



OPEN MEETING

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

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

NOTICE OF MEETING AND AGENDA

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

- 1. Call to Order / Establish Quorum – First Vice President Quam**
- 2. Pledge of Allegiance to the Flag – Director Lee**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. June 11, 2024 – Regular Open Meeting
 - b. June 27, 2024 – Agenda Prep Meeting
 - c. June 27, 2024 – Special Open Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email meeting@vmsinc.org to have your message read during the Open Forum.***
- 8. Responses to Open Forum Speakers**
 - a. Response to open forum speakers
 - b. Response to past open forum speakers – Director Blackwell
- 9. VMS Board Update – Director Robledo**
- 10. CEO Report**

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

- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of May 2024, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee - None**
- c. **Recommendation from the Architectural Controls and Standards Committee**
 - 1. Recommendation to Approve the Request to Remove the Non-Exclusive Common Area Planter and Replace with Concrete Slab at Manor 754-C Avenida Majorca
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in June 2024, and such review is hereby ratified. (CHECK LIST)
- e. **Recommendation from the Finance Committee – None**
- f. **Update United Committee Assignment**
- g. **GRF Committee Highlights (Item 16a-h. is being Approved on the Consent Calendar)**
- h. **Updated United Revenue Ad Hoc Committee Mission Statement**

12. Unfinished Business

- a. Entertain a Motion to Approve Rescission to Standard 26: Solariums & Garden Rooms (**June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
- b. Entertain a Motion to Approve Revision to Standard 34: Awnings (**June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
- c. Entertain a Motion to Approve the 2025 Collection and Lien Enforcement Policy (**June initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)
- d. Disciplinary Update Report

13. New Business

- a. Town Halls – (Oral Discussion)
- b. Entertain a Motion to Approve the Passive Business Policy and Application **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve Revision to Standard 24: Skylight Installations **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- d. Entertain a Motion to Approve Revision to Standard 43: Bathroom Splits **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- e. Entertain a Motion to Approve Revision to Permit-less Alteration Policy **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- f. Entertain a Motion to Rescind Manor Alteration Conformance Deposit Fee **(July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

14. Directors' Comments (Two minutes per director)

15. United Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on May 28, 2024; next meeting July 30, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports – June
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on June 20, 2024; next meeting July 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 June 13, 2024; next meeting July 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 June 20, 2024; next meeting July 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 June 24, 2024; next meeting July 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 April 24, 2024; next meeting July 29, 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 June 13, 2024; next meeting July 11, 2024, at 4:00 p.m. in the Elm Room and as a virtual meeting.
- h. Report of the United Revenue Ad Hoc Committee – Director Liberatore. The ad hoc committee met on June 27, 2024 and July 3, 2024; next July 18, 2024, at 9:30 a.m. in the Cypress Room.

16. GRF Committee Highlights (Approved Under Agenda item 11g. Consent Calendar)

- a. Report of the GRF Finance Committee. The committee met on June 19, 2024; next meeting August 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee. The committee met on June 13, 2024; next meeting July 11, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee. 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. The committee met on June 12, 2024; next meeting August 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Space Planning Ad Hoc Committee. 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. 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. The committee met on May 15, 2024; next meeting August 7, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Security and Community Access Committee. The committee met on June 26, 2024; next meeting August 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings. The Traffic Hearings were held on June 19, 2024; next hearings on July 17, 2024, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force. The task force met on May 28, 2024; next meeting July 30, 2024, at 9:30 a.m. in the Board Room and as

a virtual meeting.

- h. Report of the Information Technology Advisory Committee. The committee met on June 28, 2024; next meeting July 26, 2024, as a virtual meeting.

17. Future Agenda Items – *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- *Approve the Passive Business Policy and Application*
- *Revision to Standard 24: Skylight Installations*
- *Revision to Standard 43: Bathroom Splits*
- *Revision to Permit-less Alteration Policy*
- *Rescind Manor Alteration Conformance Deposit Fee*
- *Revenue Generating Options*

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) June 11, 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, June 11, 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 Schwietert, Paul Nguyen, Steve Hormuth, Jeff Spies, Francis Gomez, Ian Barnette, Alan Grimshaw, Steve Hormuth

Others Present: GRF: None
Third: None
VMS: Cynthia Rupert, Kathryn Bravata

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.

President Bok requested that item 16. GRF Committee Highlights, be moved to the Consent Calendar as 11f.

Hearing no further changes or objections, the motion to approve the agenda, as amended,

was approved unanimously.

5. Approval of Minutes

- a. May 14, 2024 – Regular Open Meeting
- b. May 23, 2024 – Agenda Prep Meeting

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

6. Report of the Chair

President Bok commented on the following items:

- Informed the audience that United Mutual has new Property Insurance Policy, and additionally provided budget updates in regards to increases.
- Turnover of manors result in about 5% a year (330 Units sell within United Mutual), so the Board is looking to keep pace of what the new residents' objectives are. A survey will go out to residents to see what residents would like for their community.

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on the Foundation of Laguna Woods Village.
- A member commented on a potential heating issue in the drop-in lounge, and expressed their concerns of the removal of the ice machine. This member additionally thanked the United Board for their time and effort.
- A member discussed and inquired on what the Board plans to do to pay back the Reserve Account.
- A member commented on the Bimonthly Village Breeze, and requested the Board discuss more positive information in the Breeze articles.
- A member thanked CEO Foster for her work, and discussed looking into CAC to fix concerns that were raised a few years ago.
- A member commented on concerns of fumigation from a vendor associated with VMS, and stated that their unit, along with the units within their building, had an alternate company inspect their units and confirm that there are not termites, with no fumigation needed. This member is requesting a status update and requesting there be no fumigation to their units and the units belonging to their building.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers – None

b. Response to Past Open Forum Speakers – Director Liberatore

Director Liberatore provided updates to the previous Open Forum speakers from the May Board meeting.

