



OPEN MEETING

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

**Tuesday, April 9, 2024 - 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road,
Laguna Woods, California**

NOTICE OF MEETING AND AGENDA

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

- 1. Call to Order / Establish Quorum – President Bok**
- 2. Pledge of Allegiance to the Flag – Director Willis**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. March 12, 2024 – Regular Open Meeting
 - b. March 22, 2024 – Special Open Meeting
 - c. March 28, 2024 – Agenda Prep Meeting
 - d. March 28, 2024 – Special Open Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) -** *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.*
- 8. Responses to Open Forum Speakers**
 - a. Response to open forum speakers
 - b. Response to past open forum speakers – Director Leonard
- 9. VMS Board Update – Director Rupert**
- 10. CEO Report**

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

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the months of February 2024, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee - None**
- c. **Recommendation from the Architectural Controls and Standards Committee - None**
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in March 2024, and such review is hereby ratified.
(CHECK LIST)
- e. **Recommendation from the Finance Committee**
 - 1. Approve a Resolution for Recording a Lien Against Member ID # 947-377-82
 - 2. Approve a Resolution for Recording a Lien Against Member ID # 947-397-98
 - 3. Approve a Resolution for Recording a Lien Against Member ID # 947-449-11
- f. Approve the Updated 2024 Annual Election Schedule

12. Unfinished Business

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

13. New Business

- a. Town Halls – (Oral Discussion)
- b. Entertain a Motion to Approve Revision to Standard 22: Patio Slabs, Walkways and Pavers **(April initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

- c. Entertain a Motion to Approve Supplemental Appropriation for Turf Reduction Projects
- d. Entertain a Motion to Approve a Temporary Borrowing

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 March 26, 2024; next meeting May 28, 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 – March
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on March 21, 2024; next meeting April 18, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Carlson. The committee met on March 14, 2024; next meeting April 11, 2024, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The committee met on February 15, 2024; next meeting April 18, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Quam. The committee met on February 26, 2024; next meeting April 22, 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.
- b. Report of the Community Activities Committee – Director Leonard. The committee met on March 14, 2023; next meeting April 11, 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 20, 2024, at 1:30 p.m. in the Board Room; next meeting April 10, 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 March 20, 2024; next hearings on April 17, 2024, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The task force met on March 26, 2024; next meeting May 28, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - h. Report of the Information Technology Advisory Committee – Director Carlson. The committee met on March 29, 2024; next meeting April 26, 2024, as a virtual meeting.
- 17. Future Agenda Items** – *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- Approve Revision to Standard 22: Patio Slabs, Walkways and Pavers
- 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.*

Approval of the Following Meeting Minutes;
 (a) March 12, 2024 – Regular Closed Meeting
 (b) March 22, 2024 – Special Closed Meeting
Discuss and Consider Member Disciplinary Matters
Discuss Personnel Matters
Discuss and Consider Contractual Matters
Discuss and Consider Legal and Litigation Matters

19. Adjourn

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OPEN MEETING

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

**Tuesday, March 12, 2024 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: CEO Siobhan Foster, Paul Nguyen, Makayla Schwietert, Carlos Rojas, Steve Hormuth, Catherine Laster, Francis Gomez, Kurt Wiemann, Bart Mejia

Others Present:
GRF: None
Third: None
VMS: Manny Robledo, Cynthia Rupert

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. February 13, 2024 – Regular Open Meeting
- b. February 22, 2024 – Agenda Prep Meeting

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

6. Report of the Chair

President Bok commented on the following items:

- At almost 80% of the annual rainfall, allowing to conserve water for the community.
- The upcoming annual election will contain four (4) directors whose terms expire.
- Any interest in applying for open positions are welcomed to do so.

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 a neighbor dispute regarding common area walkway.
- A member commented on accessing physical and digital copies of the agenda packets.
- A member commented on neighboring sewer lines collapsing, causing sewage to back into their own pipes, and requested the Board push to repair the sewer lines.
- A member commented on the need for obtaining loans and additionally discussed allegations of abuse.
- Assistant Corporate Secretary read a member comment regarding neighbor dispute pertaining to frogs in the common area.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- CEO Foster addressed some of the members who commented to ensure updates will be provided.
- Directors Blackwell and Leonard addressed the member who commented on the sewage issue.

b. Response to Past Open Forum Speakers – Director Kale

Director Kale provided updates to the previous Open Forum speakers from the February Board meeting and advised on updates.

9. VMS Board Update – Director Robledo

Director Robledo discussed the following topics:

- Ad Hoc Committee created to internally review various departments and provide asset comparisons.

Director Robledo answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- 2025 Budget process
- Clubhouse 1 renovations underway
- Aquatics schedule – effective March 6, 2024
- Hold on no more (convenient new resident services callback feature alleviated phone traffic during peak call times and reduces hold times)
- SCE proposed rate hike

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 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

RESOLUTION 01-24-18

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;

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 the Request for the Removal of One Chinese Elm Tree Located at 27-B Avenida Castilla

RESOLUTION 01-24-19

**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.

3. Recommendation to Deny the Request for the Removal of One King Palm Tree Located behind 180-A Avenida Majorca

RESOLUTION 01-24-20

**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.

4. Recommendation to Deny the Request for the Removal of One Magnolia Tree Located at 397-D Avenida Castilla

RESOLUTION 01-24-21

**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.

5. Recommendation to Deny the Request for the Removal of Two Liquidambar Trees Located at 519-C Avenida Castilla

RESOLUTION 01-24-22

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.

c. Recommendation from the Architectural Control and Standards Committee

1. Recommendation to Approve a Variance Request to Add Windows at Manor 372-D Avenida Castilla

RESOLUTION 01-24-23

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.

2. Recommendation to Approve a Variance Request to Extend Living Room into Patio Area at Manor 301-A Avenida Sevilla

RESOLUTION 01-24-24

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.

3. Recommendation to Deny the Variance Request to Install a Fence and gate at Manor 59-G Calle Cadiz

RESOLUTION 01-24-25

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.

- d. **Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February 2024, and such review is hereby ratified.**
- e. **Recommendation from the Finance Committee - None**
- f. **Update United Committee Assignment**

RESOLUTION 01-24-26

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.

g. Laguna Hills Memorial Day Half Marathon, 5K & 10K

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

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

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**)

Director Blackwell read the following resolution.

RESOLUTION 01-24-27

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.

Director Blackwell made a motion to approve the resolution to approve the updated bench policy. Director Quam seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 10-1-0. Director Liberatore opposed.

- 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**)

Director Blackwell read the following resolution.

RESOLUTION 01-24-28

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.

Director Blackwell made a motion to approve the resolution for the revision to the resale inspection fee. Director Carlson seconded.

Discussion ensued among the Board.

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

c. Disciplinary Update Report

Francis Gomez, Operations Manager, provided an update to the disciplinary update report and answered questions from the Board.

13. New Business

a. United Mutual Town Hall

President Bok discussed potential future topics and asked for suggestions.

- Roofing (Maintenance and Construction)

Discussion ensued among the Board.

- #### 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)

Director Blackwell read the following resolution:

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.

Alan Grimshaw, Building Permits & Inspections Manager, presented the revision to standard 20: Patio, Balcony, and Atrium Covers, and answered questions from the Board.

Discussion ensued among the Board.

Director Blackwell made a motion to approve the Resolution for Standard 20 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe

seconded the motion.

Discussion ensued among the Board.

There being no changes, the original motion was called to a vote and passed unanimously. *(MARCH Initial Notification - postpone 28-days for Member review and comment 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)**

Director Blackwell read the following resolution:

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.

Director Blackwell made a motion to approve the Resolution for Standard 20 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe seconded the motion.

Alan Grimshaw provided an overview on Standard 39: Balcony and Patio Enclosures.

Discussion ensued among the Board.

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

14. Directors' Comments (Two minutes per director)

- Director Willis encouraged residents to attend the Resident Advisory Group meetings.
- Director Choi Hoe provided a procedural comment, and reiterated the purpose of committee meetings.
- Director Blackwell commented on the Village making it on a top list for 55+ HOA communities in California.
- Director Quam encouraged residents to listen in to the upcoming budget meetings.
- Director Lee commented on a recent event sponsored by Community Bridge Builders called One Song, 300 Voices. Over 300 residents came together to sing a song about promoting peace and harmony in the Village.
- Director Kale additionally commented on the positive turn out of the event One Song, 300 Voices, and also stated the importance of the new callback feature for Resident Services.
- Director Carlson shared the importance of serving the community by being a Director, and urged residents who have various backgrounds experience in business, finance, general management, or architectural, to consider applying to an open position on the Board.
- Director Leonard stated that Committees are the building blocks of the community, and encouraged residents to attend to become more informed.

THE BOARD TOOK A 5 MINUTE RECESS AT 11:24 A.M. AND RETURNED AT 11:31 A.M.

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 – 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

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

The meeting recessed at 12:09 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) February 3, 2024 – Regular Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 3:24 p.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



SPECIAL OPEN MEETING

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

**Friday, March 22, 2024, at 9:00 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Vidya Kale, Sue Quam

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Bart Mejia, David Rudge, Alan Grimshaw

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 acknowledged that a quorum was present.

2. Approval of Agenda

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

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

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

3. New Business

a. Entertain a Motion to Approve Recommendation of the Variance Request for Installation of a Stair Lift at Manor 80-F Calle Aragon

Director Blackwell read the following resolution.

RESOLUTION 01-24-29

Variance Request

WHEREAS, Member located at 80-F Calle Aragon, a Granada style manor, requests the Architectural Control and Standards Committee approval of a variance to install a stairlift on common area; 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 March 21, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to install a stairlift on common area;

NOW THEREFORE BE IT RESOLVED, on March 22, 2024, the United Laguna Woods Mutual Board hereby approves the variance to install a stairlift on common area; 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 80-F Calle Aragon and all future mutual members at 80-F Calle Aragon; and

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

Director Blackwell made a motion to approve the resolution to Approve the Recommendation of the Variance Request for Installation of a Stair Lift at Manor 80-F Calle Aragon. Director Tuning seconded.

Alan Grimshaw and David Rudge provided overview of the recommendation for variance request to install stair list at manor 80-F, and answered questions from the Board.


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

4. Members' Comments - None

5. Directors Comment - None

6. Adjourn

The meeting was adjourned at 9:13 a.m.

DocuSigned by:

B277887BDC4547B
Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



OPEN SESSION

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

**Thursday, March 28, 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

Directors Present: Pearl Lee, Tom Tuning, Nancy Carlson, Ellen Leonard,
Georgiana Willis, Anthony Liberatore, Vidya Kale, Mickie Choi
Hoe, Maggie Blackwell

Directors Absent: Alison Bok, Sue Quam

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

Others Present: None

- 1. Call Meeting to Order / Establish Quorum – Second Vice President Lee**
Second Vice President Lee called the meeting to order at 9:00 a.m. and established that a quorum was present.
- 2. Approval of the Agenda**
Second Vice President Lee called for an approval of the agenda.

Hearing no changes or objections, the agenda was approved by consent.
- 3. Discussion of Committee Assignments**
Second Vice President Lee discussed Committee Assignments.

Discussion ensued among the Board.
- 4. Chair Report – None**
- 5. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on April 9, 2024**

Director Choi Hoe and Director Blackwell entered the meeting at 9:03 a.m.

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

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

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

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

6. Director Comments

- Director Leonard asked Director Choi Hoe a financial question.
- Director Carlson commented on recent town hall concerns from residents.
- Director Tuning thanked Catherine Laster for her hard work.

7. Adjournment

Second Vice President Lee adjourned the meeting at 9:51 a.m.

