



## **OPEN MEETING**

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

**Tuesday, March 12, 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. February 13, 2024 – Regular Open Meeting
  - b. February 22, 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 Kale
- 9. VMS Board Update – Director Robledo**
- 10. CEO Report**
- 11. Consent Calendar – *All matters listed under the Consent Calendar are***

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

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the months of January 2024, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee**
  - 1. Recommendation to Deny the Retention of Potted Plants in Front of Patio Wall Located at 29-D Calle Aragon
  - 2. Recommendation to Deny the Request for the Removal of One Chinese Elm Tree Located at 27-B Avenida Castilla
  - 3. Recommendation to Deny the Request for the Removal of One King Palm Tree Located behind 180-A Avenida Majorca
  - 4. Recommendation to Deny the Request for the Removal of One Magnolia Tree Located at 397-D Avenida Castilla
  - 5. Recommendation to Deny the Request for the Removal of Two Liquidambar Trees Located at 519-C Avenida Castilla
- c. **Recommendation from the Architectural Controls and Standards Committee**
  - 1. Recommendation to Approve a Variance Request to Add Windows at Manor 372-D Avenida Castilla
  - 2. Recommendation to Approve a Variance Request to Extend Living Room into Patio Area at Manor 301-A Avenida Sevilla
  - 3. Recommendation to Deny the Variance Request to Install a Fence and gate at Manor 59-G Calle Cadiz
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February 2024, and such review is hereby ratified.  
(CHECK LIST)
- e. **Recommendation from the Finance Committee – None**
- f. Update United Committee Assignment
- g. Laguna Hills Memorial Day Half Marathon, 5K & 10K

- h. Approve the 2024 Annual Election Schedule

## 12. Unfinished Business

- a. 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 has been satisfied)**
- b. 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 has been satisfied)**
- c. Disciplinary Update Report

## 13. New Business

- a. Town Halls – (Oral Discussion)
- b. Entertain a Motion to Approve Revision to Standard 20: Patio Covers: Aluminum and Vinyl **(March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Enact Standard 39: Balcony and Patio Enclosures **(March initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

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

## 15. United Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on 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 – February
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on February 15, 2024; next meeting March 21, 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 February 15, 2024; next meeting March 21, 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 February 26, 2024; next meeting March 25, 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 February 28, 2024; next meeting April 24, 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 February 8, 2024; next meeting April 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 February 21, 2024; next meeting April 17, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Select Audit Task Force – Director Choi Hoe. The task force met on February 14, 2024; next meeting March 7, 2024, at 1 p.m. in the Cypress Room.
- 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 February 14, 2024; next meeting May 8, 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 February 14, 2024; next meeting April 10, 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 February 27, 2024; next meeting TBA.
  - (2) Space Planning Ad Hoc Committee – Director Carlson. The ad hoc committee met on March 6, 2024. Next meeting March 20, 2024, at 1:30 p.m. in the Board Room.
- e. Report of the Media and Communications Committee – Director Willis. 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 February 28, 2024; next meeting April 24, 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 February 21, 2024; next hearings on March 20, 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 23, 2024; next meeting March 29, 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.*

- *Standard 20: Patio Covers: Aluminum and Vinyl*
- *Standard 39: Balcony and Patio Enclosures*

**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) February 13, 2024 – Regular Closed Meeting*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**

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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, February 13, 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, Thomas Tuning

Directors Absent: None

Staff Present: CEO Siobhan Foster, Paul Nguyen, Carlos Rojas, Steve Hormuth, Connie Habal, Catherine Laster, Francis Gomez, Kurt Wiemann, Angelo Ocampo, Bart Mejia, Megan Feliz

Others Present:

GRF: None  
Third: None  
VMS: None

#### **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 Willis 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.

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

#### **5. Approval of Minutes**

- a. January 9, 2024 – Regular Open Meeting
- b. January 25, 2024 – Agenda Prep Meeting

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

Agenda Item # 5a

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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:

- Recent rain storms
- Letter from finance regarding 2023 Property Tax
- Property in January picked up in sales

## **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 conservation of energy in homes
- A member commented on mental health
- A member commented on The Urban Forest Management Plan

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

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

- Director Leonard commented on the drop-in lounge and the renovation of clubhouse 1
- CEO Foster will speak with Maintenance and Construction about conservation

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

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

## **9. VMS Board Update – CEO Foster**

CEO Foster discussed the following topic:

- Approved full time employment for residents

## **10. CEO Report**

CEO Siobhan Foster discussed the following items:

- United Basic Assessment
- 2024 Assessment Without Taxes
- Comparison Chart of 55+ Communities
- SCE to Present on Rate Proposal
- CPUC Meeting on Edison Rate Proposal
- Ways to Comment on Edison Proposal
- CH1 Project Update
- 2024 LWAA Exhibit

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 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

**RESOLUTION 01-24-06**

**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.

2. Recommendation to Deny Request to Remove One Crepe Myrtle Located at 431-A Avenida Sevilla

**RESOLUTION 01-24-07**

**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.

3. Recommendation to Deny Request for the Off-Schedule Tree Trimming of One Sycamore Tree Located at Common Parking Stalls at Building 81

**RESOLUTION 01-24-08**

**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.

**c. Recommendation from the Architectural Control and Standards Committee - None**

**d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in January 2024, and such review is hereby ratified.**

**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\*

**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.

2. Approve a Resolution for Recording a Lien Against Member ID # 947-409-02

### **RESOLUTION 01-24-09**

#### **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.

#### **f. Update United Committee Assignment**

### **RESOLUTION 01-24-10**

#### **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

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.

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

Discussion ensued among the Board.

Director Leonard made an amendment to the original motion to remove item 11b (3) from the Consent Calendar and place it under New Business. Director Carlson seconded.

Hearing no further changes or objections, the amended motion was called to a vote and failed 3-8-0. Director Leonard, Director Carlson, and Director Willis were in favor.

Hearing no changes or objections, the original motion to approve the Consent Calendar was called to a vote and passed 8-1-2. Director Kale opposed and Director Leonard and Director Willis abstained.

## **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**)

Director Blackwell read the following resolution.

### **RESOLUTION 01-24-11**

#### **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. Director Liberatore seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 10-0-1. Director Willis abstained.

- 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**)

Director Blackwell read the following resolution.

### **RESOLUTION 01-24-12**

#### **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 the smoking policy. Director kale seconded.

Discussion ensued among the Board.

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

### **13. New Business**

#### **a. United Mutual Town Hall**

President Bok discussed having potential future topics and asked for suggestions.

- Blackwell & Choi Hoe – Finance Assessment Fees (March)
- Ellen Leonard – Water & Electricity Utilities (April)

Discussion ensued among the Board.

#### **b. Entertain a Motion to Approve the 2024 Inspector of Elections**

Director Blackwell read the following resolution.

### **RESOLUTION 01-24-13**

#### **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.

Director Blackwell made a motion to approve the resolution to Approve Inspector of Election Services. Director Quam seconded.

Discussion ensued among the Board.

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

#### **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)**

Director Blackwell read the following resolution.

**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 aside 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 may be 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

**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.

Kurt Wiemann, Landscape Director, spoke on the item and answered questions from the Board.

Director Blackwell made a motion to approve the Resolution for Bench Policy 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.

Director Liberatore made an amendment to the original motion to send this item back to the committee to make changes. Director Carlson seconded.

Hearing no further changes, the amended motion was called to a vote and failed 4-5-2. Director Leonard, Director Tuning, Director Carlson, and Director Liberatore voted in favor and President Bok and Director Willis abstained.

There being no changes, the original motion was called to a vote and passed 8-3-0 (FEBRUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360). Director Leonard, Director Carlson, and Director Liberatore opposed.

**d.** Entertain a Motion to Approve the Urban Forest Management Plan

Director Blackwell read the following resolution:

**RESOLUTION**  
**01-24-14**

**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.

Director Blackwell made a motion to approve the resolution for the urban forest management plan. Director Quam seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 10-0-1. Director Willis abstained.

- 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)**

Director Blackwell read the following resolution:

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

#### **REVISED RESALE INSPECTION FEES**

**WHEREAS**, resale inspections are utilized to identify any damages, **and/or alterations** and/ or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or **corrections 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 <del>\$360</del>
Re-Inspection (if required)	\$ 57 <del>\$60</del>
Final Inspection (if required)	\$103 <del>\$110</del>

**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.

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

Bart Mejia, Assistant Director of Maintenance and Construction, discussed the item and answered questions from the Board.

Discussion ensued among the Board.

Director Carlson made an amendment to the original motion to update the language in the resolution. Director Leonard seconded.

Hearing no further changes, the amended motion was called to a vote and passed 10-0-0. Director Kale was absent for the vote.

Director Carlson made an amendment to her amended motion to update the inspection fees with the 1<sup>st</sup> inspection fee being raised to \$360, the re-inspection fee to \$60, and final inspection fee to \$110. Director Leonard seconded.

Hearing no further changes, the amendment to the amended motion was called to a vote and passed 8-3-0. Director Tuning, Director Kale, and Director Blackwell opposed.

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

f. Entertain a Motion to Approve a Supplemental Appropriation to Replace Benches on Friendship Walk

Director Blackwell read the following resolution:

### **RESOLUTION 01-24-15**

#### **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 accordance with Resolution 01-24-XX United Bench Policy 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. Discussion ensued among the Board.

Director Blackwell made a motion to approve the resolution for replacement of benches at

friendship walk. Director Choi Hoe seconded.

Discussion ensued among the Board.

Director Blackwell made an amendment to the motion to have staff update the resolution. Director Quam seconded.

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

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

**g. Membership Disciplinary Matter**

**1. Disciplinary Update Report**

Francis Gomez, Compliance Manager, gave an update on the disciplinary report.

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

- Director Liberatore had a question for Bart Mejia
- Director Choi Hoe commented on working hard
- Director Blackwell commented on the amendments today
- Director Quam commented on the hard work done by the committees and landscape staff
- Director Lee commented on trees and benches and thanked Nancy Carlson on her suggestions of fee changes
- Director Kale on the way the meetings are running smoothly
- Director Carlson commented on the importance of members attending committee meetings and thanked the people that helped her at the town hall
- Director Leonard commented on see something, say something. Specifically, water issues inside the community. Wants people to alert resident services and security
- Director Willis commented on being on the landscape committee

**15. United Mutual 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**

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

The meeting recessed at 12:06 p.m. into the Closed Session.

#### **Summary of Previous Closed Session Meetings per Civil Code Section §4935**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) 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 Matter*



**19. Adjourn**

The meeting was adjourned at 3:12 p.m.

DocuSigned by:

*Maggie Blackwell*

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Maggie Blackwell, Secretary of the Board  
United Laguna Woods Mutual

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**OPEN SESSION**

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

**Thursday, February 22, 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, Pearl Lee, Mickie Choi Hoe, Tom Tuning, Nancy Carlson, Ellen Leonard, Georgiana Willis, Anthony Liberatore, Vidya Kale (entered meeting at 9:04 a.m.), Maggie Blackwell (entered meeting at 9:11 a.m.)

Directors Absent: None

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

Others Present: None

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

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

**2. Approval of the Agenda**

President Bok called for an approval of the agenda.

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.

**4. Chair Report**

President Bok discussed the following:

- Committee Charters for United and GRF

**5. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on March 12, 2024**

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

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

**6. Director Comments**

- Multiple Directors commented on the election and the processes affiliated with it
- Director Liberatore commented on the viewership of TV6

**7. Adjournment**

President Bok adjourned the meeting at 10:02 a.m.

DocuSigned by:

*Maggie Blackwell*

Maggie Blackwell, Secretary of the  
United Mutual Laguna Woods



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

### **Deny Retention of Potted Plants 29-D Calle Aragon**

**WHEREAS**, November 8, 2022, that the Board of Directors adopted Resolution 01-22-75, Personal Items in Common Areas:

- Residents may not enlarge foundation planters.
- Residents may place decorative items, garden décor, statuary, potted plants, or freestanding solar lights within one single 36 square foot area immediately adjacent to their unit.
- Residents shall be responsible for the maintenance of this area including weeding, pruning and clean up. These items should be kept in good repair and potted plants should be well-maintained and any empty pots, gardening supplies or tools removed.
- Items placed in this area shall not impede the regular maintenance of the landscape and building, nor shall they block or interfere with Mutual irrigation systems.
- If the personal plantings and/or decorative items in the common area directly adjacent to the manor are not maintained in a satisfactory manner may result in disciplinary action, including monetary penalties, suspension of member privileges and/or legal action.

**WHEREAS**, on February 26, 2024, the Landscape Committee reviewed a landscape request from the Member at 29-D for the retention of potted plants in front of patio wall area ; and

**WHEREAS**, the committee determined the potted plants interfere with regular maintenance of the turf, shrubs and trees. The committee recommends denying the request to keep potted plants located at 29-D Calle Aragon;

**NOW THEREFORE BE IT RESOLVED**, March 12, 2024, the Board of Directors denies the landscape request at 29-D; and

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

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

### **Deny Removal of one Chinese Elm Tree 27-B Avenida Castilla**

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

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

**WHEREAS**, on February 26, 2024, the Landscape Committee reviewed a request from the Member at 27-B to remove one Chinese Elm tree, the reasons cited for removal is leaf debris and a wound on the trunk from a vehicular collision; and

**WHEREAS**, staff inspected the condition of the tree and found it to be in fair health with a balanced canopy, no lean and healing from the vehicular collision; 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 Chinese Elm tree located at 27-B Avenida Castilla;

**NOW THEREFORE BE IT RESOLVED**, March 12, 2024, the Board of Directors denies the request for the removal of one Chinese Elm tree located at 27-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.