9. VMS Board Update – Director Rupert

Director Rupert discussed the following items:

- Introduced the newly appointed VMS Directors Ruth Johnson and James Glassman.
- Newly elected officers 1st Vice Chair Rosemarie diLorenzo and 2nd Vice Chair Manny Robledo have been elected as officers on the VMS board.
- Change in VMS employees to focus on staff, retention, protection, and empowerment of employees to provide a healthy work environment.
- Provided Security Department update.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Community Services Division
 - Jeff Spies promoted from supervisor to manager of Community Services Division
- Residents Eligible for full-time employment
- Annual Mutual Election
 - Nominations currently open for seats on United Mutual board of directors for the 2024 Annual Election
 - Applications available from the General Manager's office
- 2025 Reservation Lottery
 - To secure a venue for special occasions for the next year
- Landscaping Services
 - Operational performance review underway by Monarch Environmental, Inc.
- Use Village Technology Tools
 - Learn to use Village Tech tools, including DwellingLive, resident portal, PAC ticket portal, and recreation apps
- Coyotes within the Community
 - Coyote sightings within the Village are common.
 - Laguna Beach Animal Services officer – who provides information about coyotes, tips, etc.
 - Protect yourself

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 April 2024, such review is hereby ratified.**

b. Recommendation from the Landscape Committee

1. Recommendation to Deny the Request for the Removal of All Plant Material Located at 864-D Ronda Mendoza

RESOLUTION 01-24-53

**Deny All Plant Material Tree and Shrub Removal
864-D Ronda Mendoza**

WHEREAS, on May 20, 2024, the Landscape Committee reviewed a request for the removal of all plant material from the Member at 864-D, who cited the reasons being plant material as unsightly; and

WHEREAS, staff inspected the condition of the tree to be in good health and plant material in good health; and

WHEREAS, the committee is recommending to accept Staff's recommendation to deny the removal of all plant material; and

NOW THEREFORE BE IT RESOLVED, June 11, 2024, the Board of Directors denies the request for the removal of all plant material at 864-D Ronda Mendoza; and

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

2. Recommendation to Approve the Request for the Removal of One Sweetgum Tree Located at 544-A Via Estrada

RESOLUTION 01-24-54

**Approve Removal of One Sweetgum Tree
544-A Via Estrada**

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 May 20, 2024, the Landscape Committee reviewed the request from the Member at 544-A, to remove one Sweetgum tree; and

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

WHEREAS, staff inspected the condition of the tree and found to be in poor health, with an unbalanced canopy; 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 Sweetgum tree located at 544-A Via Estrada;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, the Board of Directors approves the request for the removal of one Sweetgum tree located at 544-A; and

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

3. Recommendation to Approve the Request for the Removal One Cinnamon Camphor Tree Located at 945-C Avenida Majorca

RESOLUTION 01-24-55

Approve Removal of One Cinnamon Camphor Tree 945-C Avenida Majorca

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

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

WHEREAS, on May 20, 2024, the Landscape Committee reviewed the request from the Member at 945-C, to remove one Cinnamon Camphor tree; and

WHEREAS, the reasons cited by the resident for the removal is structural damage and

root intrusion; and

WHEREAS, staff inspected the condition of the tree and found fair health with root bulge 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 Cinnamon Camphor tree located at 945-C Avenida Majorca;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, the Board of Directors approves the request for the removal of one Cinnamon Camphor tree located at 945-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.

4. Recommendation to Approve the Request for the Removal of One Leyland Tree Located at 321-C Avenida Carmel

RESOLUTION 01-24-56

**Approve Removal of One Leyland Cypress Tree
321-C 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 May 20, 2024, the Landscape Committee reviewed the request from the Member at 321-C, to remove one Leyland Cypress tree; and

WHEREAS, the reasons cited by the resident for the removal is a conflict with the original architectural designs, it was planted without approval; and

WHEREAS, staff inspected the condition of the tree and found an altered canopy due to excessive trimming of the lower branches due to the location within a turf area, and

WHEREAS, the committee determined that the tree meets the parameters set forth in §3.3.3, Infrastructure Conflicts, of the United Mutual Urban Forest Management Plan, and

WHEREAS, the committee determined that the tree was not planted considering the guidelines set forth in §3.1.1.1, Right Tree Right Place, of the United Mutual Urban Forest Management Plan, and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17 and the Urban Forest Management Plan, and thereby recommends approving the request for the removal of one Leyland Cypress tree located at 321-C Avenida Carmel;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, the Board of Directors approves the request for the removal of one Leyland Cypress tree located at 321-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.

5. Recommendation to Deny the Request for the Removal for the Off-Schedule Trimming of One Aleppo Pine Located at 2152-B Ronda Granada

RESOLUTION 01-24-57

**Deny Removal and Off-Schedule Trimming of one Aleppo Pine Tree
2152-B Ronda Granada**

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 May 20, 2024, the Landscape Committee reviewed a request from the Member at 2152-B to remove or off-schedule trim one Aleppo Pine tree, the reasons cited is the perception of the tree being overgrown and the pine needle debris; 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

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 or off-schedule trimming of one Aleppo Pine tree located at 2152-B Ronda Granada;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, the Board of Directors denies the request for the removal or off-schedule trimming of one Aleppo Pine tree located at 2152-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.

6. Recommendation to Approve the Request for the Removal for the Off-Schedule Trimming of Two New Zealand Christmas Trees Located at B677 Avenida Sevilla

RESOLUTION 01-24-58

**Approve Off-Schedule Trimming of Two New Zealand Christmas Trees
B677 Avenida Sevilla**

WHEREAS, on May 20, 2024, the Landscape Committee reviewed a request for the off-schedule trimming of two New Zealand Christmas trees received from the Member at B677, who cited the reasons being canopy-to-roof structure contact; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in fair health with unbalanced canopies; and

WHEREAS, the committee is recommending to accept Staff's recommendation to approve the off-schedule trimming of the trees; and

NOW THEREFORE BE IT RESOLVED, June 11, 2024, the Board of Directors approve the off-schedule trimming of the two New Zealand Christmas trees at B677 Avenida Sevilla; and

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

- c. Recommendation from the Architectural Control and Standards Committee - None**
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in May 2024, and such review is hereby ratified.**
- e. Recommendation from the Finance Committee**
 - 1. Approve a Resolution for Recording a Lien Against Member ID # 947-422-87**

Resolution 01-24-59

Recording of a Lien

WHEREAS, Member ID 947-422-87; 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, June 11, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-422-87 and;

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

THIS ITEM WAS MOVED TO CONSENT CALENDAR DURING APPROVAL OF AGENDA f. GRF Committee Highlights

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

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

12. Unfinished Business

- a. 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 has been satisfied)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-60

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 the amendments to Section II *Definitions* and 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.

Director Blackwell made a motion to approve the revised financial qualification policy. Director Liberatore seconded.

