



OPEN MEETING

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

**Tuesday, May 14, 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 Quam**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. April 9, 2024 – Regular Open Meeting
 - b. April 25, 2024 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org 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 Bravata**
- 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 March 2024, such review is hereby ratified.

b. Recommendation from the Landscape Committee

1. Recommendation to Deny the Request for the Removal of One Canary Island Pine Tree Located at 494-D Calle Cadiz
2. Recommendation to Approve the Request for the Removal of a Podocarpus Tree Located at 321-H Avenida Carmel
3. Recommendation to Deny Removal of a Bottle Tree Located at 321-H Avenida Carmel
4. Recommendation to Deny the Request for the Removal of One Crape Myrtle Tree Located Behind 460-C Avenida Sevilla
5. Recommendation to Approve the Request for the Removal of One Monterey Pine Tree Located at 55-B Calle Aragon
6. Recommendation to Approve the Request for a Bench at 60-Q Calle Cadiz
7. Recommendation to Approve the Request for a Bench Near Upper Bridge Aliso Creek Walking Area

c. Recommendation from the Architectural Controls and Standards Committee

1. Recommendation to Approve a Variance Request to Replace Wood Framed Stucco Wall with Wrought Iron Fence at Manor 2148-A Ronda Granada

d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in April 2024, and such review is hereby ratified. (CHECK LIST)

e. Recommendation from the Finance Committee - None

f. Update United Committee Assignments

12. Unfinished Business

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

13. New Business

- a. Town Halls – (Oral Discussion)
- b. Entertain a Motion to Approve the Revised Financial Qualifications Policy **(May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve the Subleasing, Resales and Membership Transfer Fees **(May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve the Revised United Mutual Maintenance and Construction Committee Charter
- e. Entertain a Motion to Approve a Supplemental Appropriation from Replacement Fund for Dry Rot Repair Program
- f. Entertain a Motion to Approve a Supplemental Appropriation from the Contingency Fund for Emergency Roof Repairs
- g. Entertain a Motion to Approve Revision to Standard 11: Doors; Exterior **(May initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- h. Entertain a Motion to Appoint Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents to Sign Specific Documents

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 – April
- b. Report of the Architectural Controls and Standards Committee – Director

Liberatore. The committee met on April 18, 2024; next meeting May 16, 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 April 11 and May 9, 2024; next meeting June 13, 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 April 18, 2024; next meeting May 16, 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 April 22, 2024; next meeting May 20, 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 April 24, 2024; next meeting June 26, 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 April 11 and May 9, 2024; next meeting June 13, 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 April 17, 2024; next meeting June 19, 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 April 11, 2024; next meeting June 13, 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 May 8, 2024; next meeting August 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Maintenance & Construction Committee – Director Bok. The committee met on April 10, 2024; next meeting June 12, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Space Planning Ad Hoc Committee – Director Carlson. The ad hoc committee met on May 1, 2024, at 1:30 p.m. in the Board Room; next meeting TBD.
- e. Report of the Media and Communications Committee – Director Willis. The committee met on April 15, 2024; next meeting July 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 15, 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 April 24, 2024; next meeting June 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Laguna Woods Village Traffic Hearings – Director Kale. The Traffic Hearings were held on April 17, 2024; next hearings on May 15, 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 Tuning. The committee met on April 26, 2024; next meeting May 31, 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.*

- *Revised Financial Qualifications Policy*
- *SUBLEASING, RESALES AND MEMBERSHIP TRANSFER FEES*
- *Revision to Standard 11: Doors; Exterior*

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

CLOSED SESSION NOTICE AND AGENDA

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) April 9, 2024 – Regular Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

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OPEN MEETING

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

**Tuesday, April 9, 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, Makayla Schwieter, Paul Nguyen, Carlos Rojas, Steve Hormuth, Catherine Laster, Kurt Wiemann, Alan Grimshaw

Others Present:
GRF: None
Third: None
VMS: 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. 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

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:

- Welcomed Kathryn Bravata as the newly elected United Representative - VMS Board Director.
- Election season has started, and encouraged residents to apply to be a part of the United Board.

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 property taxes paid to the county and HOA, and inquired where the money collected goes.
- A member commented on how rewarding it is to sit on the Board, and spoke highly of their previous time on the Board.
- A member requested added rain gutters to their patio to avoid flooding.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

Steve Hormuth, Financial Services Director, provided clarification regarding the financial question from the member comment.

b. Response to Past Open Forum Speakers – Director Leonard

Director Leonard provided updates to the previous Open Forum speakers from the March Board meeting.

9. VMS Board Update – Director Rupert

Director Rupert discussed the following topics:

- VMS is looking into internal deficiencies
 - Focusing on reducing redundancy on processes and staff work
 - Reduction of the department reports during open session VMS Board meetings
- Club Expo on April 30th at Clubhouse 5. A place for residents to get involved with the various community clubs.

- Welcomed Kathryn Bravata to the VMS Board.

Director Rupert answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Cost Savings
 - Office of the CEO - incorporated electronic meeting agenda packets for in-person board meetings, saving \$25,000 annually
 - Media and Communications - digitized docent tours for prospective residents, providing an estimated savings of \$14,000 to \$22,000 annually
 - Community Services - completed lease application now mailed or dropped off instead of staff printing electronically received documents, saving up to \$10,560 to \$15,840 annually
 - Village TV - hired two part-time "This Day" host employees saving \$50,000 annually, and has also incorporated AI technology for closed captioning, saving \$40,000 to \$50,000 annually.
 - Security Services - will be providing gate arm repair, saving \$28,000 annually, and restructures security serves officer presence at Community Center, saving \$41,600 annually.
 - Landscaping services – Adding higher sides to dump trailers to increase capacity for debris and mulch by 150%, saving \$72,000
 - Financial Services – Identified new washing machine vendor who provides director shipping – saving \$11,000 in shipping costs in 2024
 - Information Services – Resident services kiosk sign-in que will save \$8,000 to \$15,000 annually and adding gatehouse kiosks, saving \$8,000 to \$14,000 annually
 - Recreation and Special Events – Manage golf operations and maintenance staffing during poor weather to include only needed personnel, saving \$1,000 per rain-out day
- Continuous Process Improvement
 - Resident Services – New resident services callback feature alleviates phone traffic during peak call times and reduces hold time
 - Landscaping Services – Expediting clippings pickups
 - General Services – Gutter cleaning schedule
 - Maintenance and Construction – Developed revised after-hours emergency plumbing policy to enhance customer service, response times and manage contractor expenses. Additionally, Manor Alterations Division streamlined procedure for processing mutual consents
- How Residents can Reduce Costs
 - Preferred Delivery Method
 - Mandated November and April mailings cost \$7.50 per member. If 12,000 members opt out of paper mailings, annual savings would be \$90,000
 - In November 2023, about 29% of owners opted to receive this mailing via email, reducing printing and mailing costs for an estimated savings of \$27,000 annually

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 February 2024, such review is hereby ratified.**
 - b. **Recommendation from the Landscape Committee - None**
 - c. **Recommendation from the Architectural Control and Standards Committee**
 - 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**
1. Approve a Resolution for Recording a Lien Against Member ID # 947-377-82

RESOLUTION 01-24-30

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.

2. Approve a Resolution for Recording a Lien Against Member ID # 947-397-98

RESOLUTION 01-24-31

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.

3. Approve a Resolution for Recording a Lien Against Member ID # 947-449-11

RESOLUTION 01-24-32

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.

f. Approve the Updated 2024 Annual Election Schedule

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

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

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)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-33

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.

Director Blackwell made a motion to approve the resolution to revise standard 20. Director Lee seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously. Director Quam was not present for the vote.

- 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)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-34

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 enact standard 39. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

c. Disciplinary Update Report

The Board discussed the disciplinary update report, and a member provided a comment regarding the Compliance Department.

13. New Business

a. United Mutual Town Hall

President Bok discussed the following regarding the United Town Halls:

- This month's town hall meeting is scheduled for Friday, April 12th and will discuss the topic of roofing.

Discussion ensued among the Board.

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)

Director Blackwell read the following resolution:

RESOLUTION 01-24-XX

REVISED 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; 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.

Director Blackwell made a motion to approve the Resolution for Standard 22 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Quam seconded.

Alan Grimshaw, Building Permits & Inspections Manager, presented the revision to standard 22: Patio Slabs, Walkways and Pavers, and answered questions from the Board.

Discussion ensued among the Board.

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

c. Entertain a Motion to Approve Supplemental Appropriation for Turf Reduction Projects

Director Blackwell read the following resolution:

RESOLUTION 01-24-35

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.

Director Blackwell made a motion to approve supplemental appropriation for turf reduction projects. Director Quam seconded.

Kurt Wiemann, Landscape Services Director, provided an overview of the supplemental appropriation for turf reduction, and answered questions from the Board.

Discussion ensued among the Board.

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

d. Entertain a Motion to Approve a Temporary Borrowing

Director Blackwell read the following resolution:

RESOLUTION 01-24-36

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.

Director Blackwell made a motion to approve the temporary transferring of \$6,500,000 from the reserve fund to the operating fund. Director Choi Hoe seconded.

Steve Hormuth, Financial Services Director, provided an overview of the temporary borrowing, and answered questions from the Board.

Member Comments pertaining to this item included:

- A member provided their recommendation on how the Board should approach this matter, and provided their stance stating that they are not in favor of the current motion in question.
- A member provided their approval of the previous members comment/suggestion.
- A member commented and provided their stance on the matter, stating that they are not in favor of the motion in question.
- Assistant Corporate Secretary read a member comment stating that they are not in favor of the motion in question.
- Assistant Corporate Secretary read an additional member comment stating that they are not in favor of the motion in question.

Discussion ensued among the Board.

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

14. Directors' Comments (Two minutes per director) – None

The Board took a 5-minute recess at 11:07 a.m. and resumed the meeting at 11:15 a.m.

Director Quam left the meeting at 11:16 a.m.

15. United Mutual 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

Director Quam re-joined the meeting at 11:33 a.m.

- 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 April 3, 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

- *Standard 22: Patio Slabs, Walkways and Walkers*

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

The meeting recessed at 11:43 a.m. into the Closed Session.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

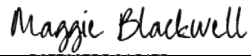
(a) March 12, 2024 – Regular Closed Meeting

(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 Matter

19. Adjourn

The meeting was adjourned at 2:30 p.m.

DocuSigned by:

B277887BDC A547B...
Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

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OPEN SESSION

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

**Thursday, April 25, 2024, at 9:00 a.m.
24351 El Toro Road, Laguna Woods, California
WILLOW ROOM/VIRTUAL MEETING**

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

Directors Present: Alison Bok, Sue Quam, Pearl Lee, Tom Tuning, Nancy Carlson (left meeting at 10:02 a.m.), Ellen Leonard, Georgiana Willis, Anthony Liberatore, Vidya Kale, Mickie Choi Hoe, Maggie Blackwell

Directors Absent: None

Staff Present: Siobhan Foster, Catherine Laster, Makayla Schwiertert, Paul Nguyen

Others Present: Kathryn Bravata - VMS

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

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

2. Approval of the Agenda

President Bok called for an approval of the agenda.

President Bok requested to add a member presentation to the agenda.

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

3. Member Presentation on Governance

Richard Rader, member, discussed member participation in village governance.

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 May 14, 2024

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

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

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

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

6. Director Comments - None

7. Adjournment

President Bok adjourned the meeting at 10:15 a.m.

DocuSigned by:

Maggie Blackwell

Maggie Blackwell, Secretary of the
United Mutual Laguna Woods



RESOLUTION 01-24-XX

**Deny Removal of one Canary Island Tree
494-D Calle Cadiz**

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 April 22, 2024, the Landscape Committee reviewed a request from the Member at 494-D to remove one Canary Island tree, the reasons cited for removal is perceived damage to alteration patio deck tile; and

WHEREAS, staff inspected the condition of the tree and found it to be in good health with a balanced canopy, no lean and no signs of pest; 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 Canary Island tree located at 494-D Calle Cadiz;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors denies the request for the removal of one Canary Island tree located at 494-D; and

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

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RESOLUTION 01-24-XX

Approve Removal of One Podocarpus Tree 321-H Avenida Carmel

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 April 22, 2024, the Landscape Committee reviewed the request from the Member at 321-H, to remove one Podocarpus tree; and

WHEREAS, the reasons cited by the resident for the removal is proximity to the atrium; and

WHEREAS, staff inspected the condition of the tree and found noticeable bulge in the root flare at the base of the trunk; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Podocarpus tree located at 321-H Avenida Carmel;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for the removal of one Podocarpus tree located at 321-H; and

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

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RESOLUTION 01-24-XX

**Deny Removal of one Bottle Tree
321-H Avenida Carmel**

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 April 22, 2024, the Landscape Committee reviewed a request from the Member at 321-H to remove one Bottle tree, the reasons cited for removal is pet health due to seed pods; and

WHEREAS, staff inspected the condition of the tree and found it to be in good health with a balanced canopy, no lean, favorable root flare, and non-toxicity of seed pods; 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 Bottle tree located at 321-H Avenida Carmel;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors denies the request for the removal of one Bottle tree located at 321-H; and

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

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RESOLUTION 01-24-XX

**Deny Removal of one Crape Myrtle Tree
460-C Avenida Sevilla**

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

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

WHEREAS, on April 22, 2024, the Landscape Committee reviewed a request from the Member at 460-C to remove one Crape Myrtle tree, the reasons cited for removal is potential root intrusion and leaf debris; and

WHEREAS, staff inspected the condition of the tree and found it to be in good health with a balanced canopy, no lean and no signs of pest; 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 Crape Myrtle tree located at 460-C Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors denies the request for the removal of one Crape Myrtle tree located at 460-C; and

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

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RESOLUTION 01-24-XX

Approve Removal of One Monterey Pine Tree 55-B Calle Aragon

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

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

WHEREAS, on April 22, 2024, the Landscape Committee reviewed the request from the Member at 55-B, to remove one Monterey Pine tree; and

WHEREAS, the reasons cited by the resident for the removal is safety and potential to fall; and

WHEREAS, staff inspected the condition of the tree and found girdling root growth at the base; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Monterey Pine tree located at 55-B Calle Aragon;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for the removal of one Monterey Pine tree located at 55-B; and

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

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RESOLUTION 01-24-XX

Approve Request for a Bench 60-Q Calle Cadiz

WHEREAS, March 12, 2024, that the Board of Directors adopted Resolution 01-24-27, Bench Policy:

- 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

WHEREAS, on April 22, 2024, the Landscape Committee reviewed the request from the Member at 60-Q, to place a bench near unit; and

WHEREAS, the reasons cited for the request is many residents in the area do not drive or are disabled and have to wait long periods of time for a ride; and

WHEREAS, staff recommends approve the bench placement on the sidewalk, near the carport, adjacent to the parking stalls; and

WHEREAS, the committee determined that the bench meets the guidelines established in Resolution 01-24-27, and thereby recommends approving the request located at 60-Q Calle Cadiz;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for bench located at 60-Q; and

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

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RESOLUTION 01-24-XX

Approve Request for a Bench Upper Bridge Aliso Creek

WHEREAS, March 12, 2024, that the Board of Directors adopted Resolution 01-24-27, Bench Policy:

- 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

WHEREAS, on April 22, 2024, the Landscape Committee reviewed the request from the Member at 207-F, to place a bench at the upper bridge of Aliso Creek; and

WHEREAS, the reasons cited for the request is to replace a bench that was removed due being unsafe; and

WHEREAS, staff recommends approval of the bench placement near the upper bridge of Aliso Creek; and

WHEREAS, the committee determined that the bench meets the guidelines established in Resolution 01-24-27, and thereby recommends approving the request by 207-F;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for bench located at upper bridge of Aliso Creek; and

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

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RESOLUTION 01-24-XX

Variance Request

WHEREAS, Member located at 2148-A Ronda Granada, a Cordoba style manor, requests Architectural Control and Standards Committee approval of a variance to replace wood framed stucco wall with wrought iron fence; 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 April 18, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to replace wood framed stucco wall with wrought iron fence;

NOW THEREFORE BE IT RESOLVED, on May 14, 2024, the United Laguna Woods Mutual Board hereby approves the request to replace wood framed stucco wall with wrought iron fence; 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 2148-A Ronda Granada and all future Mutual Members at 2148-A Ronda Granada; and

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

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Sublease Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending April 30, 2024.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Liberman*

Print Name ANTHONY M. LIBERMAN

Title DIRECTOR

Date 05/01/2024

UNITED LAGUNA WOODS MUTUAL

Signature *Margaret Blackwell*

Print Name Margaret Blackwell

Title Secretary

Date May 1, 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 April 30, 2024.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Liberaore*
Print Name ANTHONY M. LIBERAORE
Title DIRECTOR
Date 05/01/2024

UNITED LAGUNA WOODS MUTUAL

Signature *M. Blackwell*
Print Name Margaret Blackwell
Title Secretary
Date May 1, 2024



RESOLUTION 01-24-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, May 14, 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

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
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 01-24-26, adopted March 12, 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.

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: May 14, 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, WALKWAYS AND PAVERS

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

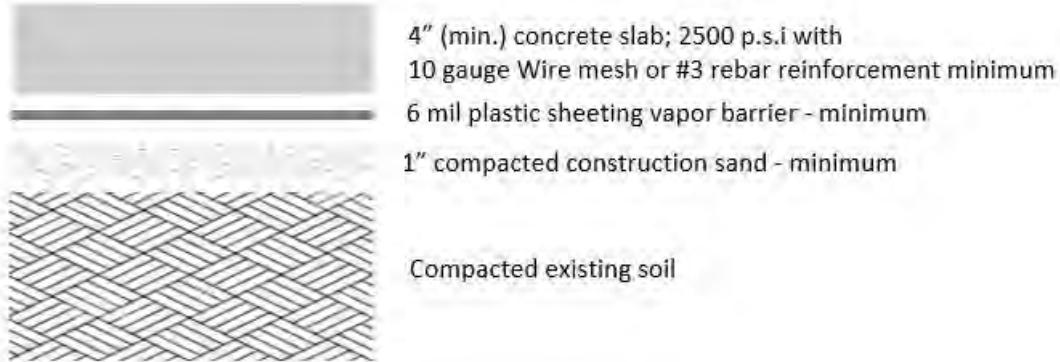
3.7 ~~Any unit wherein a wall or partial wall limits the extent of the original size of the slab, no extension in any direction will be permitted. Concrete slabs~~

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:



UNITED LAGUNA WOODS
M U T U A L



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, WALKWAYS AND PAVERS

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.

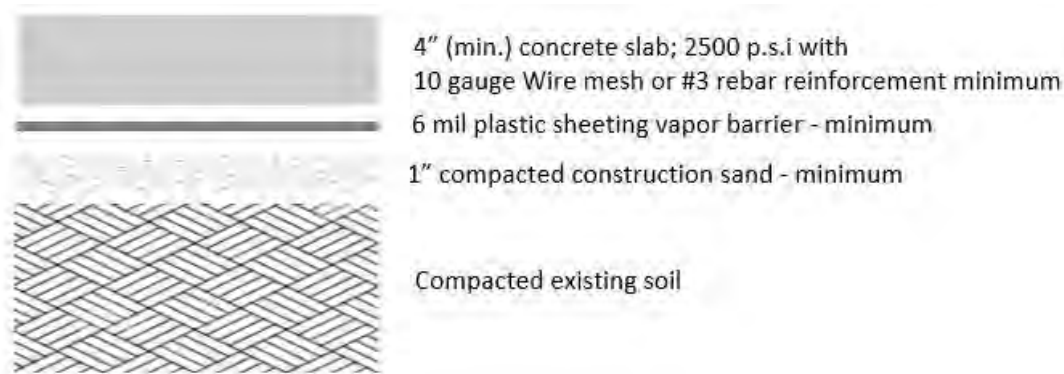
3.5 Patios and walkways may be constructed of a concrete slab or interlocking concrete pavers.