DocuSigned by:

B2778878DCA547B
Maggie Blackwell, Secretary of the
United Mutual Laguna Woods



SPECIAL OPEN MEETING

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

**Thursday, March 28, 2024, at 10:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Pearl Lee, Anthony Liberatore, Mickie Choi Hoe, Ellen Leonard, Thomas Tuning, Maggie Blackwell, Georgiana Willis

Directors Absent: Alison Bok, Sue Quam, Nancy Carlson, Vidya Kale

Staff Present: CEO Siobhan Foster, Makayla Schwieter, Paul Nguyen, Catherine Laster

Candidates Present: None

Candidates Absent: Kathryn Bravata

Others Present: VMS – Diane Phelps

1. Call Meeting to Order/Establish Quorum – Second Vice President Lee

Second Vice President Lee called the meeting to order at 10:32 a.m. and acknowledged that a quorum was present.

2. State the Purpose of the Meeting – Second Vice President Lee

Second Vice President Lee stated the purpose of the meeting is to elect a United Representative to serve on the VMS Board with a term ending in 2025.

3. Approval of Agenda

Second Vice President Lee asked if there were any changes to the agenda.

Director Tuning made a motion to remove agenda items 5, 6, and 7 from the agenda and approve the agenda as amended. Director Blackwell seconded.

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

4. Introduction of United/VMS Candidates

Second Vice President announced that Kathryn Bravata is the only candidate, however she is unable to attend today due to being on vacation.

THIS ITEM WAS REMOVED FROM THE AGENDA

5. Candidate Opening Statements

THIS ITEM WAS REMOVED FROM THE AGENDA

6. Candidate Interviews

THIS ITEM WAS REMOVED FROM THE AGENDA

7. Candidate Closing Statements

8. Entertain a Motion to Commence Balloting

Director Choi Hoe entered the meeting at 10:34 a.m.

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

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

9. Entertain a Motion to Cease Balloting

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

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

10. Tabulation of Ballots and Announce Results

The Corporate Secretaries tabulated the ballots and announced the results.

- Kathryn Bravata – 8 votes
- Withhold – 0 votes

Kathryn Bravata was elected to a 2-year term ending in December 2025.

The seven directors present voted, and one absentee ballot was counted.

11. Members' Comments

- VMS Chair Diane Phelps congratulated newly elected VMS Director Kathryn Bravata.

12. Directors Comments

- Multiple Directors welcomed and congratulated Ms. Bravata.
- Second Vice President Lee wished everyone a great weekend.

13. Adjournment

The meeting was adjourned at 10:39 a.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

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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 March 31, 2024.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

UNITED LAGUNA WOODS MUTUAL

Signature Margaret Blackwell

Print Name Margaret Blackwell

Title United Secretary

Date April 12, 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 March 31, 2024.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

UNITED LAGUNA WOODS MUTUAL

Signature Margaret Blackwell

Print Name Margaret Blackwell

Title United Secretary

Date April 2, 2024



RESOLUTION 01-24-XX

Recording of a Lien

WHEREAS, Member ID 947-377-82; 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, April 9, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-377- 82 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

Recording of a Lien

WHEREAS, Member ID 947-397-98; 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, April 9, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-397- 98 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

Recording of a Lien

WHEREAS, Member ID 947-449-11; 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, April 9, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-449- 11 and;

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

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STAFF REPORT

DATE: April 9, 2024
FOR: Board of Directors
SUBJECT: 2024 Election Schedule - Updated

RECOMMENDATION

Approve the updated 2024 election schedule, which were reviewed 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 29, 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: Updated 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 29, 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
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
Record Date for Election Mailing Register – Member Cutoff Date	August 9, 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"> – 11 a.m. Inspector's Post Office box • 5 p.m. Community Center Ballot Box 	September 26, 2024
Tabulation Meeting; Counting of Ballots by Inspector of Elections	September 27, 2024
Publishing of Election Results	October 8-October 11, 2024
Annual/Organizational Board Meeting Date	October 08, 2024, 9:30 a.m., Board Room

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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

DATE: April 9, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 20: Balcony, Patio, and Atrium Covers

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 # 12a

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

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 as attached to the official minutes of this meeting; 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: 28- day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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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

DATE: April 9, 2024
FOR: Board of Directors
SUBJECT: Enact Standard 39: Balcony and Patio Enclosures

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 as attached to the official minutes of this meeting; and

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

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

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STAFF REPORT

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

RECOMMENDATION

Receive and file.

BACKGROUND

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

DISCUSSION

Below is a breakdown of disciplinary cases for the months of January to March 2024:

Type of Allegation	Jan	Feb	Mar
Abandoned Vehicle:	6	4	5
Alteration Maintenance:	13	16	17
Alteration Standards:	16	12	13
Animal Nuisance:	22	26	27
Clutter:	120	141	141
<i>Balcony Clutter:</i>	13	15	15
<i>Breezeway Clutter:</i>	22	27	21
<i>Carport Clutter:</i>	28	38	48
<i>Common Area Clutter:</i>	35	37	32
<i>Interior Clutter:</i>	5	9	9
<i>Patio Clutter:</i>	17	15	16
Delinquencies:	32	29	1
Illegal Occupancy:	18	26	38
Landscape:	18	9	10
Maintenance:	15	21	26
Nuisance:	21	32	42
Real Estate Signage:	2	2	2
Smoking Policy:	2	4	4
Traffic Violations:	5	9	6
Vehicle Oil:	0	2	2
Total Number of Cases:	290	333	334

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

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ENDORSEMENT (to Board)

Revision to Standard No. 22 – Patio Slabs, Walkways and Pavers

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. 22 – Patio Slabs, Walkways and Pavers.

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STAFF REPORT

DATE: April 9, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 22: Patio Slabs, Walkways and Pavers

RECOMMENDATION

Approve a resolution to revise Standard 22: Patio Slabs, Walkways & Pavers.

BACKGROUND

The ACSC initiated a review of the current Standard 22: Patio Slabs (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 22 was last revised in February 2019, via Resolution 01-19-20 (Attachment 2).

DISCUSSION

A review of current trends and new materials becoming readily available resulted in the inclusion of walkways and pavers to the scope of work.

The slab construction methods, materials and the overall size of the patio slabs were also reviewed and taken into consideration. A section detail showing the various layers and components was developed as a means to best clarify the construction process.

Any landscaping alterations should be performed only by the managing agent's landscape crews with the cost of any revisions to be the responsibility of the member.

On March 21, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 22.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual. Any potential landscaping costs incurred by the Mutual will be the responsibility of the Member.

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 22: Patio Slabs
Attachment 2 – Current Resolution 01-19-20
Attachment 3 – Redlined Revised Standard 22: Patio Slabs, Walkways & Pavers
Attachment 4 – Final Draft Standard 22: Patio Slabs, Walkways & Pavers
Attachment 5 – Proposed Resolution 01-24-XX

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STANDARD 22: PATIO SLABS

MAY 1996, RESOLUTION U-96-62

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

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

REVISED FEBRUARY 2019, RESOLUTION 01-19-20

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Patio concrete slab must be at least 4" nominal thick 520-C-2500 concrete.
- 2.2** Patio concrete shall be placed on 4" aggregate base over compacted subgrade.
- 2.3** For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer.
- 2.4** For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C.
- 2.5** Slabs larger than 15' x 15' shall have control joints.
- 2.6** Patios shall have a non-slip troweled or broom finish.
- 2.7** Any unit wherein a wall or partial wall limits the extent of the original size of the slab, no extension in any direction will be permitted.
- 2.8** Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.
- 2.9** No slab extension may encroach into common area.
- 2.10** All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.



3.0 PREPARATIONS

- 3.1** In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.
- 3.2** No slab extension will be allowed that will restrict drainage.
- 3.3** No slab extension will be allowed in areas where access for maintenance is required.
- 3.4** In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.

4.0 SPRINKLER REVISIONS

- 4.1** Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.
- 4.2** No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.

RESOLUTION 01-19-20
REVISIONS TO ARCHITECTURAL STANDARD 22: PATIO SLABS

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 22: Patio Slabs.

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 22: Patio Slabs, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution U-96-62, adopted May 1996, 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.

JANUARY Initial Notification

28-day notification to comply with Civil Code §4360 has been satisfied.

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STANDARD 22: PATIO SLABS

MAY 1996, RESOLUTION U-96-62

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

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

REVISED FEBRUARY 2019, RESOLUTION 01-19-20

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

~~SEE~~ STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 PREPARATIONS

2.1 All proposed locations and areas directly connected with proposed locations will be reviewed by Manor Alterations in the plan review process for conformance to existing guidelines. A site inspection may be required prior to approval.

2.2 VMS Landscape Services to be notified prior to excavation to locate all irrigation components in the vicinity of the work. All irrigation relocations shall be performed by VMS staff. Member is responsible for any and all VMS Landscape Services irrigation relocation costs.

2.3 No patio extensions will be allowed that will restrict drainage or that will restrict access to areas where on-going maintenance is required.

2.03.0 APPLICATIONS

~~2.13.1~~ Patio concrete slab must be at least 4" nominal thick 520-C-2500 concrete. All installations must have a minimum slope and be able to drain to inlets or landscaping.

~~2.23.2~~ Patio concrete shall be placed on 4" aggregate base over compacted subgrade. Landings or dirt areas inside the defined patio squared off perimeters may be covered over providing the paving area does not extend beyond the existing walls.

3.3 For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer. Patio slab extensions shall not encroach into common areas.



~~2.3~~

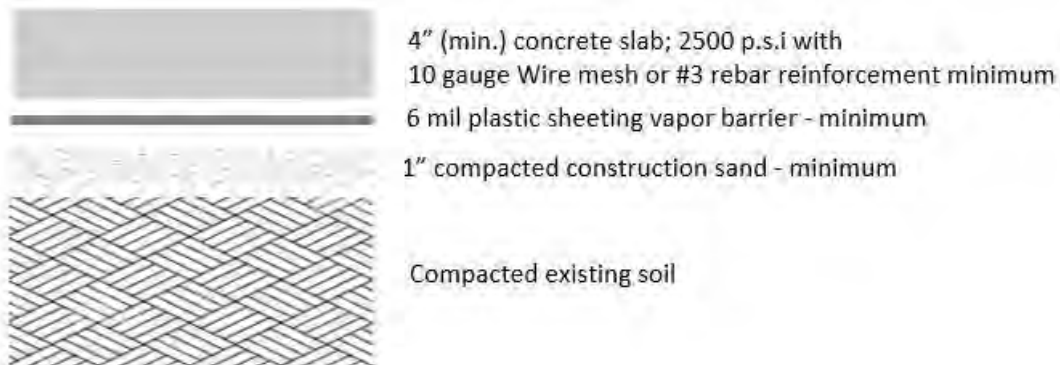
- ~~3.4~~** For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C. An approved variance will be required if proposed plan does extend into common areas.

~~2.4~~

- ~~3.5~~** Slabs larger than 15' x 15' shall have control joints. Patios and walkways may be constructed of a concrete slab or interlocking concrete pavers.

~~2.5~~

- ~~3.6~~** Patios shall have a non-slip troweled or broom finish. Interlocking concrete pavers
- A. Pavers may be 7/8 of an inch to 1 inch thick if overlaid on existing concrete slab. Pavers must be a minimum of 2 3/8 inches thick if overlaid on sand.
 - B. Interlocking paver installations over sand must use a 4 inch deep 'Class 2' sub-base under a 1 inch thick layer of course sand as the top-base. Paved area must be compacted with a vibrating flat plate or hand tamper to lock pavers into place.
 - C. Interlocking paver installations must use treated wood, redwood, or plastic edging if required by manufacturer. Edging shall be secured in place per manufacturer's guidelines. Edging will not be required when abutting to walls or concrete slabs or walkways.
- ~~2.6~~**
- ~~3.7~~** Any unit wherein a wall or partial wall limits the extent of the original size of the slab, no extension in any direction will be permitted. Concrete slabs
- A. If the proposed patio slab is adjoined to an existing slab, a detail of how the slab will be doweled to existing slab must be provided.
 - B. Concrete slabs to be constructed as per this section detail:



PATIO SLAB SECTION

C. Slip resistance finish: For safety considerations, it is recommended that any finish of a concrete slab have a SCOF (Static Coefficient of Friction) of .06 or higher, conforming to established ADA guidelines.