Jeff Spies, Manager of Community Services, answered questions from the Board regarding the item in discussion.

Discussion ensued among the Board.

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

- b. 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 has been satisfied)**

Director Blackwell read the following resolution:

RESOLUTION 01-24-61

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.

Director Blackwell made a motion to approve the Subleasing, Resales and Membership Transfer Fees. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

- c. **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 has been satisfied)**

Director Blackwell read the following resolution:

RESOLUTION 01-24-62

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.

Director Blackwell made a motion to approve the revised Standard 11: Doors; Exterior.
Director Carlson seconded.

Discussion ensued among the Board.

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

THIS ITEM WAS DISCUSSED AFTER DISCUSSION OF AGENDA ITEM 12E

d. Disciplinary Update Report

Francis Gomez, Compliance Manager, discussed the disciplinary update report and answered questions from the Board.

The Board requested from Ms. Gomez to monitor and investigate possible Airbnb activity.

THIS ITEM WAS DISCUSSED PRIOR TO ITEM AGENDA ITEM 12D

e. Entertain a Motion to Approve the Revised United Mutual Maintenance and Construction Committee Charter

Director Blackwell read the following resolution.

RESOLUTION 01-24-63

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, June 11, 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.

Director Blackwell made a motion to approve the Revised United Mutual Maintenance and Construction Committee Charter. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

13. New Business

a. United Mutual Town Hall

Director Leonard and Director Willis provided the various topics that will be discussed at the Town Hall meeting held this Friday, June 14, 2024.

b. Entertain a Motion to Approve Rescission to Standard 26: Solariums & Garden Rooms (June 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

RESCIND STANDARD 26: SOLARIUMS & GARDEN ROOMS

WHEREAS, the United Laguna Woods Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 39: Balcony and Patio Enclosures to incorporate identical processes currently contained in Standard 26: Solariums & Garden Rooms; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 26 Solariums & Garden Rooms;

NOW THEREFORE BE IT RESOLVED, July 9, 2024, the Board of Directors of this Corporation hereby rescinds Standard: 26 Solariums & Garden Rooms as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-02-110 adopted August 13, 2002, is hereby 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 rescind standard 26: solarium & garden rooms for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Liberatore seconded.

Discussion ensued among the Board.

Alan Grimshaw, Manor Alteration's Manager, provided clarification and answered questions from the Board.

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

- c. **Entertain a Motion to Approve Revision to Standard 34: Awnings (June 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

REVISE STANDARD 34: PATIO AND BALCONY AWNINGS

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 revise Standard: 34 Awnings;

NOW THEREFORE BE IT RESOLVED, July 9, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 34 Patio and Balcony Awnings as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-13-140 adopted August 13, 2013, 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 34: awnings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Kale seconded.

Discussion ensued among the Board.

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

d. Entertain a Motion to Form a 90-Day Ad Hoc Committee to Research and Investigate Revenue Resources for United Mutual – (Oral Discussion)

Director Liberatore discussed forming a 90-day Ad Hoc Committee to research and investigate revenue resources for United Mutual.

Director Blackwell made a motion to request for a Mission Statement regarding a 90-Day Ad Hoc Committee to Research and Investigate Revenue Resources for United Mutual.

Director Willis seconded.

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

BEFORE PROCEEDING TO AGENDA ITEM 13E, THE BOARD ACCEPTED A MEMBERS REQUEST TO SPEAK FOR OPEN FORUM

A member provided a comment related to Open Forum, expressing their parking concerns. This member is requesting a permanent parking space near their unit, to provide disability access.

e. Entertain a Motion to Approve Revised United Governing Documents Review Committee Charter

Director Blackwell read the following resolution:

RESOLUTION 01-24-64

GOVERNING DOCUMENTS REVIEW COMMITTEE CHARTER

RESOLVED, June 11, 2024, that the Board of Directors of this Corporation hereby establishes the Governing Documents Review Committee for the purposes of reviewing the United Laguna Woods Mutual governing documents for clarity, legality and current applicability through monthly meetings open to United Members;

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby assigns the

duties and responsibilities of this Committee as follows:

1. Review governing documents including policies, resolution and operating rules in compliance with applicable laws;
2. Consider conformance, as required, between each governing document with another governing document;
3. Confer, as appropriate, with United Managing Agent;
4. Consult, as appropriate and upon approval of Board President and Committee Chair, with United Corporate Counsel and;
5. Make regular committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents including policies, resolution and operating rules; and
6. Create and recommend new regulations which comply with applicable laws to protect the Corporation and resident health, safety and welfare.

RESOLVED FURTHER, that the Governing Documents Review Committee shall perform such other duties as may be assigned by the Board;

RESOLVED FURTHER, that resolution 01-19-105 amended December 10, 2019 is hereby superseded and cancelled.

Director Blackwell made a motion to approve the revised United Governing Documents Review Committee Charter. Director Kale seconded.

Discussion ensued among the Board.

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

- f. **Entertain a Motion to Approve the 2025 Collection and Lien Enforcement Policy (June 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

2025 Collection and Lien Enforcement Policy

WHEREAS, in accordance with California Civil Code, United Laguna Woods Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy

and determined that the policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies.

NOW THEREFORE BE IT RESOLVED, July 9, 2024, that the Board of Directors hereby adopts the 2025 United Laguna Woods Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2024 as part of the Annual Policy Statement.

RESOLVED FURTHER, that Resolution 01-23-71 adopted December 12, 2023 is hereby superseded and canceled on the effective date of January 1, 2025.

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 resolution for the 2025 collection and lien enforcement policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Carlson seconded.

Discussion ensued among the Board.

Steve Hormuth, Financial Services Director, answered questions from the Board.

