Juanita Skillman

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 1:34 p.m.

**APPROVAL OF THE AGENDA**

Director Kale made a motion to approve the agenda. Director Carlson seconded the motion.

By unanimous consent, the motion passed.

**APPROVAL OF REPORTS**

Director Carlson made a motion to approve the report for December 21, 2023. Director Kale seconded the motion.

By unanimous consent, the motion passed.

**CHAIR'S REMARKS**

Wanted to relay the importance of reviewing the Governing Documents for the United Mutual.

**MEMBER COMMENTS**

None.

**ITEMS FOR DISCUSSION**

**Financial Requirements**

Ms. Pamela Bashline, Community Services Manager, presented the Financial Requirements for the Committee to consider and review. The Committee discussed and elected to make minor Scribner changes to the document.

Director Carlson made a motion to update the document with minor Scribner edits. Director Kale seconded the motion.

By unanimous consent, the motion passed.

Ms. Bashline left the meeting at 2:13 p.m.

**Bylaws and Operating Rules**

The Committee reviewed and discussed the Operating Rules Guidebook that is on the website.

Director Carlson made a motion to edit and include the Committee's changes to the Operating Rules Guidebook. Director Kale seconded the motion.

By unanimous consent, the motion passed.

The Committee directed staff to review and update the Operating Rules Guidebook and present at the next meeting.

**Concluding Business**

**Committee Member Comments**

Advisor Dick Rader provided suggestions for easier access of the website and Governing Documents.

**Future Agenda Items**

- a. Schedule of Monetary Penalties
- b. Committee Charter

**Date of Next Meeting**

The next meeting is scheduled for Thursday, February 15, 2024 at 1:30 p.m. in the Board Room.

**Adjournment**

With no further business, Chair Blackwell adjourned the meeting at 2:44 p.m.

*MBlackwell*  
MBlackwell (Feb 7, 2024 17:26 PST)

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Maggie Blackwell, Chair





**OPEN MEETING**

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

**Monday, January 22, 2024 – 1:30 P.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair-Sue Quam, Georgiana Willis, Maggie Blackwell (sub)

**COMMITTEE MEMBERS ABSENT:** Anthony Liberatore

**OTHERS PRESENT:** Mickie Choi Hoe, Ellen Leonard

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

**STAFF PRESENT:** Kurt Wiemann, Megan Feliz

**1. Call to Order**

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

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

The committee unanimously approved the agenda.

**4. Approval of the Meeting Report for April 24, 2023**

The committee unanimously approved the meeting report.

**5. Chair's Remarks**

Chair Quam announced Director Liberatore will be absent at today meeting and thanked Director Blackwell for substituting.

## **6. Department Head Update**

Mr. Wiemann did a year-end power point presentation. It went it to great detail about tickets, rainfall, and trimming cycles. The committee asked questions.

### **6a. Project Log**

Mr. Wiemann went over briefly the project budgets for 2024.

### **6b. Water Use Comparison Graph**

Mr. Wiemann discussed the provided graph briefly.

### **6c. Tree Work Status Report**

None

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

Topic included:

- UFMP-Brazilian Pepper Tree

## **8. Response to Member Comments**

Mr. Wiemann responded to the member comment.

### **Items for Discussion and Consideration**

## **9. 796-C Tree Removal**

Resident spoke about all the plumbing issues they were having due to the tree roots. Discussion ensued on the removal.

Chair Quam made a motion to accepts staff's recommendation to remove the tree. Director Blackwell seconded the motion. The motion passed unanimously.

## **10.397-D Tree Removal**

Resident asked the committee to consider off-schedule tree trimming in lieu of the removal request. Discussion ensued on the removal.

Director Blackwell made a motion to table this tree removal until next meeting. Director Willis seconded the motion. The committee asked staff to bring this back to next meeting with the cost of removal vs cost to trim the tree off-schedule. The motion passed unanimously.

## **11.431-A Tree Removal**

Discussion ensued amongst the committee. Director Blackwell made a motion to accept staff's recommendation. Director Willis seconded the motion. The motion passed unanimously.

## **12.84-H Tree Trimming**

Resident spoke regarding her concerns. Discussion ensued and questions were asked.

Director Blackwell made a motion to accept staff's recommendation. Director Willis seconded the motion and asked if it was possible for the resident to pay the trimming themselves. Mr. Wiemann discussed this option with the committee. The committee passed the motion unanimously to accept staff recommendation, with the option for the resident to pay for it if they wanted it completed.

**13. Bench Policy**

Discussion ensued and questions asked to Mr. Wiemann. Director Willis made a motion to accept the updated bench policy. Director Blackwell seconded the motion. The motion passed unanimously.