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

### **Deny Removal of one King Palm Tree 180-A Avenida Majorca**

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

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

**WHEREAS**, on February 26, 2024, the Landscape Committee reviewed a request from the Member at 180-A to remove one King Palm tree, the reasons cited for removal is the liability of fallen palms frond and seed pods and potential for rats; and

**WHEREAS**, staff inspected the condition of the tree and found it to be in good health with a vertical canopy, and no lean towards the manor; 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 King Palm tree located at 180-A Avenida Majorca;

**NOW THEREFORE BE IT RESOLVED**, March 12, 2024, the Board of Directors denies the request for the removal of one King Palm tree located at 180-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 Removal of one Magnolia Tree 397-D Avenida Castilla**

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

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

**WHEREAS**, on February 26, 2024, the Landscape Committee reviewed a request from the Member at 397-D to remove one Magnolia tree, the reasons cited for removal is possible root intrusion and structural damage to the plumbing; and

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

**WHEREAS**, plumbing staff inspected the sewer pipes with a camera; no tree roots were observed; 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 Magnolia tree located at 397-D Avenida Castilla;

**NOW THEREFORE BE IT RESOLVED**, March 12, 2024, the Board of Directors denies the request for the removal of one Magnolia tree located at 397-D; and

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

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

### **Deny Removal of two Liquidambar Trees 519-C Avenida Castilla**

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

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

**WHEREAS**, on February 26, 2024, the Landscape Committee reviewed a request from the Member at 519-C to remove two Liquidambar trees, the reasons cited for removal is tree litter and concerns of broken branches in high winds; and

**WHEREAS**, staff inspected the condition of the tree and found it to be in fair health with a vertical canopy's, 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 two Liquidambar trees located at 519-C Avenida Castilla;

**NOW THEREFORE BE IT RESOLVED**, March 12, 2024, the Board of Directors denies the request for the removal of two Liquidambar trees located at 519-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**

### **Variance Request**

**WHEREAS**, Member located at 372 Avenida Castilla Unit D, a Cordoba style manor, requests the Architectural Control and Standards Committee approval of a variance to install 4 new windows (2'x2') in Master Bedroom, one window (4'x1') in shower, and tongue and groove wood ceiling with can lights at entry; 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on February 15, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install 4 new windows (2'x2') in Master Bedroom, one window (4'x1') in shower, and tongue and groove wood ceiling with can lights at entry;

**NOW THEREFORE BE IT RESOLVED**, on March 12, 2024, the United Laguna Woods Mutual Board hereby approves the variance to install 4 new windows (2'x2') in Master Bedroom, one window (4'x1') in shower, and tongue and groove wood ceiling with can lights at entry; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the property's member at 372 Avenida Castilla Unit D, and all future mutual members at 372 Avenida Castilla Unit D; 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**

### **Variance Request**

**WHEREAS**, Member located at 301 Avenida Seville Unit A, a Madrid style manor, requests the Architectural Control and Standards Committee approval of a variance to extend living room into patio area 5'-11"x 17'-3"; 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on February 15, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to extend living room into patio area 5'-11"x 17'-3";

**NOW THEREFORE BE IT RESOLVED**, on March 12, 2024, the United Laguna Woods Mutual Board hereby approves the variance to extend living room into patio area 5'-11"x 17'-3"; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the property's member at 301 Avenida Seville Unit A, and all future mutual members at 301 Avenida Seville Unit A; 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**

### **Variance Request**

**WHEREAS**, Member located at 59 Calle Cadiz Unit G, a Granada style manor, requests the Architectural Control and Standards Committee approval of a variance to install a wrought iron fence and gate at entry; 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on February 15, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved for denial of the variance to install a wrought iron fence and gate at entry based on the proposed alterations being in conflict with existing United Mutual Common Area Usage policies;

**NOW THEREFORE BE IT RESOLVED**, on March 12, 2024, the United Laguna Woods Mutual Board hereby denies the variance to install a wrought iron fence and gate at entry; 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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## Sublease Review Confirmation Checklist

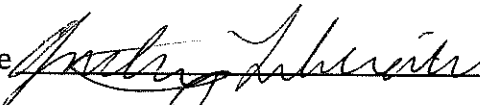
By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny sublease applications to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at least one other 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 February 29, 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 confirm to established rules and regulations.

### UNITED LAGUNA WOODS MUTUAL

Signature 

Print Name ANTHONY LIBERATORE

Title DIRECTOR

Date 03/05/2024

### UNITED LAGUNA WOODS MUTUAL

Signature 

Print Name Margaret Blackwell

Title Secretary

Date 3/5/2024

## 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 February 29, 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 Liberatore*  
Print Name Anthony LIBERATORE  
Title DIRECTOR  
Date 03/05/2024

### UNITED LAGUNA WOODS MUTUAL

Signature *Margaret Blackwell*  
Print Name Margaret Blackwell  
Title Secretary  
Date 3/5/2024



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

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

**RESOLVED**, March 12, 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)  
Anthony Liberatore  
Nancy Carlson  
Tom Tuning, Alternate  
Non-Voting Advisors: Dick Rader, Juanita Skillman, Mary Stone

#### **Landscape Committee**

Sue Quam (Chair)  
Anthony Liberatore  
Vidya Kale  
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

Non-Voting Advisors: Ralph Magid

**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~~

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 01-24-10, adopted February 13, 2024, 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.





## STAFF REPORT

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**DATE:** March 5, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Laguna Hills Memorial Day Half Marathon, 10K and 5K

---

### **RECOMMENDATION**

Staff recommends that the United Laguna Woods Mutual authorize the limited use of the community streets for the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event. Supporting resolution 90-24-07 approved by the Golden Rain Foundation Board at the March 5, 2024, open board meeting.

### **BACKGROUND**

For the past 25 years, Laguna Woods Village has given permission for a portion of the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event to pass through the community. The race is a collaboration between the City of Laguna Hills, the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for May 27, 2024, and is expected to draw nearly 5,000 runners and spectators.

### **DISCUSSION**

The City of Laguna Hills has once again requested that the Golden Rain Foundation allow a portion of the course to traverse through Laguna Woods Village (Attachment 1).

If approved by GRF and United Laguna Woods Mutual, the course would begin on Calle de La Louisa, and enter the Village by way of Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca and back to Via Estrada and back out Gate 2 (Attachment 2).

Gates 2 and 4 would be closed from 5:30 to 8:30 a.m. The following cul-de-sacs would be closed from 6:30 to 8:30 a.m.: 9, 10, 21, 22, 23, 24, 40, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and 61. Gate 3 will remain open for resident access throughout the event.

Signs would be placed along the course a week in advance of the event, advising residents that no driving would be allowed during the race and no parking would be allowed on the race course between 5:30 and 8:30 a.m. on race day. In addition, staff would include the notice in the "What's Up in the Village" weekly blast on May 17 and 24; in the Globe; and send automatic phone calls to those households affected by the race closures.

## **FINANCIAL ANALYSIS**

The City of Laguna Hills coordinates the logistics for the event and pays for most of the direct event costs. Laguna Woods Village Security provides traffic control support on event day to manage gate closures at the cost of approximately \$2,500. The staffing breakdown includes:

- 16 Gate Ambassadors - four hours each at holiday pay (total of 64 hours)
- Traffic coordinator dedicated to monitoring the course/radio coordination – four hours at holiday pay.

Funds are budgeted for in the 2024 Security Services annual operating budget.

<b>Prepared By:</b>	Alison Giglio, Recreation and Special Events Director
<b>Prepared By:</b>	Paul Nguyen, Assistant Corporate Secretary
<b>Reviewed By:</b>	Catherine Laster, Services Manager
<b>Reviewed By:</b>	Eric Nunez, Security Director
<b>Reviewed By:</b>	Steve Hormuth, Financial Services Director

## **ATTACHMENT(S)**

Attachment 1: Request Letter from the City of Laguna Hills

Attachment 2: Laguna Hills Half Marathon, 10K and 5K Course Map

Attachment 3: GRF Resolution 90-24-07 - City of Laguna Hills Memorial Day Half Marathon, 10K and 5K Event



Alison Giglio  
Director of Recreation  
Laguna Woods Village  
24351 El Toro Road  
Laguna Woods, CA. 92637

Dear Ms. Giglio:

For the past twenty-five years, both avid runners and community members have enjoyed the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, Honoring the USMC Dark Horse Battalion event over the Memorial Day weekend. The community event has been successful for many reasons, primarily due to the collaboration between the community, the City of Laguna Hills, and the Golden Rain Foundation and Laguna Woods Village, who created the 5k event in 1994. The event is scheduled for Monday May 27, 2024 and is once again expected to draw nearly 5,000 runners and spectators.

The City of Laguna Hills will be working with Spectrum Sports Management as the event management company. It is our hope that as in years past, the Golden Rain Foundation and Laguna Woods Village will allow the participants to run or walk through its beautiful community. The proposed course for the 5k is the same that was used for last year's event, and the half marathon and 10K will once again follow the 5k route for the first three miles of the race. The goal again is to minimize the impact on your residents by having participants enter and exit through Gate 2, which will allow complete access to Gate 3 for the duration of the event. This year is that the half marathon will begin at 6:30 am with the 5K/10K beginning at the traditional time of 7:00 am. So we will be through the community earlier but no later than previous years.

The generosity of the Golden Rain Foundation and Laguna Woods Village has contributed to the event's success for many years. Many of the participants consider the loop through the village to be the highlight of the course. A booth will be provided to Laguna Woods Village in the event expo should the Association and Community want to come out and celebrate with us. We look forward to celebrating the 26th year anniversary of the event, and to working with the Golden Rain Foundation and Laguna Woods Village staff.

Thank you for your consideration of the request. If you have any questions or concerns, please feel free to contact me.

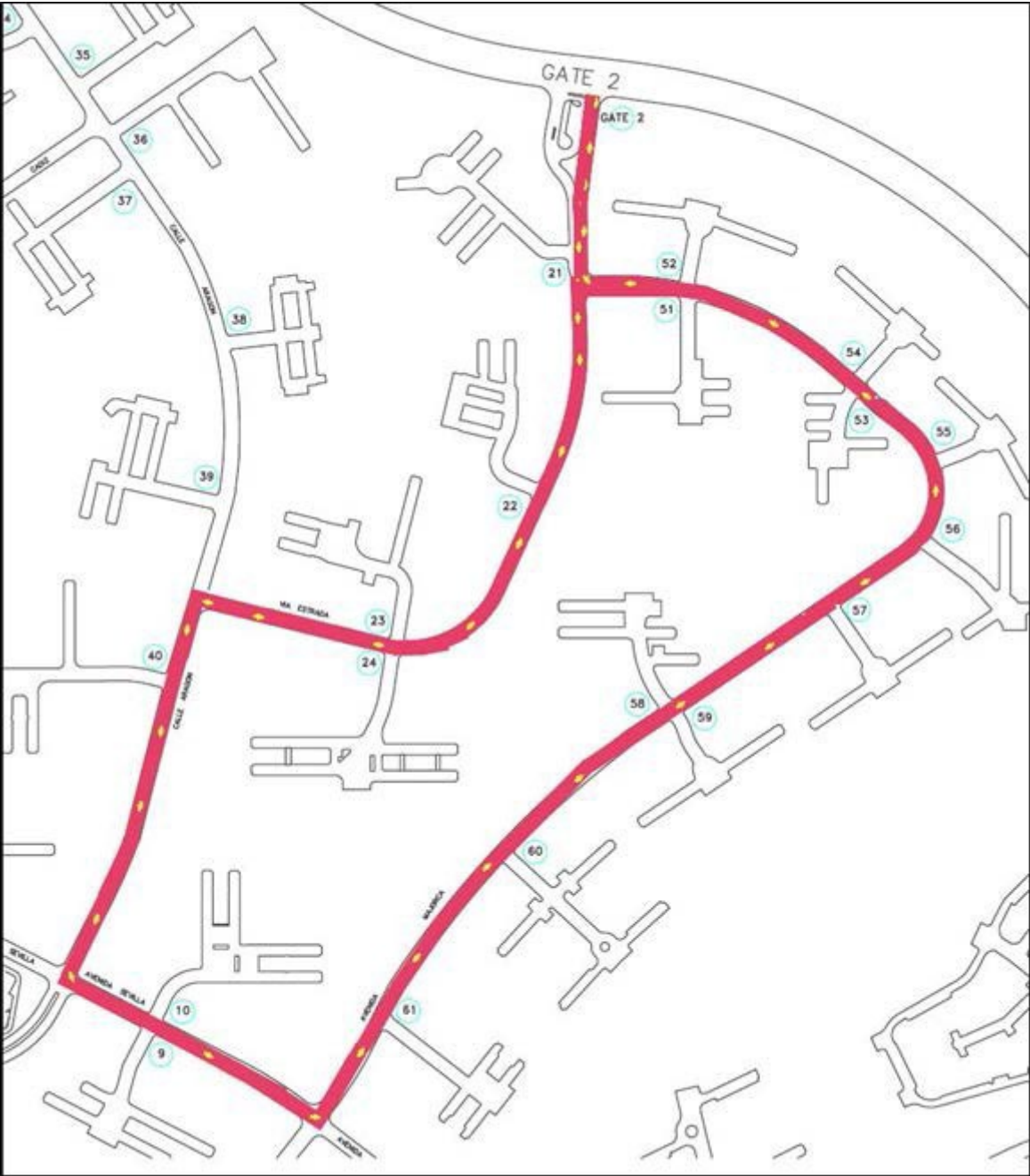
Sincerely,

*Mike Bone*

Mike Bone, Spectrum Sports Management on behalf of the City of Laguna Hills

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**RESOLUTION 90-24-07**

**City of Laguna Hills Memorial Day Half Marathon, 10K and 5K  
Request to Use a Portion of Laguna Woods Village**

**WHEREAS**, the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, is scheduled to take place on Monday, May 27 2024; and

**WHEREAS**, the City of Laguna Hills is requesting that the Golden Rain Foundation allow a portion of the course to traverse Laguna Woods Village, to enter in Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca, back to Via Estrada and out Gate 2;

**NOW THEREFORE BE IT RESOLVED**, March 5, 2024, that the Board of Directors of this Corporation hereby authorizes the limited use of the Community streets inside Gate 2 on the morning of May 27, 2024, for the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event; and

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

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## STAFF REPORT

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**DATE:** March 12, 2024  
**FOR:** Board of Directors  
**SUBJECT:** 2024 Election Schedule

---

### **RECOMMENDATION**

Approve the proposed 2024 election schedule, upon review and approved by legal counsel.

### **BACKGROUND**

Article V Section 2 of the United Laguna Woods Mutual Bylaws states in part that the annual Meeting of Members shall be held on the Second Tuesday of October of each year at 9:30 a.m. unless the Board of Directors fixes another time and/or date and so notifies the Members as provided in Article V Section 4 of the Bylaws. The annual election schedule is typically constructed to complete the tabulation of ballots prior to the annual meeting of Mutual Members on the second Tuesday of October.

### **DISCUSSION**

The proposed 2024 election schedule reflects the timeline required by Civil Code §5115 for the annual election process.

The proposed 2024 election schedule details the dates upon which action must be taken by staff and the Inspector of Elections to comply with the adopted election rules. Key milestones include the following:

Milestone	Date
Nominations open	May 30, 2024
Nominations close	June 28, 2024
Mail ballot package	August 27, 2024
Ballots due	September 26, 2024
Tabulation of ballots	September 27, 2024
Annual Meeting of Mutual Members	October 08, 2024

### **FINANCIAL ANALYSIS**

Funds for the annual elections are included in the 2024 budget.