Hearing no changes, the motion to approve the policy was called to a vote and passed 10-1- 0. Director Willis opposed.

g. Entertain a Motion to Approve the Temporary Borrowing-Property Insurance

Director Blackwell read the following resolution:

RESOLUTION 01-24-65

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 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, the Corporation avoided interest and finance charges by prepaying 12 months of property insurance premiums in October 2023 for coverage period of October 2023 through September 2024; and

WHEREAS, it has become necessary to temporarily transfer monies from the reserve fund to the operating fund to meet cashflow needs due to timing differences in when property insurance premiums are paid versus when they are collected from residents through monthly assessments; and

WHEREAS, the amount of funds needed to be transferred from the operating reserve fund to the reserve fund has been determined to be \$1,000,000 and the repayment of such funds from the operating fund to the reserve fund is anticipated to be more than provided for by future property insurance premiums received from residents and positive cash flow resulting from operations; and

NOW THEREFORE BE IT RESOLVED, June 11, 2024 that the transfer of \$1,000,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay no later than one year from this date, 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 borrowing for property insurance. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

14. Directors' Comments (Two minutes per director)

- Director Choi Hoe commented on savings from property insurance.
- Director Lee stated that she looking forward to this new ad-hoc committee to try to increase the revenue to meet demands, and additionally commented on the serious problem of isolation and loneliness within the community, and requested everyone to participate and help the Foundation of Laguna Woods.
- Director Carlson emphasized and encouraged those with business or financial backgrounds to apply for the United Board.

- Director Leonard expressed the importance of focusing on reserves.
- Director Willis commented on the importance of attending the Resident Advisory Committee meetings.

THE BOARD TOOK A BRIEF RECESS AT 11:52 A.M. AND RECONVED OPEN SESSION AT 11:59 A.M.

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on May 28, 2024; next meeting July 30, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports – May
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on May 16, 2024; next meeting June 20, 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 June 13, 2024; next meeting July 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 May 16, 2024; next meeting June 20, 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 May 20, 2024; next meeting June 24, 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 July 29, 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 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 (Approved under the Consent Calendar)

- 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 May 15, 2024; next meeting August 7, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Security and Community Access Committee – Director Blackwell. The committee met on 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 May 15, 2024; next hearings on June 19, 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 May 28, 2024; next meeting July 30, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h. Report of the Information Technology Advisory Committee – Director Tuning. The committee met on May 31, 2024; next meeting June 28, 2024, as a virtual meeting.

17. Future Agenda Items

- *Rescission to Standard 26: Solariums & Garden Rooms*
- *Revision to Standard 34: Awnings*
- *2025 Collection and Lien Enforcement Policy*

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

The meeting recessed at 12:21 p.m. into the Closed Session.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) May 14, 2024 – Regular Closed Meeting
(b) May 30, 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:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



OPEN SESSION

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

**Thursday, June 27, 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: Sue Quam, Pearl Lee, Tom Tuning, Nancy Carlson, Georgiana Willis, Anthony Liberatore, Mickie Choi Hoe, Maggie Blackwell

Directors Absent: Alison Bok, Ellen Leonard, Vidya Kale

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

Others Present: None

1. Call Meeting to Order / Establish Quorum – First Vice President Quam

First Vice President Quam called the meeting to order at 9:00 a.m., and established that a quorum was present.

2. Approval of the Agenda

First Vice President Quam called for an approval of the agenda.

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

3. Chair Report – None

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

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

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

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

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

5. Director Comments – None

6. Adjournment

First Vice President Quam adjourned the meeting at 9:30 a.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the
United Mutual Laguna Woods



SPECIAL OPEN MEETING

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

**Thursday, June 27, 2024, at 9:30 a.m.
Willow Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Quam, Anthony Liberatore, Mickie Choi Hoe, Nancy Carlson, Thomas Tuning, Maggie Blackwell, Pearl Lee

Directors Absent: Alison Bok, Vidya Kale, Ellen Leonard, Georgiana Willis

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Steve Hormuth

Others Present: GRF Director – Yvonne Horton

1. Call Meeting to Order/Establish Quorum – First Vice President Quam

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

2. Approval of Agenda

First Vice President Quam asked if there were any changes to the agenda.

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

3. New Business

a. Entertain a Motion to Approve United Revenue Ad Hoc Committee

Director Blackwell read the following resolution.

RESOLUTION 01-24-66

Revenue Ad Hoc Committee

WHEREAS, the United Laguna Woods Mutual Board of Directors has expressed concern over inflationary cost increases to maintain mutual property

and services and is searching for potential sources of revenue to offset said increases.

NOW THEREFORE BE IT RESOLVED, June 27, 2024, the Board of Directors hereby forms a Revenue Ad Hoc Committee and assigns the duties and responsibilities as follows:

MISSION

The purpose of the Revenue Ad Hoc Committee is to identify sources of additional revenue and report back to the Board with findings and recommendations.

MEMBERSHIP

The Revenue Ad Hoc Committee shall be comprised of three current Directors from the United Laguna Woods Mutual Board, **one alternate Director**, and no more than three advisors selected from at-large members. At-large members will be United owners who may or may not currently serve as an advisor to another committee.

DUTIES AND RESPONSIBILITIES

1. The Revenue Ad Hoc Committee will be chaired by a current Director from the United Laguna Woods Mutual Board as voted upon at the first noticed Ad Hoc committee meeting.

RESOLVED FURTHER, the Revenue Ad Hoc Committee will be automatically disbanded the sooner of 90 days after the approval of formation, upon conclusion of the duties and responsibilities assigned herein or when directed by the Board.

Director Quam made an amendment to the resolution by adding the words "one alternate Director" under "MEMBERSHIP".

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

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

Director Liberatore made a motion to approve the amended resolution to Approve the Revenue Ad Hoc Committee. Director Tuning seconded.

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

4. Members' Comments

- A member inquired if the attorney reviewed the purpose of this ad-hoc committee.

5. Directors Comment

- Director Carlson commented that she would like to make some revisions to the Ad Hoc Committee's Mission Statement.

6. Adjourn

The meeting was adjourned at 9:44 a.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

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RESOLUTION 01-24-XX

REVISIONS TO MUTUALLY OWNED COMMON AREA AT MANOR 754-C

WHEREAS, the United Laguna Woods Mutual recognizes the need to adapt policies as may be deemed reasonable to current situations; and

WHEREAS, the Mutual recognized that this specific request by the Member at 754-C to remove the raised planter and replace it with a concrete slab, on the condition that the Member is responsible for all initial replacement costs and subsequent maintenance is in conformance with previously established precedents;

NOW THEREFORE BE IT RESOLVED, July 9, 2024, the Board of Directors of this Corporation hereby grants this specific change to Mutual-owned common area and is attached to the official minutes of this meeting; and

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

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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 June 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 confirm to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature Anthony M. Liberto

Print Name Anthony M. Liberto

Title DIRECTOR

Date 07/02/2024

UNITED LAGUNA WOODS MUTUAL

Signature _____

Print Name _____

Title _____

Date _____

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RESOLUTION 01-24-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, July 9, 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

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

Revenue Ad Hoc Committee

Anthony Liberatore
Nancy Carlson
Vidya Kale
Tom Tuning, Alternate
Non-Voting Advisor: Richard Rader

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 01-24-45, adopted May 14, 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.