**Concluding Business**


**11. Committee Member Comments**

Various comments were made.

**12. Date of Next Meeting – February 26, 2024 at 1:30 p.m.**

**13. Adjourned at 3:20 p.m.**

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Sue Quam (Jan 26, 2024 08:06 PST)

Sue Quam, Chair

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

**Wednesday, January 17, 2024 - 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Alison Bok – Chair, Pearl Lee, Ellen Leonard  
Ken Deppe - Advisor

**OTHERS PRESENT:** **United:** Mickie Choi Hoe  
**Third:** Andy Ginocchio

**MEMBERS ABSENT:** None

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

**1. Call to Order**

Chair Bok called the meeting to order at 1:30 p.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 October 25, 2023**

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

## 5. Chair's Remarks

Director Bok commented on the challenges of 2023 and thanked the Maintenance and Construction department for their hard work.

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

- Four members commented on plumbing issues in their building.
- A member commented on possibly including pipes during remodeling and have them included in the alterations and permitting process.
- A member commented on non-residents using laundry facilities.

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

## 7. Department Head Update

Mr. Gomez responded to Chair Bok's request for information regarding water leak detection devices and introduced Mr. Barnette who commented on prior research into these devices. Mr. Barnette described how the devices work, the types of devices available, and the potential cost to the mutual should such devices be provided to the shareholders. Staff is willing to promote these types of devices to members if directed to do so.

Mr. Gomez assured the committee and shareholders that staff is aware of laundry room appliance concerns and continues to respond as rapidly as possible. Options for communicating the status of repairs to residents near effected laundry rooms are being evaluated. Mr. Barnette answered questions from the committee regarding plumbing maintenance in laundry rooms.

## 8. Project Log

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

### Items for Discussion and Consideration:

## 9. Senate Bill 326 Balcony Inspection Update (Verbal only)

Mr. West provided an overview of the program via PowerPoint presentation and indicated that the program will be completed at the end of February 2024 with the inspection of the final 39 buildings.

## 10. Pushmatic Electrical Panel Replacement Update

Mr. West provided an overview of the program via PowerPoint presentation and answered questions from the committee regarding the panel replacement process, notification process, and how buildings are scheduled. A contract for this item will be presented in closed session immediately following this meeting.

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
- Attic/Wall Insulation Materials
- Benches; New and Replacement
- Water Leak Detection Devices

### Concluding Business:

#### 11. Committee Member Comments

- Director Leonard asked questions regarding the epoxy waste lining program. Staff answered questions from the committee.

12. **Date of Next Meeting:** Wednesday, February 28, 2024 at 9:30 a.m.

13. **Recess** – The meeting was recessed at 2:32 p.m.



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Alison Bok, Chair

Alison Bok, Chair  
Manuel Gomez, Staff Officer  
Telephone: 949-268-2380

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**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.

*William Cowen*

[William Cowen \(Jan 21, 2024 02:55 PST\)](#)

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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.**

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Juanita Skillman (Nov 14, 2023 13:14 PST)  
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 Ziemba – 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

Golden Rain Foundation  
Maintenance & Construction Committee  
Regular Open Session  
December 20, 2023  
Page 3 of 3

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.**



Yvonne Horton, Chair

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

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**OPEN MEETING**

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

**Wednesday, January 3, 2024 at 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room & Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Egon Garthoffner – Chair, Gan Mukhopadhyay – Co-Chair, Alison Bok, Anthony Liberatore, Ralph Engdahl, Andy Ginocchio

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** **GRF:** Yvonne Horton  
**THIRD:** Reza Karimi  
**Advisor:** Bill Walsh

**STAFF PRESENT:** Guy West – Projects Division Manager, Heather Ziemba – Projects Administrative Coordinator

**1. Call to Order**

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

**2. Acknowledgment of Media**

Chair Garthoffner noted that the meeting was being broadcast on Granicus and Zoom and was being recorded.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report for March 15, 2023**

Hearing no objection, the meeting report was approved.

**5. Chair's Remarks**

None.

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

Chair Garthoffner noted that the member comments will be limited to 2 minutes and urged members to not repeat comments. No members commented on items not on the agenda.

### Items for Discussion:

## **7. PAC Restrooms Interior Design**

Mr. West gave a presentation to show the current condition of the restrooms at the Performing Arts Center (Clubhouse 3) and the scope of work suggested to update the restrooms. The design consultant will provide a presentation to the committee at a later date.