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

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

**ATTACHMENT(S)**

ATT 1: 2024 Election Schedule

## 2024 Election Schedule

Resolution to Appoint Inspector of Elections	February 13, 2024
Staff Report to Approve Election Schedule	March 12, 2024
First Mailing of Annual Election and Call for Candidates and Acclamation Notice (postcard)	March 25 - 29
Nominations Open	May 30, 2024
Second Mailing of Annual Election and Call for Candidates and Acclamation Notice (postcard)	May 30, 2024
Nominations Close (5 p.m.)	June 28, 2024
Candidate Statements Due to Inspector of Elections	June 28, 2024
Record Date for Election Mailing Register – Member Cutoff Date	June 28, 2024
IDR Completion Date	July 22, 2024
Deadline for Election by Acclamation	July 26, 2024
Deadline to Withdraw Candidacy	July 26, 2024
Members Right to Review Their Member Information on Election Register	Until July 26, 2024
Copy of Mailing Register to Inspector of Elections	July 29, 2024
Ballot Information to Inspector of Elections	July 29, 2024
General Notice of Candidate List/Information	July 29, 2024
Meet the Candidates and Candidate Video Filming	August 23, 2024
Mail Ballot Package	August 27, 2024
Replay Meet the Candidates	TBA
Notice Tabulation Meeting	September 20, 2024
Notice of Annual/Organizational Meeting	September 23 -26
Ballots Due Back: <ul style="list-style-type: none"> <li>– 11 a.m. Inspector’s Post Office box</li> <li>• 5 p.m. Community Center Ballot Box</li> </ul>	September 26, 2024
Tabulation Meeting; Counting of Ballots by Inspector of Elections	September 27, 2024
Publishing of Election Results	September 27,2024
Annual/Organizational Board Meeting Date	October 08, 2024, 9:30 a.m., Board Room

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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:** March 12, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Bench Policy

---

### **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 aside 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

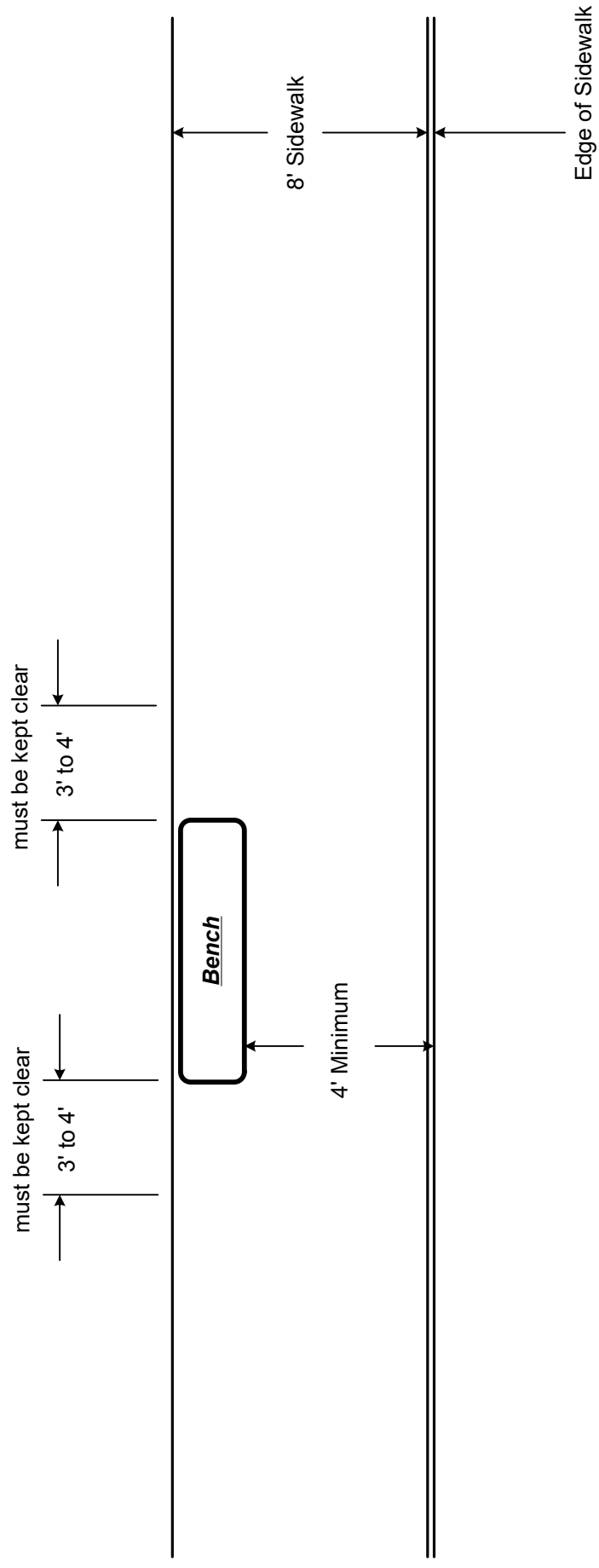
**RESOLVED FURTHER**, that such benches shall be installed on either a concrete pad (if along sidewalk) or on concrete anchors in the grass or other areas (if the location is not along sidewalk); and

**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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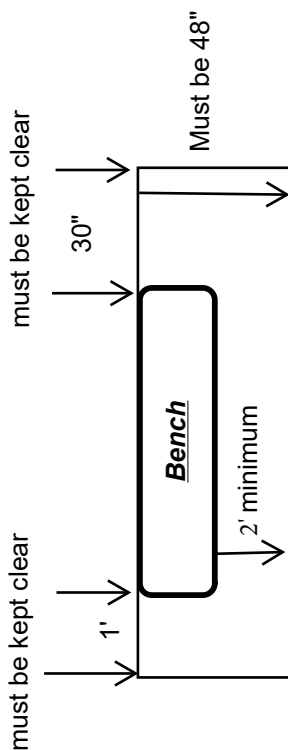


**ADA Bench Guidelines:**

- 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**, March 12, 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 aside 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

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



**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:** March 12, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Resale Inspection Fees

---

### **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 \$82,000 from \$38,000 to \$119,000 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	\$ 41.92	1	\$	41.92
Inspection	\$ 41.92	1.5	\$	62.88
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
			\$	352.13
			<b>Board Adjustment</b>	<b>\$7.87</b>
			<b>Proposed Fee</b>	<b>\$360.00</b>
			<b>(1st Inspection):</b>	
<b>Re-Inspection Costs (to be charged when a Final Inspection is requested and it does not pass):</b>				
	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
			\$	56.59
			<b>Board Adjustment</b>	<b>\$3.41</b>
			<b>Proposed Fee</b>	
			<b>(Re-Inspection):</b>	<b>\$ 60.00</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
			\$	102.70
			<b>Board Adjustment</b>	<b>\$7.30</b>
			<b>Proposed Fee</b>	
			<b>(Final Inspection):</b>	<b>\$110.00</b>
Anticipated resale inspections (from 3/12/24 -12/31/24)		255		
Resales Inspections Projected Annual Revenue:			\$	119,850.51
Resales Inspections Projected Annual Revenue Increase:			\$	81,600.51

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

**WHEREAS**, resale inspections are utilized to identify any damages, alterations and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs, corrections 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	\$360
Re-Inspection (if required)	\$ 60
Final Inspection (if required)	\$110

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



## STAFF REPORT

**DATE:** March 12, 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 December 2023 to February 2024:

Type of Allegation	Dec	Jan	Feb
Abandoned Vehicle:	5	6	4
Alteration Maintenance:	14	13	16
Alteration Standards:	13	16	12
Animal Nuisance:	21	22	26
Clutter:	150	120	141
<i>Balcony Clutter:</i>	12	13	15
<i>Breezeway Clutter:</i>	33	22	27
<i>Carport Clutter:</i>	58	28	38
<i>Common Area Clutter:</i>	25	35	37
<i>Interior Clutter:</i>	8	5	9
<i>Patio Clutter:</i>	14	17	15
Delinquencies:	21	32	29
Illegal Occupancy:	28	18	26
Landscape:	16	18	9
Maintenance:	20	15	21
Nuisance:	25	21	32
Real Estate Signage:	4	2	2
Smoking Policy:	3	2	4
Traffic Violations:	9	5	9
Vehicle Oil:	1	0	2
<b>Total Number of Cases:</b>	<b>330</b>	<b>290</b>	<b>333</b>

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

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**ENDORSEMENT (to Board)**

**Revision to Standard No. 20 – Patio Covers; Aluminum and Vinyl**

Alan Grimshaw, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to Standard No. 20 – Patio Covers; Aluminum and Vinyl.

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## STAFF REPORT

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**DATE:** March 12, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 20: Balcony, Patio, and Atrium Covers

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### **RECOMMENDATION**

Approve a resolution to revise Standard 20: Balcony, Patio and Atrium Covers.

### **BACKGROUND**

The ACSC initiated a review of Standard 20: Patio and Balcony Covers (Attachment 1) and proposed revisions to bring it up to current standards and improved design options. Standard 20 was last revised in January 2019, via Resolution 01-19-07 (Attachment 2).

### **DISCUSSION**

The suggested modifications to this standard are recommended in order to allow for updates in material selections; clarify definitions and modifications to existing drainage conditions; clarify allowable conditions for interior atriums; and update drainage requirements for the patio/balcony covers as outlined in Attachment 3.

On February 15, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 20.

### **FINANCIAL ANALYSIS**

The proposed revisions to Standard 20 will 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 20: Patio and Balcony Covers; Aluminum and Vinyl  
Attachment 2 – Current Resolution 01-19-07  
Attachment 3 – Redlined Revised Standard 20: Balcony, Patio and Atrium Covers  
Attachment 4 – Final Draft Standard 20: Balcony, Patio and Atrium Covers  
Attachment 5 – Proposed Resolution 01-24-XX

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## **STANDARD 20: BALCONY AND PATIO COVERS;ALUMINUM AND VINYL**

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-07

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD SECTION 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.
- 2.2** All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.
- 2.3** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, ,beige, and adobe. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by the Alterations Division.
- 2.4** Balcony covers of aluminum must have aluminum fascias.
- 2.5** In the case that the alteration results in the compromise of an existing roof drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary.
- 2.6** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts.



- 2.7 Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.
- 2.8 Plexiglas, corrugated fiberglass, and similar coverings will not be permitted.
- 2.9 Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room.
- 2.10 All patio covers must be built per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- 2.11 Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.12 Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.

### **3.0 PATIOS OVER WHICH A BALCONY EXISTS**

- 3.1 Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 3.2 Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.
- 3.3 Existing flat roofs may be replaced with a flat roof of equal or lesser size.
- 3.4 The color of the patio cover roof surface must be factory-finished and match the building. Caulking color shall match the finish of the cover and the width of the caulk lines shall be kept to a minimum.
- 3.5 The patio cover roof surface must drain away from the building.

**Resolution 01-19-07**

**Revisions to Architectural Standard 20: Patio Covers; Aluminum**

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

**WHEREAS**, the Architectural Controls and Standards Committee recognize the need to create Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl

**NOW THEREFORE BE IT RESOLVED**, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl, attached as part of the official minutes of this meeting;

**RESOLVED FURTHER**, that Resolution 01-15-02, adopted January 2015, 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 20: BALCONY, ~~AND PATIO~~ AND ATRIUM COVERS; ~~ALUMINUM AND VINYL~~**

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-07

REVISED [DATE], RESOLUTION 01-24-XX

**1.0 GENERAL REQUIREMENTS**

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

**2.0 DEFINITIONS**

2.1 Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.

2.2 Patio: A paved area that adjoins the manor at ground level which does not serve as walkway or landing.

2.3 Balcony/Patio Cover: A single story architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. A cover is comprised of a lightweight frame structure over which a covering is attached.

2.4 Atrium: An open space without a roof in the interior of a floor plan enclosed by walls on all four sides.

2.5 Atrium Cover: Can be described as in item 2.3 or a cover that encloses the entire open space in a more permanent nature.

**2.03.0 APPLICATIONS**

3.1 ~~Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building. The cover may be either fixed or retractable.~~

3.2 All covering materials shall meet all local, state and federal requirements.

2.13.3 Alterations to existing roof structure and drainage/guttering system

Agenda Item # 13b

are prohibited.

~~**2.23.4** All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications. Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and Downspouts requirements.~~

~~**3.5** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, beige, and adobe. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by the Alterations Division. All new downspouts must be painted to match the surface to which they are attached.~~

~~**2.33.6** Posts and all main structural elements shall be made of aluminum, factory prefinished aluminum or vinyl clad aluminum.~~

~~**2.43.7** Balcony covers of aluminum must have aluminum fascias. All posts must be anchored directly to concrete slab or original balcony flooring.~~

~~**3.8** In the case that the alteration results in the compromise of an existing roof drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary. Color finish options: white, almond, bronze to blend with existing surrounding conditions as closely as possible.~~

## **2.5**

~~**2.63.9** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts. Premanufactured skylights are allowed in patio covers. Manufacturer specifications and installation guidelines for skylights to be included with mutual consent application.~~

~~**2.73.10** Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations. Plexiglas, corrugated fiberglass and similar coverings will not be allowed.~~

~~**3.11** Plexiglas, corrugated fiberglass, and similar coverings will not be permitted. All plans submitted must provide proper e~~

approvals and be compliant with current California Building Codes.

## **2.8**

**3.12** Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room. Balcony/patio covers to cover only the balcony/patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.

## **2.9**

**2.10** All patio covers must be built per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.

**2.11** Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.

**2.12** Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.

## **4.0 ATRIUMS**

**4.1** Covers are allowed over an atrium if:

A. All existing rooms directly adjoining the atrium are NOT classified as bedrooms.

B. A bedroom directly adjoining the atrium has a second opening directly to the exterior that meets emergency egress requirements.

**4.2** A cover may not extend above the height of the existing walls.

**4.3** All atrium covers of a more permanent nature may vary from above requirements provided that they conform to the current California Building Codes. Plans and details to be included with mutual consent application. Plans and details are also subject to review and approval by the City of Laguna Woods Building Department.

**4.4** Exceptions to 4.1

- A. Per California Building Code, Title 24, Part 2.5, Section R310, all bedrooms must have an emergency escape and rescue opening directly to a public way. Covers shall not be allowed over atriums where a bedroom directly adjoins an atrium and the only means of egress to outside is into an atrium.
- B. Covers may be allowed if a bedroom that adjoins an atrium is reclassified as a "non-sleeping" room. A "non-sleeping" room is defined as a space such as an office or den and which does not have a bedroom egress requirement. Plans indicating this change must be submitted and recorded with the Laguna Woods City Clerk as well as submitted and recorded at the County of Orange Records Office.

### **3.05.0 PATIOS ~~OVER WHICH UNDER EXISTING A~~ BALCONIES ~~EXIST~~**

- 3.15.1** Patio covers may not extend beyond the original construction footprint of the balcony above, exclusive of the allowance needed for gutter system. footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 3.2** Patio cover shall not impede or interfere with any existing building drainage system. No variances to this requirement will be accepted. Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.
- 3.3** Existing flat roofs may be replaced with a flat roof of equal or lesser size.
- 3.4** The color of the patio cover roof surface must be factory finished and match the building. Caulking color shall match the finish of the cover and the width of the caulk lines shall be kept to a minimum.
- 3.5** The patio cover roof surface must drain away from the building.