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:



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.



RESOLUTION 01-24-XX

REVISE STANDARD 22: PATIO SLABS, WALKWAYS AND PAVERS

WHEREAS, the United Laguna Woods Mutual recognizes the need to amend Standards and create new Standards as necessary; and

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

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STAFF REPORT

DATE: May 14, 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 February to April, 2024:

Type of Allegation	Feb	Mar	Apr
Abandoned Vehicle:	4	5	4
Alteration Maintenance:	16	17	14
Alteration Standards:	12	13	11
Animal Nuisance:	26	27	22
Clutter:	141	141	164
<i>Balcony Clutter:</i>	15	15	27
<i>Breezeway Clutter:</i>	27	21	29
<i>Carport Clutter:</i>	38	48	43
<i>Common Area Clutter:</i>	37	32	35
<i>Interior Clutter:</i>	9	9	9
<i>Patio Clutter:</i>	15	16	21
Delinquencies:	29	27	31
Illegal Occupancy:	26	38	37
Landscape:	9	10	11
Maintenance:	21	26	26
Nuisance:	32	42	34
Real Estate Signage:	2	2	2
Smoking Policy:	4	4	5
Traffic Violations:	9	6	7
Vehicle Oil:	2	2	1
Total Number of Cases:	333	360	369

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

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ENDORSEMENT (to Board)

Discuss and Consider Financial Qualifications:

In an ongoing effort to increase communication to members, document current practice, and show transparency, staff drafted language to the Financial Qualifications Policy recognizing Third Laguna Hills Mutual's (Third) stepped-up requirements when a member desires to purchase more than one unit or already own at least one unit in Third or Laguna Woods Mutual No. Fifty.

On April 18, 2024 the United Governing Documents Review Committee reviewed the Financial Qualifications.

Mr. Spies presented the Financial Qualifications for the Committees consideration and review. The Committee reviewed and discussed the Financial Qualifications.

Director Carlson made a motion to approve the document as presented and forward to the board for review. Chair Blackwell seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: May 14, 2024
FOR: Board of Directors
SUBJECT: Revised Financial Requirements

RECOMMENDATION

Staff recommends the Board approve revisions to United's Financial Requirements to clarify that United Mutual recognizes Third Mutual's multiple unit owner requirements for persons desiring to purchase in United Mutual.

BACKGROUND

The board of directors received a letter from a resident who purchased a unit in United Mutual in 2015 who subsequently leased out the unit and attempted to purchase a unit in Third Mutual; however, she couldn't satisfy Third Mutual's multiple unit owner requirements (ATT 1) since she still owned the co-op. The resident transferred the co-op to her sister and purchased a unit in Third Mutual with the intent of getting the co-op transferred back to her in order to sell; however, she still had to meet Third's stepped-up net worth and annual income requirements in order to purchase another unit. She argues that United's Financial Requirements do not contain language asking for additional income to purchase in United Mutual when other units are owned in the community.

DISCUSSION

In an ongoing effort to increase communication to our members, document current practice, and show transparency, staff drafted language to United's Financial Qualifications Policy indicating that United recognizes Third Mutual's stepped-up requirements when a member desires to purchase more than one unit or already owns at least one unit in Third Mutual or Mutual Fifty (ATT 2).

On April 18, 2024, Staff presented their proposed changes to the Governing Documents Review Committee. Following discussion of the Financial Requirements, the committee agreed by mutual consent to the following revisions of the Financial Requirements for Membership, highlighted in red:

D. OWNERSHIP OF MULTIPLE MEMBERSHIPS

1. United does not permit ownership of more than one cooperative membership, except under an interim dual membership agreement which is issued for six months.
2. United recognizes Third Mutual's multiple unit owner requirements. As a condition of approval, any applicant who desires to purchase more than one (1) unit or already owns at least one (1) unit in Third Mutual or Laguna Woods Mutual No. Fifty shall submit satisfactory verification of annual income and net worth requirements. Therefore,

members who wish to purchase an additional unit in United Mutual must satisfy Third Mutual's stepped-up income/asset requirements.

3. Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.

Following the committee meeting, staff made further changes to the requirements to define Third Laguna Hills Mutual and Laguna Woods Mutual No. Fifty.

By following Third Mutual's multiple unit owner requirements, it ensures that a prospective member will have the financial means to secure and afford the purchase of additional unit(s) in the long run.

FINANCIAL ANALYSIS

It is not anticipated that the financial requirement revisions will have any financial impact.

Prepared By: Patty Kurzet, Membership Services Coordinator

Reviewed By: Pamela Bashline, Community Services Manager
Jeff Spies, Community Services Supervisor

ATTACHMENT(S)

- ATT 1 – Third Mutual's Multiple Unit Requirements – Multiple Units Section V
- ATT 2 – Revised Financial Qualifications Policy – Redline
- ATT 3 – Revised Financial Qualification Policy – Clean
- ATT 4 – Resolution 01-24-XX

Third Laguna Hills Mutual Multiple Unit Requirements

V. Multiple Units. As a condition of approval, any Applicant who desires to purchase more than one (1) unit or already owns at least one (1) unit at Third Laguna Hills Mutual, Laguna Woods Mutual No. Fifty or United Laguna Woods Mutual shall submit satisfactory verification of annual income and net worth requirements pursuant to this Section V.

a. **Net Worth Requirements.** The Applicant shall submit satisfactory verification of net worth that is greater than or equal to the *sum* of the purchase price for each unit *plus* one hundred twenty-five thousand dollars (\$125,000) in acceptable assets per unit, as follows:

Unit 1: purchase price for Unit 1 + \$125,000

Unit 2: purchase price for Unit 1 + \$125,000 +
purchase price for Unit 2 + \$125,000

Unit 3: purchase price for Unit 1 + \$125,000 +
purchase price for Unit 2 + \$125,000 +
purchase price for Unit 3 + \$125,000

b. **Income Requirements.** The Applicant shall submit satisfactory verification of annual income as follows:

1. Annual Income that is greater than or equal to the *sum* of the following: the total of the first unit's annual mortgage payment *plus* forty-five thousand dollars (\$45,000) per year *plus* the total of the second unit's annual mortgage payment *plus* forty-five thousand dollars (\$45,000) per year *plus* an additional twenty-two thousand five hundred dollars (\$22,500).

2. For each additional unit, the annual income requirement shall be calculated consistent with subsection (b)(1), above – that is, the additional unit's annual mortgage payment *plus* an additional twenty-two thousand five hundred dollars (\$22,500) over the previous annual income requirement, as follows:

Unit 1: annual mortgage payment + \$45,000

Unit 2: annual mortgage payment on Unit 1 + \$45,000 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500

Unit 3: annual mortgage payment on Unit 1 + \$45,000 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500 +
annual mortgage payment on Unit 2 + \$45,000 + \$22,500 + \$22,500

Financial Qualifications Policy
Resolution 01-24-XX Adopted June 11, 2024
– Resolution Attached

I. Purpose

The purpose of this policy is to set forth guidelines by United Laguna Woods Mutual (United) necessary to protect the financial integrity of the corporation.

II. Definitions

A. Shareholder - individual approved by the Board of Directors as a Member of the corporation. Also known as Member.

B. Applicant – individual seeking approval by the Board of Directors as a member of the corporation.

C. Financial Statement/Credit Information form – United’s document to be completed by Applicant which summarizes age, income and asset qualifications being considered by the Board of Directors in keeping with the membership application process.

D. Asset – a resource with economic value that an individual or business owns or controls with the expectation of future benefit; must be liquid, marketable or income producing.

E. Equity – total assets minus total liabilities.

F. Annuity funds – a long-term investment that is issued by an insurance company and is designed to help protect an individual from the risk of outliving one’s income.

G. Community property – property acquired during the marriage by either spouse is presumed to be owned by each spouse equally.

H. Guarantor – individual who meets United’s financial qualifications and guarantees to pay for the Member’s debt and/or obligations if the Member defaults or fails to pay a debt and/or obligation to United; guarantor may guarantee only one unit within the Village.

B. Personal Unconditional Continuing Guaranty and Security Agreement

-
- I. Guaranty “contract” between prospective member and qualified individual whereby guarantor is responsible to pay any debt or obligation owed by the Member to United in the event of a failure by Member to pay same; non-revocable by guarantor.
 - J. Indebtedness – includes the monthly carrying Charge payable by the Member to United, including all assessments, fines or other monetary charges levied in the name of United.
 - K. Carrying Charges – monthly assessments estimated by United to meet its annual expenses, including but not limited to operating expenses, management and administration, property taxes, insurance, utilities, reserves, and repair and maintenance.
 - L. Uniform Commercial Code (UCC) filing – provides for the filing of certain financing statements and other lien documents. Filing with the Secretary of State’s office serves to perfect a security interest in named collateral and establish priority in case of debtor default or bankruptcy.
 - M. Interim Dual Membership Agreement – a “contract” between a Member and United which allows the Member to temporarily own two co-ops.
 - N. Community Rules – the Articles of Incorporation and Bylaws of United, the Occupancy Agreement, and any rules and regulations adopted by United. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
 - O. Member – any person entitled to membership in United Mutual.
 - P. Third Laguna Hills Mutual (also known as “Third Mutual”) – a California nonprofit mutual benefit corporation formed to manage, operate and maintain condominium housing at Laguna Woods Village, Laguna Woods, California for its mutual members.
 - Q. Laguna Woods Mutual No. Fifty – a California nonprofit mutual benefit corporation formed to manage, operate and maintain condominium housing at Laguna Woods Village, Laguna Woods, California for its mutual members.

III. Conditions

All applicants shall submit the most recent year's federal income tax return, signed and dated, including Schedules A and B, in addition to other verification documents. If income is derived from an owned business, the appropriate business tax schedules and a profit and loss statement are

required.

Where there is more than one prospective Shareholder, income and assets can be calculated collectively, if each is eligible and intends to reside.

Membership applicants to United are required to submit a completed Financial Statement/Credit Information form, together with satisfactory verification of identity, income and assets.

A. ASSET REQUIREMENT

The prospective Shareholder shall submit satisfactory verification of assets equal to the purchase price of the Unit plus \$125,000. NOTE: Applicants who own multiple properties must demonstrate total assets exceeding total mortgage obligations. Prospective transferees (i.e., outside escrow) are required to demonstrate a minimum asset base of \$125,000 only.

1. Acceptable assets will be those that are considered to be liquid, marketable or income producing. Only aged accounts (180 days) will be considered. Acceptable assets include, among others:
 - a. Equity in U.S. residential property
 - b. Savings accounts in U.S. financial institutions
 - c. Cash value life insurance
 - d. Certificates of deposit, money market accounts in U.S. financial institutions
 - e. IRA, SEP, 401(k) and Keogh accounts
 - f. US, state or municipal government bonds - valued at current market prices
 - g. American traded investments (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
 - h. Mortgages and promissory notes, provided that interest is reported on the applicant's tax return
 - i. Equity in U.S. income producing real estate
2. Excluded from consideration are the following, among others:
 - a. Mobile Homes
 - b. Recreational vehicles, boats and trailers
 - c. Vacant land
 - d. Automobiles
 - e. Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
 - f. Term life insurance

- g. Annuity funds and retirement accounts, which cannot be withdrawn in lump sum
- h. Anticipated bequests or inheritances
- i. Promissory Notes whose income is not reported on the prospective transferee tax return
- j. Community property

B. INCOME REQUIREMENTS

1. Prospective Shareholders shall submit from a recognized Credit Reporting Agency (e.g. Equifax, TransUnion, Experian) a full credit report if FICO score is less than 700 or FICO score is 700 or higher with an outside mortgage. Submit a credit summary report if FICO score is 700 or higher without an outside mortgage. These reports must be dated within 60 days prior to the application submittal.
2. Prospective Shareholders and transferees must provide satisfactory verification of income of at least \$40,000 per year at the time of purchase.
3. Traditional retirement account assets (e.g., 401K, ERISA, IRA, Profit Sharing, etc.) will be considered as a source of annual income in accordance with this subsection. For the purposes of the income verification requirement pursuant to subsection (a) above, the portion of an Applicant's traditional retirement account assets attributable to said Applicant's annual income shall be deemed to be the greater of the following:
 - a. The mandatory annual distributions for the Applicant's retirement accounts; or
 - b. The total amount of the Applicant's retirement accounts *multiplied* by eighty percent (80%), and then *dividing* this product by twenty- five (25) years, as follows:

$$\text{Attributable Income} = (\text{Total Retirement Account Assets} \times 80\%) \div 25$$

Traditional retirement accounts may not concurrently satisfy both the income and asset side of the qualification requirements. Only traditional retirement accounts may be calculated to generate "attributable income".
4. Acceptable verifications include, among others:
 - a. The most recent Federal Tax returns. If tax returns are not yet filed or applicant is filing an extension for the last calendar year returns, provide a copy of extension filing and supporting W-2s and/or 1099s.

- b. W - 2 Forms or paycheck stubs
 - c. Bank, credit union or investment account statements
 - d. Letters from bankers
 - e. Notices of annuities and Social Security payments
 - f. Pensions
 - g. Trust income
 - h. Disability income
 - i. Residential / commercial property rental income
 - j. Out of state employment income and/or its continuance after re-locating to California must be explained by a letter addressed to the board.
5. Unacceptable income verifications include, among others:
- a. Letters from employers, accountants, bookkeepers and attorneys
 - b. Income not reported on Federal income tax returns
 - c. Funds held outside US borders

C. GUARANTORS

United will permit the prospective shareholder who does not meet the financial requirements to have a guarantor.

1. The guarantor shall provide satisfactory verification of annual income of at least \$90,000 and marketable or income producing assets of at least \$250,000 plus the manor purchase price.
2. Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:
 - a. Minimum annual income of \$24,000
 - b. Minimum verifiable liquid, marketable and/or income producing assets of at least \$75,000 plus the manor purchase price.
3. The income and assets of the guarantor are not a substitute for the minimum income and assets needed by the prospective shareholder(s) occupant(s).
4. In addition to these requirements, the guarantor shall be required, as set forth herein (Exhibit B) to identify assets from which the financial obligation may be satisfied and authorize UCC financing statements to be filed.
5. Guarantor and assets must be located in California.
6. A guarantor may only guarantee one unit in the Village.

D. D. OWNERSHIP OF MULTIPLE MEMBERSHIPS

1. United does not permit ownership of more than one cooperative Membership, except under an interim dual Membership agreement which is issued for six months.
2. United recognizes Third Mutual's multiple unit owner requirements. As a condition of approval, any applicant who desires to purchase more than one (1) unit or already owns at least one (1) unit in Third Mutual or Laguna Woods Mutual No. Fifty shall submit satisfactory verification of annual income and net worth requirements. Therefore, members who wish to purchase an additional unit in United Mutual must satisfy Third Mutual's stepped-up income/asset requirements.
3. Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.

E. FINANCIAL QUALIFICATION WAIVERS

- ~~1.~~ Shareholders who purchase a replacement Unit in United Mutual do not have to re-qualify financially for Membership, if there is no change to the Membership vesting and the dual interim agreement is in effect.
- ~~1.~~
- ~~2.1.~~ Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.
- ~~3.2.~~ A former member may obtain a waiver of financial qualifications if the replacement Membership is purchased within 90 days of the closing of the sale of the previously owned Membership, and vesting in the new Unit is exactly the same as the vesting in the Unit previously owned.

F. DISCRETIONARY AUTHORITY

United Board of Directors may, but is not obligated to, deny or approve applications for Membership based on the conditions herein. The Board of Directors, exercising prudent business judgement, may also deny or approve, in its sole and absolute discretion, applications based on other material factors, such as, but not limited to, history of bankruptcy, excess liabilities, or history of non-compliance as a member in United, GRF, or other Mutuals in Laguna Woods Village.

G. MEMBERSHIP

Membership in United is created, and starts, with the later occurring of the following:

1. Written approval of Membership by the United Board of Directors;
2. Issuance of a Membership Stock Certificate;
3. The signing of an Occupancy Agreement; and
4. Upon close of escrow.

Upon Membership approval the Occupancy Agreement entitles the Member to occupy the Unit for three years, which is automatically renewed for three-year terms per Article 4 of the Occupancy Agreement, unless terminated by transfer or United's non-renewal or termination by the Board of Directors.

IV. Procedure

Applicants must complete and submit all required forms and verification documents to the escrow firm handling the sales transaction. The required forms and verification documents include:

- The Membership Application with age and identity verification for each person on title;
- Most recent signed tax returns for each person on title;
- Responsibility Agreement for Nonstandard Landscape;
- Responsibility Agreement for Alterations;
- Memorandum of Occupancy Agreement signed by each applicant;
- Golden Rain Foundation Trust Facility Fee form;
- Promissory Note;
- Financial Statement and Credit Information (income and asset verification for each person on title);
- Residency Restrictions acknowledgement;
- Occupancy Agreement signed by each proposed applicant;
- Addendum to Occupancy agreement – Trustee Membership if applicable;
- Interim Dual Membership Agreement if applicable;
- Original Membership Certificate or Lost Instrument bond or Lender Payoff Demand; and
- Application for Co-occupancy Permit if applicable.

If a Guarantor is applying, the proposed Guarantor must also submit the most recent signed tax returns, Financial Statement and Credit Information (income and asset

verification for each guarantor), and Personal Unconditional Continuing Guaranty and Security Agreement (Exhibits A and B).

Upon receipt of the above documents and those required of seller and escrow firm, staff reviews documentation to ensure it is complete and evaluates the financial verifications in light of the corporation's membership requirements. A staff report recommending approval or denial of the applicant is prepared and attached to the membership packet for the Board's consideration and action.

EXHIBIT A**Personal Unconditional Continuing Guaranty and Security Agreement****The Parties**

Member(s): _____ (collectively, the "Member")

Property Address: _____ (the "Property")

Guarantor: _____ ("Guarantor")

This Personal Unconditional Continuing Guaranty and Security Agreement (hereinafter "Guaranty") is made this _____ day of _____, by the undersigned, individually, jointly and severally if more than one (hereinafter individually and collectively the "Guarantor"), whose address(es) appear below their signatures hereon, to and for the benefit of: _____ ("Member") and United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (hereinafter "United" or "Corporation").

For purposes of this Guaranty, "Guarantor" is the undersigned who guarantees to pay for the Member's debt and/or obligations if Member should default or otherwise fail to pay a debt and/or obligation(s) to United.

The undersigned Guarantor may only guarantee one unit in the Village. For purposes of this Guaranty, Village means United Laguna Woods, Third Laguna Hills, and The Towers. Guarantor warrants and represents it has not and will not guarantee another unit in the Village.