Chair Garthoffner responded to member comments regarding the cost and necessity of the interior design. A member commented on ideas for the design of this project.

## **8. Clubhouse 1 Update**

Mr. West gave an oral update on the current status and timing of the Clubhouse 1 project. Mr. West answered questions from the committee about the timeline of the project and how the disruptions to use of the facility will be handled.

Mr. West and committee members responded to multiple member comments regarding the closure of the entire clubhouse during construction, the timeline of the project, the impact on clubhouse utilization, and relocation of clubs and clubhouse users during construction.

Co-Chair Mukhopadhyay left the meeting at 10:22 a.m.

### Concluding Business:

## **9. Committee Member Comments**

Director Liberatore thanked the audience for attending and commenting. Director Bok commented on the necessity of communication. Director Engdahl commented on the purview of this committee and parking at Clubhouse 1 and stressed the need to quickly start construction. Director Ginocchio commented on parking at Clubhouse 1.

## **10. Date of Next Meeting: TBD**

## **11. Adjournment**

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



Egon Garthoffner, Chair

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

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**OPEN MEETING**

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

**Wednesday, January 3, 2024 – 1:30 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, Reza Karimi, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens
- MEMBERS ABSENT:** Glenn Miller, Peter Sanborn
- OTHERS PRESENT:** **GRF:** Egon Garthoffner, Juanita Skillman  
**UNITED:** Maggie Blackwell  
**THIRD:** Cris Prince
- STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia, Maintenance & Construction Assistant Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Erik Nuñez – Director of Security, Kurt Wiemann – Director of Field Operations, Sandra Spencer – Department Administrative Assistant

**1. Call Meeting to Order**

Chair Hopkins called the meeting to order at 1:34 p.m.

**2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**3. Approval of the Meeting Report from December 6, 2023**

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

**4. Remarks of the Chair**

Chair Hopkins remarked on the responsibility of the committee to address the problem and coming up with solutions to find office space for staff displaced by the loss of approximately 5,500 square feet by the closure of Building E.

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

- A member commented on possible options for the vacant parcel located between the Community Center employee parking lot and Clubhouse 7.

**6. Response to Member Comments**

Chair Hopkins recommended the member present suggestions to the GRF Board.

**7. Department Head Update**

None.

**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. Review of Utilization Statistics from Recreation Department for Facilities Throughout Village**

Ms. Giglio provided information on facility usage between 2015 and 2023 and answered questions from the committee. Discussion ensued regarding the possible effects of the pandemic on facility usage, how attendance is tracked at the various facilities, if Emeritus attendees could be separated out from Village attendees, and the value of these statistics in making future decisions about facility usage. Staff was directed to post the handout on the Laguna Woods Village website adjacent to the agenda packet for this meeting.

**b. Review of Security, Landscape & Maintenance and Construction Department Future Space Needs**

Mr. Gomez introduced the Director of Security, Erik Nuñez and the Director of Field Operations, Kurt Wiemann, who provided information on the number of work spaces needed for their departments. Mr. Gomez then provided information for the

Maintenance & Construction divisions which were displaced by the closure of Building E. Discussion ensued regarding the number of offices, parking spaces, technology, security, staff adjacencies, potential future staffing and shared-space requirements needed for each of these departments in the future.

**c. Review March 3, 2022 GRF Board Space Planning Presentation for Community Center 3<sup>rd</sup> Floor**

Director Carlson made a motion to strike this topic from the agenda. Hearing no second, the motion was denied.

Mr. Gomez reviewed a condensed version of a prior presentation on space planning for the Community Center as background for the committee and members. It was noted that the prior presentation omitted the Social Services Department and the Elm Room occupying a portion of the first floor and the Compliance Department occupying a portion of the third floor.

Discussion ensued regarding the correlation between the facility usage data provided and the physical space within the Community Center, assessment of the status of Building E, potential removal of Building E as an asset, and eventual disposal of Building E.

Staff was directed to bring results of prior assessments of Building E to a future committee meeting.

**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.*

**11. Committee Member Comments**

- Director Ginocchio commented on space utilization on the third floor of the Community Center.