## **STANDARD 20: BALCONY, PATIO AND ATRIUM COVERS**

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-07

REVISED [DATE], RESOLUTION 01-24-XX

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

### **2.0 DEFINITIONS**

- 2.1** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.2** Patio: A paved area that adjoins the manor at ground level which does not serve as walkway or landing.
- 2.3** Balcony/Patio Cover: A single story architectural projection that provides weather protection or decoration and is partially or wholly supported by the building to which it is attached. A cover is comprised of a lightweight frame structure over which a covering is attached.
- 2.4** Atrium: An open space without a roof in the interior of a floor plan enclosed by walls on all four sides.
- 2.5** Atrium Cover: Can be described as in item 2.3 or a cover that encloses the entire open space in a more permanent nature.

### **3.0 APPLICATIONS**

- 3.1** The cover may be either fixed or retractable.
- 3.2** All covering materials shall meet all local, state and federal requirements.
- 3.3** Alterations to existing roof structure and drainage/guttering system are prohibited.

- 3.4 Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and Downspouts requirements.
- 3.5 All new downspouts must be painted to match the surface to which they are attached.
- 3.6 Posts and all main structural elements shall be made of aluminum, factory prefinished aluminum or vinyl clad aluminum.
- 3.7 All posts must be anchored directly to concrete slab or original balcony flooring.
- 3.8 Color finish options: white, almond, bronze to blend with existing surrounding conditions as closely as possible.
- 3.9 Premanufactured skylights are allowed in patio covers. Manufacturer specifications and installation guidelines for skylights to be included with mutual consent application.
- 3.10 Plexiglas, corrugated fiberglass and similar coverings will not be allowed.
- 3.11 All plans submitted must provide proper engineering approvals and be compliant with current California Building Codes.
- 3.12 Balcony/patio covers to cover only the balcony/patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.

#### 4.0 **ATRIUMS**

- 4.1 Covers are allowed over an atrium if:
  - A. All existing rooms directly adjoining the atrium are NOT classified as bedrooms.
  - B. A bedroom directly adjoining the atrium has a second opening directly to the exterior that meets emergency egress requirements.
- 4.2 A cover may not extend above the height of the existing walls.
- 4.3 All atrium covers of a more permanent nature may vary from above requirements provided that they conform to the current California Building Codes. Plans and details to be included with mutual consent.

application. Plans and details are also subject to review and approval by the City of Laguna Woods Building Department.

#### **4.4 Exceptions to 4.1**

- A. Per California Building Code, Title 24, Part 2.5, Section R310, all bedrooms must have an emergency escape and rescue opening directly to a public way. Covers shall not be allowed over atriums where a bedroom directly adjoins an atrium and the only means of egress to outside is into an atrium.
- B. Covers may be allowed if a bedroom that adjoins an atrium is reclassified as a “non-sleeping” room. A “non-sleeping” room is defined as a space such as an office or den and which does not have a bedroom egress requirement. Plans indicating this change must be submitted and recorded with the Laguna Woods City Clerk as well as submitted and recorded at the County of Orange Records Office.

#### **5.0 PATIOS UNDER EXISTING BALCONIES**

- 5.1** Patio covers may not extend beyond the original construction footprint of the balcony above, exclusive of the allowance needed for gutter system.
- 5.2** Patio cover shall not impede or interfere with any existing building drainage system. No variances to this requirement will be accepted.

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**RESOLUTION 01-24-XX**

**REVISED STANDARD 20: BALCONY, PATIO AND ATRIUM COVERS**

**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 recognized the need to revise Standard: 20 Patio and Balcony Covers; Aluminum and Vinyl;

**NOW THEREFORE BE IT RESOLVED**, April 09, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 20: Balcony, Patio and Atrium Covers; and

**RESOLVED FURTHER**, Resolution 01-19-07 adopted January 08, 2019, is hereby superseded and canceled; and

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

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

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**ENDORSEMENT (to Board)**

**Enact Standard No. 39 – Balcony and Patio Enclosures**

Alan Grimshaw, Manor Alterations Manager, presented the staff report and answered questions from the committee.

A motion was made and carried unanimously to recommend that the Board of Directors approve the enactment to Standard No. 39 – Balcony and Patio Enclosures.

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## STAFF REPORT

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**DATE:** March 12, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Enact Standard 39: Balcony and Patio Enclosures

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### **RECOMMENDATION**

Approve a resolution to enact Standard 39: Balcony and Patio Enclosures.

### **BACKGROUND**

The ACSC initiated a write-up of Standard 39: Balcony and Patio Enclosures (Attachment 1) and the proposed resolution (Attachment 2).

### **DISCUSSION**

While Standard 20: Balcony and Patio Covers already exists, it does not address the many specific aspects associated with a full balcony and patio enclosure. In order to provide clarification between 'cover' and 'enclosure' as well as clear guidelines for architectural, structural and building requirements for both patio and balcony enclosures, enactment of Standard 39 became necessary.

On February 15, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the enactment to Standard 39.

### **FINANCIAL ANALYSIS**

The proposed revisions to Standard 39 will 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 – Proposed Standard 39: Balcony and Patio Enclosures

Attachment 2 – Proposed Resolution 01-24-XX

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**STANDARD 39: BALCONY AND PATIO ENCLOSURES**  
 [DATE], RESOLUTION 01-24-XX

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

**2.0 DEFINITIONS**

- 2.1** Balcony: A balcony is a platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 2.2** Patio: A paved area that adjoins the manor at ground level which does not serve as a walkway or landing.
- 2.3** Balcony/patio enclosure: A single story structure covering a balcony or patio area. It consists of a protected open or enclosed roof, and three sides with the fourth side being the outside face of the manor.

**3.0 APPLICATIONS**

- 3.1** All submitted plans must provide proper architectural and or engineering approvals.
- 3.2** All submitted plans must indicate compliance with all current California Building Codes.
- 3.3** Balcony/patio enclosures may encompass all or part of the balcony/patio footprint. However, in no case shall the enclosure encroach on any existing HVAC equipment.
- 3.4** All ventilation to be provided naturally through openings in the enclosure. In no case shall additional plumbing heating or air conditioning fixtures be added as part of the enclosure.
- 3.5** Enclosure design without modifications to existing roof structure is strongly encouraged.
- 3.6** All changes to the existing building roof structure to allow for the installation of the new balcony/patio enclosure:
  - A. Must provide approved engineering details.
  - B. Must replace roofing materials with like for like.
  - C. Must provide for any and all modifications necessary to maintain the building's existing guttering/downspout system.

and comply with Standard 18: Gutters & Downspouts.

- D. May trigger an asbestos review and containment protocol.
  - E. Must be reviewed and approved by Manor Alterations for conformance with architectural guidelines.
  - F. Must be submitted, reviewed, and approved by the City of Laguna Woods Building Department.
- 3.7** Balcony/patio enclosures to be manufactured with aluminum, power coated aluminum or vinyl clad aluminum, and/or including allowances for vinyl windows. Alternate materials maybe considered but will have to provide manufacturers engineering approved plans with submittal.
- 3.8** All bottom track framing, or related structural members to be secured directly to patio concrete slab or original balcony flooring.
- 3.9** Color finish options: white, almond, bronze, to complement existing surrounding conditions as closely as possible.

#### **4.0 PATIOS**

- 4.1** The roof structure of balcony above may be considered as roof/ceiling for patio balcony if the enclosure requires support by existing balcony/ceiling, architectural and or engineering verification is required.
- 4.2** Patio enclosure must not extend beyond face of existing balcony above unless necessary to accommodate proper guttering and drainage requirements.
- 4.3** A guttering/downspout system is required and must conform to Standard 18: Gutters and Downspouts.
- 4.4** Privacy patio stone walls may be utilized as part of the patio enclosure if structural verification of said use is provided.
- 4.5** Patios may be partially enclosed.

#### **5.0 BALCONIES**

- 5.1** Evidence of compliance with California Balcony Law (SB-326) for structural integrity of existing balcony is required prior to installation of a new balcony enclosure. Inspection of existing balcony by a licensed architect or structural engineer is required if there is no pre-existing evidence of compliance.
- 5.2** Member is responsible for all costs necessary to provide evidence of compliance.

- 5.3 Premanufactured skylights are allowed in ceiling/roof assembly. Manufacturers specifications and installation guidelines must be included with mutual consent application.
- 5.4 All enclosures must be inside of existing railing, handrails or parapets sufficient to allow enough space for ongoing maintenance of said surroundings.

## 6.0 **GLAZING**

- 6.1 All glazing must be clear in nature and be tempered safety glass no less than 1/8" in thickness.
- 6.2 Plexiglass, corrugated fiberglass and similar coverings will not be allowed.
- 6.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 6.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacturing shall be accepted provided it conforms to Section 6.4
- 6.5 Reflective tints or films applied to glazing after manufacturing may be applied to glazing providing it does not have a reflectivity factor of more than 15%. Written documentation must be included with application.
- 6.6 Glazing energy efficient recommendations:
  - A. Use low *eGlass*
  - B. Use *Energy Star* rated windows
  - C. Use dual pane windows
- 6.7 All glass/window screens must be readily removable from the interior only by lifting out of a track without the use of tools.

## 7.0 **GUTTERING & DOWNSPOUTS**

- 7.1 All balcony enclosures are required to have a guttering/downspout system installed. Downspouts shall not empty into other patio areas or hinder maintenance in any way. All gutter and downspout systems to comply with United Laguna Woods Mutual Standard 18: Gutters & Downspouts.
- 7.2 Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and Downspouts.

Downspouts requirements.

**8.0 OWNERSHIP**

- 8.1** The member is responsible for all costs associated with a balcony enclosure addition and all related building modifications.
- 8.2** Once installation is complete, the member becomes responsible for all costs associated with ongoing maintenance.
- 8.3** Should it become necessary, member is directly responsible for the removable of all or partial enclosure so as to facilitate building maintenance.

**RESOLUTION 01-24-XX****ENACT STANDARD 39: BALCONY AND PATIO ENCLOSURES**

**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 recognized the need to enact Standard 39: Balcony and Patio Enclosures;

**NOW THEREFORE BE IT RESOLVED**, April 09, 2024, the Board of Directors of this Corporation hereby adopts Standard 39: Balcony and Patio Enclosures; and

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

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

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## **Treasurer's Report for March 12, 2024 Board Meeting**

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**SLIDE 1** – Through the reporting period of **January 31, 2024**, total revenue for United was \$4,599K compared to expenses of \$4,248K, resulting in net revenue of \$351K.

**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 (\$33K) through the reporting period. This chart shows how much of our revenue went into operations, with \$2,097K coming in from assessments and \$136K coming from non-assessment revenue. This is compared to operating expenditures of \$2,266K (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 better than budget by \$211K when combining all funds.

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

**Employee Compensation \$116K;** Favorable variance resulted primarily in the M&C and Landscape departments due to open positions. Impacted areas include plumbing, paint, carpentry, electrical, and grounds maintenance. 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.

**Materials and Supplies \$62K;** Favorable variance primarily in the M&C department due to timing of material purchases. Impacted areas include electrical, paint, and interior components.

**Outside Services \$37K;** Favorable variance primarily in the M&C department due to timing of expenditures in construction and project management, damage restoration, and building maintenance offset by an unfavorable variance in waste line remediation.

**Professional Fees \$12K;** Favorable variance due to timing of expenditures for dry rot repair consulting fees in M&C and Financial Services expenses related to the audit and tax services. While the budget was spread across 12 months, the financial audit did not begin until February.

**Utilities and Telephone (\$50K);** Unfavorable variance was primarily in sewer due to higher rates than anticipated at the time of budget preparation.

**Fees and Charges to Residents (\$99K);** This result in an unfavorable variance primarily due to less backlog revenue than originally anticipated at the time of budget preparation.



### **Treasurer's Report for March 12, 2024 Board Meeting**

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**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$194K. Revenue is organized by category, starting with our largest revenue generating category: Fees and Charges, followed by Investment Income, Laundry, Resale Processing Fee, Lease Processing Fee, and so forth.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$4,248K, showing that our largest categories of expense are for Employee Compensation and Property Tax followed by Insurance, Outside Services, 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 January 31, 2024 was \$1,202K. Contributions collected totaled \$12K with no expenditures to date. The Reserve Fund balance on January 31, 2024 was \$15,595K. Contributions and investment revenue collected totaled \$1,141K while expenditures were \$813K.

**SLIDE 9** – We compare this to historical fund balances for the past five years on this chart, which have averaged \$18.6 Million.

**SLIDE 10** – We have a slide here to show resale history from 2022 - 2024. Through January 31, 2024, United resales totaled 32, which is 12 resales higher than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$364K, which is \$71K more than the prior year for the same time period.

# Financial Report

Preliminary as of January 31, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$4,405
Non-assessment Revenue	\$194
Total Revenue	\$4,599
Total Expense	\$4,248
Net Revenue/(Expense)	\$351

# Financial Report

Preliminary as of January 31, 2024



OPERATING ONLY INCOME STATEMENT <sup>1</sup> (in Thousands)	ACTUAL
Assessment Revenue	\$2,097
Non-assessment Revenue	\$136
Total Revenue	\$2,233
Total Expense <sup>1</sup>	\$2,266
Operating Deficit	(\$33)