In consideration of the mutual covenants and agreements herein, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Guarantor warrants to, and covenants with, United as follows:

1. Personal Unconditional Continuing Guaranty

Guarantor, individually, jointly and severally, unconditionally and absolutely guarantees the due and punctual payment of the Indebtedness, as hereinafter defined (without deduction for any claim, setoff or counterclaim of Guarantor, or for the loss of contribution of a co-guarantor, if any) of Member to United, on demand in lawful money of the United States. The term "Indebtedness" is used herein in its most comprehensive sense and includes the Monthly Carrying Charge payable by the Member to United, all assessments, fines or other monetary charges levied in the name of United pursuant to the applicable Occupancy Agreement, Bylaws or other governing documents of United, and California law, all as now existing or as may be hereafter amended, any and all advances, debts, obligations and liabilities of Member or any one or more of them, now or hereafter made, incurred or created, whether voluntary or involuntary, and however arising, whenever due, and whether absolute or contingent, liquidated or unliquidated, determined or undetermined, and whether Member may be liable individually or jointly with others, or whether recovery upon such Indebtedness may be or hereafter become barred by any statute of limitations, or whether such Indebtedness may be or hereafter becomes otherwise unenforceable.

The obligation of Guarantor is a primary, continuing and unconditional obligation of payment and performance. This Guaranty shall be effective regardless of the solvency or insolvency of Guarantor at any time or the subsequent incorporation, reorganization, merger or consolidation of Guarantor, or any other change in composition, nature, personnel, ownership or location of Guarantor. This Guaranty is non-revocable by Guarantor.

Guarantor shall at all times satisfy the minimum financial requirements required by United, which financial requirements may be amended by United's Board of Directors from time to time.

The obligations of Guarantor herein cannot be assigned or transferred in any manner whatever, directly or indirectly, by operation of law or otherwise, without the prior written consent of United, which consent may be withheld in any circumstances. However, Guarantor agrees that this Guaranty shall inure to the benefit of and may be enforced by United and by any subsequent holder or assigned of any and all of the Indebtedness and shall be binding upon and enforceable against Guarantor and Guarantor's executors, administrators, legal representatives, successors and assigns.

The obligations hereunder are joint and several, and independent of the obligations of Member. A separate action or actions may be brought and prosecuted by Corporation against Guarantor whether action is brought against Member or whether Member be joined in any such action or actions; and Guarantor waives the benefit of any statute of limitations affecting their liability hereunder or the enforcement thereof.

Guarantor authorizes Corporation, without notice or demand and without affecting Guarantor's liability hereunder, from time to time to (a) renew, compromise, extend, accelerate, or otherwise change the time for payment of, or otherwise change the terms of the Indebtedness or any part thereof, including increasing or decreasing the rate of interest thereon; (b) take and hold security for the payment of this guaranty or the Indebtedness guaranteed, and exchange, enforce, waive and release any such security; (c) apply such security and direct the order or manner of sale thereof as Corporation in its discretion may determine; and (d) release or substitute any one or more of the endorsers or Guarantor. Corporation may, without notice, assign this Guaranty in whole or part. Without limiting the foregoing, Guarantor hereby waives the rights and benefits under California Civil Code ("CC") Section 2819, and agrees that Guarantor's liability shall continue even if Corporation allows any Indebtedness of Members in any respect or Corporation's remedies or rights against Member are in any way impaired or suspended without United's consent.

Guarantor waives any right to require Corporation to (a) proceed against Member; (b) proceed against or exhaust any security held from Member; or (c) pursue any other remedy in Corporation's power whatsoever. Guarantor waives any defense arising by reason of any disability or other defense of Member or by reason of the cessation from any cause whatsoever of the liability of Members. Until all Indebtedness of Members to Corporation shall have been paid in full, even though such indebtedness is in excess of Guarantor's liability hereunder, Guarantor shall have no right of subrogation, and waives any right to enforce any remedy which Corporation now has or may hereafter have against Member, and waives any benefit of, and any right to participate in any security now or hereafter held by United. Guarantor waives diligence and all presentments, demands for performance, notices of nonperformance,

protests, notices of protest, notices of dishonor, and notices of acceptance of this Guaranty and of the existence, creation, or incurring of new and additional Indebtedness. Notwithstanding, Guarantor will receive copies, at the discretion of United or upon Guarantor's written request, of Member's late payment notices.

Guarantor agrees to pay reasonable attorneys' fees and all other costs and expenses which may be incurred by Corporation in the enforcement of this Guaranty or any attempts to collect any of the obligations of Member whether or not Corporation files suit against Member and Guarantor.

In all cases where there is but a single Member or a single Guarantor, then all words used herein in the plural shall be deemed to have been used in the singular where the context and construction so require; and when there is more than one Member named herein, or when this Guaranty is executed by more than one Guarantor, the word "Members" and the word "Guarantors" respectively shall mean all and any one or more of them.

All obligations of Guarantor shall be performed at Laguna Woods, California. At all times herein, Guarantor's primary residence and/or, if an entity, place of business, filing, registration or incorporation shall be in the State of California, and Guarantor's assets shall also be located in California. United may, from time to time, change or modify any obligation between Member and United in any manner it may deem fit and such change shall not affect the liability of Guarantor in any manner. Guarantor further waives all right to require United to proceed against the Member or any other person, firm or corporation, or to pursue any other remedy available to United. All rights of United herein or otherwise shall be cumulative and no exercise, delay in exercising, or omission to exercise any right of United shall be deemed a waiver and every right of this Corporation may be exercised repeatedly. Any and all property of the undersigned, whether community or separate or otherwise, may be applied to the payment of any obligation arising hereunder.

2. Security Interest; Financial Information

Guarantor hereby grants to United a continuing first priority security interest in and to all Guarantor's assets set forth on the attached Exhibit B ("Secured Collateral"). Guarantor authorizes United to cause UCC financing statements to be filed, UCC financing statement amendments and UCC financing statement continuation statements with respect to the Secured Collateral. The collateral in which a security interest is hereby granted includes all of the rights, titles, and interests of Guarantor in and to the Secured Collateral.

Guarantor hereby authorizes United to cause at any time and from time to time filing in any filing office in any jurisdiction any initial financing statements and/or any amendments thereto required to perfect or continue the perfection in the security interests granted hereby, including financing statements that: (a) indicate the Secured Collateral as being of an equal or lesser scope or with greater detail and (b) provide any other information required by Part 5 of Article 9 of the UCC for the sufficiency or filing office acceptance of any financing statement or amendment, including whether Guarantor is an organization, the type of organization and any organizational identification number issued to Guarantor. Guarantor hereby authorizes United at any time and from time to time to correct or complete, or to cause to be corrected or

completed, any financing statements, continuation statements or other such documents as have been filed naming Guarantor as debtor and United as secured party. United is hereby authorized to give notice to any creditor or any other person as may be necessary or desirable under applicable laws to evidence, protect, perfect, or enforce the security interest granted to United in the Secured Collateral.

United may on an annual basis verify Guarantor's financial information provided to United pursuant to this Guaranty.

3. Requirement of Guaranty

Guarantor is executing and delivering this Guaranty in order to induce United to enter into an Occupancy Agreement with and accept an application for Membership from Member. Guarantor acknowledges, agrees, represents and warrants that Guarantor benefits from same and that such benefit is sufficient consideration for the entry of Guarantor into this Guaranty.

IN WITNESS WHEREOF, this Guaranty has been duly executed and delivered as of the date first written above.

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Accepted

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

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Financial Qualifications Policy
Resolution 01-24-XX Adopted June 11, 2024
– Resolution Attached

I. Purpose

The purpose of this policy is to set forth guidelines by United Laguna Woods Mutual (United) necessary to protect the financial integrity of the corporation.

II. Definitions

- A. Shareholder - individual approved by the Board of Directors as a Member of the corporation. Also known as Member.
- B. Applicant – individual seeking approval by the Board of Directors as a member of the corporation.
- C. Financial Statement/Credit Information form – United’s document to be completed by Applicant which summarizes age, income and asset qualifications being considered by the Board of Directors in keeping with the membership application process.
- D. Asset – a resource with economic value that an individual or business owns or controls with the expectation of future benefit; must be liquid, marketable or income producing.
- E. Equity – total assets minus total liabilities.
- F. Annuity funds – a long-term investment that is issued by an insurance company and is designed to help protect an individual from the risk of outliving one’s income.
- G. Community property – property acquired during the marriage by either spouse is presumed to be owned by each spouse equally.
- H. Guarantor – individual who meets United’s financial qualifications and guarantees to pay for the Member’s debt and/or obligations if the Member defaults or fails to pay a debt and/or obligation to United; guarantor may guarantee only one unit within the Village.
- I. Personal Unconditional Continuing Guaranty and Security Agreement - Guaranty “contract” between prospective member and qualified individual whereby guarantor is responsible to pay any debt or obligation owed by the Member to United in the event of a failure by Member to pay same; non-revocable by guarantor.
- J. Indebtedness – includes the monthly carrying Charge payable by the Member to United, including all assessments, fines or other monetary charges levied in the

name of United.

- K. Carrying Charges – monthly assessments estimated by United to meet its annual expenses, including but not limited to operating expenses, management and administration, property taxes, insurance, utilities, reserves, and repair and maintenance.
- L. Uniform Commercial Code (UCC) filing – provides for the filing of certain financing statements and other lien documents. Filing with the Secretary of State’s office serves to perfect a security interest in named collateral and establish priority in case of debtor default or bankruptcy.
- M. Interim Dual Membership Agreement – a “contract” between a Member and United which allows the Member to temporarily own two co-ops.
- N. Community Rules – the Articles of Incorporation and Bylaws of United, the Occupancy Agreement, and any rules and regulations adopted by United. Any reference to the “Governing Documents” shall, for purposes of this Policy, be deemed a reference to the Community Rules set forth in this definition.
- O. Member – any person entitled to membership in United Mutual.
- P. Third Laguna Hills Mutual (also known as “Third Mutual”) – a California nonprofit mutual benefit corporation formed to manage, operate and maintain condominium housing at Laguna Woods Village, Laguna Woods, California for its mutual members.
- Q. Laguna Woods Mutual No. Fifty – a California nonprofit mutual benefit corporation formed to manage, operate and maintain condominium housing at Laguna Woods Village, Laguna Woods, California for its mutual members.

III. Conditions

All applicants shall submit the most recent year's federal income tax return, signed and dated, including Schedules A and B, in addition to other verification documents. If income is derived from an owned business, the appropriate business tax schedules and a profit and loss statement are required.

Where there is more than one prospective Shareholder, income and assets can be calculated collectively, if each is eligible and intends to reside.

Membership applicants to United are required to submit a completed Financial Statement/Credit Information form, together with satisfactory verification of identity, income and assets.

A. ASSET REQUIREMENT

The prospective Shareholder shall submit satisfactory verification of assets equal to the purchase price of the Unit plus \$125,000. NOTE: Applicants who own multiple properties must demonstrate total assets exceeding total mortgage obligations.

Prospective transferees (i.e., outside escrow) are required to demonstrate a minimum asset base of \$125,000 only.

1. Acceptable assets will be those that are considered to be liquid, marketable or income producing. Only aged accounts (180 days) will be considered. Acceptable assets include, among others:
 - a. Equity in U.S. residential property
 - b. Savings accounts in U.S. financial institutions
 - c. Cash value life insurance
 - d. Certificates of deposit, money market accounts in U.S. financial institutions
 - e. IRA, SEP, 401(k) and Keogh accounts
 - f. US, state or municipal government bonds - valued at current market prices
 - g. American traded investments (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
 - h. Mortgages and promissory notes, provided that interest is reported on the applicant's tax return
 - i. Equity in U.S. income producing real estate
2. Excluded from consideration are the following, among others:
 - a. Mobile Homes
 - b. Recreational vehicles, boats and trailers
 - c. Vacant land
 - d. Automobiles
 - e. Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
 - f. Term life insurance
 - g. Annuity funds and retirement accounts, which cannot be withdrawn in lump sum
 - h. Anticipated bequests or inheritances
 - i. Promissory Notes whose income is not reported on the prospective transferee tax return
 - j. Community property

B. INCOME REQUIREMENTS

1. Prospective Shareholders shall submit from a recognized Credit Reporting Agency (e.g. Equifax, TransUnion, Experian) a full credit report if FICO score is less than 700 or FICO score is 700 or higher with an outside mortgage. Submit a credit summary report if FICO score is 700 or higher without an outside mortgage. These reports must be dated within 60 days prior to the application submittal.
2. Prospective Shareholders and transferees must provide satisfactory verification of income of at least \$40,000 per year at the time of purchase.

3. Traditional retirement account assets (e.g., 401K, ERISA, IRA, Profit Sharing, etc.) will be considered as a source of annual income in accordance with this subsection. For the purposes of the income verification requirement pursuant to subsection (a) above, the portion of an Applicant's traditional retirement account assets attributable to said Applicant's annual income shall be deemed to be the greater of the following:

- a. The mandatory annual distributions for the Applicant's retirement accounts; or
- b. The total amount of the Applicant's retirement accounts *multiplied* by eighty percent (80%), and then *dividing* this product by twenty-five (25) years, as follows:

$$\text{Attributable Income} = (\text{Total Retirement Account Assets} \times 80\%) \div 25$$

Traditional retirement accounts may not concurrently satisfy both the income and asset side of the qualification requirements. Only traditional retirement accounts may be calculated to generate "attributable income".

4. Acceptable verifications include, among others:

- a. The most recent Federal Tax returns. If tax returns are not yet filed or applicant is filing an extension for the last calendar year returns, provide a copy of extension filing and supporting W-2s and/or 1099s.
- b. W - 2 Forms or paycheck stubs
- c. Bank, credit union or investment account statements
- d. Letters from bankers
- e. Notices of annuities and Social Security payments
- f. Pensions
- g. Trust income
- h. Disability income
- i. Residential / commercial property rental income
- j. Out of state employment income and/or its continuance after re-locating to California must be explained by a letter addressed to the board.

5. Unacceptable income verifications include, among others:

- a. Letters from employers, accountants, bookkeepers and attorneys
- b. Income not reported on Federal income tax returns
- c. Funds held outside US borders

C. GUARANTORS

United will permit the prospective shareholder who does not meet the financial requirements to have a guarantor.

1. The guarantor shall provide satisfactory verification of annual income of at least \$90,000 and marketable or income producing assets of at least \$250,000 plus the

manor purchase price.

2. Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:
 - a. Minimum annual income of \$24,000
 - b. Minimum verifiable liquid, marketable and/or income producing assets of at least \$75,000 plus the manor purchase price.
3. The income and assets of the guarantor are not a substitute for the minimum income and assets needed by the prospective shareholder(s) occupant(s).
4. In addition to these requirements, the guarantor shall be required, as set forth herein (Exhibit B) to identify assets from which the financial obligation may be satisfied and authorize UCC financing statements to be filed.
5. Guarantor and assets must be located in California.
6. A guarantor may only guarantee one unit in the Village.

D. OWNERSHIP OF MULTIPLE MEMBERSHIPS

1. United does not permit ownership of more than one cooperative Membership, except under an interim dual Membership agreement which is issued for six months.
2. United recognizes Third Mutual's multiple unit owner requirements. As a condition of approval, any applicant who desires to purchase more than one (1) unit or already owns at least one (1) unit in Third Mutual or Laguna Woods Mutual No. Fifty shall submit satisfactory verification of annual income and net worth requirements. Therefore, members who wish to purchase an additional unit in United Mutual must satisfy Third Mutual's stepped-up income/asset requirements.
3. Current members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.

E. FINANCIAL QUALIFICATION WAIVERS

1. Shareholders who purchase a replacement Unit in United Mutual do not have to re-qualify financially for Membership, if there is no change to the Membership vesting and the dual interim agreement is in effect.
2. A former member may obtain a waiver of financial qualifications if the replacement Membership is purchased within 90 days of the closing of the sale of the previously owned Membership, and vesting in the new Unit is exactly the same as the vesting in the Unit previously owned.

F. DISCRETIONARY AUTHORITY

United Board of Directors may, but is not obligated to, deny or approve applications for Membership based on the conditions herein. The Board of Directors, exercising prudent

business judgement, may also deny or approve, in its sole and absolute discretion, applications based on other material factors, such as, but not limited to, history of bankruptcy, excess liabilities, or history of non-compliance as a member in United, GRF, or other Mutuels in Laguna Woods Village.

G. MEMBERSHIP

Membership in United is created, and starts, with the later occurring of the following:

1. Written approval of Membership by the United Board of Directors;
2. Issuance of a Membership Stock Certificate;
3. The signing of an Occupancy Agreement; and
4. Upon close of escrow.

Upon Membership approval the Occupancy Agreement entitles the Member to occupy the Unit for three years, which is automatically renewed for three-year terms per Article 4 of the Occupancy Agreement, unless terminated by transfer or United's non-renewal or termination by the Board of Directors.

IV. Procedure

Applicants must complete and submit all required forms and verification documents to the escrow firm handling the sales transaction. The required forms and verification documents include:

- The Membership Application with age and identity verification for each person on title;
- Most recent signed tax returns for each person on title;
- Responsibility Agreement for Nonstandard Landscape;
- Responsibility Agreement for Alterations;
- Memorandum of Occupancy Agreement signed by each applicant;
- Golden Rain Foundation Trust Facility Fee form;
- Promissory Note;
- Financial Statement and Credit Information (income and asset verification for each person on title);
- Residency Restrictions acknowledgement;
- Occupancy Agreement signed by each proposed applicant;
- Addendum to Occupancy agreement – Trustee Membership if applicable;
- Interim Dual Membership Agreement if applicable;
- Original Membership Certificate or Lost Instrument bond or Lender Payoff Demand; and

- Application for Co-occupancy Permit if applicable.

If a Guarantor is applying, the proposed Guarantor must also submit the most recent signed tax returns, Financial Statement and Credit Information (income and asset verification for each guarantor), and Personal Unconditional Continuing Guaranty and Security Agreement (Exhibits A and B).

Upon receipt of the above documents and those required of seller and escrow firm, staff reviews documentation to ensure it is complete and evaluates the financial verifications in light of the corporation's membership requirements. A staff report recommending approval or denial of the applicant is prepared and attached to the membership packet for the Board's consideration and action.

EXHIBIT A

Personal Unconditional Continuing Guaranty and Security Agreement

The Parties

Member(s): _____ (collectively, the
"Member") Property Address: _____ (the "Property")

Guarantor: _____ ("Guarantor")

This Personal Unconditional Continuing Guaranty and Security Agreement (hereinafter "Guaranty") is made this _____ day of _____, by the undersigned, individually, jointly and severally if more than one (hereinafter individually and collectively the "Guarantor"), whose address(es) appear below their signatures hereon, to and for the benefit of: _____ ("Member") and United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (hereinafter "United" or "Corporation").

For purposes of this Guaranty, "Guarantor" is the undersigned who guarantees to pay for the Member's debt and/or obligations if Member should default or otherwise fail to pay a debt and/or obligation(s) to United.

The undersigned Guarantor may only guarantee one unit in the Village. For purposes of this Guaranty, Village means United Laguna Woods, Third Laguna Hills, and The Towers. Guarantor warrants and represents it has not and will not guarantee another unit in the Village.