CHARTER

Mission Statement

This Ad Hoc Committee shall investigate and research nonprofit revenue sources, cost savings and efficiencies. Furthermore, through discussion and debate organize its research and present its findings in a structured, organized fashion to the full board in a period to end 90 days after its initial meeting.

Membership

The committee shall consist of three directors that are current and in good standing. These directors shall have voting powers. An alternate director will be selected, to serve on the committee as needed.

This committee may have no more than 3 advisors as per United bylaws, which states that advisors cannot outnumber directors.

Authority

This committee will be governed by Article 13, Sec. 2 of the United bylaws establishing Robert's Rules of parliamentary procedure as the Parliamentary authority.

Responsibilities

To investigate and research nonprofit revenue sources. Further, to discuss and accumulate this research in an appropriate format to be presented to the full board at its first meeting at the conclusion of this Ad Hoc Committee tenure.

Meetings

Dates to be determined by availability of staff facilities and directors. A quorum of two is required for this committee to conduct its business.

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MANDAMUS

OR-CHARTER

Mission ~~S~~statement

This Ad ~~H~~-hoc Committee ~~is mandated to~~shall investigate and research nonprofit revenue sources, cost savings and efficiencies. Furthermore, through discussion and debate organize its research and ~~to~~ present its findings in a structured, organized fashion to the full board in a period to end 90 days after its initial meeting.

Membership~~EMBERSHIP~~

The committee ~~shal~~will consist of three directors that are ~~-current -and in good standing -with -Abutted~~. These directors shall have voting powers. An alternate director will be selected, to serve on the committee as needed.

This committee may have no more than 3 advisors as per United bylaws, which states that advisors cannot outnumber directors.

~~Staff members to be determined.~~

Authority~~UTHORITY~~:

This committee will be governed by Article 13, Ssec. 2 of the United bylaws ~~which~~ establishing Robert's Rules of parliamentary procedure as the Parliamentary authority.

Responsibilities

~~T~~to investigate and research nonprofit revenue sources. Further, to discuss and accumulate this research in an appropriate format to be presented to the full board at its ~~-first meeting at the conclusion of this~~ Aad Hhoc Ccommittee tenure.

Meetings~~EETINGS~~:

~~DatesTimes and places~~ to be determined by availability of staff ~~f~~Facilities and directors. A quorum of two is required for this committee to conduct its business.

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ENDORSEMENT (to Board)

Rescind Standard No. 26 – Solariums & Garden Rooms

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 rescinding Standard No. 26 – Solariums & Garden Rooms.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: Rescind Standard 26: Solariums & Garden Rooms

RECOMMENDATION

Approve a resolution to rescind Standard 26: Solariums & Garden Rooms.

BACKGROUND

The ACSC initiated a review of the current Standard 26 (Attachment 1). Standard 26 was last revised in August 2002, via Resolution U-02-110 (Attachment 2).

DISCUSSION

On April 09, 2024, Standard 39: Balcony and Patio Enclosures was reviewed, updated and approved. This Standard 26 in essence covers the same materials and conditions as Standards 39. The only difference being in the names themselves – Solariums and Garden Rooms are referred to as “Enclosures” in Standard 39. In order to avoid duplication and confusion, the recommendation is therefor to eliminate Standard 26.

On May 16, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve rescinding Standard 26.

FINANCIAL ANALYSIS

There are no direct added costs for the Mutual.

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 26: Solariums & Garden Rooms

Attachment 2 – Current Resolution U-02-110

Attachment 3 – Proposed Resolution 01-24-XX

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UNITED LAGUNA WOODS MUTUAL

SECTION 26 SOLARIUMS & GARDEN ROOMS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED JUNE 2002, RESOLUTION U-02-107

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

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

1.0 **GENERAL REQUIREMENTS**

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alteration is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT**

PERMITTED. Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

- 2.1 All attachments, directly to existing surfaces, shall be properly sealed to prevent damage to Mutual property. Any/all such damage shall become the responsibility of the manor owner, at the time such damage is found. No attachments to balconies above ground level manors are permitted.
- 2.2 Solariums and/or garden room walls will be metal frame and glass only. No "foam", solid or panelized walls.
- 2.3 No part of any track or structure shall be installed on top of carpet.
- 2.4 Patio areas where pre-approved Standard Plans exist to convert the patio into a habitable room addition must follow the approved construction drawings for such a room. Construction drawings approved by variance must be followed in detail.
- 2.5 Covers and enclosures for patios and balconies shall be confined to limited common areas only or, as defined as extended limited common areas.

3.0 **GENERAL SPECIFICATIONS**

- 3.1 Color options for all solarium and garden room installations are white, almond or bronze. The color of the solarium or garden room on each side of the Building sets color precedence for all future solarium or garden room installations
- 3.2 Downspouts to be painted to match the surface that they may be attached to. Downspouts shall not empty into other patio areas or hinder maintenance/drainage in any way.

4.0 **SOLARIUMS AND GARDEN ROOMS**

- 4.1 Once a patio has been closed in, the Mutual is no longer responsible for the maintenance or repair of new or existing concrete slab(s) within.

- 4.2 All glass used must be transparent and meet U.B.C. Standards. Solar, tinted, smoke-type plastic film, or spray tint that is applied to the inside glass surface shall be accepted. Foil type film is prohibited. Documentation of such facts must be provided to the VMS Manor Alterations Department and approved before a permit is issued. Acrylic windows are not permitted.
- 4.4 Electrical, plumbing, heating fixtures, or air conditioning units may be added as part of such patio/balcony construction, providing they meet U.B.C. Standards and do not adversely affect existing neighboring residents at the time of installation.
- 4.5 Air conditioning units that exhaust into a patio/ balcony enclosure must be pre-approved by the manufacturer and installer for that type of installation.
- 4.6 Factory-made window screens, properly sized to fit, may be installed in glass enclosures only. Indiscriminate screening, such as merely screening in a patio/balcony, will not be allowed.

5.0 **SOLARIUMS OR GARDEN ROOMS**

- 5.1 The VMS Manor Alterations Department can provide a list of manufacturers whose designs and workmanship have been selected for their quality and to generate a sense of residential rather than commercial ambiance. Owners are urged to include appropriate electrical wiring, shades, ventilation and lighting in their designs.