1) Excludes depreciation

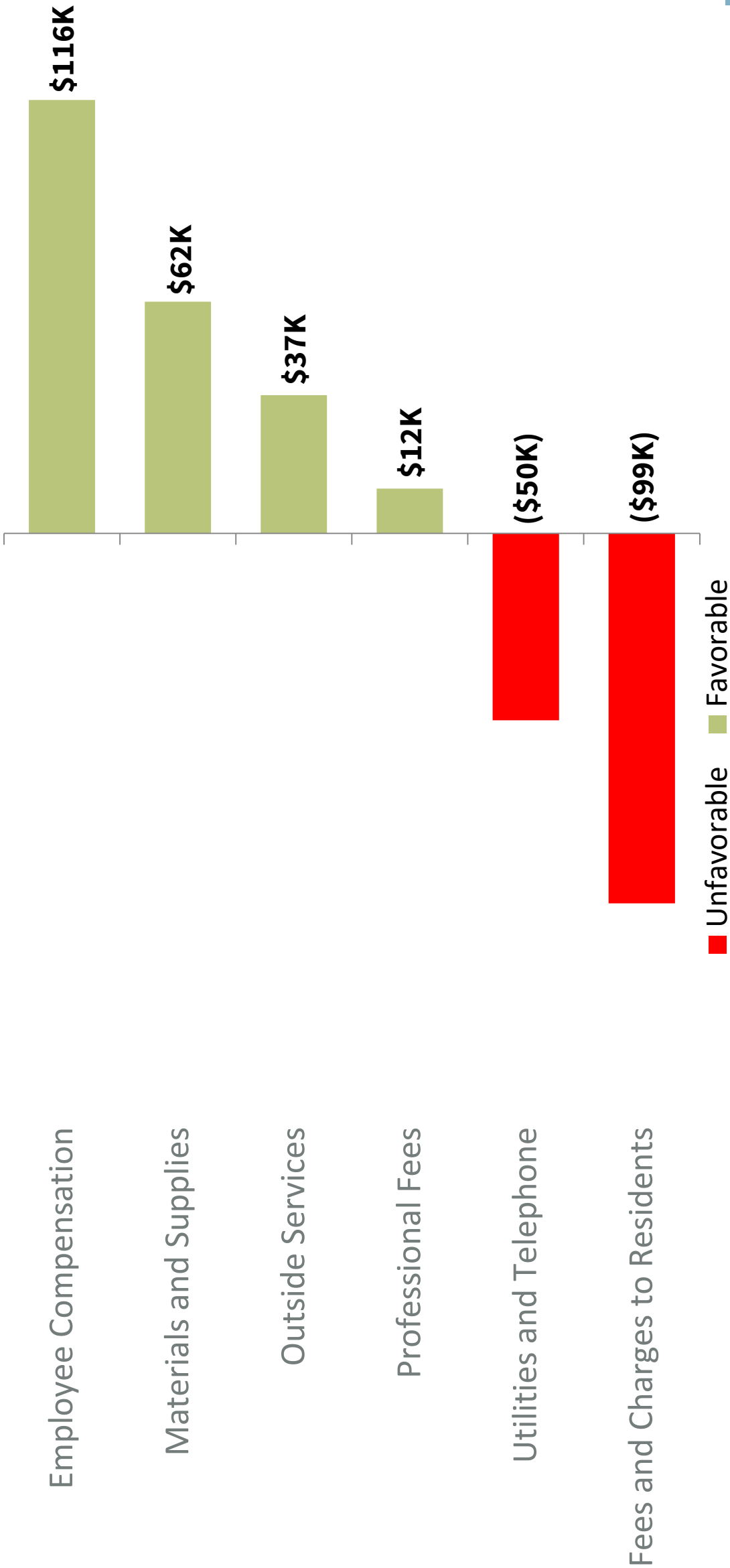
# Financial Report

Preliminary as of January 31, 2024

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$4,405	\$4,268	\$137
Non-assessment Revenue	\$194	\$295	(\$101)
Total Revenue	\$4,599	\$4,563	\$36
Total Expense	\$4,248	\$4,423	\$175
Net Revenue/(Expense)	\$351	\$140	\$211

# Financial Report

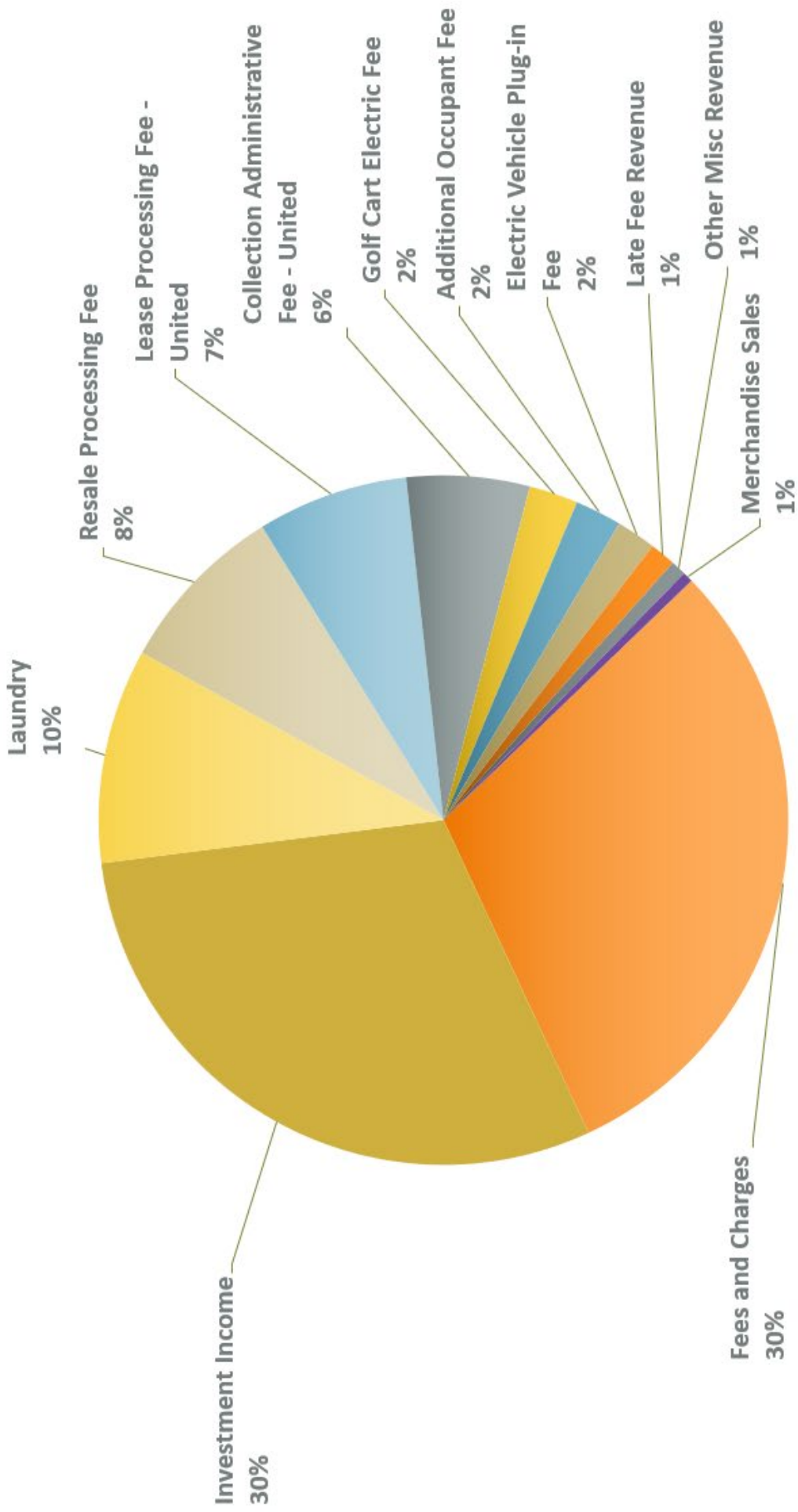
Preliminary as of January 31, 2024



# Financial Report

Preliminary as of January 31, 2024

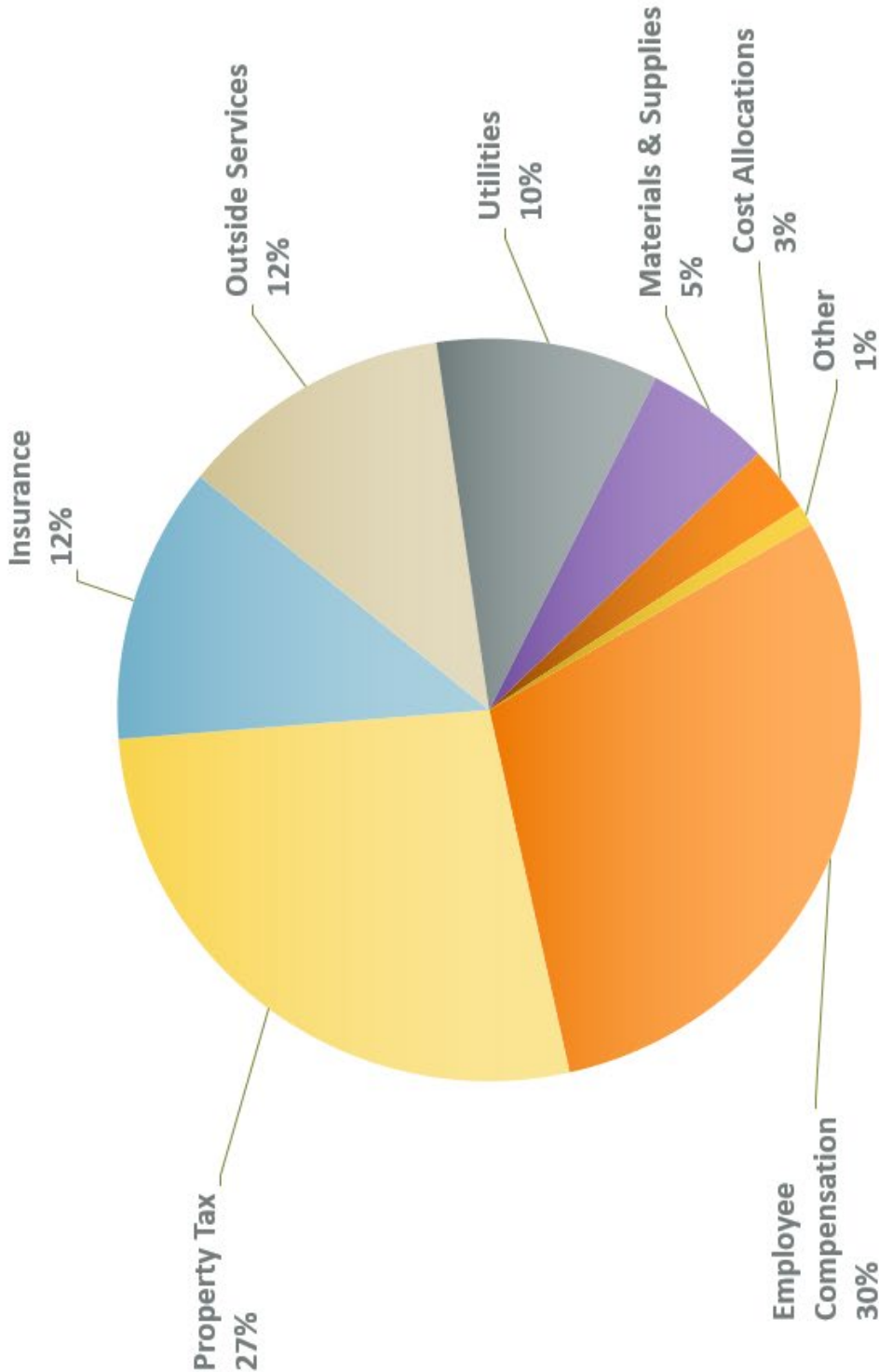
## Total Non Assessment Revenues \$194,350



# Financial Report

Preliminary as of January 31, 2024

**Total Expenses \$4,247,824**



UNITED LAGUNA WOODS  
— M U T U A L —

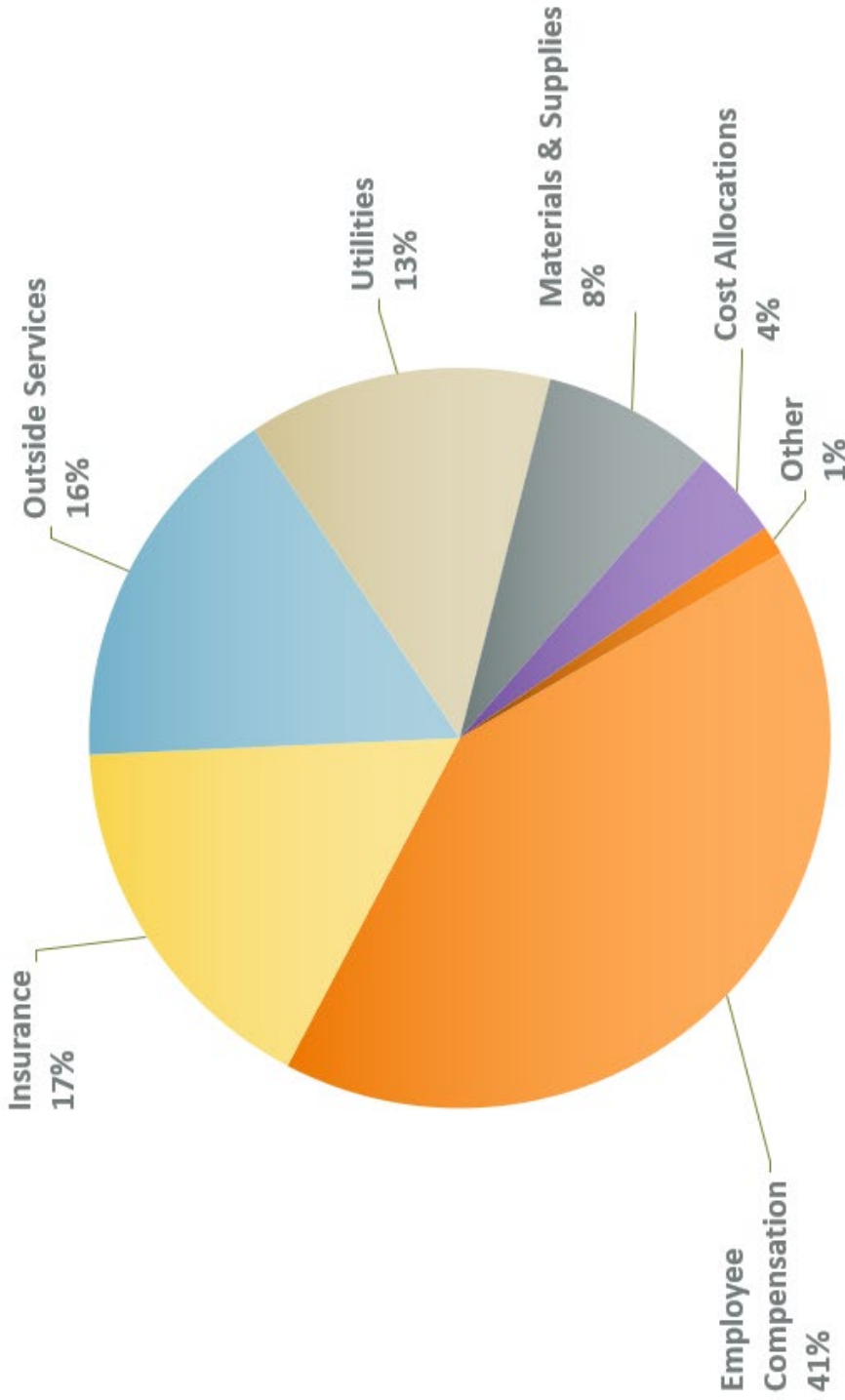
Sewer	\$168,500
Water	\$112,973
Trash	\$98,807
Electricity	\$30,318
Telephone	\$141