In consideration of the mutual covenants and agreements herein, and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Guarantor warrants to, and covenants with, United as follows:

1. Personal Unconditional Continuing Guaranty

Guarantor, individually, jointly and severally, unconditionally and absolutely guarantees the due and punctual payment of the Indebtedness, as hereinafter defined (without deduction for any claim, setoff or counterclaim of Guarantor, or for the loss of contribution of a co-guarantor, if any) of Member to United, on demand in lawful money of the United States. The term "Indebtedness" is used herein in its most comprehensive sense and includes the Monthly Carrying Charge payable by the Member to United, all assessments, fines or other monetary charges levied in the name of United pursuant to the applicable Occupancy Agreement, Bylaws or other governing documents of United, and California law, all as now existing or as may be hereafter amended, any and all advances, debts, obligations and liabilities of Member or any one or more of them, now or hereafter made, incurred or created, whether voluntary or involuntary, and however arising, whenever due, and whether absolute or contingent, liquidated or unliquidated, determined or undetermined, and whether Member may be liable individually or jointly with others, or whether recovery upon such Indebtedness may be or hereafter become barred by any statute of limitations, or whether such Indebtedness may be or hereafter becomes otherwise unenforceable.

The obligation of Guarantor is a primary, continuing and unconditional obligation of payment and performance. This Guaranty shall be effective regardless of the solvency or insolvency of Guarantor at any time or the subsequent incorporation, reorganization, merger or consolidation of Guarantor, or any other change in composition, nature, personnel, ownership or location of Guarantor. This Guaranty is non-revocable by Guarantor.

Guarantor shall at all times satisfy the minimum financial requirements required by United, which financial requirements may be amended by United's Board of Directors from time to time.

The obligations of Guarantor herein cannot be assigned or transferred in any manner whatever, directly or indirectly, by operation of law or otherwise, without the prior written consent of United, which consent may be withheld in any circumstances. However, Guarantor agrees that this Guaranty shall inure to the benefit of and may be enforced by United and by any subsequent holder or assigned of any and all of the Indebtedness and shall be binding upon and enforceable against Guarantor and Guarantor's executors, administrators, legal representatives, successors and assigns.

The obligations hereunder are joint and several, and independent of the obligations of Member. A separate action or actions may be brought and prosecuted by Corporation against Guarantor whether action is brought against Member or whether Member be joined in any such action or actions; and Guarantor waives the benefit of any statute of limitations affecting their liability hereunder or the enforcement thereof.

Guarantor authorizes Corporation, without notice or demand and without affecting Guarantor's liability hereunder, from time to time to (a) renew, compromise, extend, accelerate, or otherwise change the time for payment of, or otherwise change the terms of the Indebtedness or any part thereof, including increasing or decreasing the rate of interest thereon; (b) take and hold security for the payment of this guaranty or the Indebtedness guaranteed, and exchange, enforce, waive and release any such security; (c) apply such security and direct the order or manner of sale thereof as Corporation in its discretion may determine; and (d) release or substitute any one or more of the endorsers or Guarantor. Corporation may, without notice, assign this Guaranty in whole or part. Without limiting the foregoing, Guarantor hereby waives the rights and benefits under California Civil Code ("CC") Section 2819, and agrees that Guarantor's liability shall continue even if Corporation allows any Indebtedness of Members in any respect or Corporation's remedies or rights against Member are in any way impaired or suspended without United's consent.

Guarantor waives any right to require Corporation to (a) proceed against Member; (b) proceed against or exhaust any security held from Member; or (c) pursue any other remedy in Corporation's power whatsoever. Guarantor waives any defense arising by reason of any disability or other defense of Member or by reason of the cessation from any cause whatsoever of the liability of Members. Until all Indebtedness of Members to Corporation shall have been paid in full, even though such indebtedness is in excess of Guarantor's liability hereunder, Guarantor shall have no right of subrogation, and waives any right to enforce any remedy which Corporation now has or may hereafter have against Member, and waives any benefit of, and any right to participate in any

security now or hereafter held by United. Guarantor waives diligence and all presentments, demands for performance, notices of nonperformance, protests, notices of protest, notices of dishonor, and notices of acceptance of this Guaranty and of the existence, creation, or incurring of new and additional Indebtedness. Notwithstanding, Guarantor will receive copies, at the discretion of United or upon Guarantor's written request, of Member's late payment notices.

Guarantor agrees to pay reasonable attorneys' fees and all other costs and expenses which may be incurred by Corporation in the enforcement of this Guaranty or any attempts to collect any of the obligations of Member whether or not Corporation files suit against Member and Guarantor.

In all cases where there is but a single Member or a single Guarantor, then all words used herein in the plural shall be deemed to have been used in the singular where the context and construction so require; and when there is more than one Member named herein, or when this Guaranty is executed by more than one Guarantor, the word "Members" and the word "Guarantors" respectively shall mean all and any one or more of them.

All obligations of Guarantor shall be performed at Laguna Woods, California. At all times herein, Guarantor's primary residence and/or, if an entity, place of business, filing, registration or incorporation shall be in the State of California, and Guarantor's assets shall also be located in California. United may, from time to time, change or modify any obligation between Member and United in any manner it may deem fit and such change shall not affect the liability of Guarantor in any manner. Guarantor further waives all right to require United to proceed against the Member or any other person, firm or corporation, or to pursue any other remedy available to United. All rights of United herein or otherwise shall be cumulative and no exercise, delay in exercising, or omission to exercise any right of United shall be deemed a waiver and every right of this Corporation may be exercised repeatedly. Any and all property of the undersigned, whether community or separate or otherwise, may be applied to the payment of any obligation arising hereunder.

2. Security Interest; Financial Information

Guarantor hereby grants to United a continuing first priority security interest in and to all Guarantor's assets set forth on the attached Exhibit B ("Secured Collateral"). Guarantor authorizes United to cause UCC financing statements to be filed, UCC financing statement amendments and UCC financing statement continuation statements with respect to the Secured Collateral. The collateral in which a security interest is hereby granted includes all of the rights, titles, and interests of Guarantor in and to the Secured Collateral.

Guarantor hereby authorizes United to cause at any time and from time to time filing in any filing office in any jurisdiction any initial financing statements and/or any amendments thereto required to perfect or continue the perfection in the security interests granted hereby, including financing statements that: (a) indicate the Secured Collateral as being of an equal or lesser scope or with greater detail and (b) provide any other information required by Part 5 of Article 9 of the UCC for the sufficiency or filing office acceptance of any financing statement or amendment, including whether

Guarantor is an organization, the type of organization and any organizational identification number issued to Guarantor. Guarantor hereby authorizes United at any time and from time to time to correct or complete, or to cause to be corrected or completed, any financing statements, continuation statements or other such documents as have been filed naming Guarantor as debtor and United as secured party. United is hereby authorized to give notice to any creditor or any other person as may be necessary or desirable under applicable laws to evidence, protect, perfect, or enforce the security interest granted to United in the Secured Collateral.

United may on an annual basis verify Guarantor's financial information provided to United pursuant to this Guaranty.

3. Requirement of Guaranty

Guarantor is executing and delivering this Guaranty in order to induce United to enter into an Occupancy Agreement with and accept an application for Membership from Member. Guarantor acknowledges, agrees, represents and warrants that Guarantor benefits from same and that such benefit is sufficient consideration for the entry of Guarantor into this Guaranty.

IN WITNESS WHEREOF, this Guaranty has been duly executed and delivered as of the date first written above.

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Guarantor

Signature: _____ Dated: _____

Print Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Accepted

United Laguna Woods Mutual

Signature: _____ Dated: _____

Print Name: _____

Title: _____

United Laguna Woods Mutual

Signature: _____ Date: _____

Print Name: _____

Title: _____

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RESOLUTION 01-24-XX

Revised Financial Qualifications Policy

WHEREAS, United Laguna Woods Mutual is formed to provide housing to its Members on a mutual nonprofit basis; and

WHEREAS, it is in the best interest of the Corporation to protect and preserve the financial integrity of the Corporation; and

WHEREAS, United desires to clarify that it recognizes Third Mutual's multiple unit owner requirements for members desiring to purchase a unit in United Laguna Woods Mutual when other units are owned in the community;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, that the Board of Directors of this Corporation hereby approves to amend Section III (D) - *Ownership of Multiple Memberships* of its Financial Qualification requirements as attached to the official meeting minutes of this meeting; and

RESOLVED FURTHER, that Staff is hereby directed to disseminate this information to the realty community serving Laguna Woods Village; and

RESOLVED FURTHER, that Resolution 01-21-54 adopted August 10, 2021, and Resolution 01-21-60 adopted September 14, 2021 are hereby superseded and cancelled; and

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

MAY INITIAL NOTIFICATION: 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)

Discuss and Consider Subleasing, Resale and Transfer Fees:

The mentioned fees have been in place for several years and are currently included in their associated policies, but have not been officially approved by way of resolutions, with the exception of the sublease permit application processing fee of \$160; however, the fees were indirectly approved when the board approved the policies. When legal counsel assisted in drafting the Lodger Policy in 2023 he indicated to staff that he didn't recommend that the fees be a part of the policy in the event the fees needed to be increased in the future. Therefore, only the resolution would be revised and not the entire policy.

On April 18, 2024, the Governing Documents Review Committee reviewed and discussed the Subleasing, Resale and Transfer Documents.

Mr. Jeff Spies, Community Services Supervisor presented the Subleasing, Resale and Transfer Fees for the Committee to consider and review. The Committee discussed the matter.

Director Carlson made a motion to have legal counsel review the proposed document prior to board consideration. The motion failed for lack of second.

Chair Blackwell made a motion to forward the document to the board for review and consideration as presented. The motion failed for lack of second.

Director Carlson made a motion to approve the Subleasing, Resale and Transfer Fees and have legal counsel review the proposed document prior to board consideration. Director Liberatore seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: May 14, 2024
FOR: Board of Directors
SUBJECT: Ratify United Fees Pertaining to Subleasing, Resales and Membership Transfers

RECOMMENDATION

Staff recommends the Board ratify its fees associated with processing all sublease/lodger, resales and trust/transfer applications to align with current practices and to place all fees in one resolution. Staff also recommends that the Board adopt one additional fee of \$280 to be charged for the recording of the Memorandum of Occupancy Agreements and Memorandum of Termination of Occupancy Agreements for all non-escrow membership transfers.

BACKGROUND

The fees currently charged for processing all United Mutual sublease/lodger, resales, and membership trust/transfer applications are as follows:

United Sublease Permit / Lodger Room Rental Fees	
Administration Processing Fees	\$160
Application Rush Fee	\$100
Application Renewal Fee	\$160
Application Extension Fee (if the original agreement is less than 12 months)	\$60
United Resale Fees	
Additional Fee for Recording of Memorandums for Cash Sales	\$280
United Trust Transfer Fees	
Membership Certificate non-escrow transfer fee	\$50

DISCUSSION

The above-mentioned fees have been in place for several years and are currently included in their associated policies, but have not been officially approved by way of resolutions, with the exception of the sublease permit application processing fee of \$160 (ATT 1); however, the fees were indirectly approved when the board approved the policies. When legal counsel assisted in drafting United’s Lodger Policy in 2023 he indicated to staff that he didn’t recommend that the fees be a part of the policy in the event the fees needed to be increased in the future. Therefore, only the resolution would be revised and not the entire policy.

While most fees cannot be historically traced as to how they came about, the \$280 currently charged for all cash sales during the resale process to record all Memorandums of Occupancy Agreement and Memorandums of Termination of Occupancy Agreement was established based on SB 2 that revised Government Code §17388.1 and became effective January 1, 2018.

SB 2 mandated that county recorders charge \$75 per transaction of certain real estate documents. As a result, United currently charges \$280 for recording the Memorandums directly with the County via their SECURE system for all cash sales. The break down in costs include \$75 + \$7 for the first page + \$3 per extra page so depending on the number of pages, the total recording fees per Memorandum will range between \$91 - \$109. The \$280 fee includes an offset toward administrative staff costs.

In addition to Staff's recommendation that the Board ratify the above-mentioned fees, Staff also recommends, as part of the ongoing efforts to ensure proper documentation and compliance within our organization, that the board approve charging \$280 to record executed Memorandum of Occupancy Agreements and Memorandum of Termination of Occupancy Agreements for all non-escrow membership transfers. (ATT 2)

The above-mentioned fee structure was presented to the Governing Documents Review Committee on April 18, 2024 which initially endorsed the fee structure with the caveat that legal counsel reviews the fees. Upon review, counsel did not recommend any changes.

FINANCIAL ANALYSIS

It is anticipated that if the additional fee of \$280 is approved for the recording of the Memorandum of Occupancy Agreements and Memorandum of Termination of Occupancy Agreements for all non-escrow membership transfers, the revenue to the mutual will increase by approximately \$78,680 based on an estimated 281 recordings a year.

Prepared By: Patty Kurzet, Membership Services Coordinator

Reviewed By: Pamela Bashline, Community Services Manager
Jeff Spies, Community Services Supervisor

ATTACHMENT(S) -

ATT 1 - United Resolution 01-13-138

ATT 2 – Resolution 01-24-XX



RESOLUTION 01-13-138

Reduce Sublease Permit Administration Fee from \$300 to \$160

WHEREAS, there are identifiable costs related to processing sub-lease permits; and

WHEREAS, there are identifiable costs related to move-ins including Security control; and

WHEREAS, in order to provide better oversight for the sub-leasing process and help cover Community costs associated with tracking approved move-in and approved move-out dates, the Board of Directors established a \$300 sub-lease permit administration fee; and

WHEREAS, the Board of Directors of this Corporation wishes to reduce the fee;

NOW THEREFORE BE IT RESOLVED, July 23, 2013, that the Board of Directors hereby reduces the sub-lease permit administration fee from \$300 to \$160 to be effective September 1, 2013; and

RESOLVED FURTHER, that the Managing Agent is instructed to inform the realty community of the revised fees; and

RESOLVED FURTHER, that Resolution 01-12-91, adopted May 8, 2012 is hereby superseded and cancelled;

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

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RESOLUTION 01-24-XX

Subleasing, Resales, and Membership Transfer Fees

WHEREAS, the Community Services Division collects fees when processing resale packages, non-escrow membership transfers, and subleasing and lodger applications; and

WHEREAS, the processing fees have been in place for several years and are currently included in their associated policies, but not been officially approved by way of resolutions; and

WHEREAS, all Community Services fees established by the board should be identified in one resolution and placed on the website to provide transparency and improve communications;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, that the Board of Directors of this corporation hereby ratifies and adopts the following fee schedule related to processing all resale packages, non-escrow membership transfers and subleasing/lodger applications:

United Sublease Permit / Lodger Room Rental Fees	
Administration Processing Fees	\$160
Application Rush Fee	\$100
Application Renewal Fee	\$160
Application Extension Fee (if the original agreement is less than 12 months)	\$60
United Resale Fees	
Additional Fee for Recording of Memorandums for Cash Sales	\$280
United Trust / Transfer Fees	
Membership Certificate Non-Escrow Transfer	\$50
Recording of Memorandums (NEW)	\$280

RESOLVED FURTHER, that Resolution 01-13-138 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the fee schedule shall be placed on the website; and

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

MAY 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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United Laguna Woods Mutual
Maintenance & Construction Committee
April 24, 2024

ENDORSEMENT (to Board)

Approve Revised Committee Charter

Mr. Gomez presented the committee charter with suggested changes. The prior version was adopted in 2019 and the suggested edits are intended to streamline the charter without affecting any roles or responsibilities of the committee.

A motion was made and unanimously approved to recommend the United board adopt the revised committee charter.

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STAFF REPORT

DATE: May 14, 2024
FOR: Board of Directors
SUBJECT: Maintenance and Construction Committee Charter

RECOMMENDATION

Approve a resolution revising the United Maintenance and Construction Committee Charter.

BACKGROUND

The current Maintenance and Construction (M&C) Committee Charter (Attachment 1) was approved by the Board of Directors in November 2019.

DISCUSSION

The board periodically reviews the charters for its standing committees to ensure the roles and responsibilities of each committee are consistent with current board policies.

Staff has reviewed the current M&C Committee charter and has prepared suggested revisions for consideration by the board (Attachment 2).

On April 24, 2024, the United M&C Committee met and unanimously voted that the suggested revisions be approved by the board.

FINANCIAL ANALYSIS

There is no financial impact as a result of the recommended charter revisions.

Prepared By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENTS

Attachment 1 – Current M&C Committee Charter
Attachment 2 – Redlined M&C Committee Charter
Attachment 3 – Draft Revised M&C Committee Charter Resolution 01-24-XX

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RESOLUTION 01-19-86
UNITED MAINTENANCE AND CONSTRUCTION
COMMITTEE CHARTER

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

WHEREAS, on May 9, 2017, pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee; and

WHEREAS, the Maintenance and Construction Committee's charter is revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, that the Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

RESOLVED FURTHER, that the Committee shall review maintenance service level requirements during the Business Planning process; and

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance and Construction Department and make necessary recommendations to the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall explore and review suggestions for short-term and long-term improvements and cost effective programs within the Mutual, for approval by the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall review on a continuing basis long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

RESOLVED FURTHER, that the Committee shall review as needed the substance of specifications used for procurement of goods and services for programs under the review of this Committee. The Committee will consult with the Managing Agent regarding award of contracts, as needed.

RESOLVED FURTHER, that the Committee shall review all requests for unbudgeted components or programs suggested by the Maintenance & Construction Department, other committees, and recommend appropriate action to the Board of Directors, and

RESOLVED FURTHER, that the Committee shall monitor major Operating and Reserve maintenance programs, such as roofing, asphalt maintenance and replacement, external painting, and the like; and

RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; updating the palette at least every four years; and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution 01-10-57 adopted March 9, 2010 is hereby superseded and cancelled; and

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

RESOLUTION ~~01-19-86~~ 01-24-XX
UNITED MAINTENANCE AND CONSTRUCTION
COMMITTEE CHARTER

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

~~**WHEREAS**, on May 9, 2017, pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee; and~~

~~**WHEREAS**, on November 19, 2019, the Board of Directors reviewed and approved a revised Committee charter; and~~

WHEREAS, the Maintenance and Construction Committee's charter is periodically revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, ~~November 12, 2019~~ May 14, 2024, that the Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

~~**RESOLVED FURTHER**, that the Committee shall review maintenance service level requirements during the Business Planning process; and~~

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance and Construction Department and make necessary recommendations to the Finance Committee and Board of Directors, and

~~**RESOLVED FURTHER**, that the Committee shall explore and review suggestions for short term and long term improvements and cost effective programs within the Mutual, for approval by the Finance Committee and Board of Directors, and~~

RESOLVED FURTHER, that the Committee shall review on a continuing basis short-term and long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

~~**RESOLVED FURTHER**, that the Committee shall review as needed the substance of specifications used for procurement of goods and services for programs under the review of this Committee. The Committee will consult with the Managing Agent regarding award of contracts, as needed.~~

~~**RESOLVED FURTHER**, that the Committee shall review all requests for unbudgeted components or programs suggested by the Maintenance & Construction Department, other committees, and recommend appropriate action to the Board of Directors, and~~

RESOLVED FURTHER, that the Committee shall monitor major Operating and Reserve maintenance programs, such as roofing, asphalt maintenance and replacement, external painting, and the like; and

RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; ~~updating the palette at least every four years;~~ and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution ~~01-10-57~~ 01-19-86 adopted ~~March 9, 2010~~ November 12, 2019 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.