D. Concrete stamping options to be reviewed and approved by Manor Alterations for conformance to Mutual's standards.

2.7

~~2.8 Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.~~

~~2.9 No slab extension may encroach into common area.~~

~~2.10 All installations must have a minimum slope of 1/4" per foot and drain to drain inlets or landscaping.~~



3.0 PREPARATIONS

- 3.1** ~~In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.~~
- 3.2** ~~No slab extension will be allowed that will restrict drainage.~~
- 3.3** ~~No slab extension will be allowed in areas where access for maintenance is required.~~
- 3.4** ~~In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.~~

4.0 SPRINKLER REVISIONS

- 4.1** ~~Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.~~
- 4.23.8** ~~No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.~~



STANDARD 22: PATIO SLABS

MAY 1996, RESOLUTION U-96-62

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

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

REVISED FEBRUARY 2019, RESOLUTION 01-19-20

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 PREPARATIONS

- 2.1** All proposed locations and areas directly connected with proposed locations will be reviewed by Manor Alterations in the plan review process for conformance to existing guidelines. A site inspection may be required prior to approval.
- 2.2** VMS Landscape Services to be notified prior to excavation to locate all irrigation components in the vicinity of the work. All irrigation relocations shall be performed by VMS staff. Member is responsible for any and all VMS Landscape Services irrigation relocation costs.
- 2.3** No patio extensions will be allowed that will restrict drainage or that will restrict access to areas where on-going maintenance is required.

3.0 APPLICATIONS

- 3.1** All installations must have a minimum slope and be able to drain to inlets or landscaping.
- 3.2** Plantings or dirt areas inside the defined patio squared off perimeters may be covered over providing the paving area does not extend beyond the existing walls.
- 3.3** Patio slab extensions shall not encroach into common areas.
- 3.4** An approved variance will be required if proposed plan does extend into common areas.

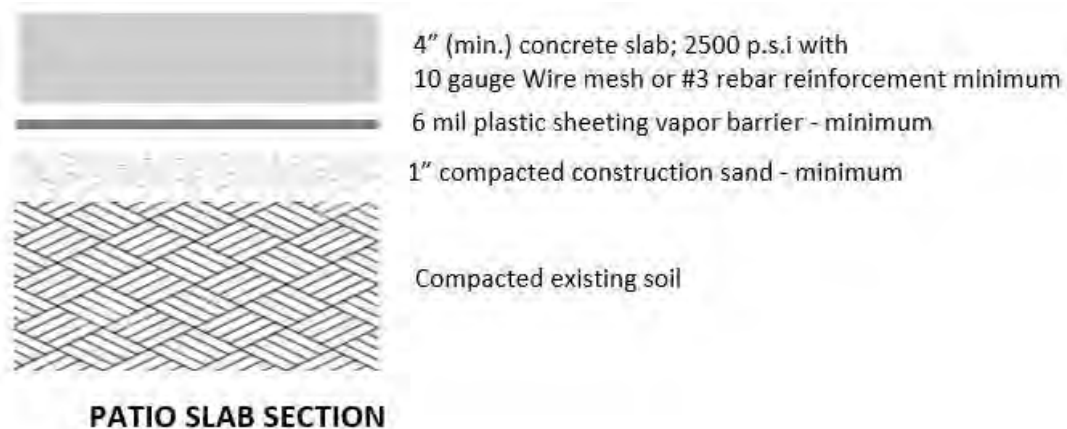
3.5 Patios and walkways may be constructed of a concrete slab or interlocking concrete pavers.

3.6 Interlocking concrete pavers

- A. Pavers may be 7/8 of an inch to 1 inch thick if overlaid on existing concrete slab. Pavers must be a minimum of 2 3/8 inches thick if overlaid on sand.
- B. Interlocking paver installations over sand must use a 4 inch deep 'Class 2' sub-base under a 1 inch thick layer of course sand as the top-base. Paved area must be compacted with a vibrating flat plate or hand tamper to lock pavers into place.
- C. Interlocking paver installations must use treated wood, redwood, or plastic edging if required by manufacturer. Edging shall be secured in place per manufacturer's guidelines. Edging will not be required when abutting to walls or concrete slabs or walkways.

3.7 Concrete slabs

- A. If the proposed patio slab is adjoined to an existing slab, a detail of how the slab will be doveled to existing slab must be provided.
- B. Concrete slabs to be constructed as per this section detail:



- C. Slip resistance finish: For safety considerations, it is recommended that any finish of a concrete slab have a SCOF (Static Coefficient of Friction) of .06 or higher, conforming to established ADA guidelines.
- D. Concrete stamping options to be reviewed and approved by Manor Alterations for conformance to Mutual's standards.



RESOLUTION 01-24-XX

REVISE STANDARD 22: PATIO SLABS, WALKWAYS AND PAVERS

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 update and clarify the construction methods and materials of patio slabs, walkways and pavers;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 22: Patio Slabs as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-19-20 adopted February 12, 2019, is hereby superseded and canceled; and

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

APRIL 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)

Supplemental Appropriation for Turf Reduction Projects

Kurt Wiemann, Director of Landscape Services, presented a staff report requesting approval for a supplemental appropriation in the amount of \$83,385 to be funded from the Reserve Fund for turf removal, landscape modernization, and tree maintenance. The funds will be used for contracted turf reduction performed by in-house staff.

A motion was made by Director Mickie Choi Hoe to approve and endorse staff's request as presented.

The motion passed by unanimous decision and will be presented at the next scheduled board meeting.

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STAFF REPORT

DATE: April 9, 2024
FOR: Board of Directors
SUBJECT: Supplemental Appropriation for Turf Reduction Projects

RECOMMENDATION

Approve a supplemental appropriation in the amount of \$83,385 for United Turf Reduction Projects, to be funded from the Reserve Fund.

BACKGROUND

In the 2023 Business Plan, \$1,175,003 was budgeted from the Reserve Fund for turf removal, landscape modernization, and tree maintenance. Due to the extended rain events and staff vacancies, \$83,385 of the 2023 budget went unspent.

On February 26, 2024, the United Landscape Committee voted unanimously to recommend to the Finance Committee and Board approve a supplemental appropriation in the amount of \$83,385 for United Turf Reduction Projects, to be funded from the Reserve Fund.

On March 26, 2024, the United Finance Committee voted to recommend the Board approve the supplemental appropriation in the amount of \$83,385 for United Turf Reduction Projects, to be funded from the Reserve Fund.

DISCUSSION

The State of California passed AB1572 calling for restrictions on irrigating non-functional turf with potable water; 88% of the 138 acres of turf in United Mutual is irrigated with potable water. AB1572 requires all HOAs to remove all non-functional turf by January 1, 2029.

Since AB1572 was passed after the 2024 budget was passed, there were no additional funds included in the 2024 budget for additional turf reduction. The 2023 Business Plan contained \$1,370,930 in Reserve Funds for landscape activities such as slope renovation, turf reduction, and tree maintenance. Out of this fund, there is a balance of \$83,385 in unspent funds. The 2024 Business Plan contains \$195,857 in Reserve Funds for turf reduction work performed by in house crews. These supplemental funds would be used for contracted turf reduction work and could fund between 8,000 and 10,000 square feet of turf removal.

FINANCIAL ANALYSIS

A supplemental appropriation of \$83,385 from the Reserve Fund for United Turf Reduction Projects. The amount represents the funds not expended from the 2023 Business Plan.

Prepared By: Kurt Wiemann, Director of Landscape Services

Reviewed By: Megan Feliz, Landscape Administrative Assistant
Jose Campos, Assistant Director of Finance

ATTACHMENT(S)

Attachment 1: Resolution 01-24-XX Supplemental Appropriation



RESOLUTION 01-24-XX

Supplemental Appropriation for Turf Reduction

WHEREAS, as a result of extended rain events and staff vacancies, the budgeted reserve funds for Landscape Services for Fiscal Year 2023 were not expended, with a balance of \$83,385; and

WHEREAS, the United Landscape Committee directed staff to develop turf removal locations and strategies;

NOW THEREFORE BE IT RESOLVED, April 9, 2024, that the Board of Directors of this Corporation hereby approves a supplemental appropriation to continue turf reduction work in Fiscal Year 2024; and

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

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STAFF REPORT

DATE: April 9, 2024
FOR: Finance Committee
SUBJECT: Temporary Borrowing – Reserve Cash & Investment

RECOMMENDATION

Staff recommends the Finance Committee endorse and the Board approve the temporary borrowing of \$6,500,000 by the Operating Fund from the Reserve Fund with \$4,000,000 moving from Cash and \$2,500,000 moving from Investments held by JP Morgan. This temporary borrowing is required to meet cashflow needs resulting from the property tax payment scheduled for April 2024 and the residual effects of prepaying 12 months of insurance in October 2023. Payback of the borrowed monies to the advancing fund is planned for September 2024 but is not to exceed one year from the date of approval.

GOVERNING AUTHORITY

California Civil Code § 5510 Expenditure of Reserve Accounts

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

California Civil Code § 5515 Borrowing from Reserve Accounts

- (a) Notwithstanding Section 5510, the board may authorize the temporary transfer of moneys from a reserve fund to the association's general operating fund to meet short-term cashflow requirements or other expenses, if the board has provided notice of the intent to consider the transfer in a board meeting notice provided pursuant to Section 4920 (Notice of Board Meeting).
- (b) The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered.
- (c) If the board authorizes the transfer, the board shall issue a written finding, recorded in the board's minutes, explaining the reasons that the transfer is needed, and describing when and how the moneys will be repaid to the reserve fund.

- (d) The transferred funds shall be restored to the reserve fund within one year of the date of the initial transfer, except that the board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interest of the common interest development, temporarily delay the restoration.

BACKGROUND

Annually, United pays 12 months of property insurance up front at the time of renewal for the period of October through September of the following year. As funds had not yet been collected from residents for this \$5,200,000 up-front property insurance payment in October 2023, the Board authorized a temporary borrowing from Reserve Funds (Resolution 01-23-24) of \$3,000,000 to fund the payment. Through monthly expensing of the property insurance, the prepaid insurance balance has been reduced from \$5,200,000 to approximately \$3,200,000 as of March 2024. While the balance in the prepaid insurance account remains a constraint on available cash, repayment of the \$3,000,000 authorized above is scheduled for the end of March 2024 and is anticipated to decrease the cash available in the Operating Account down to approximately \$262,000 (ATT1).

Consistent with prior years, the Orange County Tax Collector requires the equivalent of six months of property taxes to be paid no later than April 10th. By April 2024, only four months of resident property tax contributions will have been collected resulting in an operating fund cash shortage of \$2,400,000 (\$1,200,000 x 2 months: May and June) specific to property taxes.

The table below illustrates an example of the inflow of property tax contributions from residents and outflow of payments to the Orange County Tax Collector:

	Contributions	Payment	Rolling Balance
January 2024	1,200,000	-	1,200,000
February	1,200,000	-	2,400,000
March	1,200,000	-	3,600,000
April	1,200,000	(7,200,000)	(2,400,000)
May	1,200,000	-	(1,200,000)
June	1,200,000	-	0

DISCUSSION

As provided for under the header of Governing Authority above, Civil Code §5515(b) requires a statement whether a special assessment will be considered. A special assessment is not being considered / requested as the borrowed funds will be paid back to the reserve through regular assessments from members.