**12. Date of Next Meeting:** Wednesday, January 31, 2024 at 1:30 p.m.

**13. Adjournment:** The meeting was adjourned at 4:02 p.m.



James Hopkins, Chair

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





**OPEN MEETING**

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

**Monday, January 15, 2024 – 1:30 p.m.  
Board Room / Virtual Hybrid Meeting**

**REPORT**

**Members Present:** Chair Joan Milliman; Directors Maggie Blackwell, James Cook, Cris Prince, Peter Sanborn, Juanita Skillman, Georgiana Willis; Advisors Catherine Brians, Tom Nash, Carmen Pacella, Lucy Parker

**Members Absent:** Advisor Theresa Frost (excused)

**Others Present:** GRF President Jim Hopkins

**Staff Present:** Jennings Lai, Catherine Laster, 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.

During the Media and Communications report, Director Cook found a typo in the December 2023 iContact report on page 16 of 16 of agenda item 7. The open rate for the December 8 "What's Up in the Village" email blast was 54.85% not 554.80%, which changes the total open rate from 90.77% to 61.37%. The agenda will be corrected.

**4. Approval of Report for September 18, 2023**

Approved by unanimous consent.

**5. Chair's Remarks**

Chair Milliman welcomed the committee and introduced new member, Director Willis.

## **6. Member Comments**

There were no member comments.

### **Items for Discussion**

## **7. Media and Communications Report – Ellyce Rothrock**

Ms. Rothrock highlighted from the Media and Communications Activities Report the various ways the Media and Communications Division communicates with Village residents, including, but not limited to:

- “What’s Up in the Village” weekly email blast
- lagunawoodsvillage.com
- The Village Breeze
- Targeted emails
- Special news emails
- Digital newsletters from the GRF, Third Mutual and United Mutual boards of directors
- Facebook posting
- Weekly press releases sent to the Globe
- CodeRED
- Literature racks throughout the Village
- Signage for all departments and divisions
- Village Television
- Village YouTube channel
- Message boards
- CEO reports at monthly board meetings
- CEO visits throughout the community
- Speaking engagements for department heads
- New resident orientation coordination
- Realtor open houses
- Maintenance and Construction and Manor Alterations open houses

Director Skillman asked about following up with individuals who unsubscribe from or complain about the electronic newsletters and a discussion ensued.

## **8. Website Ad Hoc Committee Report – Ellyce Rothrock**

Ms. Rothrock updated the committee on discovery phase meetings between the contractor and staff, which have included discussions on creative strategy, user experience, design, navigation, wireframing, content migration, and resident and staff interviews. She listed some of the questions residents were asked in interviews conducted by contractor. Discussion ensued about the resident interviews.

Website Ad Hoc Committee meetings will resume once the discovery phase is complete and significant data can be shared from the discovery process.

## **9. Review of the Committee Charter – Joan Milliman**

Chair Milliman discussed the restructuring of Media and Communications from a department to a division under the Office of the CEO. As such, the Television Studio, Broadband Services, Internet Services and Media Services are no longer under its purview and should be removed from the committee charter.

GRF President Hopkins stated that Broadband Services is now separate from Media and Communications and is in the process of becoming a standing committee. He took questions.

Chair Milliman read the charter and stated which phrases and paragraphs should be stricken. Discussion ensued.

Director Skillman stated that over the weekend HGTV ran ads for Village club events that advertised where to get tickets, but not that these events were for residents only. She stated that people have been showing up at the gates with tickets, but they are not residents or guests of residents. Discussion ensued about who should review ads to ensure they include a statement that these events are for residents and their guests only. Ms. Rothrock said she would discuss this with the TV Studio and Recreation. Advisor Parker recommended that staff from the TV Studio be part of this committee.

Director Cook recommended defining in the charter tasking in which the committee will be involved, such as the magazine and newsletters. Discussion ensued.

Ms. Rothrock clarified the content Media and Communications provides for TV6, including the message board and PowerPoint presentation decks to accompany appearances by directors, staff and outside entities like the City of Laguna Woods, the City of Laguna Beach and the Orange County Mosquito and Vector Control District.

Chair Milliman stated the committee will have a new charter before the next Media and Communications Committee meeting.

Director Willis asked about the impact of streaming on TV6 programming. Discussion ensued.

## **10. Goals for 2024 – Joan Milliman**

Chair Milliman stated that the first goal is to create a new charter. Another is for more residents to receive their communications. Discussion ensued.

Director Skillman congratulated the PC Club for holding classes on how to use Village apps and the website. Ms. Rothrock concurred that the blast runs announcements of when those classes are held. Discussion ensued.

Advisor Brians asked whether the Village has an emergency notification system. Discussion ensued on CodeRED.

Director Cook recommended encouraging residents to go to a new resident orientation. Discussion ensued.

### **Items for Future Agendas**

Revised Media and Communications Committee charter

### **Concluding Business**

#### **Committee Member Comments**

Advisor Pacella thanked everyone for their hard work.