Owners wishing to consider designs by other than pre-approved manufacturers must submit their request to the United Maintenance and Construction Committee before consummating any commitment for design and/or construction. Approval, followed by United Maintenance and Construction Committee review of completed construction, will provide the basis of eligibility, for that manufacturer, to be added to the pre-approved list.

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RESOLUTION U-02-110

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Hills Mutual Alteration Standards; and

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-00-61 on August 8, 2000, amending Section 31, Windows & Window Attachments; and

WHEREAS, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the United Laguna Hills Mutual Alteration Standards with suggested changes;

NOW THEREFORE BE IT RESOLVED, August 13, 2002, that the Board of Directors of this Corporation hereby approves the revisions Section 31 Windows & Window Attachments, amended July, 2002, as attached to the official minutes of this meeting; and

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

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended and Resolution U-00-61, adopted August 8, 2000 is hereby superceded and cancelled.

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RESOLUTION 01-24-XX

RESCIND STANDARD 26: SOLARIUMS & GARDEN ROOMS

WHEREAS, the United Laguna Woods Mutual recognizes the need to review standards as necessary; and

WHEREAS, the Mutual recently revised the language in Standard 39: Balcony and Patio Enclosures to incorporate identical processes currently contained in Standard 26: Solariums & Garden Rooms; and

WHEREAS, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 26 Solariums & Garden Rooms;

NOW THEREFORE BE IT RESOLVED, July 9, 2024, the Board of Directors of this Corporation hereby rescinds Standard: 26 Solariums & Garden Rooms as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-02-110 adopted August 13, 2002, is hereby 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.

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

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ENDORSEMENT (to Board)

Revision to Standard No. 34 – Awnings

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. 34 – Awnings.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 34: Awnings

RECOMMENDATION

Approve a resolution to revise Standard 34: Awnings.

BACKGROUND

The ACSC initiated a review of the current Standard 34: Awnings (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 34 was last revised in August 2013, via Resolution 01-13-140 (Attachment 2).

DISCUSSION

Updates and clarifications were reviewed and undertaken in the following Sections: Definitions added; Building code updates; Finish selections; Maintenance clarifications; Ownership responsibilities.

On May 16, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 34.

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 34: Awnings
Attachment 2 – Current Resolution 01-13-140
Attachment 3 – Redlined Revised Standard 34: Patio and Balcony Awnings
Attachment 4 – Final Draft Standard 34: Patio and Balcony Awnings
Attachment 5 – Proposed Resolution 01-24-XX

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UNITED LAGUNA WOODS MUTUAL

Section 34 AWNINGS

OCTOBER 2004, RESOLUTION 01-04-146
 GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
 REVISED AUGUST 2013, RESOLUTION 01-13-140
 GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 **GENERAL REQUIREMENTS**

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Mutual Consent for Manor Alterations office with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications and meet current noise abatement codes.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.

USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION

RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Mutual Consent for Manor Alterations office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 APPLICATIONS

- 2.1 Awnings will only be allowed over patio areas, and on balconies.
- 2.2 No window awnings will be allowed.
- 2.3 All awnings must be retractable.
- 2.4 The selected color of the awning fabric must be a solid light tan or a solid light gray. A fabric sample must be submitted for approval to the Mutual Consent for Manor Alterations Office. If a previously permitted awning currently exists on the building, that awning's color will set the precedent for that building.
- 2.5 Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance.
- 2.6 If the awning is allowed to fall into a state of disrepair or is damaged, it must be removed or replaced at the Mutual Member's expense. The cause of any damage sustained by the awning is irrelevant.
- 2.7 Awnings must not extend beyond the existing patio or balcony perimeter.
- 2.8 Awnings on balconies must span the width of all windows and sliding glass doors which lie above the balcony structure

- 2.9** Awnings on patios must be installed above the top of the standard window height or 6'-8" from ground level, but not exceeding 12" above the window or 7'-8" from ground level.
- 2.10** Awnings on balconies may be attached to the fascia or rafter tails, and consist of a silicone sealant for weather protection. Installation on the roof above the overhang is strictly prohibited.
- 2.11** On patios and on the balconies of Seville style manors, the awning's framework must be lag bolted to the building's wood framing and consist of a silicone sealant for weather protection. Any penetration through the wall must consist of a silicone sealant.
- 2.12** The edges of the awning material must be straight. No scalloped or decorative edges will be allowed.

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RESOLUTION 01-13-140

WHEREAS, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

WHEREAS, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the United Laguna Woods Mutual Alteration Standards with suggested changes;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves the revisions of Mutual Alteration Standard Section 34 – Awnings, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended, and Resolution 01-04-146, adopted October 6, 2004 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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STANDARD 34: PATIO AND BALCONY AWNINGS
 OCTOBER 2024, RESOLUTION 01-04-146
 REVISED AUGUST 2013, RESOLUTION 01-13-140
REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

- 1.1 SEE STANDARD 1: GENERAL REQUIREMENTS PERMITS AND FEES:** ~~A Mutual Consent for Manor Alteration is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations office with City permit numbers prior to beginning work.~~
- 1.2 MEMBERS RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.~~
- 1.3 CODES AND REGULATIONS:** ~~All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.~~
- 1.4 WORK HOURS:** ~~Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~
- 1.5 PLANS:** ~~The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications and meet current noise abatement codes.~~
- 1.6 DUMPSITES:** ~~The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.~~
USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. ~~Contractor's dumpsters, if~~

~~required, must have location approved by the Mutual Consent for Manor Alterations office.~~

~~1.7 **CONTRACTOR:** Installation must be performed by a California-licensed contractor of the appropriate trade.~~

~~1.1 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 DEFINITIONS

~~2.1 Patio: A defined open outdoor space – paved and or landscaped – that adjoins the manor at ground level which does not serve as a walkway.~~

~~2.2 Balcony: A platform that projects from the second-floor manor wall and is enclosed by a parapet or railing.~~

~~1.82.3 Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building. It is fully open on three sides. Structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.~~

2.03.0 APPLICATIONS

~~3.1 Awnings will only be allowed over patio areas, and on balconies. All plans must include any and all architectural or engineering details when submitted to Manor Alterations for review.~~

~~2.1a. All awnings must be compliant with state and local building codes.~~

~~2.23.2 No window awnings will be allowed. Building permit requirements are to be verified with the City of Laguna Woods Building Department.~~

~~2.33.3 All awnings must be retractable. Awnings will only be allowed directly over patio and or balcony areas.~~

~~2.43.4 The selected color of the awning fabric must be a solid light tan or a solid light gray. A fabric sample must be submitted for approval to the Mutual Consent for Manor Alterations Office. If a previously permitted awning currently exists on the building, that awning's color will set the precedent for that building. Alterations to existing roof structures are not allowed.~~

~~2.53.5 Awning fabric must pass the California State Fire Marshall's Test.~~

Procedure #804 in which a registration number is received that verifies its' fire resistance. Awning framework and or materials shall not interfere with any existing building guttering and drainage systems.