# Financial Report

Preliminary as of January 31, 2024

## Total Expenses Excluding Property Tax \$3,091,750



# Financial Report

Preliminary as of January 31, 2024

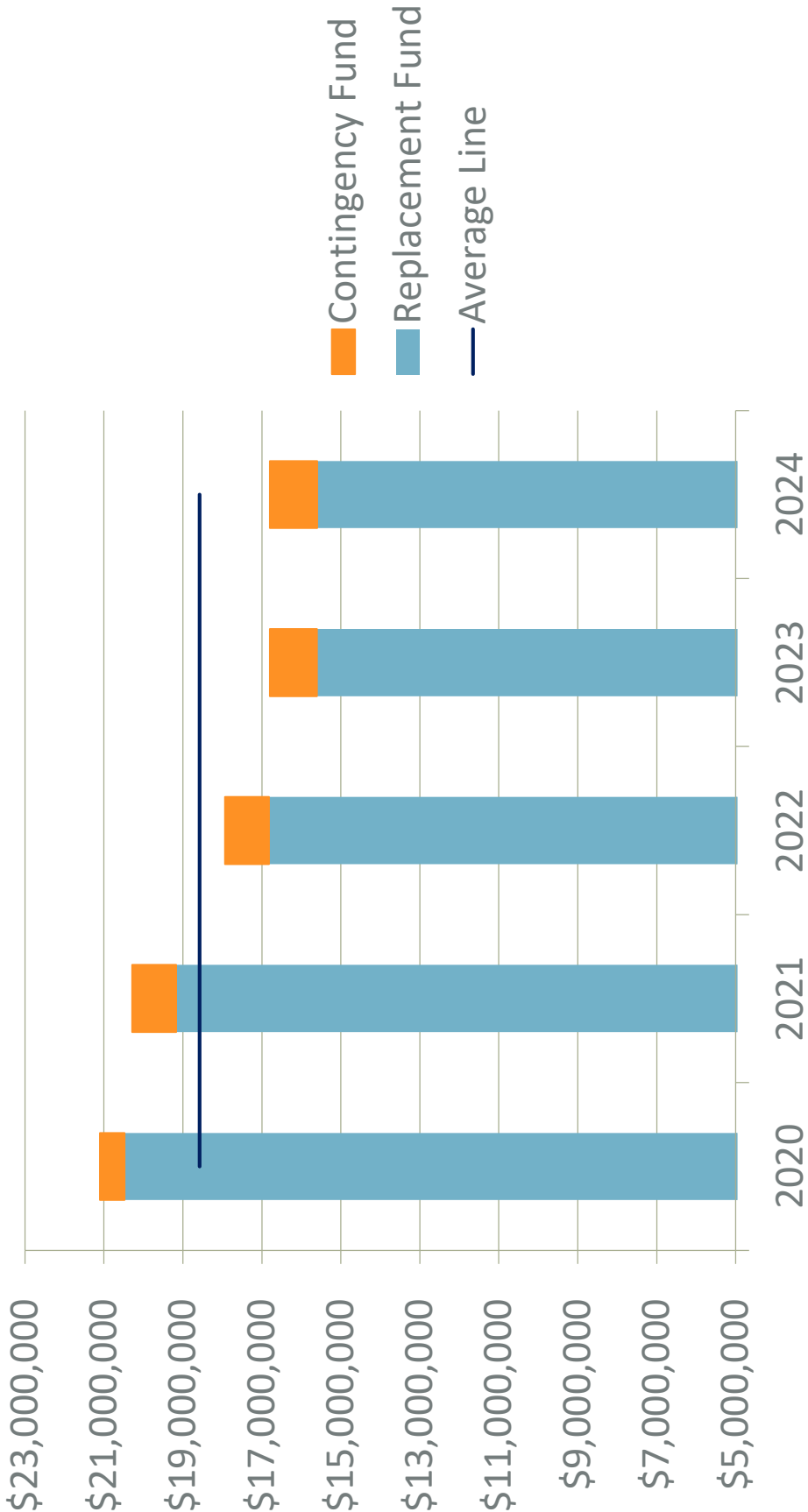


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/24	\$1,190	\$15,267
Contributions & Interest	12	1,141
Expenditures	0	813
Current Balances: 1/31/24	\$1,202	\$15,595

# Financial Report

Preliminary as of January 31, 2024

## FUND BALANCES – United Mutual



# Financial Report

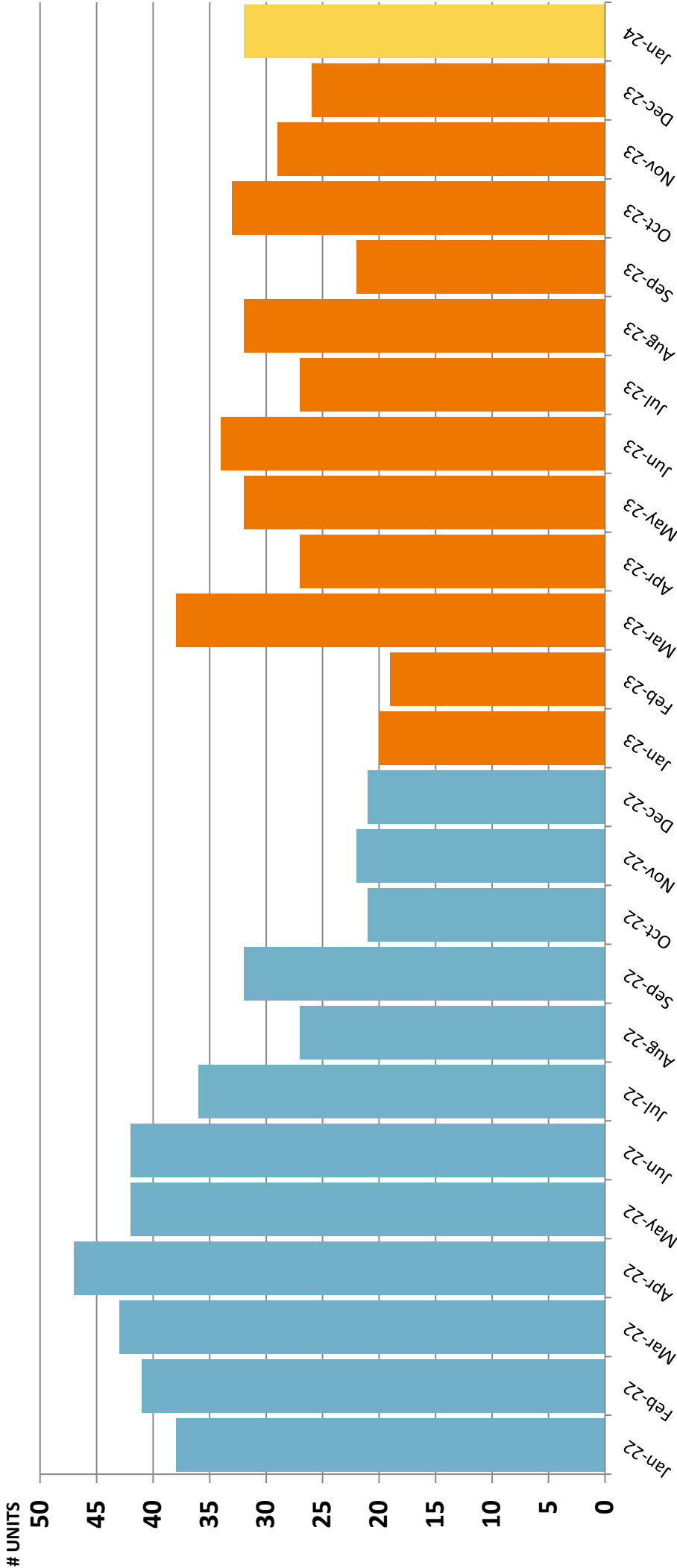
Preliminary as of January 31, 2024

## RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS  
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	38	\$313,292
YTD 2023	20	\$293,200
YTD 2024	32	\$364,434





## **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.



Mickie Choi Hoe (Feb 28, 2024 06:39 PST)

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Mickie Choi Hoe, Chair

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# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

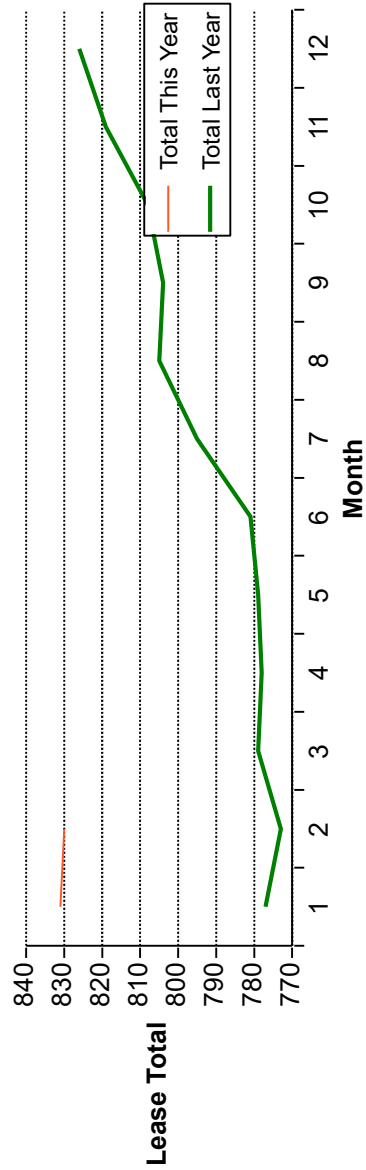
February, 2024

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	31	20	\$11,406,900	\$5,864,000	\$367,965	\$293,200
February	22	19	\$7,804,900	\$6,223,400	\$354,768	\$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
TOTAL	53.00	39.00	\$19,211,800	\$12,087,400		
ALL TOTAL	53.00	340.00	\$19,211,800	\$122,256,460		
MON AVG	26.00	19.00	\$9,605,900	\$6,043,700	\$361,366	\$310,374
% CHANGE - YTD	35.9%		58.9%		16.4%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Monthly Active Leasing Report 2024 Period 2 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2024	January	25	25	215	566	831	777	13.1	12.3	0.8	53	21
2024	February	24	27	224	555	830	773	13.1	12.2	0.9	29	39
2024	March						779					
2024	April						778					
2024	May						779					
2024	June						781					
2024	July						795					
2024	August						805					
2024	September						804					
2024	October						808					
2024	November						819					
2024	December						826					



**OPEN MEETING**

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

**Thursday, February 15, 2024 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Anthony Liberatore – Chair, Ellen Leonard, Sue Quam

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant  
Director, Alan Grimshaw – Manor Alterations  
Manager, Gavin Fogg – Manor Alterations Supervisor,  
Laurie Chavarria – Senior Management Analyst, David  
Rudge – Inspector II, Josh Monroy – Manor  
Alterations Coordinator

**1. Call Meeting to Order**

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

**2. Acknowledgment of Media**

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

**3. Approval of the Agenda**

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

**4. Approval of the Meeting Report for January 18, 2024**

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

**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.

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

Hearing no objection, the Consent Calendar was approved by unanimously approved.

**9. Variance Requests**

- a. 59-G: Variance to Install a Fence and Gate

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

A motion was made to deny the variance as described. The motion passed by a vote of 2/1/0. (Director Leonard, opposed)

- b. 372-D: Variance to Add Windows

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

A member commented on the variance request and staff responded.

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

- c. 301-A: Variance to Extend Living Room into Patio Area

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

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

**10. Items for Discussion and Consideration**

**a. Revision to Standard 20: Balcony, Patio and Atrium Covers**

A motion was made to recommend the United Board approve the revisions to Standard 20: Balcony, Patio and Atrium Covers. Hearing no objection, the motion was approved by unanimous consent.

**b. Enact Standard 39: Balcony and Patio Enclosures**

A member commented on the variance request and staff responded.

A motion was made to recommend the United Board approve the enactment of Standard 39: Balcony and Patio Enclosures. Hearing no objection, the motion was approved by unanimous consent.

**11. Items for Future Agendas**

- Revision to Standard 22: Patio Slab
- Revision to Standard 11: Doors; Exterior
- Presentation on Mutual Consent Process and Fees

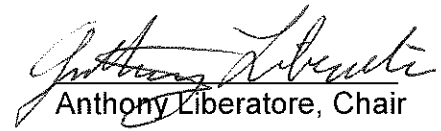
**12. Committee Member Comments**

- Director Leonard commented on building roofing systems and guttering.
- Director Quam thanked staff for explaining the two standards.
- Chair Liberatore responded to a member comment.

**13. Date of Next Meeting: Thursday, March 21, 2024 at 9:30 a.m.**

**14. Adjournment**

The meeting was adjourned at 10:42 a.m.



Anthony Liberatore, Chair

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



## **OPEN MEETING**

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

Thursday, February 15, 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, Anthony Liberatore and Nancy Carlson

**MEMBER ABSENT:** None.

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

**ADVISORS ABSENT:** None.

**STAFF PRESENT:** Francis Gomez, Pamela Bashline and Ruby Rojas

#### **CALL TO ORDER**

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

#### **APPROVAL OF THE AGENDA**

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

By unanimous consent, the motion passed.

#### **APPROVAL OF REPORTS**

The Committee reviewed the report for January 18, 2024.

Without objection, the report for January 18, 2024 was approved as presented.

#### **CHAIR'S REMARKS**

Chair Blackwell welcomed Director Liberatore to the Committee and thanked Director Vidya Kale for her service on the Committee.

#### **MEMBER COMMENTS**

A member relayed concerns regarding the lack of barbecue rules and Advisor Stone requested additional information in the minutes.

## **ITEMS FOR DISCUSSION**

### **Schedule of Monetary Penalties**

Ms. Francis Gomez, Operations Manager, presented the Schedule of Monetary Penalties for the Committee to consider and review. The Committee discussed and elected to make minor changes to the document.

Director Carlson made a motion to increase the “Alteration” Type-Fee to a maximum of one-thousand dollars per event, the motion was withdrawn.

Director Carlson made a motion to edit the title of “Type of Violation” to stipulate “per event”. Chair Blackwell seconded the motion.

By unanimous consent, the motion passed.

### **Committee Charter**

**The Committee reviewed and discussed the Committee Charter.** The Committee discussed and elected to make minor changes to the document.

By unanimous consent, the motion passed.

The Committee directed staff to review and update the Committee Charter and present at the next meeting.

## **Concluding Business**

### **Committee Member Comments**

Director Liberatore relayed his dislike of the word “charter” in the title of the United Mutual Committee Charter, questioning its use. Chair Blackwell expressed the premise of the Committee is to create new rules and regulations to protect members health, welfare and safety. Advisor Rader reminded the Committee to relay the matter of accessing Governing Documents to the Media and Communications Committee for review.

### **Future Agenda Items**

- a. Review of Operating Rules Guidebook

### **Date of Next Meeting**

The next meeting is scheduled for Thursday, March 21, 2024 at 1:30 p.m. in the Board Room.

### **Adjournment**

With no further business, Chair Blackwell adjourned the meeting at 2:39 p.m.

*MABlackwell*

MABlackwell (Mar 4, 2024 13:27 PST)

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Maggie Blackwell, Chair





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

**Monday, February 26, 2024 – 1:30 P.M.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

<b>COMMITTEE MEMBERS PRESENT:</b>	Sue Quam – Chair, Vidya Kale, Anthony Liberatore
<b>COMMITTEE MEMBERS ABSENT:</b>	None
<b>OTHERS PRESENT:</b>	Ellen Leonard, Georgiana Willis
<b>ADVISORS PRESENT:</b>	Mary Sinclair
<b>STAFF PRESENT:</b>	Kurt Wiemann, Megan Feliz

**1. Call to Order**

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

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Chair Quam requested that the supplemental appropriation for United turf reduction projects be added as Item 16. Hearing no objection, the agenda was approved as amended.