FINANCIAL ANALYSIS

The impact of prepaying both property insurance and property taxes is a reduction of operating cash of (\$5,600,000).

	Affect on Cash
Property Insurance Prepayment (Mar 2024 Bal)	(\$3,200,000)
Property Tax Prepayment	(\$2,400,000)
Subtotal - Prepayments	(\$5,600,000)

To ensure sufficient funds are available in United’s operating cash account to pay the \$7,200,000 property tax and ongoing business expenses, staff requests a temporary borrowing of \$6,500,000 from the reserve cash account. It is estimated that only \$4,495,000 will be available in the reserve cash account (see ATT1) by April 10 when the transfer is needed, therefore a \$2,500,000 withdrawal from United’s investment account will be necessary. Once the property insurance and property taxes are recovered from residents through regular monthly assessments, the temporarily borrowed reserve funds will be returned to both the cash and investment accounts.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Pam Jensen, Controller

Attachment(s):

Attachment 1: United Temporary Borrowing: Cash Forecast

Attachment 2: Resolution 01-24-XX

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Temporary Borrowing: Cash Forecast

Operating (OPR) Account

Date	Amount	Description	Rolling Balance	Date	Amount	Description	Rolling Balance
3/15/2024	1,662,000	Mid Month Balance	1,662,000	3/15/2024	815,000	Mid Month Balance	815,000
3/20/2024	(300,000)	Weekly AP Check run	1,362,000	3/20/2024	(120,000)	Weekly AP Check run	695,000
3/27/2024	(300,000)	Weekly AP Check run	1,062,000	3/27/2024	(120,000)	Weekly AP Check run	575,000
3/25/2024	500,000	Estimated Mnthly Transfer from RPF	1,562,000	3/25/2024	(500,000)	Estimated Mnthly Transfer to OPR	75,000
3/25/2024	1,700,000	GRF Estimated Mnthly Interco Trnsfr	3,262,000	3/25/2024	1,080,000	GRF Estimated Mnthly Interco Trnsfr	1,155,000
3/29/2024	(3,000,000)	Transfer to RPF - Temp Borrowing	262,000	3/29/2024	3,000,000	Transfer from OPR - Temp Borrowing	4,155,000
3/31/2024		Month End Estimated Balance	262,000	3/31/2024		Month End Estimated Balance	4,155,000
4/1/2024	500,000	Estimated Mnthly Transfer from RPF	762,000	4/1/2024	(500,000)	Estimated Mnthly Transfer to OPR	3,655,000
4/1/2024	1,700,000	GRF Estimated Mnthly Interco Trnsfr	2,462,000	4/1/2024	1,080,000	GRF Estimated Mnthly Interco Trnsfr	4,735,000
4/3/2024	(300,000)	Weekly AP Check run	2,162,000	4/3/2024	(120,000)	Weekly AP Check run	4,615,000
4/10/2024	(300,000)	Weekly AP Check run	1,862,000	4/10/2024	(120,000)	Weekly AP Check run	4,495,000
4/10/2024	(7,200,000)	April Property Tax Payment	(5,338,000)	4/10/2024	2,500,000	Withdrawal from Investment	6,995,000
4/10/2024	6,500,000	Temp Borrowing - from RPF Cash	1,162,000	4/10/2024	(6,500,000)	Temp Borrowing – to OPR Cash	495,000

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**RESOLUTION 01-24-XX****Temporary Borrowing**

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

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

WHEREAS, it has become necessary to temporarily transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax and property insurance assessments are collected and the corresponding amounts are required to be paid; and

WHEREAS, the amount of funds needed to be transferred from the operating reserve fund to the reserve operating fund has been determined to be \$6,500,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be more than provided by future property tax assessment collections and positive cash flow results from operations; and

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the reserve operating fund to repay the \$6,500,000 to the reserve fund within 12-months, therefore a special assessment will not be needed;

NOW THEREFORE BE IT RESOLVED, April 9, 2024 that the transfer of \$6,500,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds within 12-months, is hereby authorized; and

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

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Treasurer's Report for April 9, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **February 29, 2024**, total revenue for United was \$9,152K compared to expenses of \$7,957K, resulting in net revenue of \$1,195K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows an operating surplus of \$16K through the reporting period. This chart shows how much of our revenue went into operations, with \$4,195K coming in from assessments and \$231K coming from non-assessment revenue. This is compared to operating expenditures of \$4,410K (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 \$864K when combining all funds.

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

Outside Services \$452K; Favorable variance resulted primarily in the M&C and Landscape departments due to timing. Impacted programs include roof replacements, tree maintenance, electrical system replacements, abatement for flooring replacements, and copper pipe remediation. Roof replacement work is expected to begin mid-year. Work is in progress for the other programs.

Employee Compensation \$283K; Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, electrical, interior components, paint, and plumbing. 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 \$190K; Favorable variance primarily in the M&C department due to timing of materials purchases. Impacted areas include interior components, paint, and electrical.

Utilities and Telephone (\$57K); Unfavorable variance primarily in sewer and electricity due to higher rates than anticipated at the time of budget preparation. Additionally, some of the 2023 sewer expense was paid in 2024.

Fees and Charges to Residents (\$223K); Unfavorable variance primarily due to the majority of damage restoration backlog cases being completed in 2023; only 16 cases, or 5%, of backlog cases are planned for processing in 2024. Additionally, the anticipated revenue in United's 2024 budget was based on a sample of open damage restoration cases that represented an average cost of \$4,000 per incident; the actual cost per incident was lower. To a lesser extent, current-year resident maintenance fees ended the period better than budget due to timing of billing requests.



Treasurer's Report for April 9, 2024 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$343K. Revenue is organized by category, starting with our largest revenue generating category: Investment Income, followed by Fees and Charges, Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$7,957K, showing that our largest categories of expense are for Employee Compensation and Property Tax followed by Insurance, Utilities, Outside Services, and so forth.

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 February 29, 2024 was \$1,215K. Contributions collected totaled \$25K with no expenditures to date. The Reserve Fund balance on February 29, 2024 was \$16,374K. Contributions and investment revenue collected totaled \$2,277K while expenditures were \$1,170K.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$18.7 Million.

SLIDE 10 – We have a slide here to show resale history from 2022 - 2024. Through February 29, 2024, United resales totaled 53, which is 14 resales higher than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$361K, which is \$51K more than the prior year for the same time period.

Financial Report

Preliminary as of February 29, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$8,809
Non-assessment Revenue	\$343
Total Revenue	\$9,152
Total Expense	\$7,957
Net Revenue/(Expense)	\$1,195

Financial Report

Preliminary as of February 29, 2024



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$4,195
Non-assessment Revenue	\$231
Total Revenue	\$4,426
Total Expense ¹	\$4,410
Operating Surplus	\$16

1) Excludes depreciation

Financial Report

Preliminary as of February 29, 2024

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$8,809	\$8,536	\$273
Non-assessment Revenue	\$343	\$590	(\$247)
Total Revenue	\$9,152	\$9,126	\$26
Total Expense	\$7,957	\$8,795	\$838
Net Revenue/(Expense)	\$1,195	\$331	\$864