Director Sanborn, Director Blackwell and Advisor Parker reiterated the challenge of communications reaching everyone. Director Blackwell concurred with encouraging residents to attend a new resident orientation and suggested stating in the Globe that these orientations are open to all residents, but please RSVP first.

Ms. Rothrock stated the use of digital, television, print and social media platforms build redundancy of messaging. She introduced new staff member, Jennings Lai.

Ms. Lai stated the meeting and listening to everyone's comments was interesting.

Director Skillman asked when the January/February Village Breeze will be out. Ms. Rothrock stated the printer had some technical issues, but the magazine should be delivered by the end of the week.

Chair Milliman encouraged committee members to attend a new resident orientation and thanked everyone for attending today's meeting.

**Date of Next Meeting – Monday, April 15, 2024, at 1:30 p.m.**

#### **Adjournment**

Chair Milliman adjourned the meeting at 2:45 p.m.

*p.p. Joan Milliman / SLM*  
Joan Milliman, Chair  
Media and Communications Committee



**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

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

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, 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 a 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.

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

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

Tuesday, January, 2024 at 9:30 AM

### HYBRID MEETING

**MEMBERS PRESENT:** Eric R. Nuñez (Chair), Juanita Skillman (Co- Chair), S.K. Park, Anthony Liberatore, Rick Kopps, Moon Yun

**MEMBERS PRESENT ONLINE:**

Gan Mukhapadhyay (GRF) Sue Stephens (Mutual 50)

**MEMBERS ABSENT:** Maggie Blackwell

**OTHERS PRESENT:** Grace Stencel, Annie Wright, Doug Gibson, Sandy Benson, Bob Matonti

**STAFF PRESENT:** Carmen Aguilar, Alycia Magnuson, Dan Lurie, Tom Siviglia

**THE MEETING WAS CALLED TO ORDER:** 9:34 a.m.

**ACKNOWLEDGEMENT OF THE PRESS:** None present

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

**APPROVAL OF MEETING REPORT:** By consensus, the meeting report was approved. Changes were made to the last meeting report July, 25, 2023

**CHAIRS REMARKS:** Chair Nuñez began his remarks by thanking the board as well as the audience for being present at today's meeting. Mention the refinement the radio drill needs in order to be effective in a real disaster. In order for this to fall into place everyone that is assigned a radio must be on standby for roll call that held once a month. If not able to attend the drill a notification should be communicated prior. There were only four responses. Chair Nuñez is currently in contact with a nonprofit organization called Earthquake Hero's to present a portion of video for Clubhouse 3 event for disaster preparedness. The organization will also be hosting an event in September (date TBD) which would include the full length of an earthquake simulator. There will be a presentation of video and what to do in case an emergency.

**CO- CHAIR REMARKS:** Director Skillman, VILLAGE BREEZE would like to include Disaster Preparedness publication including all of the topics and what they cover in the program. Hopefully this will help in with recruitment, retention and training.

**RECRUITMENT / RETENTION / TRAINING:** Director Skillman mentioned, the retention is difficult one.

**GRF BOARD:** Nothing to report.

**UNITED BOARD:** Nothing to report.

**THIRD BOARD:** Director S.K. Park thanked all the volunteers.

**TOWERS:** Rick Kopps, stated there is a retention a problem at the Towers.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson participated in the Winter Bazaar on January 27, 2024 at Clubhouse 5. The turnout was great over 200+ file of life where given out along with multiple Disaster Preparedness applications. Overall, the event was informative and Memorial Care currently provides the File of Life magnet Laguna Woods Village. Memorial Care is interested in amplifying the partnership with Laguna Woods Village.

### **DISCUSSIONS AND CONSIDERATIONS**

**Revising Emergency Operation Plan:** Director of Security Eric Nuñez made mention of the current Emergency Operation Plan he would like to add table top exercises that are applicable.

**Antenna Status:** Dan Lurie gave a status report on the Antenna project. The number of hours and staff exceeds what can be done in house. Three bids have been received. Currently, waiting on approval of GRF & Finance Board to move forward with the installation of antenna. We should have closure at the next DPTF meeting in March.

### **ITEMS FOR FUTURE AGENDAS**

- Antenna Update
- Recap on March 15 CH3 Event
- Information on September Event

### **MEMBER COMMENTS: (Items not on the agenda)**

Topics included:

- Training on how to use Fire Extinguisher for Laguna Woods Village
- CERT training
- Table top exercises
- Training broadcasted on Laguna Woods Village TV 6
- First Aid Training

**NEXT MEETING:** March 26, 2024 at 9:30 a.m.

**ADJOURNMENT:** 10:49 a.m.

**SUBMITTED BY:**

**DRAFT**

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