3.6 If the awning is allowed to fall into a state of disrepair or is damaged, it must be removed or replaced at the Mutual Member's expense. The cause of any damage sustained by the awning is irrelevant. Awning cover materials may be fabric or rigid and shall meet all local, state and federal requirements.

2.6a. All fabric selections must be flame resistant or flame retardant and pass the California State Fire Marshal Test.

2.73.7 Awnings must not extend beyond the existing patio or balcony perimeter. Color finish options for awning framing and cover materials shall conform to or compliment the United Laguna Woods Mutual Exterior Color Groups A through G corresponding to the geographical area in which the manor is located.

2.83.8 Awnings on balconies must span the width of all windows and sliding glass doors which lie above the balcony structure. The edges of the awning material must be straight. No scalloped or decorative edges allowed.

3.9 Awnings on patios must be installed above the top of the standard window height or 6'-8" from ground level, but not exceeding 12" above the window or 7'-8" from ground level. The member is responsible for proper, on-going maintenance of the awning and must not allow the awning to remain in a state of disrepair.

2.9a. A state of disrepair is subject to mutual inspection and removal at members expense.

3.10 Awnings on balconies may be attached to the fascia or rafter tails, and consist of a silicone sealant for weather protection. Installation on the roof above the overhang is strictly prohibited. Should removal of the awning become necessary for building maintenance, the member is responsible for all removal and reinstallation costs.

4.0 PATIO

4.1 Awnings shall cover the entire length of the patio and may extend up to but not beyond the defined patio area.

4.2 In cases where a ground floor manor has a balcony directly above the patio area, awnings will be allowed only as an extension of the balcony above. All necessary architectural and or engineering documents to be included with mutual consent submittal.

4.3 Awning attachment to building details are subject to review by Agenda Item # 12b

Alterations.

5.0 BALCONY

5.1 Awnings shall cover the entire length of the balcony and may extend up to but not beyond the balcony parapet or railing.

5.2 Awning attachment to building details are subject to review by Manor Alterations.

2.10

~~**2.11** On patios and on the balconies of Seville style manors, the awning's framework must be lag bolted to the building's wood framing and consist of a silicone sealant for weather protection. Any penetration through the wall must consist of a silicone sealant.~~

~~**2.12** The edges of the awning material must be straight. No scalloped or decorative edges will be allowed.~~



STANDARD 34: PATIO AND BALCONY AWNINGS
 OCTOBER 2024, RESOLUTION 01-04-146
 REVISED AUGUST 2013, RESOLUTION 01-13-140
 REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

1.1 SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1** Patio: A defined open outdoor space – paved and or landscaped – that adjoins the manor at ground level which does not serve as a walkway.
- 2.2** Balcony: A platform that projects from the second-floor manor wall and is enclosed by a parapet or railing.
- 2.3** Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building. It is fully open on three sides. Structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.

3.0 APPLICATIONS

- 3.1** All plans must include any and all architectural or engineering details when submitted to Manor Alterations for review.
 - a. All awnings must be compliant with state and local building codes.
- 3.2** Building permit requirements are to be verified with the City of Laguna Woods Building Department.
- 3.3** Awnings will only be allowed directly over patio and or balcony areas.
- 3.4** Alterations to existing roof structures are not allowed.
- 3.5** Awning framework and or materials shall not interfere with any existing building guttering and drainage systems.
- 3.6** Awning cover materials may be fabric or rigid and shall meet all local, state and federal requirements.
 - a. All fabric selections must be flame resistant or flame retardant and pass the California State Fire Marshal Test.
- 3.7** Color finish options for awning framing and cover materials shall conform to or compliment the United Laguna Woods Mutual Exterior.

Color Groups A through G corresponding to the geographical area in which the manor is located.

- 3.8 The edges of the awning material must be straight. No scalloped or decorative edges allowed.
- 3.9 The member is responsible for proper, on-going maintenance of the awning and must not allow the awning to remain in a state of disrepair.
 - a. A state of disrepair is subject to mutual inspection and removal at members expense.
- 3.10 Should removal of the awning become necessary for building maintenance, the member is responsible for all removal and reinstallation costs.

4.0 PATIO

- 4.1 Awnings shall cover the entire length of the patio and may extend up to but not beyond the defined patio area.
- 4.2 In cases where a ground floor manor has a balcony directly above the patio area, awnings will be allowed only as an extension of the balcony above. All necessary architectural and or engineering documents to be included with mutual consent submittal.
- 4.3 Awning attachment to building details are subject to review by Manor Alterations.

5.0 BALCONY

- 5.1 Awnings shall cover the entire length of the balcony and may extend up to but not beyond the balcony parapet or railing.
- 5.2 Awning attachment to building details are subject to review by Manor Alterations.



RESOLUTION 01-24-XX

REVISE STANDARD 34: PATIO AND BALCONY AWNINGS

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 revise Standard: 34 Awnings;

NOW THEREFORE BE IT RESOLVED, July 9, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 34 Patio and Balcony Awnings as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-13-140 adopted August 13, 2013, 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.

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

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ENDORSEMENT (to Board)

2025 Collections and Lien Enforcement Policy

The 2024 Collection and Lien Enforcement Policy was provided to legal for review which resulted with the following changes;

1. Title updated to "2025"
2. Administrative collection fee increased from \$200 to \$500
3. Assessment late charge increased from \$50.00 to 10 percent of the monthly total basic assessment.

At the May 28, 2024 meeting of the United Finance Committee, a motion was made by Director Tuning to accept and approve the 2025 Collections and Lien Enforcement Policy as recommended. Director Bok seconded. The motion passed unanimously.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: 2025 Collection and Lien Enforcement Policy

RECOMMENDATION

Staff recommends approval of the proposed 2025 Collection and Lien Enforcement Policy (ATT1).