Financial Report

Preliminary as of February 29, 2024

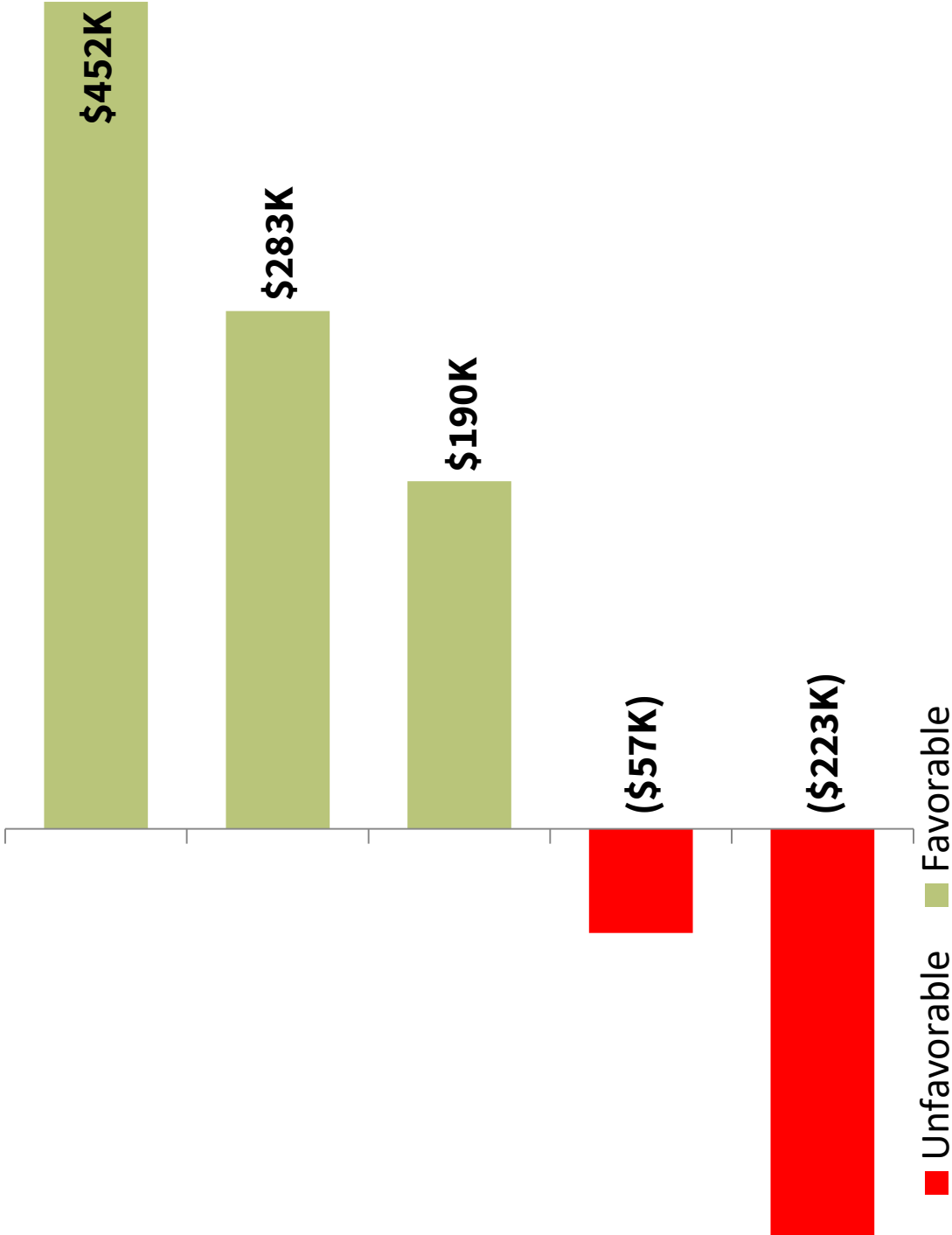
Outside Services

Employee Compensation

Materials and Supplies

Utilities and Telephone

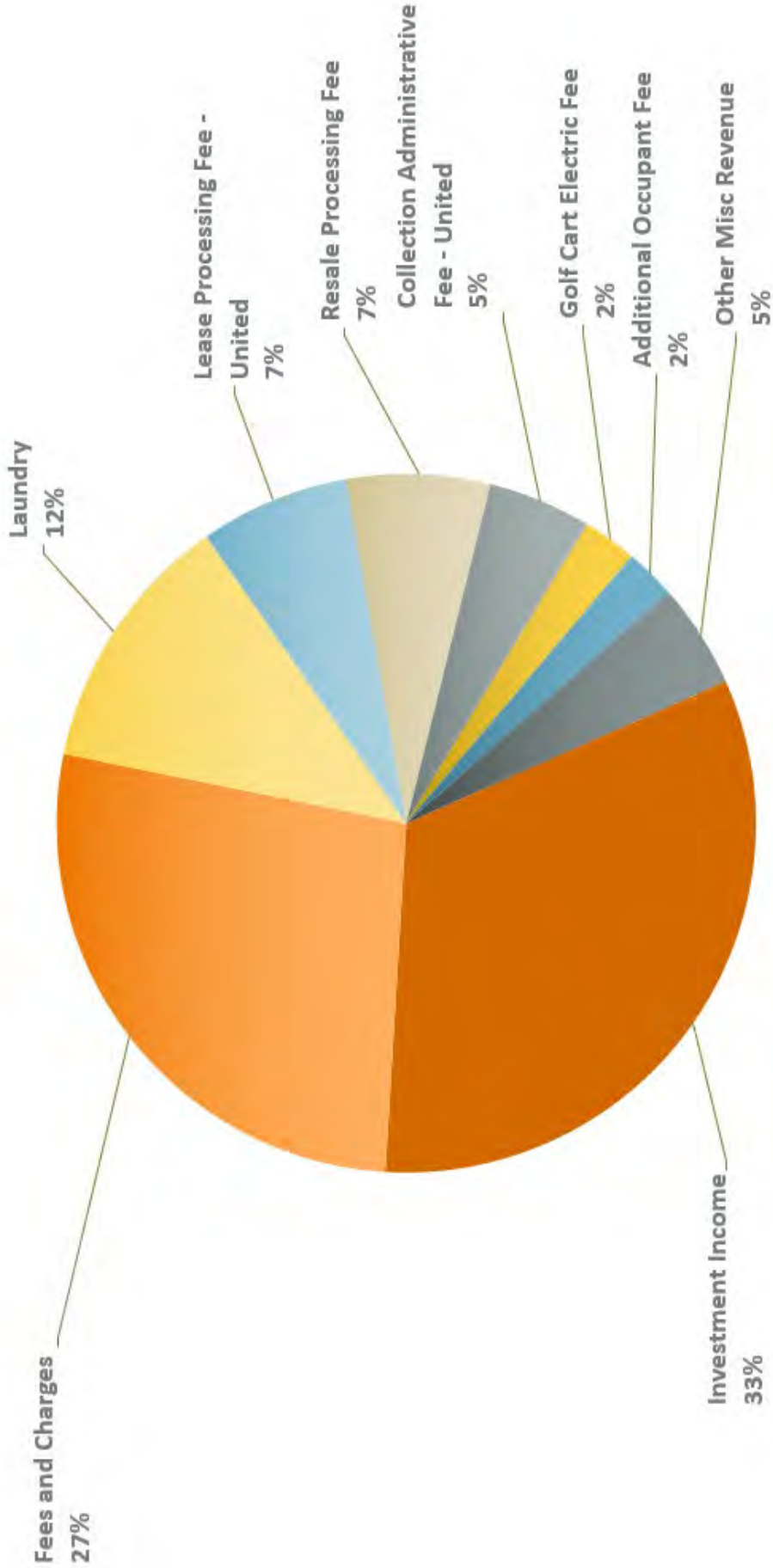
Fees and Charges to Residents



Financial Report

Preliminary as of February 29, 2024

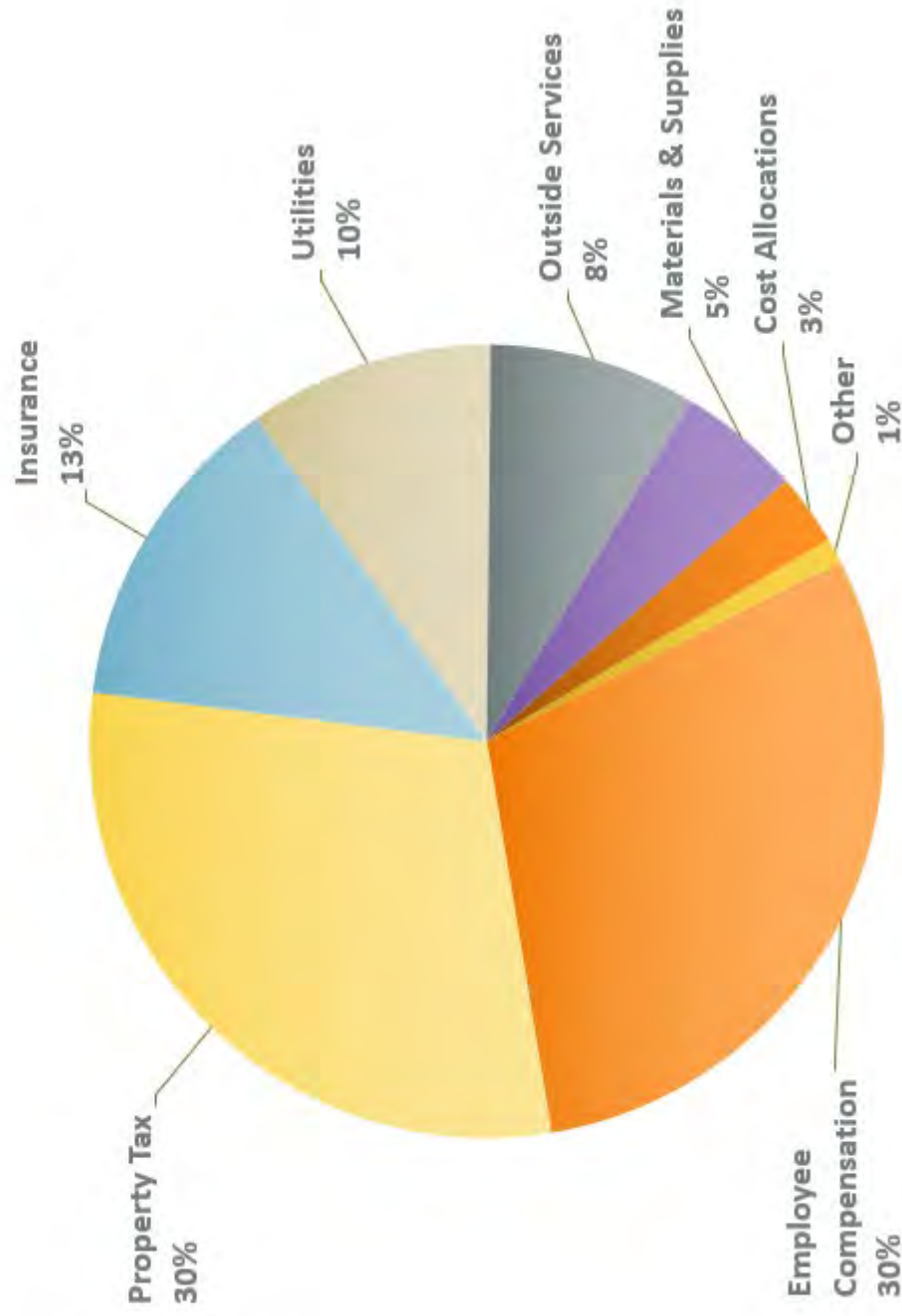
Total Non Assessment Revenues \$342,821



Financial Report

Preliminary as of February 29, 2024

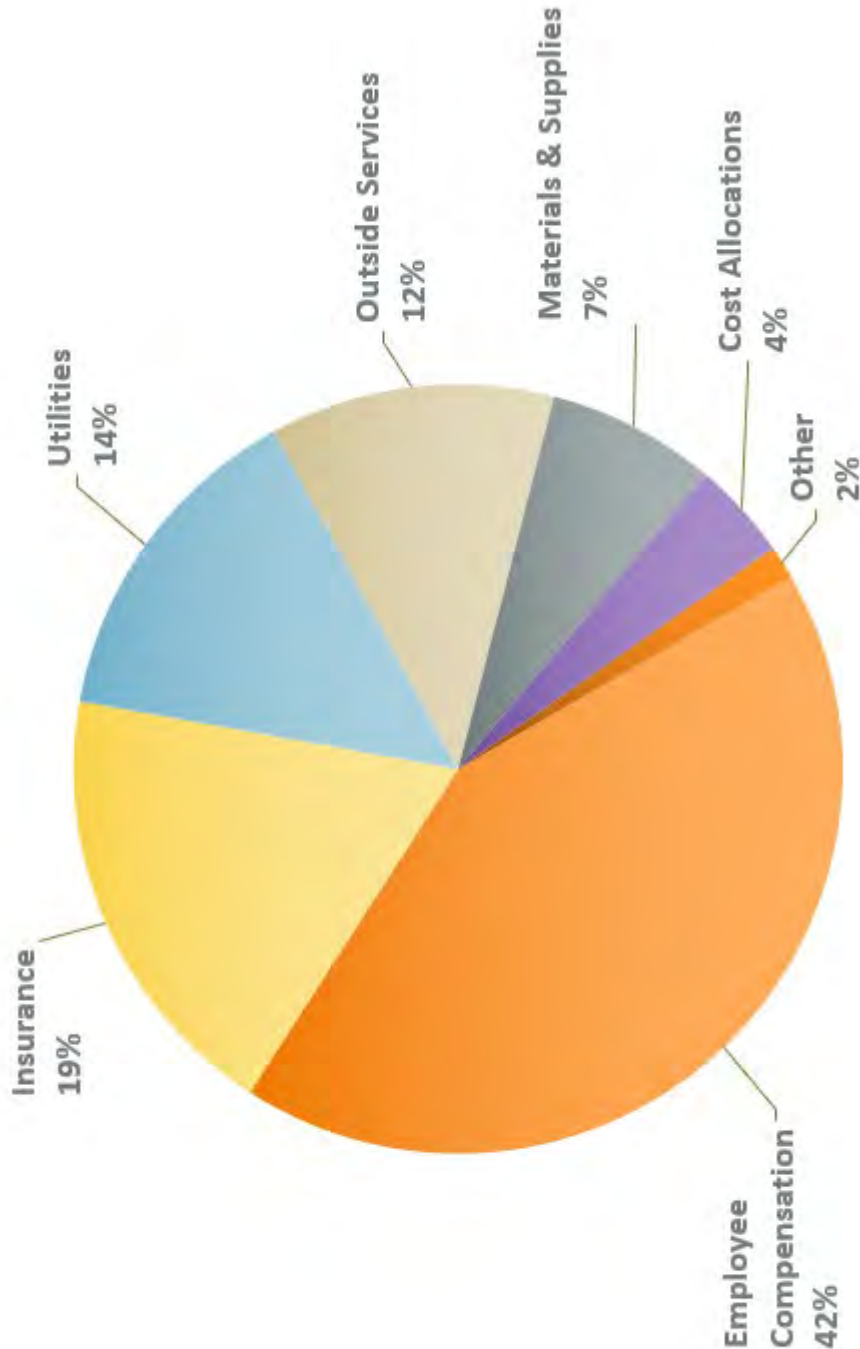
Total Expenses \$7,957,393



Financial Report

Preliminary as of February 29, 2024

Total Expenses Excluding Property Tax \$5,602,823



Financial Report

Preliminary as of February 29, 2024

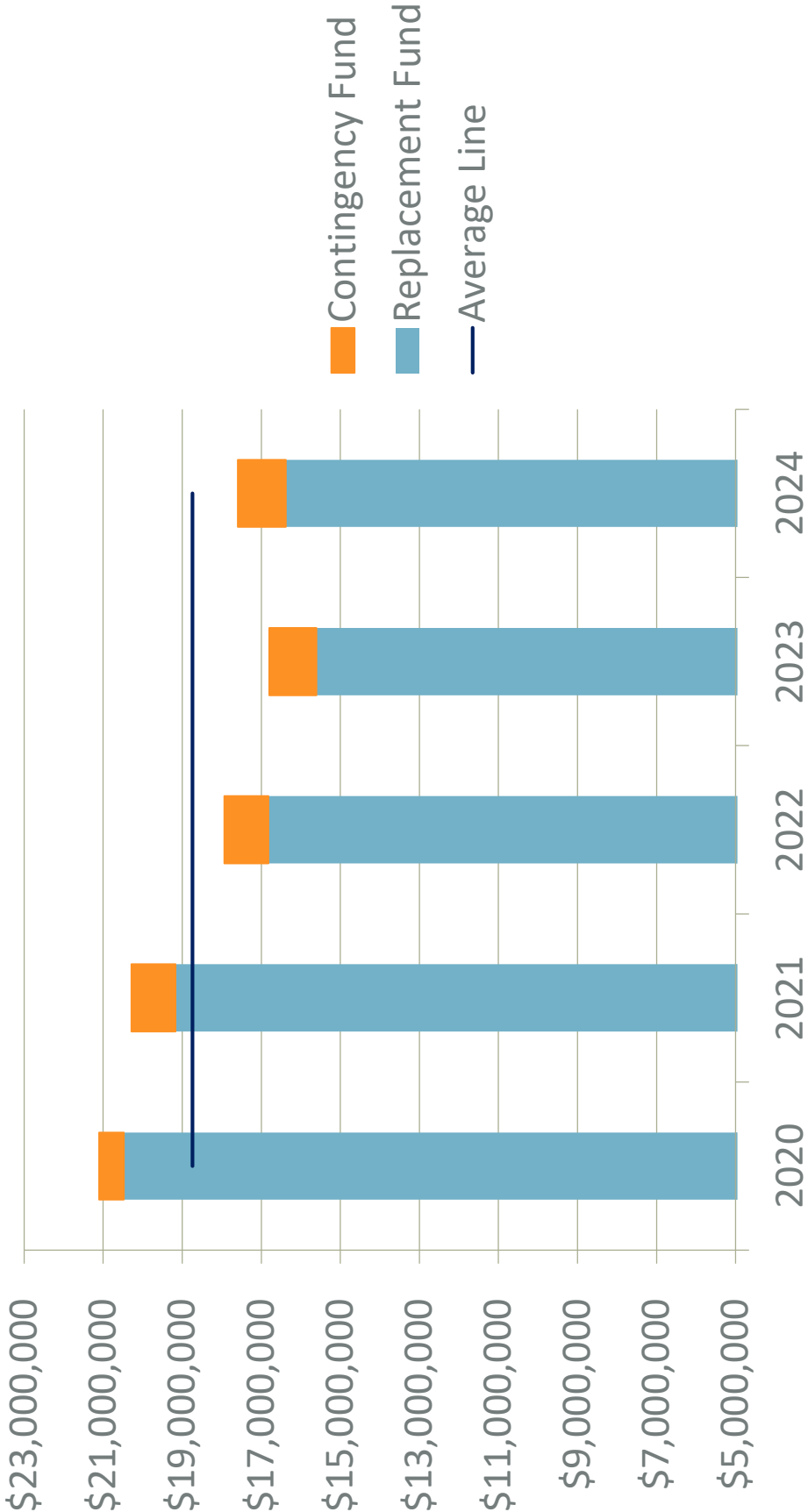


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/24	\$1,190	\$15,267
Contributions & Interest	25	2,277
Expenditures	0	1,170
Current Balances: 2/29/24	\$1,215	\$16,374

Financial Report

Preliminary as of February 29, 2024

FUND BALANCES – United Mutual



Financial Report

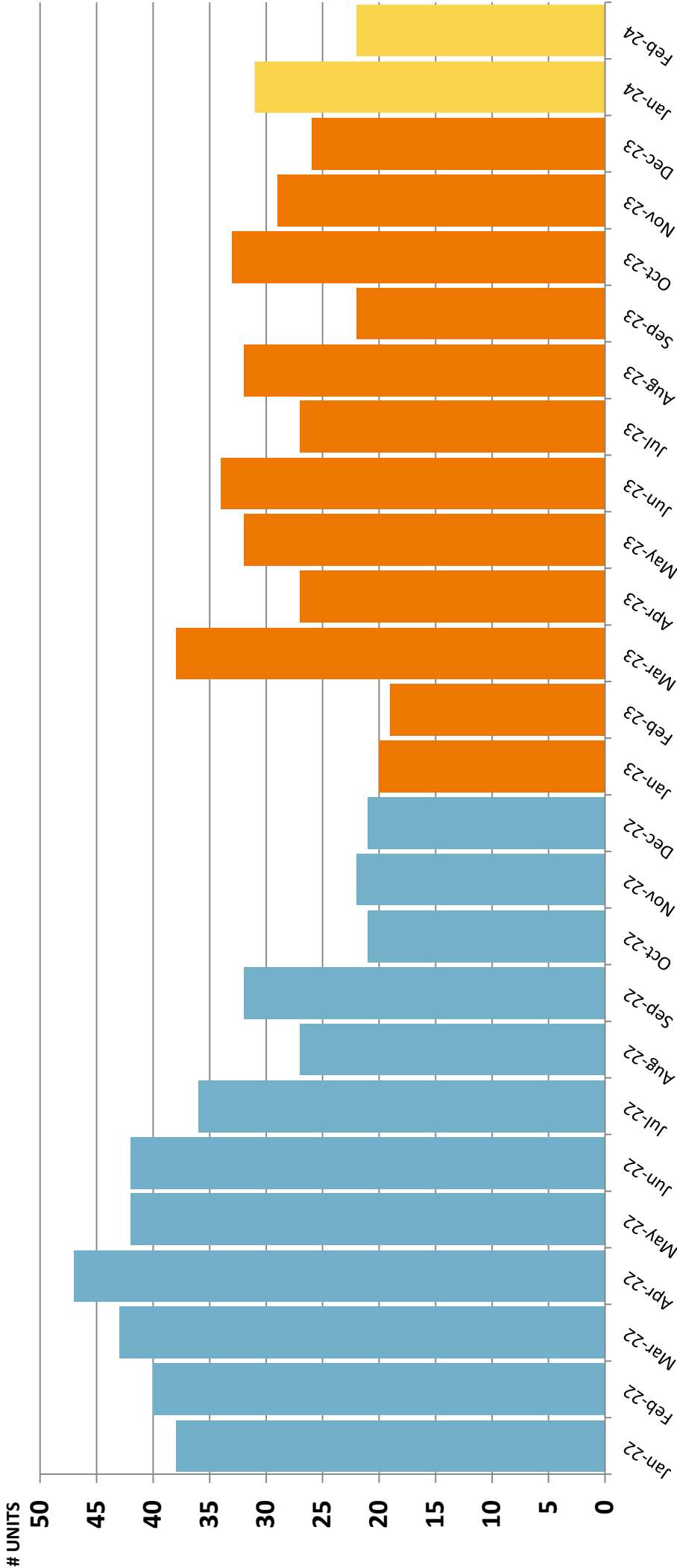
Preliminary as of February 29, 2024

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	78	\$304,951
YTD 2023	39	\$310,374
YTD 2024	53	\$361,367





FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, March 26, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Mickie Choi Hoe – Chair, Thomas Tuning
DIRECTORS ABSENT: Alison Bok (excused)
ADVISORS PRESENT: Ken Benson, Eric Carlson
STAFF PRESENT: Steve Hormuth, Jose Campos, Pam Jensen, 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 January 30, 2024

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

Chair Remarks

Director Choi Hoe shared that the Finance Department has begun their busiest season starting with the 2023 Audit kick-off being performed by KPMG and 2025 Budget process preparations. Additionally, she briefly touched on the United cashflow status.

Member Comments (Items Not on the Agenda)

A member requested that staff begin to upload full agendas onto the website 4 days prior to the meeting. Steve Hormuth, Director of Financial Services, responded and shared civil code requires the agenda only be provided 4 days prior to the date of the meeting. Staff will continue to strive towards providing the full agenda packet along with the meeting notice in advance and will keep the Treasurer aware of obstacles. No further action or follow-up required.

Department Head Update

Steve Hormuth, Director of Financial Services, provided an update on the on-going 2023 Audit with KPMG, the 2025 Budget preparations and shared that staff is currently working with the Orange County Assessors Department exploring options of creating separate parcel numbers

for each manor.

Review Preliminary Financial Statements dated February 29, 2024

The committee reviewed financial statements for February 29, 2024 and questions were addressed and noted by staff.

Property Tax: Annual Tax Letter Versus Assessment

Pam Jensen, Controller, provided an informational presentation on the United Mutual Property taxes and common Property Tax facts and disclosures for the purpose to provide background on how property tax payments are made by United Mutual to the Orange County Assessor and how reimbursements are managed that are received by members (collected through assessments).

A member commented on the United reimbursements received by members and asked about the IRS code reduction Factor. Pam Jensen responded and said she will gather the information from the IRS and will email it over to the Director of Financial Services to be forwarded on via email. Secondly, the member elaborated on property tax payments and how they are calculated. The Controller and Director of Financial Services requested that the member provide staff with details pertaining to her manor to conduct research on their property tax payments collected from previous years.