RESOLUTION 01-24-XX
UNITED MAINTENANCE AND CONSTRUCTION
COMMITTEE CHARTER

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

WHEREAS, on November 19, 2019, the Board of Directors reviewed and approved a revised Committee charter; and

WHEREAS, the Maintenance and Construction Committee's charter is periodically revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, May 14, 2024, that the Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance and Construction Department and make necessary recommendations to the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall review on a continuing basis short-term and long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

RESOLVED FURTHER, that the Committee shall monitor major Operating and Reserve maintenance programs, such as roofing, asphalt maintenance and replacement, external painting, and the like; and

RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution 01-19-86 adopted November 12, 2019 is hereby superseded and cancelled; and

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

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United Laguna Woods Mutual
Finance Committee
May 8, 2024

ENDORSEMENT (to Board)

Supplemental Budget Appropriation for Dry Rot Repair Program

Mr. Feliz provided an overview of the program and indicated that work completed so far this year has used the entire budget for 2024. Staff answered questions from the committee.

A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$500,000 from the Reserve Fund to provide funding needed for unanticipated dry rot repairs.

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STAFF REPORT

DATE: May 14, 2024
FOR: Board of Directors
SUBJECT: Supplemental Budget Appropriation for Dry Rot Repair Program

RECOMMENDATION

Approve a supplemental appropriation in the amount \$500,000 to provide funding needed for unanticipated dry rot repairs.

BACKGROUND

As part of the annual exterior prior-to-paint program, staff inspects the condition of all wood elements that are scheduled to receive new exterior paint coating. Any wood components that are found to have dry rot are replaced with new wood in preparation for painting.

DISCUSSION

The prior-to-paint maintenance crews have completed work in cul-de-sac 209 and are currently preparing building surfaces in cul-de-sacs 210 and 211. An unusually large and unanticipated amount of dry rot has been uncovered that requires removal and replacement.

The funding levels allocated in the 2024 Business Plan for dry rot repairs will not be sufficient to fund all of the work needed to complete the 2024 paint program and staff is recommending a supplemental appropriation to cover the expected expenditure levels for the remainder of the year.

On April 24, 2024, the United M&C Committee met and discussed the need for additional funds to complete work on the dry rot program. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$500,000 from the Reserve Fund to provide funding needed for unanticipated dry rot repairs.

On May 8, 2024, the United Finance Committee held a Special Open meeting to review the request. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$500,000 from the Reserve Fund to provide funding needed for unanticipated dry rot repairs.

FINANCIAL ANALYSIS

The 2024 United Business Plan allocated \$400,000 from the Reserve Fund for dry rot repair work by outside services. A supplemental appropriation of \$500,000 is recommended from the Reserve Fund to support the anticipated expenditure that will be needed for dry rot repairs for the remainder of the year.

United Laguna Woods Mutual

Board of Directors

Supplemental Budget Appropriation for Dry Rot Repair Program

May 14, 2024

Page 2 of 2

Prepared By: Adam Feliz, Maintenance Operations Manager

Reviewed By: Manuel Gomez, Maintenance & Construction Director
Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1 – Resolution 01-24-XX



Resolution 01-24-XX

Supplemental Appropriation for Dry Rot Repair Program

WHEREAS, as part of the annual exterior prior-to-paint program, staff inspects the condition of all wood elements that are scheduled to receive new exterior paint coating; and

WHEREAS, any wood components that are found to have dry rot are replaced with new wood in preparation for painting; and

WHEREAS, an unusually large and unanticipated amount of dry rot has been uncovered that requires removal and replacement; and

WHEREAS, the funding levels allocated in the 2024 Business Plan for dry rot repairs will not be sufficient to fund all of the work needed to complete the 2024 paint program; and

WHEREAS, a supplemental appropriation in the amount of \$500,000 is needed to provide funding for unanticipated dry rot repairs;

NOW THEREFORE BE IT RESOLVED, on May 14, 2024, the Board of Directors of this corporation hereby authorize a supplemental appropriation in the amount of \$500,000 to be funded from the Reserve Fund for unanticipated dry rot repairs; and

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

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United Laguna Woods Mutual
Finance Committee
May 8, 2024

ENDORSEMENT (to Board)

Supplemental Budget Appropriation for Emergency Roof Repairs

Mr. West provided details on the roof repair program and answered questions from the committee.

A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$121,445 from the Reserve Fund for unanticipated roofing repair expenses completed and projected for the remainder of 2024.

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STAFF REPORT

DATE: May 14, 2024
FOR: Board of Directors
SUBJECT: Supplemental Budget Appropriation for Emergency Roof Repairs

RECOMMENDATION

Approve a supplemental appropriation from the Reserve Fund in the amount of \$121,445 to Letner Roofing Company for emergency roofing repairs completed and projected for the remainder of 2024.

BACKGROUND

There are 1,124 buildings in United Mutual with a mixture of flat and sloped roofs. Laguna Woods Village experienced an unusually wet rain season in 2023 and we are experiencing much the same in the first quarter in 2024, which has resulted in an unprecedented number of roof repair requests.

The approved budget allocation for emergency roof repairs in 2024 is \$90,000. This was determined based on a 3-year average of actual expenditures for repairs from prior fiscal years. The total expenditures through February 2024 for emergency repairs amounted to \$63,300 to address roof leaks on 156 buildings. The anticipated expenditures for the month of March is \$48,145 for a total amount of \$111,445. This necessitates a supplemental appropriation to allow for payment for services rendered and anticipated costs for the remainder of 2024.

DISCUSSION

The existing contract with Letner Roofing includes pricing for emergency repairs. When roof leaks are reported to Resident Services or Security, an assessment is made to determine if the situation warrants an emergency response from the roofing contractor. In most cases, the damaged roof area is first secured by the roofing contractor to minimize damage to Mutual and member property. This is then followed by a permanent repair that is authorized by staff and is billed at the contract rate for repair work.

For the remaining months of 2024, staff estimates that another \$100,000 will be needed for emergency roof repairs based on the 3-year historic average during this same period for roofing repair expenditures. This estimate of \$100,000 combined with already approved repair work of \$111,445 exceeds the budget for emergency roof repairs. Staff recommends that the Board of Directors approve a supplemental appropriation in the amount of \$121,445 to cover these unanticipated expenses.

On April 24, the United M&C Committee reviewed the request. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$121,445 from the Reserve Fund for unanticipated roofing repair expenses completed and projected for the remainder of 2024.

Supplemental Budget Appropriation for Emergency Roof Repairs

May 14, 2024

Page 2 of 2

On May 8, the United Finance Committee held a Special Open meeting to review the request. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$121,445 from the Reserve Fund for unanticipated roofing repair expenses completed and projected for the remainder of 2024.

FINANCIAL ANALYSIS

The budget for emergency roof repairs is funded from the Reserve Fund in the amount of \$90,000 for 2024. A supplemental appropriation in the amount of \$121,445 is necessary to pay for services rendered through March 2024 in the amount of \$111,445 and to fund future roof repair work for the remainder of the fiscal year 2024. Funding for the supplemental appropriation of \$121,445 is proposed from the United Mutual Reserve Fund.

Prepared By: Erik Schneekluth, Project Manager

Reviewed By: Guy West, Projects Division Manager
Baltazar Mejia, Maintenance & Construction Assistant Director
Steve Hormuth, Director of Financial Services

ATTACHMENTS

Attachment 1 – Resolution 01-24-XX



Resolution 01-24-XX

Supplemental Appropriation for Emergency Roof Repairs

WHEREAS, there are 1,124 buildings in United Mutual with a mixture of flat and sloped roofs; and

WHEREAS, unusually wet rain seasons in 2023 and 2024 have resulted in an unprecedented number of roof repair requests; and

WHEREAS, the approved budget allocation for emergency roof repairs in 2024 is \$90,000; and

WHEREAS, a supplemental appropriation in the amount of \$121,445 is needed to provide funding to pay for services rendered and anticipated costs for the remainder of 2024;

NOW THEREFORE BE IT RESOLVED, on May 14, 2024, the Board of Directors of this corporation hereby authorize a supplemental appropriation in the amount of \$121,445 to be funded from the Reserve Fund for unanticipated emergency roof repairs; and

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

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United Laguna Woods Mutual
Architectural Control and Standards Committee
April 18, 2024

ENDORSEMENT (to Board)

Revision to Standard No. 11 – Doors; Exterior

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. 11 – Doors; Exterior.

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STAFF REPORT

DATE: May 14, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 11: Doors; Exterior

RECOMMENDATION

Approve a resolution to revise Standard 11: Doors; Exterior.

BACKGROUND

The ACSC initiated a review of the current Standard 11: Doors; Exterior (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 11 was last revised in July 2018, via Resolution 01-18-84 (Attachment 2).

DISCUSSION

A review of materials and styles currently available resulted in several update modifications. Current building codes were also reviewed and updated. 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 April 18, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 11.

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 11: Doors; Exterior
Attachment 2 – Current Resolution 01-18-84
Attachment 3 – Redlined Revised Standard 11: Doors; Exterior
Attachment 4 – Final Draft Standard 11: Doors; Exterior
Attachment 5 – Proposed Resolution 01-24-XX

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STANDARD 11: DOORS; EXTERIOR

JUNE 1999

REVISED NOVEMBER 2003, RESOLUTION 01-03-152

REVISED FEBRUARY 2007, RESOLUTION 01-07-18

REVISED FEBRUARY 2008, RESOLUTION 01-08-18

REVISED AUGUST 2008, RESOLUTION 01-08-142

REVISED DECEMBER 2010, RESOLUTION 01-10-269

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

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

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

REVISED JULY 2018, RESOLUTION 01-18-84

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 TYPES OF DOORS

2.1 All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware that is harmonious with the existing designs of the Community.

2.2 Dutch doors, French doors, and double door conversions to single doors, with or without sidelights, are allowed in an area that faces into a patio or courtyard surrounded by walls, or is more than 25 feet away from other front doors.

2.3 Security/Screen door additions are acceptable.

3.0 APPLICATIONS

3.1 All doors shall be of wood, fiberglass, or vinyl clad materials. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.

- 3.2** The exterior of the doors shall match the Mutual's approved paint colors of the building's body color, trim color, or approved accent colors as determined by the Mutual, or be of natural wood, white, or black.
- 3.3** Any required irrigation or landscaping modifications resulting from the door (or required stoop) installation must be performed by the Mutual, at the Mutual Member's expense.
- 3.4** Address letters shall be placed in plain view, minimum 4 inches in height with a ½ inch stroke; in a contrasting color to the door or the building to the side of or above the door.
- 3.5** Existing double entry doors may be changed to a single entry door, sidelights are permitted. If the header height is changed, Staff approval is required. If header change is significant, a variance will be required.
- 3.6** Existing header height must remain unchanged.
- 3.7** Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

RESOLUTON 01-18-84

Revise Alteration Standard 11: Doors; Exterior

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 11: Doors; Exterior.

NOW THEREFORE BE IT RESOLVED, August 14, 2018, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 11: Doors; Exterior, attached as part of the Official Minutes;

RESOLVED FURTHER, that Resolution 01-10-269, adopted December 14, 2010 is hereby superseded and cancelled; and

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

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STANDARD 11: DOORS; EXTERIOR

JUNE 1999

REVISED NOVEMBER 2003, RESOLUTION 01-03-152

REVISED FEBRUARY 2007, RESOLUTION 01-07-18

REVISED FEBRUARY 2008, RESOLUTION 01-08-18

REVISED AUGUST 2008, RESOLUTION 01-08-142

REVISED DECEMBER 2010, RESOLUTION 01-10-269

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

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

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

REVISED JULY 2018, RESOLUTION 01-18-84

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard ~~Section~~-1: General Requirements

2.0 TYPES OF DOORS TYPES

2.1 All doors shall be of solid core 1-1/2" minimum thickness and rated for exterior use. Materials shall be of wood, fiberglass, steel, aluminum or vinyl clad composite. with exterior grade hardware that is harmonious with the existing designs of the Community.

2.2 Dutch doors, French doors, and double door conversions to single doors, with or without sidelights, are allowed in an area that faces into a patio or courtyard surrounded by walls, or is more than 25 feet away from other front doors.

2.22.3 Glass in entry doors and other modern designs may be allowed subject to Manor Alterations review for compliance with mutual architectural standards.

2.4 Security/~~S~~screen door additions are acceptable. Finish to match main door.

3.0 DOOR HARDWARE

3.1 All door hardware to be rated for exterior use.

3.2 Hardware finish to match adjacent doors in the immediate community.

4.0 DOOR FINISH

4.1 Painted finishes of doors and trim to match the mutual approved paint schemes for building body, trim, or approved accent colors. A white finish is also an acceptable alternate.

~~2.3~~ 4.2 Stained finishes must blend with or complement existing building trim.

3.05.0 APPLICATIONS

5.1 Recommended entry door openings shall be a minimum of 36 inches in width, but in no case shall be less than current building codes.

5.2 Door Opening Modifications

A. Existing double entry doors may be changed to a single-entry door with sidelights or vice versa within the existing door frame structure.

B. Any opening modifications that require the removal of the existing door framework – door jambs and header – will require the following:

1. A mutual consent with accompanying plans and details.

A. Significant modifications may require a variance, to be determined at the time of mutual consent submittal.

2. Plan review by the City of Laguna Woods Building Department to determine if interior drywall is being disturbed. Asbestos testing may subsequently be required.

5.3 Address letters shall be placed in plain view, minimum 4 inches in height, in a contrasting color to the door or the building and mounted to the side of or above the door.

5.4 Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the mutual, at the member's expense.

5.5 Member is responsible for all ongoing maintenance costs when doors or openings are changed by the member.

~~3.1 All doors shall be of wood, fiberglass, or vinyl clad materials. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.~~

- ~~3.2~~ — The exterior of the doors shall match the Mutual's approved paint colors of the building's body color, trim color, or approved accent colors as determined by the Mutual, or be of natural wood, white, or black.
- ~~3.3~~ — Any required irrigation or landscaping modifications resulting from the door (or required stoop) installation must be performed by the Mutual, at the Mutual Member's expense.
- ~~3.4~~ — Address letters shall be placed in plain view, minimum 4 inches in height with a
— ½ inch stroke; in a contrasting color to the door or the building to the side of or above the door.
- ~~3.5~~ — Existing double entry doors may be changed to a single entry door, sidelights are permitted. If the header height is changed, Staff approval is required. If header change is significant, a variance will be required.
- ~~3.6~~ — Existing header height must remain unchanged.
- ~~3.75.6~~ Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

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STANDARD 11: DOORS; EXTERIOR

JUNE 1999

REVISED NOVEMBER 2003, RESOLUTION 01-03-152

REVISED FEBRUARY 2007, RESOLUTION 01-07-18

REVISED FEBRUARY 2008, RESOLUTION 01-08-18

REVISED AUGUST 2008, RESOLUTION 01-08-142

REVISED DECEMBER 2010, RESOLUTION 01-10-269

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

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

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

REVISED JULY 2018, RESOLUTION 01-18-84

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DOOR TYPES

- 2.1 All doors shall be of solid core 1-1/2" minimum thickness and rated for exterior use. Materials shall be of wood, fiberglass, steel, aluminum or vinyl clad composite.
- 2.2 Dutch doors, French doors, and double door conversions to single doors, with or without sidelights, are allowed in an area that faces into a patio or courtyard surrounded by walls, or is more than 25 feet away from other front doors.
- 2.3 Glass in entry doors and other modern designs may be allowed subject to Manor Alterations review for compliance with mutual architectural standards.
- 2.4 Security/screen door additions are acceptable. Finish to match main door.

3.0 DOOR HARDWARE

- 3.1 All door hardware to be rated for exterior use.
- 3.2 Hardware finish to match adjacent doors in the immediate community.

4.0 DOOR FINISH

- 4.1 Painted finishes of doors and trim to match the mutual approved paint schemes for building body, trim, or approved accent colors. A white finish is also an acceptable alternate.

4.2 Stained finishes must blend with or complement existing building trim.

5.0 APPLICATIONS

5.1 Recommended entry door openings shall be a minimum of 36 inches in width, but in no case shall be less than current building codes.

5.2 Door Opening Modifications

- A.** Existing double entry doors may be changed to a single-entry door with sidelights or vice versa within the existing door frame structure.
- B.** Any opening modifications that require the removal of the existing door framework – door jambs and header – will require the following:
 - 1.** A mutual consent with accompanying plans and details.
 - A.** Significant modifications may require a variance, to be determined at the time of mutual consent submittal.
 - 2.** Plan review by the City of Laguna Woods Building Department to determine if interior drywall is being disturbed. Asbestos testing may subsequently be required.

5.3 Address letters shall be placed in plain view, minimum 4 inches in height, in a contrasting color to the door or the building and mounted to the side of or above the door.

5.4 Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the mutual, at the member's expense.

5.5 Member is responsible for all ongoing maintenance costs when doors or openings are changed by the member.



RESOLUTION 01-24-XX

REVISE STANDARD 11: DOORS; EXTERIOR

WHEREAS, the United Laguna Woods Mutual recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Mutual recognizes the need to update and clarify the construction methods and materials of all exterior doors;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 11: Doors; Exterior as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-18-84 adopted August 14, 2018, 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.

MAY 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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STAFF REPORT

DATE: May 14, 2024
FOR: United Board of Directors
SUBJECT: Appoint Authorized Agents for the Purpose of Signing Specific Documents

RECOMMENDATION

Approve a resolution to appoint Jeff Spies, Patty Kurzet and Catherine Laster as authorized agents to sign specific documents.

BACKGROUND

United Laguna Woods Mutual has engaged Village Management Services, Inc. through a Management Agreement, to assist with administrative duties necessary for day-to-day business operations. By means of an operating procedure (Attachment 1), United Mutual appoints certain employees of the management company to sign specific documents on behalf of the board of directors.

DISCUSSION

Jeff Spies, Patty Kurzet and Catherine Laster are employed by Village Management Services, Inc. They are familiar with established board procedures and governance of United Laguna Woods Mutual. Their authorization to sign the Memorandum of Occupancy Agreement, Memorandum of Termination of Occupancy Agreement, Occupancy Agreement, simple trust transfers, Sublease Permits, Lodger Applications and these documents respective renewals, extensions, and addendum applications assists as part of the managing agent's obligations to the Mutual. This authorization ensures the daily operations of the corporation progresses efficiently, without disruption.

FINANCIAL ANALYSIS

No financial impact anticipated.

Prepared By: Catherine Laster, Services Manager

Reviewed By: Pamela Bashline, Community Services Manager

ATTACHMENT(S)

Attachment 1 – Current Resolution 01-17-10

Attachment 2 – Proposed Resolution 01-24-XX

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RESOLUTION 01-17-10

**Appoint Pamela Bashline and Catherine Laster as Authorized Agents
for the Purpose of Signing Specific Documents**

WHEREAS, the Memorandum of Occupancy Agreement, Memorandum of Termination of Occupancy Agreement, Occupancy Agreement, the Interim Dual Ownership Agreement and Lease Permits are signed on a daily basis on behalf of the Corporation;

NOW THEREFORE BE IT RESOLVED, January 26, 2017, that the Board of Directors of this Corporation hereby authorizes Pamela Bashline and Catherine Laster as Authorized Agents to sign on behalf of the Corporation as directed by the Board of Directors to approve; the Memorandum of Occupancy Agreement, Memorandum of Termination of Occupancy Agreement, Occupancy Agreement, the Interim Dual Ownership Agreement and Lease Permits, effective immediately; and

RESOLVED FURTHER, that resolution 01-16-91, approved August 8, 2016 is hereby superseded and cancelled; and

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

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RESOLUTION 01-24-XX

Appoint Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents for the Purpose of Signing Specific Documents

WHEREAS, the Memorandum of Occupancy Agreement, Memorandum of Termination of Occupancy Agreement, Occupancy Agreement, simple trust transfers, Sublease Permits and Lodger Applications and their respective extension and addendum applications are signed on a daily basis on behalf of the Corporation;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, that the Board of Directors of this Corporation hereby authorizes Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents to sign on behalf of the Corporation as directed by the Board of Directors to approve/deny the following: Memorandum of Occupancy Agreements, Memorandum of Termination of Occupancy Agreements, Occupancy Agreements, simple trust transfers, and Sublease Permits and Lodger Applications with applicable extension and addendum applications, effective June 1, 2024; and

RESOLVED FURTHER, that resolution 01-17-10, approved January 26, 2017 is hereby superseded and cancelled; and

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

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Treasurer's Report for May 14, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **March 31, 2024**, total revenue for United was \$13.84M compared to expenses of \$12.36M, resulting in net revenue of \$1.48M.