**4. Approval of the Meeting Report for January 22, 2024**

The committee unanimously approved the meeting report.

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

Chair Quam announced the Urban Forest Management Plan passed at the last board meeting. The Tree Ad-hoc Committee will be dissolved at the next board meeting.

## **6. Department Head Update**

Mr. Wiemann notified the committee that staff has training on rainy days.

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

Mr. Wiemann briefly discussed the project budgets, letting the committee know slope work has lost time due to weather, and working on catching up.

### **6b. Year-End Update**

Mr. Wiemann discussed year end project log. Notifying the committee reserve expenditures were under budget by \$83,000.

### **6c. Water Use Comparison Chart**

Mr. Wiemann notified the committee that irrigation water has been off for about a month, due to the amount of rain. Once the ground starts to dry up it will be turned on. This is saving United in water costs.

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

None

### **6e. Plants Planted in United**

Mr. Wiemann brought the list to the committee per their request.

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

None

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

None

## **Items for Discussion and Consideration**

### **9. 29-D Landscape Request**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

Director Liberatore made a motion to accepts staff's recommendation to deny the request. Director Kale seconded the motion. The motion passed unanimously.

#### **10.27-B Tree Removal**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

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

#### **11.180-A Tree Removal**

Mr. Wiemann presented a brief overview on the recommendation. An email was read from the member. Discussion ensued on the removal.

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

#### **12.321-H Tree Removal**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

Director Kale made a motion to table the item. The committee directed Staff to look into the trimming of the tree. Director Liberatore seconded the motion. The motion passed unanimously.

#### **13.397-D Tree Removal**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

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

#### **14.519-C Tree Removal**

Mr. Wiemann presented a brief overview on the recommendation. Discussion ensued on the removal.

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

#### **15. Turf Reduction**

Mr. Wiemann explained to the committee how these turf reductions were picked and why. He let them know due to AB 1572, these would have to be done eventually down the line. Budgeted funds will be used for these. Discussion and

questions ensued among the committee.

Director Liberatore made a motion to accept staff's recommendation on turf reduction locations. Director Kale seconded the motion. The motion passed unanimously.

#### **16. Supplemental Appropriation for Turf Reduction Projects**

Mr. Wiemann discussed the staff report. Letting them know these were budgeted funds left over from 2023. Staff was recommending the funds be appropriated to the 2024 budget. Discussion ensued and questions were asked to Mr. Wiemann. Director Liberatore made a motion to accept staff's recommendation. Director Kale seconded the motion. The motion passed unanimously.


#### **Concluding Business**

#### **17. Committee Member Comments**

Various comments were made.

#### **18. Date of Next Meeting – March 25, 2024 at 1:30 p.m.**

#### **19. Adjourned at 2:48 p.m.**

  
Sue Quam, Chair

Sue Quam, Chair  
Kurt Wiemann, Staff Officer  
Telephone: 949-268-2565



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

**Wednesday, February 28, 2024 - 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Alison Bok – Chair, Mickie Choi Hoe (in for Pearl Lee), Ellen Leonard

**MEMBERS ABSENT:** Pearl Lee

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

**1. Call to Order**

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

**2. Acknowledgement of Media**

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

**3. Approval of Agenda**

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

**4. Approval of Meeting Report from January 17, 2024**

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

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

Director Bok informed the committee that Ralph Magid will be joining the committee as an advisor and provided a brief summary of his qualifications. Other comments included consideration of reviewing the committee charter and exterior paint color options.

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

- A member commented on potential causes of dry rot.

## **7. Department Head Update**

### **SCE Proposed Rate Increase for 2025**

Mr. Gomez commented that staff attended a recent city council meeting where SCE was scheduled to discuss rate increases. Unfortunately, the SCE presentation did not cover the proposed pricing for 2025. Staff will continue to advertise the dates that the public utilities commission will be taking comments.

### **Electric Vehicle Charging in Carports**

Mr. Mejia provided a brief history of the program in which residents can purchase a permit to charge golf carts and electric vehicles in carports. Charging multiple vehicles simultaneously has caused an increased number of electrical interruptions in some areas. Members are encouraged to coordinate charging times amongst themselves and to contact Resident Services if the circuit breaker requires resetting. It is not recommended that members attempt to reset breakers since, if done incorrectly, can cause unintended consequences.

### **Building 419 Plumbing Service Orders Update**

Mr. Barnette provided an update on the plumbing work being performed at Building 419 and answered questions from the committee and various residents at Building 419.

### **Automated Service Order Notifications for Washer/Dryer Repairs**

Mr. Barnette provided the committee with an update regarding the number of repair orders recently closed, remaining to be completed, and the goal of completing repairs within 5 days of receiving the service order. Discussion also included laminated cards that should be placed on a broken machine to indicate that the problem was reported as well as the automated email that is sent to residents within the vicinity of a laundry room with a pending repair request.

## **8. Project Log**

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

### Items for Discussion and Consideration:

## **9. Laundry Appliances Conversion to Card Reader System**

Mr. Holland discussed technology options associated with updating laundry facilities that would allow residents to pay via app instead of coins and answered questions from the committee.

Staff was directed to draft a Scope of Work for the committee to review with the goal being the implementation a volunteer pilot program to determine costs and benefits of converting laundry appliances to a different type of payment option. Staff was also directed to provide the number of existing in-manor laundry facilities at a future meeting.

Mr. Gomez informed the committee that staff is investigating the option of using an outside vendor for laundry appliance repairs.

## **10. Roof Leak Repairs Update**

Mr. West provided an update via PowerPoint on the number and types of roof leaks in United and answered questions from the committee. Discussion included inspection methods, the inspection cycles, drainage, rain gutters, and types of roofs.

## **11. 2024 Roof Replacement Program**

Mr. West provided an overview of the program via PowerPoint and answered questions from the committee. Discussion included the time required to replace a roof, the roof replacement rating system, and the 2024 schedule and budget for roof replacements.

Mr. Gomez asked the committee to consider any changes to these parameters for the 2025 budget. Staff was directed to include the number of roofs rated between 60-91 with the budget presentation.

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

- Water Leak Detection Devices
- Pilot Program for Updating Laundry Appliance Payment Options
- Charter Review
- Building Color Palette Review

Concluding Business:

**12. Committee Member Comments**

- Director Choi Hoe commented that the meeting was interesting and thanked staff.
- Chair Bok thanked the staff for their professionalism and knowledge.

**13. Date of Next Meeting:** Wednesday, April 24, 2024 at 9:30 a.m.

**14. Adjournment:** The meeting was adjourned at 11:30 a.m.

***DRAFT***

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Alison Bok, Chair

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





FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, February 21, 2024 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** William Cowen – Chair, Martin Roza, Andy Ginocchio, Brad Rinehart, Thomas Tuning, Mickie Choi Hoe, Peter Sanborn

**DIRECTORS ABSENT:** Moon Yun

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez

**OTHERS PRESENT:** GRF – Jim Hopkins, Egon Garthoffner  
United – Alison Bok, Ellen Leonard  
Third – Reza Karimi

**Call to Order**

Director William Cowen, GRF Treasurer, chaired the meeting and was called to order at 1:30 p.m.

**Acknowledgement of Media**

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

**Approval of Meeting Agenda**

A motion was made to approve the agenda as presented. Hearing no objection, the motion to approve the agenda passed unanimously.

**Approval of the Regular Meeting Report of December 20, 2023**

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

**Chair Remarks**

Director Cowen thanked all members who participate in the finance meetings.

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

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, shared that the 2023 Financial Audit initiated on February 14, 2024 with a kick-off meeting held by the Audit Task Force with the KPMG representatives. They presented their annual audit services overview outlining expected timelines and procedural details.

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

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

**Endorsement from Standing Committees**

None.

**Future Agenda Items**

RV Fees

Traffic Fees

**Committee Member Comments**

None.

**Date of Next Meeting**

Wednesday, April 17, 2024 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 2:32 p.m.

**DRAFT**

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William Cowen, Chair



## Laguna Woods Village®

### **SPECIAL MEETING OF THE SELECT AUDIT TASK FORCE REPORT OF THE OPEN SESSION**

Wednesday, February 14, 2024 – 1:00 p.m.  
Laguna Woods Village Board Room

**DIRECTORS/ADVISORS PRESENT:** William Cowen – Chair, Mickie Choi Hoe, Diane Phelps, Peggy Moore

**DIRECTORS ABSENT:** None.

**STAFF PRESENT:** Steve Hormuth, Pam Jensen, Erika Hernandez

**OTHERS PRESENT:** KPMG Representatives: Spencer Endicott, Molly Kinghorn (via Zoom)

GRF – Jim Hopkins, Yvonne Horton, Egon Garthoffner

United – Alison Bok, Maggie Blackwell, Anthony Liberatore, Georgiana Willis, Nancy Carlson

Third – Andy Ginocchio, S.K. Yun

#### **Call to Order**

Director William Cowen, GRF Treasurer, chaired the meeting and called it to order at 1:00 p.m.

#### **Acknowledgment of the Media**

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

#### **Approval of Agenda**

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

#### **Chair Remarks**

None.

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

Director Maggie Blackwell asked KPMG representatives to explain the differences between the various forms of an audit. Both Spencer Endicott, KPMG, and Steve Hormuth, Director of Financial Services, explained what makes up the various forms of an audit and provided examples of a financial audit, a compliance audit and a forensic audit.

**Introduce KPMG Representatives**

Steve Hormuth, Director of Financial Services, introduced the KPMG representatives, Spencer Endicott, Engagement Managing Director, and Molly Kinghorn, Engagement Manager who will be performing the 2023 Audit.

**Presentation of the 2023 Annual Audit Plan by KPMG**

Spencer Endicott gave a presentation on the 2023 Audit plan and strategy in accordance with generally accepted auditing standards in the United States of America. No further action was taken.

**Task Force Member Comments**

Director Mickie Choi Hoe asked for a summary of definitions regarding differences in audit and a review and what the requirements are for a forensic audit.

Comments and questions were noted and answered by staff/KPMG. No further action.

**Board Member Comments**

None.

**Adjournment**

The meeting adjourned at 1:24 p.m.

*William Cowen*

William Cowen (Feb 24, 2024 00:11 PST)

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William Cowen, Chair

## **OPEN MEETING**

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

Thursday, February 8, 2024 – 1:30 p.m.  
Board Room/Virtual Meeting

**MEMBERS PRESENT:** Yvonne Horton, Chair, Joan Milliman, Mark Laws, Andy Ginocchio, Ellen Leonard, Sue Quam, Peter Sanborn  
Dennis Boudreau, Ajit Gidwani, Elsie Addington

**MEMBERS ABSENT:** Cush Bhada, excused

**OTHERS PRESENT:** Juanita Skillman, Mickie Choi Hoe, Egon Garthoffner,  
Reza Karimi

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Ada Montesinos, Jose Campos, Blake Lefante

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Director Ginocchio made a motion to approve the agenda with change of moving item number 12 before item number 10. Director Laws seconded.

Motion passed unanimously.

#### **Approval of Committee Report for December 14, 2023**

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

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 water heater at Pool 4 is currently not working and replacement is scheduled for tomorrow; the Pool 5 pump room was flooded during the heavy rains and is expected to reopen on February 19; Pool 1 will remain open during this necessary closure and will close the week of February 19 for critical repairs maintenance; the Christmas Buffet hosted 292 attendees which broke the record in 2019 of 246 attendees; the New Year's Eve Dinner Dance hosted at Clubhouse 5 had 346 attendees; the Village Bazaar on January 27 sold out vendor tables in four minutes which attracted approximately 450 attendees; the Village Bazaar wait list will be called for the future event to maximize opportunities for all to participate; a free showing of the College Championship football game hosted 55 attendees; the Equestrian Center security gate installation is almost complete; lessons and riding have been interrupted by the heavy rains and will resume once the facility and trails dry out; the golf course has reduced play due to the heavy rains in order to maintain course health; the driving range will be closed until it dries after the heavy rain; a club fitting day was held at a local indoor studio allowing more than \$5,000 in sales for custom clubs to our members; the Library greeted 2,488 visitors with volunteers working 757 hours and 3,043 items circulated through the front desk in January which was at the highest level since last summer; 43 new residents signed up for catalogue access in January.

Ms. Giglio stated the following GRF Board approvals: the Clubhouse 1 Drop-In lounge television schedule met the 28-day notification and will resume scheduled programming when the facility is reopened in September; temporary flexibility to adjust facility and amenity operating procedures during the Clubhouse 1 renovation as unforeseen factors may require the need for urgent and immediate decisions; these adjustments will be discussed with impacted departments, the General Manager's office, the Community Activities Committee (CAC) Chair and the GRF Board President and updates will be reported to CAC and GRF.

Ms. Giglio stated the following Clubhouse 1 renovation update: staff has been extremely busy preparing to for the Clubhouse 1 renovation by relocation of all 110 rental groups to other facilities; safety fencing adjustments have been made to allow play for bocce and petanque; more parking has been made available to support the open facilities; contractor insurance prevents us from opening the remaining facilities and amenities during the project because they are in the middle of the construction zone; the Community Center Fitness Center will expand hours to accommodate the Clubhouse 1 Fitness closure and Fitness staff has informed patrons to investigate insurance coverage for use of outside fitness providers; the Transportation hub will move to the parking lot behind the Library and History Center; pool schedules may change often, so please check the hours prior to visiting a pool.

Ms. Giglio stated staff appreciates the cooperation and flexibility from clubs and classes as some had to downsize and adjust their activities.

Ms. Giglio stated the Village 60th Anniversary event will be hosted Monday, September 9 from 4 to 10 p.m. at Clubhouse 2. Event details will be forthcoming once confirmed in all Laguna Woods Village publicity outlets.

Ms. Murphy stated the following upcoming events: the Big Game will be hosted at Clubhouse 5 with kick-off at 3 p.m.; the free Monday movie at the Performing Arts Center on February 12 will be *Sliding Doors* with showtimes at 2 and 7 p.m.; the annual Valentine's Day Dinner Dance will be hosted at Clubhouse 5 at 5 p.m.; the St. Patrick's Day Buffet will be hosted at Clubhouse 5 on March 17 at 5 p.m.; a Neil Diamond tribute concert will be hosted at the Performing Arts Center on March 23 at 7:30 p.m.; the annual Easter Eggstravaganza will be hosted at the Equestrian Center on March 30, 9 to 11 a.m.; the Easter Buffet at Clubhouse 5 on March 31 at 1 p.m.