A member asked if direct billing to members is being considered. Steve Hormuth responded and shared that staff is exploring options and weighing in on the pros and cons.

A member asked if there is a legal consideration as to why the HOA is paying on behalf of the member. Steve Hormuth responded stating that United pays the property tax bill since they are the owner and legalities will be discussed with the County Assessor before changes will be made (if any).

A member commented on the 2021 through 2024 property taxes noting a 6% increase from 2022 to 2023 and an 8% increase from 2023 to 2024 and asked about the calculations used by the county to determine the tax amount per unit. Pam Jensen responded stating she will delegate the question to the staff Account Specialist for clarification. Also, the member asked how property taxes are being paid for the delinquent units. Steve Hormuth responded and stated that United pays the property taxes in full with no exception.

A member asked why collected property tax payments aren't being kept in a trust account rather than keeping funds in the Operating account. Steve Hormuth responded stated that money is not required to be kept in a trust account.

A member asked if Property Taxes are divided equally among members and how manor alterations are being considered in the re-assessed value of the unit. Steve Hormuth responded and shared that when a manor is being altered and proper permits are being pulled from the city, the city will re-assess the unit based on the permits to calculate the new property value, thus the mutual will receive the information and calculate the re-assessment into the subsequent HOA payment for that particular manor.

A member asked if there are tax penalties for the manors that alternated their unit without pulling proper permits. Steve Hormuth shared that an answer will be provided in a future meeting.

Temporary Borrowing

Steve Hormuth presented a staff report requesting approval of a temporary borrowing in the amount of \$6,500,000 by the Operating Fund from the Reserve Fund with \$4,000,000 moving from Cash and \$2,500,000 moving from Investments to meet cashflow needs resulting from the property tax payment scheduled for April 2024 and the residual effects of prepaying 12 months of insurance in October 2023. Director Choi Hoe moved to endorse and approve the staff's recommendation as presented. Director Thomas Tuning Seconded. Discussion ensued. The motion passed unanimously and will be presented at the upcoming board meeting.

Endorsements from Standing Committees

Landscape Committee – Approve a supplemental appropriation in the amount of \$83,385 for United Turf Reduction Projects, to be funded from the Reserve Fund. In the 2023 Business Plan, \$1,175,003 was budgeted from the Reserve Fund for turf removal, landscape modernization, and tree maintenance but due to unforeseen events and staff vacancies, \$83,385 remained unspent. The funds will be used for contracted turf reduction performed by in-house staff. Director Thomas Tuning moved to endorse and approve the staff's recommendation as presented. Director Choi Hoe Seconded. Discussion ensued. The motion passed unanimously and 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, May 28, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:36 p.m.