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 \$93K through the reporting period. This chart shows how much of our revenue went into operations, with \$6.29M coming in from assessments and \$464K coming from non-assessment revenue. This is compared to operating expenditures of \$6.66M (without Depreciation).

SLIDE 3 – This next chart takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$1.33M when combining all funds.

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

Outside Services \$579K; Favorable variance resulted primarily in M&C due to the timing of work and invoices compared to an even budget spread over 12 months. Impacted programs include roof replacements, preventative roof repairs, electrical system replacements, and copper pipe remediation. Roof work is expected to begin mid-year. Work is in progress for the other programs, but began later than anticipated. Additionally, in Landscape, tree maintenance ended the period favorable due to the timing of invoices from the vendor.

Employee Compensation \$548K; Favorable variance resulted primarily in the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, electrical, plumbing, paint, interior components. Recruitment is in progress to fill in current open positions. Grounds maintenance contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.

Materials and Supplies \$172K; 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 (\$55K); Unfavorable variance primarily in sewer due to higher rates than anticipated at the time of budget preparation.

Fees and Charges to Residents (\$224K); Unfavorable variance primarily due to the majority of damage restoration backlog cases (approximately 298 out of 314 total cases) being completed in 2023. The 16 cases, or 5%, of backlog cases were processed in 2024.



Treasurer's Report for May 14, 2024 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$626K. Revenue is organized by category, starting with our largest revenue generating category: Fees and Charges, followed by Investment Income, Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$12.4M, showing that our largest categories of expense are for Property Tax and Employee Compensation followed by Insurance, Outside Services, Utilities, 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 March 31, 2024 was \$1.23M. Contributions collected totaled \$38K with no expenditures to date. The Reserve Fund balance on March 31, 2024 was \$16.53M. Contributions and investment revenue collected totaled \$3.41M while expenditures were \$2.14M.

SLIDE 9 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$18.8 Million.

SLIDE 10 – We have a slide here to show resale history from 2022 - 2024. Through March 31, 2024, United resales totaled 87, which is 10 resales higher than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$368K, which is \$50K more than the prior year for the same time period.

Financial Report

Preliminary as of March 31, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$13,214
Non-assessment Revenue	\$626
Total Revenue	\$13,840
Total Expense	\$12,365
Net Revenue/(Expense)	\$1,475

Financial Report

Preliminary as of March 31, 2024



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$6,292
Non-assessment Revenue	\$464
Total Revenue	\$6,756
Total Expense ¹	\$6,663
Operating Surplus	\$93

1) Excludes depreciation

Financial Report

Preliminary as of March 31, 2024



UNITED LAGUNA WOODS
M U T U A L

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$13,214	\$12,804	\$410
Non-assessment Revenue	\$626	\$888	(\$262)
Total Revenue	\$13,840	\$13,692	\$148
Total Expense	\$12,365	\$13,545	\$1,180
Net Revenue/(Expense)	\$1,475	\$147	\$1,328

Financial Report

Preliminary as of March 31, 2024



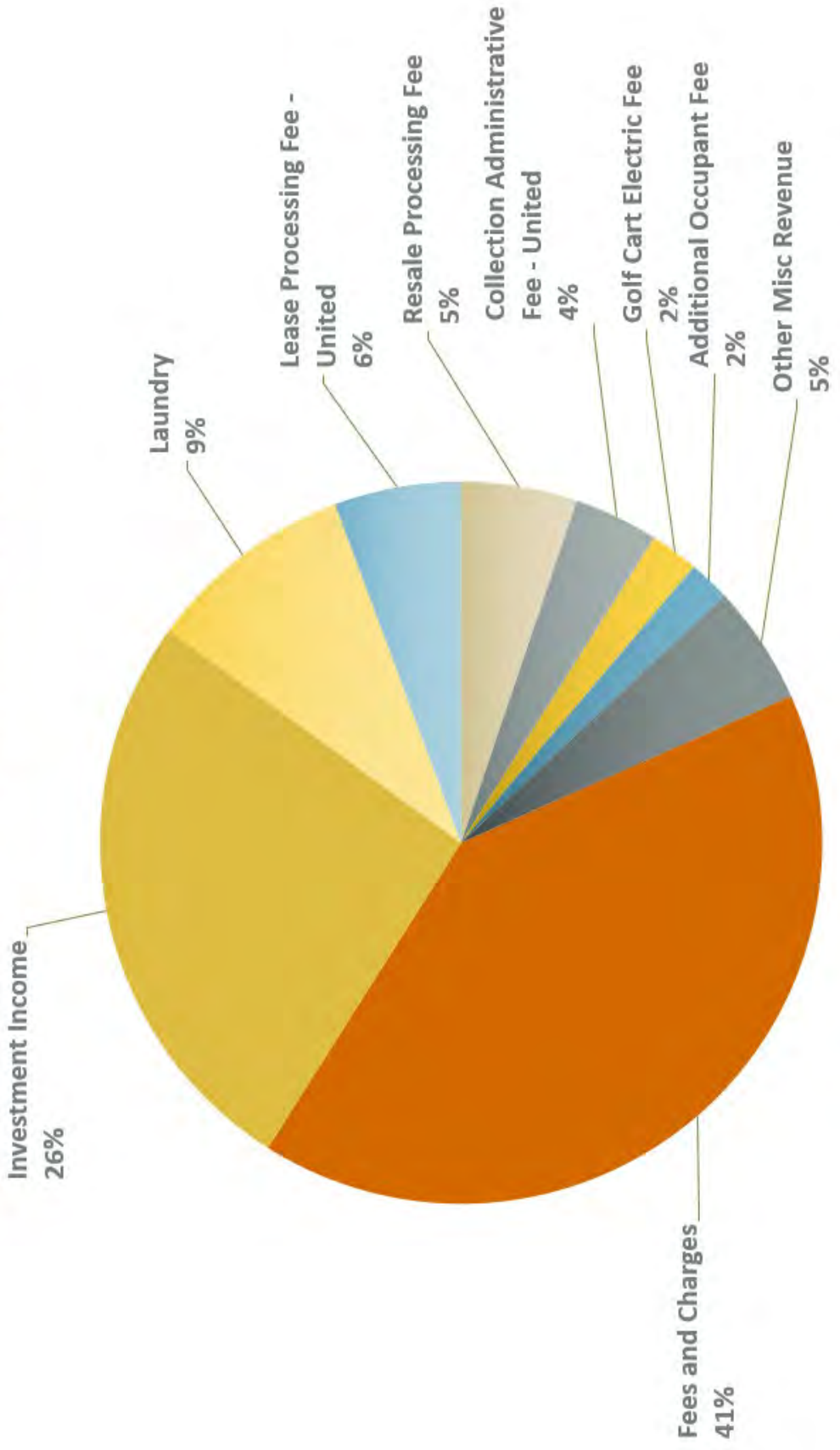
Financial Report

Preliminary as of March 31, 2024



UNITED LAGUNA WOODS
MUTUAL

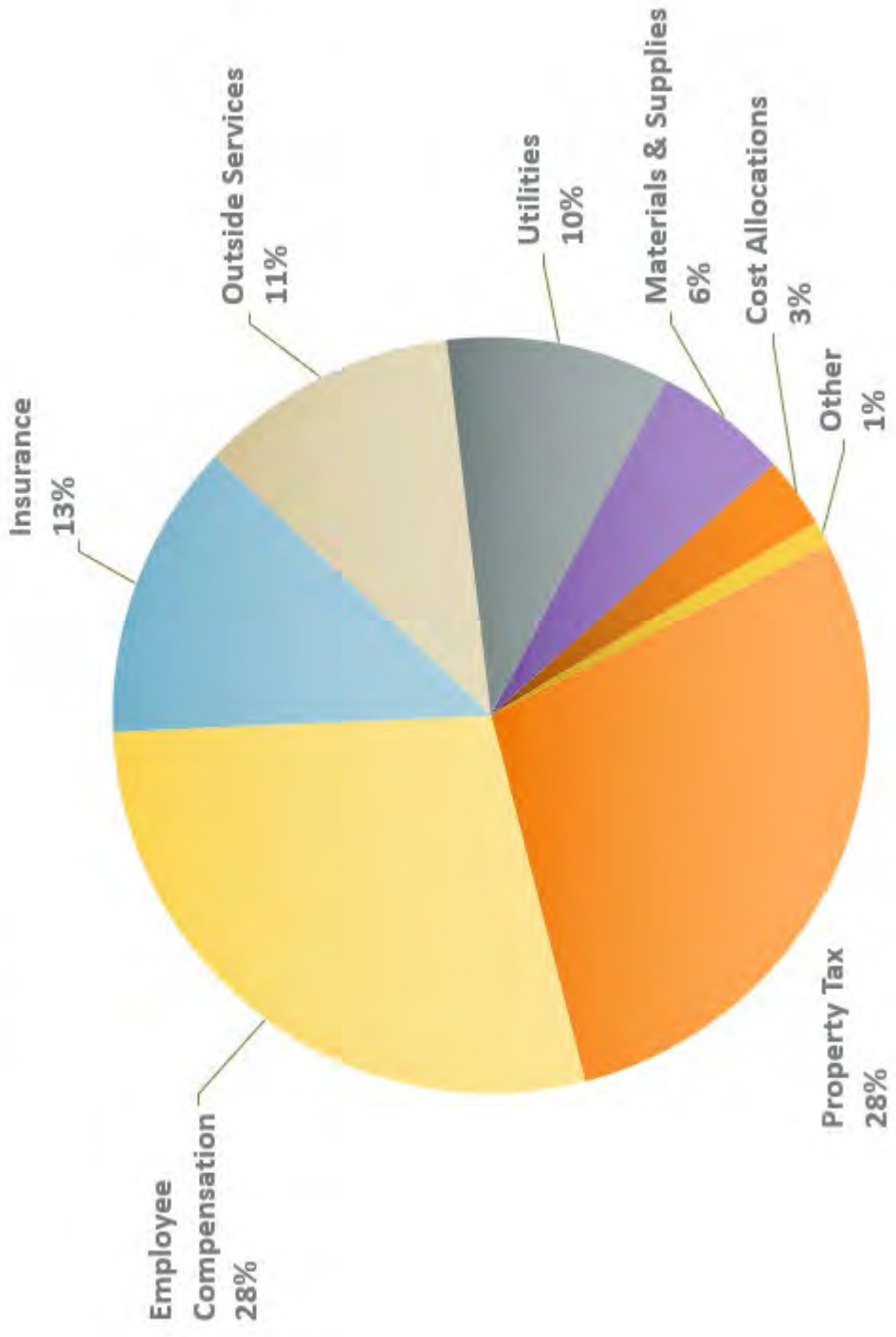
Total Non Assessment Revenues \$626,027



Financial Report

Preliminary as of March 31, 2024

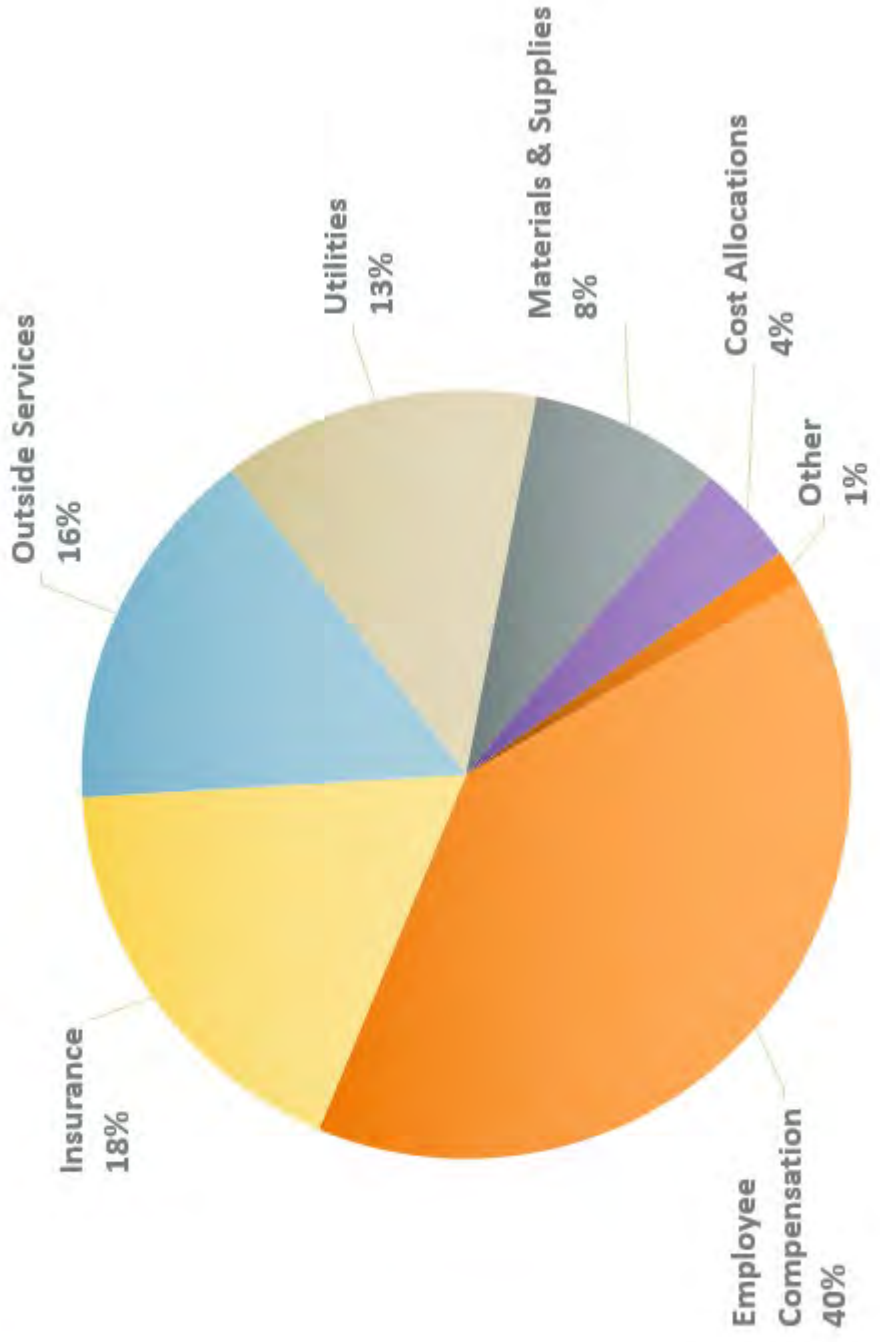
Total Expenses \$12,365,288



Financial Report

Preliminary as of March 31, 2024

Total Expenses Excluding Property Tax \$8,842,261



Financial Report

Preliminary as of March 31, 2024

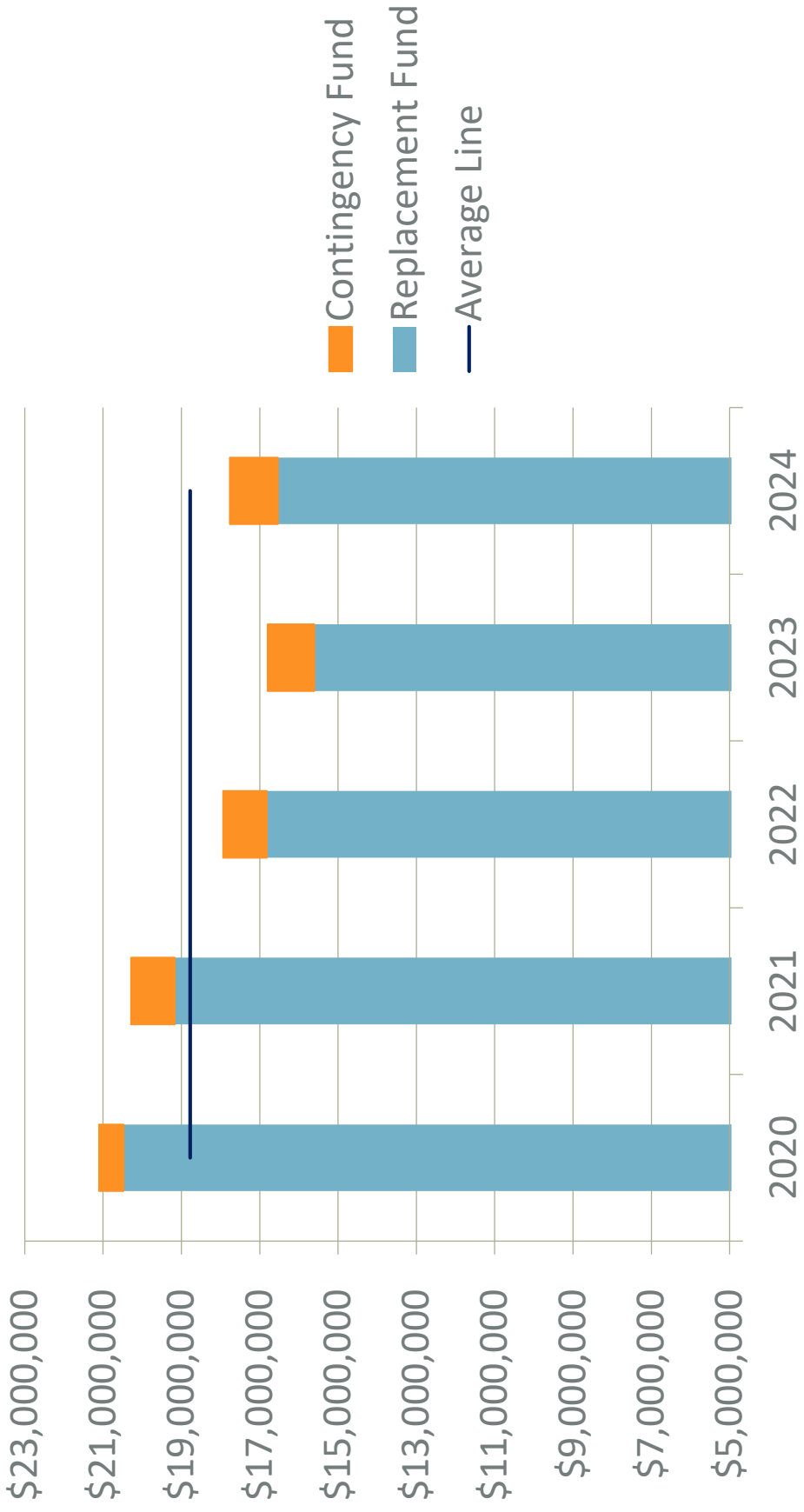


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/24	\$1,190	\$15,267
Contributions & Interest	38	3,410
Expenditures	0	2,144
Current Balances: 3/31/24	\$1,228	\$16,533