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

Members were called to speak on the following: in favor of purchase of wooden fiber bales; Clubhouse 1 renovation publicity; Library maintenance and attendance recording concerns which require more staff support; thank you to staff for billiards support; inquiries regarding creation of staff report and change approval process; inquiry regarding number of horses at the Equestrian Center and of those, how many are non-resident owners; in opposition of purchase of wooden fiber bales.

The committee suggested that members attend GRF Board meetings for an update on the Clubhouse 1 renovation and Ms. Giglio stated the scope of work documents may be viewed at both Clubhouse 1 and the Recreation office.

### **CONSENT**

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

Ms. Montesinos presented information regarding the Financial Statement.

Discussion ensued.

Motion passed 5-1-1. Director Laws opposed; Director Sanborn abstained.

### **REPORTS**

**Garden Center Advisory Group Update** – Ms. Giglio reported the advisory group is made up of six members and meets once a month. This group has addressed issues including

the following: operating rules (which were reviewed during the current revisions), tool hoarding, misuse of trash bins, plot appearance and tree trimming. It has been reported that complaints are minimal due to a wonderful combination of staff walkthroughs and issues being dealt with immediately once reported. This group is key in identifying some issues and staff are able to get ahead of problems before they become a nuisance.

Staff recommends this advisory group should be continued.

**2023 Event Recap/2024 Scheduled Events** – Ms. Murphy presented the 2023 event recap and the 2024 scheduled events.

Discussion ensued.

**Presentation from Pickleball Club for Additional Courts** – Pickleball club president, Miranda McPhee, presented the request for a collaborative effort to review available space to create additional pickleball courts for community use due to the continued rise in popularity of the sport.

Discussion ensued.

Director Milliman made a motion to recommend the creation of an ad hoc committee including Community Activities Committee and Maintenance and Construction to assist with pickleball request for additional courts. Director Laws seconded.

Motion passed 6-0-1. Director Ginocchio was not present for the vote.

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

#### **California Club Request for Exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules**

Director Laws made a motion to deny the California Club request for exceptions to GRF Recreation Flyer and Poster Policy and the Performing Arts Center Operating Rules. Director Sanborn seconded.

Discussion ensued.

Motion passed unanimously.

### **ITEMS FOR FUTURE AGENDAS**

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



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

**Redistribution of Equestrian Arena Lighting Funds** – Staff was directed to keep this item under Items for Future Agendas.

**Aquadettes Show** – Staff was directed to keep this item under Items for Future Agendas.

**Review of CAC Charter** - Staff was directed to keep this item under Items for Future Agendas.

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Advisor Gidwani stated Recreation Department did phenomenal job of relocating those in Clubhouse 1 and thanked this committee for taking their time to ensure that things run well.

Director Sanborn stated communication to a large community is quite difficult and the Towers has televisions that display community news and upcoming events.

Director Quam stated kudos to staff regarding the Clubhouse 1 renovation and ad committee is good idea, but many are busy with committee meetings. She thanked the committed for the extensive discussion as she is new.

Director Leonard stated member requesting wooden fiber archery bales presented very well, but these may be a fire hazard. She stated the Library card swipe is an excellent idea and should be in a lot of our facilities. She stated this should be a future agenda item.

Director Milliman stated thank you to everyone for good discussion and to the Recreation staff for working hard. She stated she would like to be part of the any further discussion or official ad hoc committee regarding the club flyer/poster advertising.

Advisor Boudreau stated the Library lights should be replaced quickly.

Chair Horton thanked staff for a great job and stated better communication is a goal of president of GRF.

#### **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, March 14, 2024.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 3:59 p.m.

\_\_\_Yvonne Horton\_\_\_

Yvonne Horton, Chair

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**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE  
WEDNESDAY, February 14, 2023 – 2:00 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, Glenn Miller, Anthony Liberatore, Yvonne Horton

**COMMITTEE MEMBERS ABSENT:** Cush Bhada

**OTHERS PRESENT:**

**ADVISORS PRESENT:** Donna Rane-Szostak

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

**1. Call Meeting to Order**

Chair Skillman called the meeting to order at 2 p.m.

**2. Acknowledgment of Media**

No formal press was present.

**3. Approval of the Agenda**

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

**4. Approval of the Meeting Report for November 8, 2023**

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

**5. Chair Remarks**

Chair Skillman stated that Chair Bhada is still out of town, and she will be chairing this meeting. Director Skillman shared information about AB 1572 and the spotlight article in the El Toro Water District Newsletter Laguna Woods Village received.

## **6. Department Head Update**

Mr. Wiemann provided an update on the completion of the Monkey Puzzle Tree trimming project. While the crews were in the area working they removed some dead wood off the 200-year-old Sycamore tree.

### **6a. Charging Station Update**

An update was provided letting everyone know the project is moving along, albeit slowly. They are currently waiting on the plans to be approved with the city. The landscape department have been testing the batteries life in the field.

### **6b. Sprinkler Update**

Mr. Wiemann notified everyone the new irrigation system is fully functional, and they are working with ETWD on the final rebates.

### **6c. Clubhouse 1**

Clubhouse 1 is going under renovation starting in March. Mr. Wiemann informed the committee that all landscape was removed from the area. This was done so the plants do not get trampled and ruined. The area will be gated in, so there is no way to tend to the plants during the construction. Once, the renovations are complete the staff will come in and renovate the landscaping.

## **Items for Discussion and Consideration**

### **7. Aliso Creek Update**

Mr. Wiemann gave an informative update on the Aliso Creek clean up. They removed some willows and cattails that were impeding the flow of the creek. He informed the committee they are estimating only needing to perform a major cleanup in the creek three times each year, due to the diligent work that has been done recently.

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

One member voiced concern about the horse trails and the need for plant replacement along them.

### **9. Response to Members Comments**

Mr. Wiemann responded to the member comment.

## **Concluding Business:**

### **10. Committee Member Comments**

Several comments were made.

### **11. Date of Next Meeting – Wednesday, May 8, 2023 at 1:30 p.m.**

### **12. Adjourned at 2:20 p.m.**

Juanita Skillman, Chair

Cush Bhada, Chair  
Kurt Wiemann, Staff Officer  
Telephone: 949-268-2565

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**OPEN MEETING**

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

**Wednesday, February 14, 2024 – 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  
**UNITED:** Ellen Leonard  
**Advisors:** Bill Walsh, Ajit Gidwani

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager,  
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**

The agenda was approved as written.

**4. Approval of Meeting Report from December 20, 2023**

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

**5. Chair's Remarks**

None.

**6. Department Head Update**

Mr. West announced that there will be a GRF Clubhouse Renovation Ad Hoc Committee meeting on February 27, 2024, at 1:30 p.m.

## **7. Member Comments**

A member commented on water drainage in the community during rain events.

### 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**

## **10. 2023 4<sup>th</sup> Quarter Clubhouse Inspection Report**

### Items for Discussion and Consideration:

## **11. Updates to Committee Charter**

A motion was made and unanimously approved to accept the updates to the committee charter as written.

## **12. Broadband HVAC Update**

Mr. West provided a PowerPoint presentation on the current status of the Broadband HVAC project. Advisor Walsh commented on the new HVAC system's energy usage.

## **13. Equestrian Center Security Gates & Fencing Update**

Mr. West gave a PowerPoint presentation to show the progress of the installation of security gates and fencing at the Equestrian Center.

## **14. Clubhouse 2 Pool Deck Options**

Mr. West gave a PowerPoint presentation to explain the options for the Clubhouse 2 pool deck project. The committee discussed the three options. Mr. West answered questions from the committee. Director Bok made a motion to create an RFP with the option for pavers. Director Stephens seconded. The motion passed by a 6/1/0 vote (Director Park voted against).



## **15. Clubhouse 1 Project Update**

Mr. West showed the committee the layout of the fencing and temporary alternate transportation hub to be used while Clubhouse 1 is under construction.

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

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

## **16. Committee Member Comments**

Director Lee commented on her enthusiasm for the Clubhouse 1 project to begin.

**17. Date of Next Meeting: Wednesday, April 10, 2024 at 9:30 a.m.**

**18. Adjournment – The meeting was adjourned at 10:49 a.m.**

*DRAFT*

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Yvonne Horton, Chair

Golden Rain Foundation  
Maintenance & Construction Committee  
Regular Open Session  
February 14, 2024  
Page 4 of 4

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



## **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.



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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 31, 2024 – 1:30 p.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room & Virtual with Zoom**

**REPORT**

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

**MEMBERS ABSENT:** Cush Bhada, Glenn Miller, Peter Sanborn

**OTHERS PRESENT:** **GRF:** Egon Garthoffner, Juanita Skillman  
**UNITED:** Maggie Blackwell

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

**1. Call Meeting to Order**

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

**2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**3. Approval of the Meeting Report from January 3, 2024**

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

**4. Remarks of the Chair**

Chair Hopkins welcomed members of the committee who had not previously participated in discussions on the topic. The purpose of the committee being to gather as much information as possible, discuss the solutions at a high level, and bring a recommendation to the GRF Board.

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

None.

**6. Response to Member Comments**

None.

**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. Previous Building E Assessment**

Mr. Gomez provided history on Building E geotechnical and engineering evaluations conducted in 2011 and a structural observation report conducted in 2020 via PowerPoint. Information included the timing and findings of those assessments, consultant estimates for the replacement of the building or repairs to the building, and the dates those findings were presented the GRF M&C Committee in June 2021.

**b. Office Plan by Rengel Co. (from study dated June 2022)**

Mr. Gomez reviewed the office space plans prepared by Rengel and Co. via PowerPoint.

**c. Office Plan by Austin Co. (from study dated May 2023)**

Mr. Gomez reviewed the office space plans prepared by Austin Co. via PowerPoint.



Mr. Gomez presented a cost summary of four (4) options considered by the GRF Board and presented to the Corporate Members in June 2023. Mr. Gomez also presented the floor plans and existing office configurations and resident uses for all three floors of the Community Center. Discussion included details of each study and options presented for relocating the displaced departments in either a new building (either modular or conventional) or in reconfigured space within the Community Center.

**d. Discuss Other Potential Relocation Options for Consideration**

The committee was requested to bring back suggested guiding principles to the next committee meeting on March 6, 2024 for consideration when discussing solutions.


**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 Stephens concurred with the idea of establishing guiding principles.
- Director Ginocchio commented that the guiding principles should go from general to specific in nature.
- Director Karimi commented on the timeline of the project.
- Director Horton commented that residents must be considered first.
- Director Bok commented on the need to resolve the status of Building E.
- Director Carlson commented on the goal of the committee, resolving the status of Building E.
- Chair Hopkins commented on his goal of sharing all the information from the GRF Board and associated committees with this committee to present an informed decision to the board.

**12. Date of Next Meeting:** Wednesday, March 6, 2024 at 1:30 p.m.

**13. Adjournment:** The meeting was adjourned at 3:05 p.m.



James Hopkins, Chair

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

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## **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.

  
Joan Milliman, Chair  
Media and Communications Committee

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

**Wednesday, February 7, 2024 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Juanita Skillman (Acting Chair), Ryna Rothberg, Alison Bok, Nancy Carlson, SK Park, Moon Yun, Sue Stephens, Elsie Addington (Advisor), Vashti Williams (Advisor)

**OTHERS PRESENT:** Ellen Leonard (United)

**STAFF PRESENT:** Robert Carroll, Angelo Ocampo, Erik Nunez, Francisco Perez, Sandra Spencer

**1. Call to Order**

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

**2. Acknowledgment of Media**

None present.

**3. Approval of the Agenda**

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

**4. Approval of Meeting Report for November 6, 2023**

The meeting report for November 6, 2023, was unanimously approved as written.

**5. Chair's Remarks**

Director Skillman commented that Director Rothberg requested that Director Skillman be the Co-Chair of the committee, effective immediately, and to chair this meeting specifically. Director Skillman requested review of the charter for Mobility and Vehicles Committee be included at the May meeting of the committee.

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

- A member commented on the Senior Mobility Program provided by the City of Laguna Woods.

**7. Response to Member Comments**

- Director Yun commented that he believes the Senior Mobility Program is a good program to use.

- Director Carlson commented on the habits of using the available transportation options.
- Director Park commented on the routes.
- Advisor Williams commented on the bus routes and how convenient it is for the residents.

## **8. Director's Report**

Mr. Carroll 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 numbers for the Destination Shopping program. 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.

- Staff provided a list of GRF vehicles and specialty equipment units.
- Staff provided an update on where the transportation hub will temporarily operate.
- Director Bok requested a report detailing the cost of each program for 2024.
- Director Carlson requested a description of the titles on the graphs.
- Advisor Williams commented on the differences between each program.

## **Items for Discussion**

### **9. 2024 Vehicle CIP – Security Vehicles Specification**

Director Rothberg joined the meeting at 2:15 p.m.

- Director Bok made a motion to approve the security vehicles specification. Director Carlson seconded the motion. A discussion followed.
- Director Carlson commented on the addition of new security vehicles.
- Mr. Nunez commented on the utilization of the vehicles per employee and the factors involved in determining how many vehicles were needed to fully equip the Department.
- Director Skillman made a motion to approve the specifications of the security vehicles. The motion was seconded and the motion failed by a vote of 3/4/0.



- After further discussion, Director Carlson suggested the committee reconsider the vote and another vote was taken. Director Carlson moved the motion Director Bok seconded the motion and passed by a vote 5/2/0.

**10. 2024 Vehicle CIP – Transportation Bus Specification**

- Director Carlson made a motion to approve the transportation bus specifications. Director Rothberg seconded the motion and the motion passed by a vote of 5/2/0.

**Items for Future Agendas:**

- Review of the GRF Mobility and Vehicles Committee Charter

**Concluding Business:**

**Committee Member Comments** - None

**Date of Next Meeting** – Wednesday, May 1, 2024, at 1:30 p.m.

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

  
\_\_\_\_\_  
Juanita Skillman

Juanita Skillman  
Co-Chair

Ryna Rothberg, Co-Chair  
Juanita Skillman, Co-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 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 30, 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 is held once a month. If those who are listed on the Disaster Preparedness Task Force radio team are 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 Heroes to present a portion of their Northridge Earthquake video for Clubhouse 3 event for as part of their Shelter In Place training. He is also negotiating with Earthquake Heroes to put on a vendor expo event in September (date TBD) which would include the full-length version of the Earthquake Heroes video with along with a whole host of disaster preparedness vendors to include an earthquake simulator.

**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 for a number of reasons. There is also a tremendous amount of in gaining interest and providing the appropriate type and amount of training that would keep up the interest of such a large group of volunteers that are needed to adequately run an effective Good Neighbor Captains program.

**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 mentioned that he is having a conference call with a company called Jacob Green Associates who specialize in developing Emergency Operations Plans for cities and counties and other private sector companies. He stated that they also provide tabletop and field response exercise design services and will be requesting a gap analysis of our current plan and where we need to be in order to respond successfully to various emergency management situations.

**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:**

**Eric R. Nuñez**

Eric R. Nuñez (Feb 15, 2024 16:12 PST)

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