Mickie Choi Hoe (Apr 3, 2024 15:56 PDT)

Mickie Choi Hoe, Chair

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Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

March, 2024

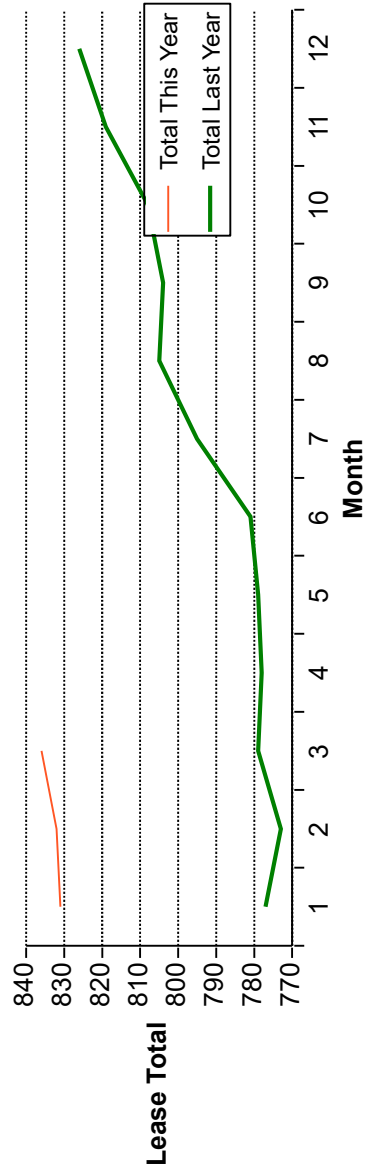
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	31	20	\$11,406,900	\$5,864,000	\$367,965	\$293,200
February	22	19	\$7,804,900	\$6,223,400	\$354,768	\$327,547
March	34	38	\$12,919,400	\$12,609,900	\$379,982	\$331,839
April		* 27		* \$9,637,487		* \$356,944
May		* 32		* \$11,772,700		* \$367,897
June		* 34		* \$11,988,900		* \$352,615
July		* 27		* \$10,599,799		* \$392,585
August		* 32		* \$12,026,800		* \$375,838
September		* 22		* \$7,918,186		* \$359,918
October		* 33		* \$13,198,400		* \$399,952
November		* 30		* \$10,874,388		* \$362,480
December		* 26		* \$9,542,500		* \$367,019
TOTAL	87.00	77.00	\$32,131,200	\$24,697,300		
ALL TOTAL	87.00	340.00	\$32,131,200	\$122,256,460		
MON AVG	29.00	25.00	\$10,710,400	\$8,232,433	\$367,572	\$317,529
% CHANGE - YTD	13.0%		30.1%		15.8%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report

2024 Period 3 (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	23	29	199	580	831	777	13.1	12.3	0.8	53	18
2024	February	22	31	208	571	832	773	13.2	12.2	1.0	29	30
2024	March	16	29	228	563	836	779	13.2	12.3	0.9	36	38
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, March 21, 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, Maggie Blackwell
(Alternate for Sue Quam), Ellen Leonard

COMMITTEE MEMBERS ABSENT: Sue Quam (Excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director (In the Audience), Alan Grimshaw – Manor
Alterations Manager, David Rudge – Inspector II,
Josh Monroy – Manor Alterations Coordinator

1. Call Meeting to Order

Chair Liberatore called the meeting to order at 9:31 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 February 15, 2024

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

5. Chair's Remarks

Chair provided the United Architectural Control and Standards Committee purpose statement.

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.

9. Variance Requests

- a. 80-F: Variance to Install a Stair Lift

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

Three members 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.

10. Items for Discussion and Consideration

- a. Revision to Standard 22: Patio Slabs, Walkways and Pavers

A motion was made to recommend the United Board approve the revisions to Standard 22: Patio Slabs, Walkways and Pavers. Hearing no objection, the motion was approved by unanimous consent.

- b. Mutual Consent Process Presentation

11. Items for Future Agendas

- Revision to Standard 11: Doors; Exterior

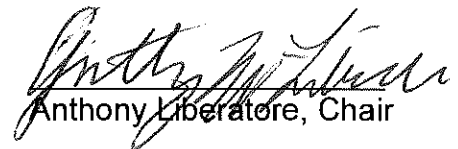
12. Committee Member Comments

- Director Leonard commented on the stair lift variance accommodation.
- Director Blackwell commented on the stair lift variance accommodation and the Manor Alterations flow charts.
- Chair Liberatore commented on the Manor Alterations flow charts and asked staff to consider practical verbiage for standard enforcement.

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

14. Adjournment

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



Anthony Liberatore, Chair

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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)

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

COMMITTEE MEMBERS PRESENT:	Sue Quam – Chair, Vidya Kale, Anthony Liberatore
COMMITTEE MEMBERS ABSENT:	None
OTHERS PRESENT:	Ellen Leonard, Georgiana Willis
ADVISORS PRESENT:	Mary Sinclair
STAFF PRESENT:	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 of 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

United Laguna Woods Mutual
Maintenance & Construction Committee
Report of the Regular Open Session
February 28, 2024
Page 4 of 4

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

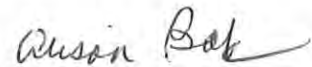
Concluding Business:

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.



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.

William Cowen

[William Cowen \(Mar 28, 2024 12:14 PDT\)](#)

William Cowen, Chair

OPEN MEETING

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

Thursday, March 14, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Joan Milliman, Mark Laws, Andy Ginocchio, Alison Bok, Sue Quam, Sue Stephens
Dennis Boudreau, Ajit Gidwani, Elsie Addington

MEMBERS ABSENT: Ellen Leonard, Cush Bhada, both excused

OTHERS PRESENT: Juanita Skillman, Reza Karimi, Georgiana Willis, Martin Roza, Jim Hopkins, Ed Elwell

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Tom McCray, Peter Quan, Dan Yost

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Motion passed unanimously.

Approval of Committee Report for February 8, 2024

Director Ginocchio made a motion to approve the report. Director Quam seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated Saddleback College Emeritus Institute provided the 2024 summer program of classes to the community and encouraged residents to register for the summer session.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Pool 2 will be closed until April due to annual maintenance; Pool 1 will remain closed during the Clubhouse 1 renovation with Pool 6 open seasonally early to accommodate more swimmers; the Valentine's Day Dinner and Dance had 140 attendees; the Equestrian Center safety gate is fully functional; Library volunteers greeted 2,148 visitors while working 833 hours; in February, 35 residents signed up for catalog access and 2,755 items have circulated through the front desk which is a bit lower due to rain and President's Day holiday; the Memorial Day event ticket model strategy will change to a free ticket in lieu of the past donation of \$5.

Ms. Giglio reported the following Clubhouse 1 renovation project update: the project started on March 4 as scheduled with groups and staff settling in to their new spaces; the guest policy for pickleball and tennis will change to one guest during the Clubhouse 1 renovation to accommodate resident play as courts are being shared between racket sports; Clubhouse 6 is fully functional with reservations moved from Clubhouse 1 to this facility; Community Fitness Center is busy from 9 a.m. to 1 p.m. with all residents accommodated however there are not many users after 8 p.m. and hours may be adjusted; Clubhouse 5 has a fitness room available from 5:30 a.m. to 9 p.m.

Ms. Murphy stated the following upcoming events: the sold out St. Patrick's Day dinner will be held on March 17 at Clubhouse 5; the free Monday movie at the Performing Arts Center on March 18 will be *Oppenheimer* with showtimes at 2 and 7 p.m.; the Health and Wellness Expo will be hosted at Clubhouse 5 on March 23 from 10 a.m. to 1 p.m.; the Neil Diamond tribute concert will be hosted at the Performing Arts Center on March 23 at 7:30 p.m.; the Easter Eggstravaganza will be hosted at the Equestrian Center on March 30, 9 to 11 a.m.; the Easter Buffet will be held at Clubhouse 5 on March 31 at 1 p.m.; Clubhouse 5 will host the Village Bazaar on April 6, 10 a.m. to 2 p.m.

Mr. McCray reported the following: damage from current weather at the golf course is being addressed; a project to approve receding greens has begun; a work order has been submitted to address the Par 3 flooding issue due to gutters and drains from nearby manors which are flowing onto the course; a Ping demo day is happening today at the golf course; many demo days were able to be scheduled during the rain with an agreement with an offsite vendor; the ProAm tournament will be hosted in May; the Garden Centers recorded minimal damage from today's wind event and will be addressed; many plots continue to be rented and the Garden Center staff is starting a gleaning program to assist those unable to harvest in a timely manner.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: request to change tennis court time allotment to 1.5 hours; request to change current tennis reservation system; request for green waste receptacles to be enlarged to regular dumpster size at Garden Center 2 and place the same receptacles throughout the community; excessive amount of weeds at resident's neighboring garden plots; thank you to the CAC committee for what they do for the community; apology for miscommunication of protocol; poor condition of Par 3 holes 1 and 2; thank you to staff for Par 3 hole 6 drainage issue resolution; request for Calvary Chapel High School girls tennis team to utilize the Laguna Woods Village tennis courts from 3 to 6 p.m., Monday through Thursday during their tennis season for \$2600 per month; request for staff to review the resolution regarding no sales of product/service as there was an ad on Village TV for a local financial planning meeting to be held within Laguna Woods Village.

Discussion ensued.

CONSENT

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

Motion passed unanimously.

REPORTS

2023 Utilization Review – Ms. Giglio presented the 2023 utilization chart.

Discussion ensued.

Review of CAC Charter – Discussion ensued.

Staff was directed to make redline change of adding “new” before fees to #10 and bring as a staff report for approval at the next CAC meeting on April 11.

ITEMS FOR DISCUSSION AND CONSIDERATION

Champagne Pops Series Exception Request – Ms. Giglio stated the staff report.

Director Milliman made a motion to recommend Champagne Pops Series exception request for exception to the GRF Recreation Policy and if opposed, determine if alternative options should be considered. Director Bok seconded.

Discussion ensued.

Motion failed 1-6. Director Milliman was in favor.

Director Milliman made a motion to recommend offering a 70/30 split of profits for 2025 only for the PCE Champagne Pops Series.

Discussion ensued.

Motion failed 1-6. Director Milliman was in favor.

Resident Request to Construct a Horseshoe Pit - Ms. Giglio stated the staff report.

Director Laws made a motion to deny the resident request to construct a horseshoe pit. Director Bok seconded.

Discussion ensued.

Motion passed unanimously.

Community Fitness Center Television Schedule – Ms. Giglio stated the staff report.

Director Quam made a motion to recommend Community Fitness Center television channels be changed to neutral programming with no news channels. Director Milliman seconded.

Discussion ensued.

Member was called to speak regarding the following: in favor of changing channels in the Community Fitness Center.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

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

Recreation Policy Review – 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.

Dog Licensing Event - Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Laws inquired as to adding tennis rules to future agendas.

Staff was directed to add Review of Tennis Center Operating Rules to Items for Future Agendas.

Director Ginocchio inquired as to if Pool 5 is a salt water pool. Ms. Giglio stated the proper machinery to make this possible is not operational, but staff is assessing to have it repaired.

Director Quam acknowledged Millie Brown for her work with Champagne Pops Series, however the committee must vote with regard to the community best interest. She requested more education on how clubs utilize the Performing Arts Center and what compensation is received for its use.

Director Bok inquired as to what standards are applied to the resident requests. Ms. Giglio stated the process.

Director Stephens thanked Recreation staff for doing an excellent job at all times.