Financial Report

Preliminary as of March 31, 2024

FUND BALANCES – United Mutual



Financial Report

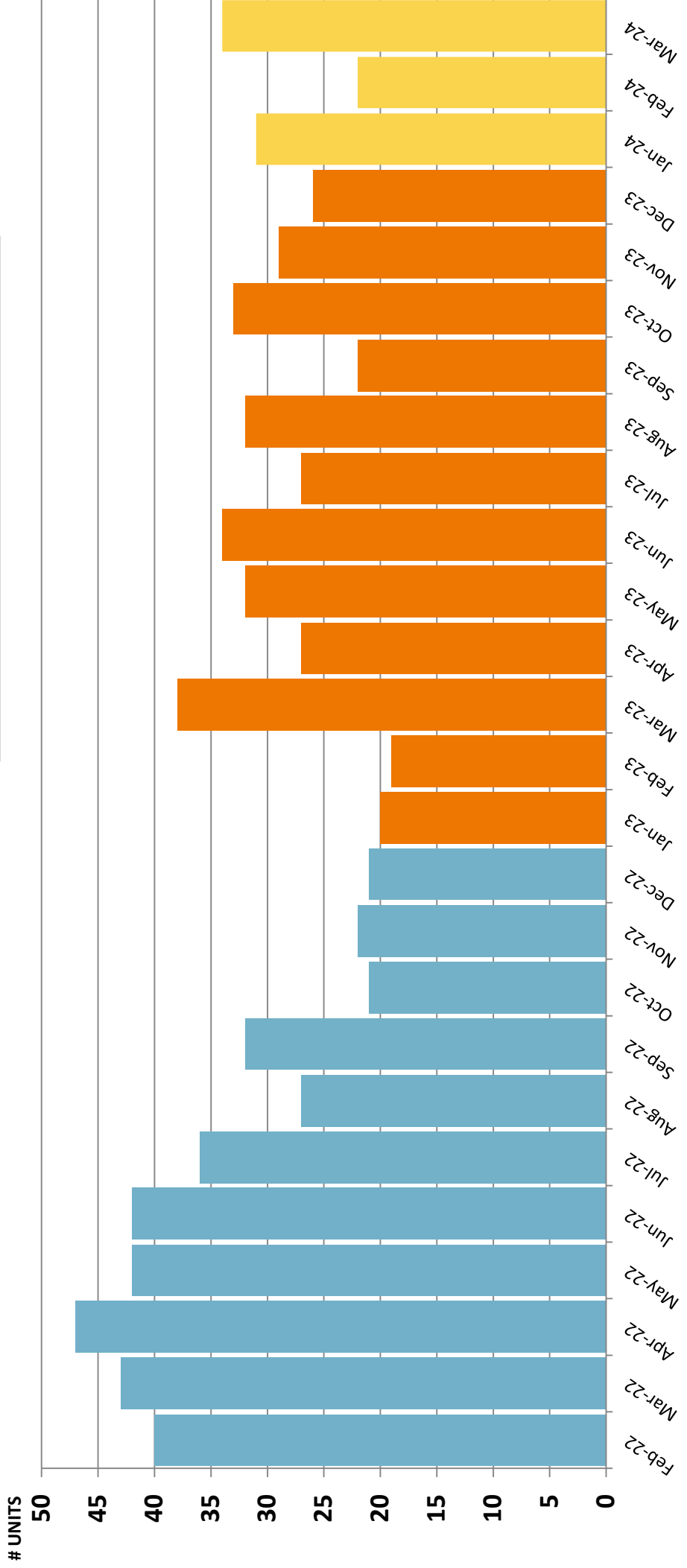
Preliminary as of March 31, 2024

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
MUTUAL

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	121	\$308,060
YTD 2023	77	\$317,529
YTD 2024	87	\$367,572





**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
Community Services Department

MUTUAL
United

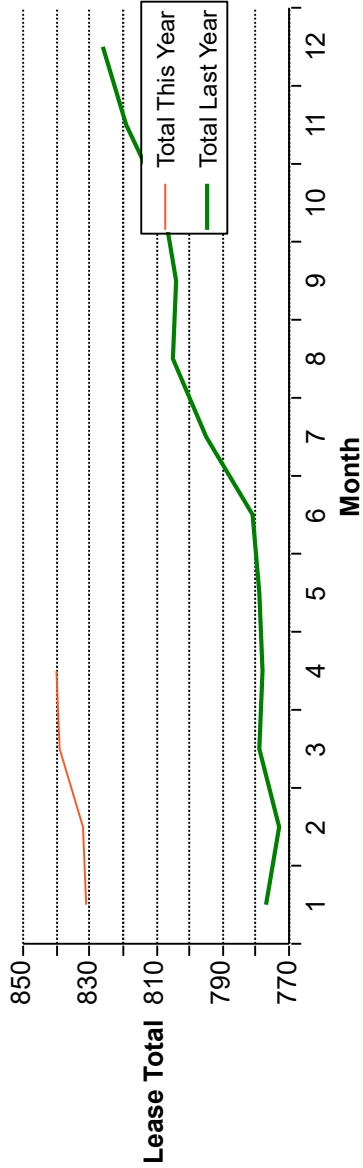
REPORT PERIOD
April, 2024

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	33	38	\$12,370,400	\$12,609,900	\$374,861	\$331,839
April	35	27	\$13,583,750	\$9,637,487	\$388,107	\$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	121.00	104.00	\$45,165,950	\$34,334,787		
ALL TOTAL	121.00	340.00	\$45,165,950	\$122,256,460		
MON AVG	30.00	26.00	\$11,291,488	\$8,583,697	\$371,425	\$327,383
% CHANGE - YTD	16.3%		31.5%		13.5%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2024 Period 4 (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	28	185	595	831	777	13.1	12.3	0.8	53	18
2024	February	22	30	194	586	832	773	13.2	12.2	1.0	29	29
2024	March	17	27	217	578	839	779	13.3	12.3	1.0	36	30
2024	April	14	26	240	560	840	778	13.3	12.3	1.0	48	54
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, April 18, 2024 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

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

OTHERS PRESENT: Maggie Blackwell (Alternate)

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

1. Call Meeting to Order

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

2. Acknowledgment of Media

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

3. Approval of the Agenda

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

4. Approval of the Meeting Report for March 21, 2024

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

5. Chair's Remarks

Chair Liberatore reminded members of the closed session meeting taking place after recess.

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

None.

7. Division Manager Update

None.

Director Quam entered the meeting at 9:32 a.m.

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. A motion was made to remove the monthly mutual consent report from future agendas. The motion was approved by unanimous consent.

9. Variance Requests

- a. 2148-A: Variance to Replace Wood Framed Stucco Wall with Wrought Iron Fence

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

One member commented on the variance request and staff responded.

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

10. Items for Discussion and Consideration

- a. Revision to Standard 11: Doors; Exterior

One member commented on the standard and staff responded.

A motion was made to recommend the United Board approve the revisions to Standard 11: Doors; Exterior. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 26: Solariums & Garden Rooms
- Revision to Standard 34: Awnings

12. Concluding Business

a. Committee Member Comments

- Director Quam commented on a request by a *Laguna Woods Globe* writer requesting highlights of recently United Board approved standards.
- Director Leonard concurred with Director Quam.
- Director Blackwell made a request to receive a copy of the highlights to the standards.
- Chair Liberatore thanked staff for their efforts to update the standards.

b. Date of Next Meeting: Thursday, May 16, 2024 at 9:30 a.m.

c. Recess – The meeting was recessed at 10:05 a.m.

DRAFT

Anthony Liberatore, Chair

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

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OPEN MEETING

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

Thursday, April 18, 2024 – 1:30 p.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Maggie Blackwell – Chair, Anthony Liberatore and Nancy Carlson

MEMBER ABSENT: None

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

ADVISORS ABSENT: None

STAFF PRESENT: Jeff Spies, Patty Kurzet and Ruby Rojas

1. CALL TO ORDER

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

2. APPROVAL OF THE AGENDA

The Committee elected to make a motion to approve the agenda.

By unanimous consent, the motion passed.

3. APPROVAL OF REPORTS

The Committee reviewed the report for February 15, 2024.

Without objection, the report for February 15, 2024 was approved as presented.

4. CHAIR'S REMARKS

Chair Blackwell made comments regarding amending the bylaws to include a missing clause related to board elections. The matter was added to Future Agenda Items.

Chair Blackwell also mentioned that the Private Lender Policy has passed and the mutual has received zero purchases with private lenders since its effect.

5. MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION

6. Subleasing, Resale and Transfer Fees

Mr. Jeff Spies, Community Services Supervisor, presented the Subleasing, Resale and Transfer Fees for the Committee to consider and review. The Committee discussed the matter.

Director Carlson made a motion to have legal counsel review the proposed document prior to board consideration. The motion failed for lack of second.

Chair Blackwell made a motion to forward the document to the board for review and consideration as presented. The motion failed for lack of second.

Director Carlson made a motion to approve the Subleasing, Resale and Transfer Fees and have legal counsel review the proposed document prior to board consideration. Director Liberatore seconded the motion.

By unanimous consent, the motion passed.

7. Financial Qualifications

Mr. Spies presented the Financial Qualifications for the Committees consideration and review. The Committee reviewed and discussed the Financial Qualifications.

Director Carlson made a motion to approve the document as presented and forward to the board for review. Chair Blackwell seconded the motion.

By unanimous consent, the motion passed.

Concluding Business

8. Committee Member Comments

The Committee discussed the Election requirements that were passed by State Legislature in 2017. The Committee will review and discuss at a future meeting and with legal counsel.

Director Carlson made a comment to confirm the revised Committee Charter is addressed as a Future Agenda Item.

9. Future Agenda Items

- a. Review of Operating Rules Guidebook
- b. Revised Committee Charter
- c. Election Rules in Bylaws

10. Date of Next Meeting

The next meeting is scheduled for Thursday, May 16, 2024 at 1:30 p.m. in the Board Room.

11. Adjournment

With no further business, Chair Blackwell adjourned the meeting at 1:57 p.m.



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

**Monday, April 22, 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, Allison Bok
COMMITTEE MEMBERS ABSENT:	Anthony Liberatore
OTHERS PRESENT:	Ellen Leonard
ADVISORS PRESENT:	Mary Sinclair, Ann Beltran
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call to Order

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

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Chair Quam requested that Chair Remarks, be moved to after Director’s Comments. Hearing no objection, the agenda was approved as amended.

4. Approval of the Meeting Report for February 26, 2024

The committee unanimously approved the meeting report.

5. Department Head Update

5a. Project Log

Mr. Wiemann let the committee know slope work has lost time due to weather, and working on catching up. He notified the committee turf reduction has started in the approved areas, and CDS 51 is complete Staff is just waiting on the rebate to be processed

5b. Water Use Comparison Chart

Mr. Wiemann explained to the committee that this report is skewed as they use a percentage to estimate the water usage for irrigation. He explained the irrigation system was not watering for January or February due to the amount of rain.

5c. Tree Work Status Report

Mr. Wiemann notified the committee in the future staff will add a line to this report notifying them where a new tree will be planted when one is removed.

6. Chair's Remarks

Chair Quam announced today was Earth Day. She notified everyone budgeting season has started, and if they have any input to reach out to her.

7. Member Comments (Items not on the agenda)

12-member comments were made. Various topics included:

- Fruit Trees
- Water Cost Rising
- CDS 27 planting
- PTP working with landscape cycle
- Creek clean-up
- Turf Reduction Plans
- Switching to drought tolerant plants
- Dying Tree
- AB 1572

8. Response to Member Comments

Mr. Wiemann and the Chair addressed some of the member comments.

Items for Discussion and Consideration

9. 321- H Tree Removal Request

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

Director Kale made a motion to accept staff's recommendation to approve the request to remove a Podocarpus tree, and deny the removal of a Bottle tree. Director Bok seconded the motion. The motion passed unanimously.

10.494-D Tree Removal Request

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

Director Bok made a motion to accept staff's recommendation to deny the removal of the tree. Chair Quam seconded the motion. The motion passed unanimously.

11.460-C Tree Removal Request

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

Director Bok made a motion to accept staff's recommendation to deny the removal of the tree. Director Kale seconded the motion. The motion passed unanimously.

12.55- B Tree Removal Request

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

Director Bok made a motion to accept staff's recommendation to deny the removal of the tree. Director Kale seconded the motion. The motion passed unanimously.

13.60-Q Bench Request

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

Director Kale made a motion to accept staff's recommendation to approve the bench request. Director Bok seconded the motion. The motion passed unanimously.

14.207-F Bench Request

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

Director Kale made a motion to accept staff's recommendation to approve the

bench request. Director Bok seconded the motion. The motion passed unanimously.

15. AB 1572 Strategy

Mr. Wiemann went over the plan for AB 1572. The plan was explained to the committee, he has been working with the United lawyer on these plans. He explained the need for digital mapping, and how Staff will be moving forward.

Mr. Wiemann walked in a request for a landscape design for a community gathering area adjacent to 929-O. He asked committee for approval to begin work on a design for the area with costing. Chair Quam approved and asked for it to come back with more information.

16. Tree Replacement Strategy

Mr. Wiemann presented a power point presentation. He explained going forward they will be removing and planting trees one for one ratio. He asked for direction from the committee on years past when they stopped planting due to the drafting UFMP being in progress. The committee voted unanimously to just work on planting trees going forward and not go back to years past.

17. Landscape Committee Charter

Chair Quam directed the committee to review the charter and bring back any changes to the next committee meeting.


Concluding Business

18. Committee Member Comments

Various comments were made.

19. Date of Next Meeting – May 20, 2024 at 1:30 p.m.

20. Recess at 3:26 p.m. for closed session


Sue Quam (May 7, 2024 08:34 PDT)

Sue Quam, Chair

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



OPEN MEETING

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

**Wednesday, April 24, 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, Pearl Lee, Ellen Leonard

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Adam Feliz – Maintenance Operations 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 and addendum were unanimously approved as written.

4. Approval of Meeting Report from February 28, 2024

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

5. Chair's Remarks

None.

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

None.

7. Department Head Update

None.

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

- a. Project Log
- b. Solar Production Annual Report/ROI Report

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

9. Items for Discussion and Consideration

- a. Committee Charter

Mr. Gomez presented the committee charter with suggested changes. The prior version was adopted in 2019 and the suggested edits are intended to streamline the charter without affecting any roles or responsibilities of the committee. A motion was made and unanimously approved to recommend the United board adopt the revised committee charter.

- b. 2024 Shepherd's Crook Update

Mr. West provided an overview of the project and requested direction from the committee to change the location of the planned installation of Shepherd's Crook to an alternate site. Staff answered questions from the committee and shareholders. A motion was made to approve staff's recommendation to change the location from Paseo del Valencia north of Gate 2 to the location west of Gate 5 behind the Lutheran Church of the Cross adjacent to El Toro Road. The motion passed by a vote of 2/1/0 (Director Leonard opposed).

- c. Building Paint Color Palette (Verbal Update)

Mr. Feliz provided an overview of the current exterior paint palette which was adopted in 2019 and answered questions from the committee and shareholders. Discussion ensued regarding the possible addition of new color options. Staff was directed to contact the paint manufacturer to assemble a new palette for presentation to the United Architectural Control and Standards Committee for review.

d. Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling (Verbal Update/Discussion)

Mr. Barnette asked the committee to provide direction on potential percentage splits between the mutual and the shareholders. After a brief discussion, the committee directed staff to table the item at this time.

e. Supplemental Budget Appropriation for Dry Rot Repair Program

Mr. Feliz provided an overview of the program and indicated that work completed so far this year has used the entire budget for 2024. Staff answered questions from the committee and shareholders. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$500,000 from the Reserve Fund to provide funding needed for unanticipated dry rot repairs.

f. Supplemental Budget Appropriation for Emergency Roof Repairs

Mr. West provided details on the roof repair program and answered questions from the committee. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$121,445 from the Reserve Fund for unanticipated roofing repair expenses completed and projected for the remainder of 2024. Staff was asked to check if the Contingency Fund could be used instead of the Reserve Fund.

10. 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.*

- Washing Machine App Payment Pilot Program
- Attic/Wall Insulation Materials
- Benches: New and Replacement

Concluding Business:

11. Committee Member Comments

- Director Lee commented on the rising cost of the M&C budget due to serious issues concerning the aging infrastructure. Ways to produce income should be considered.
- Director Leonard thanked Mr. Feliz for his presentation on dry rot.
- Chair Bok thanked staff for an informative meeting and the challenges facing a 60-year old community.

12. Date of Next Meeting: Wednesday, June 26, 2024 at 9:30 a.m.

13. Recess: The meeting was recessed at 10:56 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, April 17, 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, Donna Rane-Szostak

DIRECTORS ABSENT: Moon Yun, Sue Stephens

ADVISORS PRESENT: None.

STAFF PRESENT: Steve Hormuth, Jose Campos, Karina Vargas

OTHERS PRESENT: GRF - Egon Garthoffner, Juanita Skillman
United - Ellen Leonard
Third - David Veeneman

Call to Order

GRF Treasurer, William Cowen, chaired the meeting and 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 the Agenda

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

Approval of Meeting Report of February 21, 2024

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

Chair's Remarks

Director Cowen thanked all members who participated in the audit.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, shared the completion of the KPMG audit resulting in a favorable opinion. The board accepted the audit report into corporate records on April 4, 2024. Members have been encouraged to view the complete audit report on the

Laguna Woods Village website as they wait to receive a condensed summary of the audited financials by the end of April.

Preliminary Financial Statements dated March 31, 2024

Jose Campos, Assistant Director of Finance, presented the financial statements dated March 31, 2024. Questions were addressed and noted by staff.

Endorsements from Standing Committees

Security and Community Access Committee- Emergency Radio Equipment Installation. Daniel Lurie, Security Supervisor, presented a staff report recommending approval of a supplemental appropriation for the installation of radio equipment purchased in 2020 in the amount of \$11,250 to include a 10% contingency of \$1,125 for unforeseen costs for a combined total of \$12,375 to be funded using the equipment fund. Director William Cowen made a motion to approve and endorse the recommended, the motion was seconded and passed by unanimous decision.

Items for Future Agendas:

- RV Fees
- Traffic Fees
- Golf Fees

Committee Member Comments

None.

Date of Next Meeting

Wednesday, June 19, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 2:30 p.m.

DRAFT

William Cowen, Chair

OPEN MEETING

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

Thursday, April 11, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

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

MEMBERS ABSENT: Ajit Gidwani

OTHERS PRESENT: Juanita Skillman, Joan Milliman

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cooley, Tom McCray, Samantha Kurland, Sabine Bayless

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Motion passed unanimously.

Approval of Committee Report for March 14, 2024

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

Motion passed unanimously.