Advisor Boudreau stated the Champagne Pops Series agreement was made by Mr. Hudson, a previous CEO. He stated the CEO and VMS do not make decisions for GRF facilities.

Advisor Gidwani thanked the committee for running the show so well and thanked staff for the phenomenal job done with Clubhouse 1 relocations due to the renovation.

Advisor Addington stated Mr. Hudson did not come 16 years ago. Ms. Murphy stated the previous HOA was PCM which became Associa. Laguna Woods Village is now a self-managed community.

Chair Horton invited the Community Activities Committee to attend a special Equestrian Center tour that will be held on Monday, April 15 at 1 p.m. She stated regular tour hours.

Chair Horton instructed committee members to email Ms. Chioni if interested in joining the tour.

A discussion ensued regarding the special open meeting requirement for this tour.

Staff was directed to email the committee with clarification of open meeting parameters.

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, April 11, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:41 p.m.

____*Yvonne Horton*____

Yvonne Horton, Chair



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 4th 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.


Yvonne Horton, Chair

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

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OPEN MEETING

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

**Tuesday, February 27, 2024 at 1:30 p.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, Ellen Leonard, Reza Karimi, Andy Ginocchio

MEMBERS ABSENT: Anthony Liberatore, Ralph Engdahl

OTHERS PRESENT: **GRF:** Juanita Skillman

STAFF PRESENT: Guy West – Projects Division Manager, Alison Giglio – Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

Chair Garthoffner called the meeting to order at 1:31 p.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)

Members commented on Item 2 (Acknowledgement of Media) and the policy regarding printed packets.

Items for Discussion:

7. Signs at Clubhouse 1

Chair Garthoffner read remarks he prepared regarding the club plaques that are displayed at Clubhouse 1. Discussion ensued. Members commented on the demand for plaques. Ms. Murphy provided information on the plaques. Chair Garthoffner advised the committee that he will get input from the GRF CAC on this item.

8. Clubhouse 1 Pool Lockers

Mr. West discussed the possible options for the replacement of the lockers in the Clubhouse 1 pool locker room. Ms. Giglio and Ms. Murphy answered questions about the current locker usage. A motion was made to accept the recommendation from staff to replace the lockers.

9. Clubhouse 1 Update

Mr. West displayed the fencing layout and bus traffic plan to be used during the construction at Clubhouse 1.

10. PAC Preliminary Interior Design

Mr. West showed a preliminary interior design presentation for the PAC restrooms that was provided by the interior designer for that project. A formal presentation by the interior designer will be scheduled for a later date.

11. Review Committee Charter

The committee discussed the charter revisions proposed by Chair Garthoffner. Further revisions will be made and shown at a future meeting per the committee's comments and suggestions on the proposed revisions.

Concluding Business:

12. Committee Member Comments

Director Karimi commented on the signs at Clubhouse 1.
Director Mukhopadhyay commented on blackout curtains to be installed at Clubhouse 1.

13. Date of Next Meeting: April 3, 2024 at 1:30 p.m.

14. Adjournment

The meeting was adjourned at 3:10 p.m.



Egon Garthoffner, Chair

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

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OPEN MEETING

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

**Wednesday, March 20, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637**

Report

MEMBERS PRESENT: James Hopkins - Chair, Yvonne Horton, Cush Bhada, Alison Bok, Nancy Carlson, Reza Karimi, Tom Tuning, Andy Ginocchio, SK Park, Sue Stephens

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Martin Roza, Juanita Skillman
UNITED: Maggie Blackwell
Third: Cris Prince

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia - Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Kurt Wiemann – Director of Field Operations, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant, Heather Ziemba – Projects Division Coordinator

1. Call Meeting to Order

Director Hopkins called the meeting to order at 1:32 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from March 6, 2024

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

4. Remarks of the Chair

Chair Hopkins thanked the audience for attending, provided a recap of the committee's prior discussions and board decisions, and reiterated that no solution has been formally presented to the committee. The next meeting of this committee will consider the process of selection or recommendation of the findings to the GRF Board. Chair Hopkins welcomed the comments of the members and acknowledged the presence of the media.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Mr. Gomez commented that overflow seating was being arranged to accommodate the large number of attendees.

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.

None.

9. Items for Discussion and Consideration

a. Discuss Proposed Solutions

Director Bok presented the concepts outlined in her draft proposal included in the agenda packet and answered questions from the committee. Approximately 35 members commented on the current location for various village clubs. Several members of the committee provided additional input. Chair Hopkins stressed the importance of submitting input to the corporate boards and thanked members in the audience for their participation.

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.

None.

11. Committee Member Comments

- Director Carlson commented on the value of the members sharing their thoughts.
- Director Bok thanked the members for attending, sharing their opinions, thoughts and information.
- Director Tuning commented on the importance of looking at all the possible alternatives.
- Director Park thanked the members and commented on the importance of the security of the residents. Additionally, if any clubs are relocated, proper accommodations must be considered.
- Director Karimi commented that he heard many good ideas, there are lots of options, and the security of the people and staff are to be strongly considered.
- Director Stephens commented that work began on this topic in 2011.
- Director Horton commented on the needs of the Security Department, computer rooms, table tennis and available parking.
- Director Bhada commented that if a club needs to be moved to a new location, he would make sure it would be to a better location.
- Chair Hopkins commented that he learned a lot and that the process needs to continue.

12. Date of Next Meeting: Wednesday, April 10, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 3:30 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.


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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, February 28, at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens, Martin Roza, Nancy Carlson, Reza Karimi

MEMBERS ABSENT:

OTHERS PRESENT: Richard Raider- Via Zoom

STAFF PRESENT: Eric Nuñez, Alycia Magnuson, Carmen Aguilar, Daniel Lurie, Tom Siviglia
Pamela Bashline, Jeff Spies, Patricia Kruzet, Alison Giglio

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF PRESS

Media via Zoom intermittent connection.

3. APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda.

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. Chair called for a workshop to review Traffic Rules and Regulations to modify and consolidate across for all the mutual's.

6. MEMBER COMMENTS (items not on the agenda)

Members made comments on items not on agenda.

- Agenda Item 12. Review Rules and Regulations Attending per Mutual Director Skillman proposed a closed workshop on Traffic Rules.
- Traffic rules need to be uniform across the boards it will be addressed at the next SCAC meeting on April 24, 2024.
- An entry lane at gate 5 is currently under repair due to a crack in the asphalt. The repair is taking a little longer than expected. Unfortunately, there is no ETA. Cones

are on site providing guidance.

- Director Skillman made mentioned of the Flashing Stop Signs, some signs are flashing intermittently while others are completely off. STATS are being requested prior installation of the flashing stop signs.
- This information is currently unavailable due to the log system our dispatch department uses. The logs have to be manually corrected and updated in order to run a Power Query to have accurate information imported and run the STATS. At the next SCAC meeting April 24, 2024 an estimate time of completion will be given.

REPORTS:

7. Disaster Preparedness Task Force Report

- On March 15, 2024 from 10AM-1PM Clubhouse three will be hosting Disaster Preparedness and Sheltering in Place event. This event will cover disaster supply kit, where to find/buy supplies and Digital Emergency Preparedness presentation given by Annie Wright. Registration is suggested however, all are welcome to attend. The information is well distributed and publicized throughout the community:
- Media TV6
- Community Center
- All Gate Houses
- 5 Clubhouses that have the slots for flyers
- Laguna Woods Village Website

8. SECURITY STATISTICS

Staff Nuñez noted there are only six spaces on the waiting list due to some prospects being in the middle of purchasing RV.

- The 309 RV spaces are currently occupied in RV lot A. There are 58 RV lot spaces occupied in RV lot B. Members made mention the rental fee is too low. The finance committee oversee the fees and they will decide in addressing the RV lot fees. STATS reflect the past 100 days of NOV citations, Compliance and Social Services.
- Our Security Director Eric Nuñez informed the committee that our Security Department will be conducting a two month no contact Pilot Program issuing citations. The program was initiated for officer safety and the driver as well. One problem with issuing the a no contact citation, some residents have stated they are not the one behind the wheel. The program will be conducted until the end of March. We will report our findings in the next SCAC meeting on April 24, 2024.
- In our Social Services statistical numbers, a new section Death by suicide has been added.

Agenda item # 10 GRF Fee Structure for new and Non- Returned ID Cards

The committee asked questions and Pamela Bashline Community Service Manager answered questions and discussed the increase of the fee for the Non GRF I.D. The board voted one against, one abstain and five voted in favor to pass the motion.

Agenda item # 11 Gate Entry for Non- Residents Attending Village Events

The committee asked questions and Recreation and Special Events Director Alison Giglio answered questions and addressed the non-resident access managed through gate.

- Non-residents must provide proof of purchase at the gate in order to collect their

tickets.

- Open House and Estate Sales are managed by Resident Services and are held on specific days.
- Events require a four-day clearance the ONLY exception is for memorial service.
- Churches need to submit list of attendees two years ahead of time of who may enter Laguna Woods Village.

Agenda item # 13 Emergency Radio Equipment Installation

Radio equipment (antennas, shielded coaxial cable and hardware) have already been purchased. Emergency Radio Equipment installation would be outsourced per Project Manager. The installation being outsourced would be more cost effective and or timely for the installation. Three bids were submitted and reviewed by the Project Manager. A qualifying bid has been approved by project manager. Director S.K. Park moves Director Blackwell seconded and motion pass without objections.

9. NOTEWORTHY INCIDENTS

Notable incidents for November 2023-January 2024:

- On November 4, SPO Portuguese went “above and beyond the call of duty” in helping a resident locked out of their manor at 808-O. The resident was reportedly in tears, quite upset at the situation and even more so when the key on file for the residence did not work. Officer Portuguese used her personal cell phone to call locksmiths for assistance, to no avail. She questioned the resident and Dispatch looking for emergency contacts until the resident’s brother was reached and provided a key.

In the month of December, we had 4 noteworthy incidents:

- On December 12, Traffic Specialist Hughes responded to 798-C to take a theft report. The resident felt Hughes was “comforting” and “well represented” the Security Division. The resident also had “kind words” regarding SPO Portuguese with whom she had prior contact and said all of her interaction with the Security Department has been excellent.
- On December 20, SPO David Kemp responded to a hot water line leaking under the bathroom sink of 3030-D, assigned by Phone Dispatcher William Thatcher. The resident states they were “panicking” due to the water and wanted to thank Kemp and Thatcher on their excellence.
- On December 30, SPO Andrews was patrolling Phase 2, near Gate 5, and noticed a resident in a motorized wheelchair was stuck half-way off a curb and in danger of falling. He quickly stabilized the resident, determined there was no medical care necessary, and pushed them back to Manor 2172-B after learning the wheelchair ran out of power.
- On December 31, SPO Kemp responded to 352-A regarding in a partial electrical outage. The resident was very pleased with Kemp’s service and wanted to “pass down kudos” and state that “[Officer Kemp] came to the rescue.”

In the month of January, we had 1 noteworthy incident:

- On January 12, SPO Portuguese assisted a resident locked out of their manor at 5361-O by taking the screen off of the kitchen window and helping the resident climb through. The resident states that Officer Portuguese “was very professional”, was “very comfortable with her knowledge and experience” and was “very pleased with the quality of this individual.”

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

Chair- Juanita Skillman stated that each mutual needs to check their rules and regulations for everyone to be on the same page

- 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

ITEMS FOR FUTURE AGENDA

- 13. Workshop for Traffic Rules and Regulations
- 14. Review the possibility of a Universal ID cards for amenities.

CONCLUDING BUSINESS

- 14. Committee Members Comments
- 15. The next meeting will be held April 24, 2024 at 1:30 p.m.
- 16. Adjournment- 4:06 p.m.


Juanita (Mar 8, 2024 11:48 PST)

Juanita Skillman



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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