Chair's Remarks

Chair Horton stated the Library is one of the busiest amenities and it would be a sad mistake if closed.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Pool 2 will reopen on April 17; Pool 6 will close until the regularly schedule summer schedule beginning Memorial Day weekend; the Clubhouse 5 St. Patrick's Day buffet reported the largest attendance for this dinner at 208 attendees; although lower attendance than usual due to rain, the Health and Wellness Expo on March 23 brought in over 500 attendees with 25 different sponsors generating almost \$19k in sponsorship money; the Easter Buffet had 212 attendees; approximately 500 people attended the Village Bazaar on April 6 with 34 resident vendors selling their treasures; significant plumbing repairs to the Clubhouse 6 kitchen and bathrooms were completed; stall painting and safety matting projects have begun at the Equestrian Center; a 17-year-old gelding will be purchased in April for Equestrian lessons which accounts for one of two horses that will be replaced to keep the lesson program operational; Fitness continues to average 400+ users during the week and approximately 250 users on the weekends; badminton and volleyball have been using a tennis court during the closure of Clubhouse 1; Library volunteers worked 854 hours in March supporting 2,314 residents; the honor system paperbacks, puzzles and use of the reading area remain very popular with Library patrons.

Ms. Giglio reported the following regarding the Clubhouse 1 renovation project: the project is going well with users and clubs still settling into their new locations; please note the area is closed to residents and security will be called if a resident is found within the gates; the water is off at the facility while they do demolition in the restrooms which has impacted the bocce court sink; a one guest only policy, at all times, for pickleball and the fitness center has been initiated to accommodate additional users; staff is working to find options for volleyball play;

Ms. Giglio reported the following GRF Board update: an appeal was made to consider the exception to continue offering the Champagne Pops series at the Performing Arts Center for one more year in 2025 and after review, the GRF Board approved the exception to policy for 2025 only; the Fitness television schedule changes were approved and is now on 28-day notification.

Ms. Murphy stated the following upcoming events: a Huey Lewis and the News tribute band, the Heart of Rock N Roll, will be at the Performing Arts Center on April 20 at 7:30 p.m.; an AARP course refresher will be hosted at Clubhouse 2 on April 20, 8:30 a.m. to 1 p.m.; the Club Expo will be hosted at Clubhouse 5 on April 30, 10 a.m. to 1 p.m.; Clubhouse 2 will host the Kentucky Derby on May 4 at 2 p.m.; tickets for the Mother's Day buffet are on sale today which will be hosted on May 12 at Clubhouse 5 at 1 p.m.; the free Monday movie at the Performing Arts Center on May 20 will be *Flags of our Fathers* with showtimes at 2 and 7 p.m.; the Performing Arts Center will host Yachty by Nature on June 6 at 6:30 p.m.

Mr. McCray reported the following: the golf course in great shape as the first week of aerification has begun with course 2 undergoing this process next week; the driving range project is growing grass after the dormant months; a green expansion on course 1 will be completed by in-house staff; the Garden Center staff change will allow for reassessment of outsourced maintenance management.

Discussion ensued.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: replacement of archery range flooring; music club offerings and request for a dedicated space; importance of the Laguna Woods Village Library; please attend the Club Expo on April 30; formal invitation for committee members to participate in the Men's Golf Club tournament and/or dinner on May 18 and ways to be involved through donations.

CONSENT

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

Motion passed unanimously.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Review of Community Activities Committee Charter –Director Laws made a motion to recommend the revised Community Activities Committee Charter. No second recorded.

Motion passed unanimously.

Billiards Relocation to Clubhouse 1 Art Room - Director Ginocchio made a motion to recommend the proposed relocation of billiards to the Clubhouse 1 Art Room and recommend the unbudgeted operating expenses associated with relocating the activity. Director Bhada seconded.

Ms. Giglio stated the staff report.

Discussion ensued.

Members were called to speak regarding in favor of the proposal.

Motion passed unanimously.

Dog Licensing and Vaccination Day – Director Laws made a motion to update policy and procedures to allow for this event to occur without being an exception. Director Leonard seconded.

Ms. Murphy stated the staff report.

Discussion ensued.

Members were called to speak regarding in favor of this program.

Motion was withdrawn.

Director Laws made a motion to grant this event exception for 2025. Seconder stands.

Motion passed unanimously.

Donation of \$1,000 for Installation of a New 30 Amp 2 pole breaker at Clubhouse 4 Woodshop – Director Laws made a motion to deny the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker at Clubhouse 4 Woodshop. Director Sanborn seconded.

Ms. Giglio stated the staff report.

Discussion ensued.

Director Quam amended the motion to accept the donation of \$1,000 for installation of a new 30 Amp 2 pole breaker at Clubhouse 4 Woodshop. Director Leonard seconded.

Discussion ensued.

Motion passed 6-1. Director Laws opposed.

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.

Review of Tennis Center Operating Rules - Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Director Ginocchio stated a spirit of cooperation was witnessed today as change is evitable. He applauds the billiards group and over time adjustments to balance offerings will require more cooperation and representation to include musicians, theatrical groups and all clubs. Advisor Boudreau stated a review of all annual exceptions is necessary to be done at one time instead of individually and could be included in one list.

Advisor Addington stated annual exception review process is a good idea, but each year should be reviewed carefully as renewals are not guaranteed.

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, May 9, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:17 p.m.

Yvonne Horton

Yvonne Horton, Chair

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OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE
WEDNESDAY, February 14, 2023 – 2:00 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Glenn Miller, Anthony Liberatore, Yvonne Horton

COMMITTEE MEMBERS ABSENT: Cush Bhada

OTHERS PRESENT:

ADVISORS PRESENT: Donna Rane-Szostak

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

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

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

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

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

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

5. Chair Remarks

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

6. Department Head Update

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

6a. Charging Station Update

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

6b. Sprinkler Update

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

6c. Clubhouse 1

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

Items for Discussion and Consideration

7. Aliso Creek Update

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

8. Member Comments (Items Not on the Agenda)

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

9. Response to Members Comments

Mr. Wiemann responded to the member comment.

Concluding Business:

10. Committee Member Comments

Several comments were made.

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

12. Adjourned at 2:20 p.m.

Juanita Skillman, Chair

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

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

**Wednesday, April 10, 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, Brad Rinehart, SK Park, Alison Bok, Pearl Lee, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner
Advisor: Bill Walsh

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

1. Call to Order

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

2. Acknowledgement of Media

Chair Horton noted that no media was present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report from February 14, 2024

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

5. Chair's Remarks

None.

6. Department Head Update

None

7. Member Comments

A member commented on the shades and beams in the shuffleboard room at Clubhouse 1.

Consent:

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

The consent calendar was approved unanimously.

8. Project Log

9. ChargePoint Summary

Items for Discussion and Consideration:

10. PAC Restrooms Interior Design Presentation

Mr. West introduced a representative from 27 Diamonds who presented the interior design draft for the PAC restrooms. The committee agreed to recess before the end of the meeting to evaluate the samples of selected materials from the design.

11. Clubhouse 1 Update

Mr. West provided an update of the Clubhouse 1 project with photos and answered questions from the committee.

12. Welding Shop Update

Mr. West provided an update of the Welding Shop project with photos and answered questions from the committee.

13. Energy Audit Update

Mr. Mejia gave an overview of the ongoing energy survey project. A formal presentation will be made at a future meeting once the final report is received.

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:

14. Committee Member Comments

- Chair Horton commented on the Clubhouse 7 sound system project.
- Director Garthoffner commented on electric vehicle charging usage at the Community Center.
- Director Mukhopadhyay commented on the progress of the Clubhouse 1 progress.
- Advisor Walsh advised the committee of the Earth Day event in the Village.

At this time, the committee recessed to review design samples. Staff was directed to proceed with the design with the change that the men's and women's restrooms are to both incorporate the beige palette.

15. Date of Next Meeting: Wednesday, June 12, 2024 at 9:30 a.m.

16. Recess

The meeting was recessed to closed session at 10:30 a.m.

DRAFT

Yvonne Horton, Chair

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



OPEN MEETING

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

**Wednesday, April 10, 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:** Egon Garthoffner, Juanita Skillman
United: Maggie Blackwell, Sue Quam
Third: Cris Prince

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Eric Nuñez – Director of Security, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Laurie Chavarria - Senior Management Analyst, Sandra Spencer – Department Administrative Assistant, Megan Feliz – Landscape Division Administrative Assistant

1. Call Meeting to Order

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

2. Approval of the Agenda

Director Stephens requested a change in the order of presentations under item 9. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from March 20, 2024

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

4. Remarks of the Chair

Chair Hopkins commented on the importance of resolving the space planning issues associated with the closure of Building E. The committee members were asked to keep their presentation to under 15 minutes so that all presentations could be heard and enough time would be available for discussion. Chair Hopkins also commented that not all proposed solutions will go forward to the next meeting at which time one will be selected for presentation to the GRF board and then to the corporate members.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

Mr. Gomez commented that the meeting was being broadcast on Granicus and Zoom and that overflow seating was available in the Elm Room, if needed.

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. Committee Presentations

- i. Alison Bok – Director Bok yielded her time to Directors Carlson and Ginocchio
- ii. Nancy Carlson/Andy Ginocchio – Directors Carlson and Ginocchio presented their proposed solutions.
- iii. Tom Tuning – Director Tuning presented his proposed solutions.
- iv. Sue Stephens – Director Stephens presented her proposed solutions.
- v. Jim Hopkins – Director Hopkins presented his proposed solutions.

b. Committee Questions/Discussion

The merits of the proposed solutions were discussion amongst the committee members.

c. Member Input/Comments (2 minutes each)

Approximately 20 members commented on the proposed solutions presented by the committee members.

Director Park made a motion to forward three options to staff for further study and cost/time estimates which would be voted on at the next meeting of the committee; including only one of the suggested options presented by Directors Carlson and Ginocchio. Director Bok seconded the motion. The motion failed by a vote of 1/8/0.

With no further motions on the floor, the committee concurred to continue the discussion of options at the next meeting scheduled for May 1, 2024.

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

a. Selection of Preferred Options

11. Committee Member Comments

The directors further commented on the history of the topic, the process, and proposed solutions.

12. Date of Next Meeting: Clubhouse 5, Wednesday, May 1, 2024 at 12:30 p.m.

13. Adjournment: The meeting was adjourned at 4:25 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, April 15, 2024 – 3:30 p.m.
Board Room / Virtual Hybrid Meeting**

REPORT

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

Members Absent: None

Others Present: Richard Rader

Staff Present: Jennings Lai, Catherine Laster, Susan Logan-McCracken, Ellyce Rothrock

1. Call to Order

The meeting was called to order at 3:38 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 Skillman found a typo in the Workflow Report, March 2024, on page 9 of 12 of agenda item 7. The Disaster Preparedness Task Force was wrongly abbreviated as PDTF. The agenda will be corrected.

4. Approval of Report for January 15, 2024

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman welcomed the committee and introduced new member, Director Rane-Szostak.

6. Member Comments

There were no member comments.

Items for Discussion

7. Media and Communications Report – Ellyce Rothrock

Ms. Rothrock called attention to the jobs tracked, resident subscribers added, documents handled and the number of news articles posted to the website in the last three months. She also 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:

- The Village Breeze
- “What’s Up in the Village” weekly email blast
- Weekly press releases sent to the Globe
- Digital newsletters from the GRF, Third Mutual and United Mutual boards of directors
- Targeted emails for Recreation and Community Services

Ms. Rothrock touched upon key messaging that was sent out in addition to regular event updates from Recreation, the Performing Arts Center and the boards.

Ms. Rothrock informed the committee that the new Community Tour Experience video, which replaced the in-person docent tours, is live on the website homepage and ready for viewing. Supplemental open houses with a Q&A session for new and prospective residents is in the planning stage. All new resident orientation tasking has been reabsorbed into the Media and Communications Division.

Ms. Rothrock brought attention to the new Connections & Pathways flyer, designed for print and digital use, which highlights how residents can contact VMS and the boards of directors.

Director Skillman asked for GRF board members to be invited back to speak at new resident orientation events and future open houses.

Mr. Rader commended staff for doing a great job in creating the Connections & Pathways flyer. Chair Milliman emphasized the importance of sharing this flyer with all board members and residents.

8. Website Update – Ellyce Rothrock

Chair Milliman informed the committee that the Website Ad Hoc Committee would be absorbed into the Media and Communications Committee.

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, goals and objectives, brand strategy and positioning, information architecture (site map), unified events calendar, wireframing, resident and staff interviews and usability testing. She noted that Google Analytics admin access was given to the contractor in order to view trends on our site pages. The first set of wireframes have been approved. A robust search function and document storage are being discussed as well.

Carmen Pacella dropped off the Zoom call at 4:13 p.m.

Media and Communications Committee meetings will be calendared and coordinated with the vendor.

9. Review of Revised Committee Charter – Joan Milliman

Chair Milliman read the revised charter, noting edits were made according to feedback from the previous committee meeting. Discussion ensued.

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

Advisor Parker asked whether there was a liaison between the Broadband and Media and Communications divisions and whether Media and Communications created content for Broadband. Ms. Rothrock clarified that the content Media and Communications provides for TV6 includes the message board and PowerPoint presentation decks to accompany “This Day” appearances by directors, staff and outside entities.

Director Blackwell recommended all board members presenting on Village Television should always review their comments with their respective board presidents so as not to make personal statements.

Advisor Parker recommended wording changes to clarify responsibilities in the charter. Discussion ensued. Committee’s areas of concern will be removed from the charter.

Chair Milliman stated the new charter will be reviewed by the GRF board in May.

Mr. Rader said Paul Ortiz gave a lot of useful information at these committees, and he would still like to see the information Mr. Ortiz had been sharing. Chair Milliman said this will be the purview of the Broadband committee that has yet to be formed.

Items for Future Agendas

None

Concluding Business

Committee Member Comments

Advisor Brians confirmed the next meeting would take place at the regularly scheduled time.

Advisor Parker and Director Willis commended the meeting.

Director Blackwell noted that she liked the new ideas and the Community Tour Experience video on the website.

Director Skillman attended the Employee Excellence Awards and wanted to thank and recognize the present employees for their excellent participation.

Director Cook, Director Prince and Ms. Lai had no comment.

Director Rane-Szostak thanked everyone for the opportunity to be on this important committee.

Advisor Nash commented that the Video Club has a disclaimer at the beginning and end of videos, "opinions expressed are those of the participants and not of the club or GRF." This establishes responsibility.

Advisor Frost stated she is happy to be back and likes what she's hearing about the committee's scope and discussion.

Ms. Rothrock thanked everyone for being there and providing feedback.

Ms. McCracken thanked everyone as well.

Chair Milliman thanked Susan for keeping up with the additions and corrections to the charter. She also thanked everyone for a good meeting.

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

Adjournment

Chair Milliman adjourned the meeting at 5 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.


GRF Meeting Log - 02-07-2024 (02/07/24)

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 Portuguez 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 Portuguez 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 Portuguez 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 Portuguez 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 Portuguez “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 March 26, 2024 at 9:30 AM

HYBRID MEETING

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

MEMBERS PRESENT ONLINE:

Gan Mukhapadhyay (GRF) Sue Stephens (No. Fifty)

MEMBERS ABSENT: Anthony Liberatore

OTHERS PRESENT: Grace Stencel, Annie Wright, Doug Gibson, Annie McCary, Georgiana, Willis

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

THE MEETING WAS CALLED TO ORDER: 9:32 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. Made mention and gave thanks to the Clubhouse coordinator Grace Stencel for putting together a Shelter in Place event on March 15, 2024 at Clubhouse three. The head count for the event was close to 300 attendees. The event would not have been possible without volunteers. Annie Wright (Disaster Preparedness Digital Trainer), (Sandy Benson (Pet Evacuation Sub Committee), Bob Matonti (Radio Club) and all the Clubhouse volunteers. We would also, like to thank the Clubhouse three staff for their assistance in preparing the Clubhouse. Director of IT Chuck Holland, Susan Logan- McCracken Media and Communications Associate along with Laguna Woods Village webmaster for working and updating the website. There was a 20-minute video of the Earthquake Hero's was presented on what do in case of Earthquake. Many flyers with important information were distributed. One flyer that was pretty popular was Staying Safe Where the Earth Shakes. It's a state-wide version booklet Developed by; Earthquake Country Alliance California Earthquake Authority California Governor's Office of Emergency Services.

CO- CHAIR REMARKS: Director Skillman, made mention of the meeting with the Laguna Woods City Manager and it will be discussed further on in the DPTF meeting. More events like this one are needed throughout the community.

GRF BOARD: Some members attended the March 15, 2024 gave positive feedback on March 15, 2025. These events are important for our residents.

UNITED BOARD: Nothing to report

THIRD BOARD: Nothing to report

TOWERS: Elevator is currently being replaced. They had a two-hour fire drill. There were multiple cities involved in the drill. The event was filmed and media will be showing the event on TV 6 once its edited.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson gave recognition to Susan Logan- McCracken she received positive feedback on the article published on the Village Breeze on Plan for Pets. She also assisted with the revision and formatting of the official Pet Plan. It is current and up to date as of March 2024. Sandy gave a full description of what File of life is. This is vital when first responders arrive to a residence in case of an emergency:

- Medications
- Allergies
- Emergency contacts

This will make it easier for the EMT's and emergency personnel to identify and assist the resident better. It is crucial that all the information is current and up to date.

DISCUSSIONS AND CONSIDERATIONS

Update on September Event- A vendor expo where the Video from Earthquake Hero's will be presented. Negotiations are still in the works. More information to come in the next DPTF meeting on May 28, 2024.

Update on Jacob & Green Associates- This Company is working on Emergency Operation Plan revision for the City of Laguna Woods. A meeting was held earlier this month with the Laguna Woods City manager Christopher Macon, City Councilmember Annie McCary, GRF Director Juanita Skillman and Directory of Security Eric Nuñez to discuss the collaboration with Laguna Woods Village. The company will be assisting with our Emergency Operation Plan in order to not duplicate efforts and not act out of our jurisdiction. This will be an approximate 18-month project. A GAP analysis will be conducted to review, eliminate, modified and refine the system error. A "Working Plan" will be established. The goal is to work in union with Orange County Sherriff's, Fire Authority and the City Government to eliminate any confusion when a disaster occurs. Jacob Green & Associates will be implementing:

- Table Top exercise design
- Full functional exercise's design

These will be in-house exercise's some will be in coordination with City, Sheffri's Department and Fire Authority. Working hand and hand with the City allowing for transparency with the Community's expectations. This way we are better suited and prepared when a disaster occurs.

Director Juanita Skillman made mention, the community had no liaison with the Sherriff's Department in the past. It's exciting to know that the relationships are being established to better assist our community.

Antenna Status: Dan Lurie gave an update on the Antenna Project installation. The project was brought to the SCAC meeting and approved to move forward to the Finance Committee. Due to the how and when the meetings fall on calendar the Finance Committee will review it on April 17, 2024. We do not anticipate and issues with them moving forward. Unfortunately, due to 30 days needed in between meetings. It might be approved until June 19, 2024 at the GRF Finance Committee. No estimate on how long the installation will take at this time.

ITEMS FOR FUTURE AGENDAS

- Update on September Event
- Antenna Project
- Report on Fire Prevention Equipment
- Update on Emergency Disaster Planning

MEMBER COMMENTS: (Items not on the agenda)

NEXT MEETING: May 28, 2024 at 9:30 a.m.

ADJOURNMENT: 10:31 a.m.

SUBMITTED BY:

Eric Nuñez

[Eric Nuñez \(Apr 10, 2024 12:30 PDT\)](#)

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