BACKGROUND

United residents receive a copy of the upcoming year's Collection and Lien Enforcement Policy in accordance with Civil Code 5310(a)(6):

Within 30 – 90 day before the end of its fiscal year, the board shall distribute an annual policy statement that provides the members with information about association policies. The annual policy statement shall include all of the following information:

(6) The statement of assessment collections policies required by Section 5730.

As part of the review of the Collection and Lien Enforcement Policy, it should be noted that Civil Code Section 5650(b)(1) regulates the amount an association may set for delinquent assessments. Specifically, late fees may not exceed 10% of the delinquent assessment.

DISCUSSION

Per staff research and confirmation from United's legal counsel, there have been no law changes affecting assessment collection policies. Therefore, the content of the policy remains consistent with the 2024 Collection and Lien Enforcement Policy with three exceptions. The three changes highlighted in the redline version of the policy (ATT2) are:

- 1) An update of the title from 2024 to 2025
- 2) A recommended increase in the administrative collection fee from \$200 to \$500
- 3) A recommended increase in the assessment late charge from \$50.00 to 10% of the monthly total basic assessment

FINANCIAL ANALYSIS

On average, United submits 4 delinquent accounts for collections per month and has approximately 120 late charges. An adoption of the increased administrative collection fee of \$300 (\$500 - \$200) would equal an estimated \$14,400 of additional revenue annually to offset the costs associated with collection activities. As the 2025 Business Plan will not be approved until September 2024, staff estimates an adoption of the 10% late fee would contribute additional annual revenue of between \$23,000 to \$38,500, assuming a monthly assessment of between \$663.98 and \$768.00.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Pam Jensen, Controller

Attachments:

ATT1: 2025 Collection and Lien Enforcement Policy (Redline)

ATT2: 2025 Collection and Lien Enforcement Policy (Clean)

ATT 3: Resolution 01-24-XX



**YEAR ~~2024~~ 2025 COLLECTION AND LIEN ENFORCEMENT
POLICY AND PROCEDURES FOR ASSESSMENT
DELINQUENCIES**

PURPOSE STATEMENT

The following is a statement (the “Policy Statement”) of the specific procedures, policies and practices employed by United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (“United”) in enforcing lien rights or other legal remedies for default in payment of assessments against its members (“Shareholders”). This Policy Statement is provided pursuant to the requirements of California Civil Code Section 5310(a)(7) and incorporates by reference the disclosure provided by United pursuant to California Civil Code Section 5730.

The collection of delinquent assessments is of vital concern to all Shareholders of United. Such efforts ensure that all Shareholders pay their fair share of the costs of services and facilities provided and maintained by United. Shareholders’ failure to pay assessments when due creates a cash-flow problem for United and causes those Shareholders who make timely payment of their assessments to bear a disproportionate share of the community’s financial obligations.

Assessments are the separate debt of shareholders. United may employ single collection recourses or combinations thereof as allowed by law. In addition to any other rights provided for by law or described in the governing documents, including, but not limited to the Articles of Incorporation, Bylaws and each Shareholder’s Occupancy Agreement (“Governing Documents”), the Board has the right to collect delinquent assessments as stated herein.

WE SINCERELY TRUST THAT ALL SHAREHOLDERS, IN THE SPIRIT OF COOPERATION AND IN RECOGNITION OF THEIR LEGAL OBLIGATIONS, WILL MAKE TIMELY PAYMENTS AND AVOID THE IMPOSITION OF LATE CHARGES AND POSSIBLE RESULTANT LEGAL ACTION, AND REIMBURSEMENT FOR THE COSTS OF SUCH LEGAL ACTION. IT IS IN YOUR BEST INTEREST AND THE BEST INTEREST OF THE COMMUNITY AS A WHOLE TO MAKE YOUR MONTHLY PAYMENTS ON TIME.

REGARDLESS OF WHETHER A LIEN IS RECORDED AGAINST YOUR LEASEHOLD INTEREST DURING THE COLLECTION OF PAST-DUE ASSESSMENTS, ALL SHAREHOLDERS HAVE A PERSONAL AND ONGOING OBLIGATION TO PAY ASSESSMENTS AND CHARGES.

BASIC POLICIES AND PROCEDURES

Delinquency reports are made available monthly by United’s managing agent to the Board of United, identifying the delinquent Shareholder, the delinquent amount and the length of time the assessments have been in arrears. Additionally, to ensure the prompt payment of monthly

assessments United employs the following collection and lien enforcement procedures. The policies and practices outlined herein shall remain in effect until such time as they may be changed, modified, or amended by a duly adopted resolution of United's Board of Directors.

Pursuant to United's Governing Documents, as well as the California Civil Code, the following are United's collection and lien enforcement policies and procedures for assessment delinquencies. Also following, pursuant to Paragraphs 3, 16 and 22, are United's collection policies and procedures for the collection of fines, fees, and chargeable services charged against Shareholders pursuant to the Governing Documents and current law:

1. Assessments; Assessments Due Date. "Carrying Charges" as defined by United's Occupancy Agreement, also referred to as "assessments" in United's Bylaws, are referred to throughout this Policy Statement as "assessments." Assessments are due and payable to United, in advance, in equal monthly installments, on the first (1st) day of each month. **It is each Shareholder's responsibility to pay assessments in full each month regardless of whether a billing statement is received.** Special assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing the special assessment. In no event shall a special assessment be due and payable earlier than thirty (30) days after the special assessment is duly imposed. If a special assessment is payable in installment payments and an installment payment of that special assessment is delinquent for more than 30 days, all remaining installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due and payable. The remaining balance shall be subject to late charges and interest as provided herein. Note that the obligation to pay assessments shall not be relieved or modified by the temporary closure and/or modified availability of common area facilities and amenities, absent a moratorium or mandate from state officials, or as otherwise determined at the discretion of the Board of Directors.

2. Reminder Notice; Administrative Collection Fee. If Assessments are not received by United on or before the close of business on the sixteenth (16th) day of the month (or if a special assessment is not received by United on or before the close of business on the fifteenth (15th) day after it is due), a Reminder Notice is sent to the Shareholder. PLEASE NOTE THAT TO BE CONSIDERED TIMELY, THE PAYMENT MUST BE RECEIVED BY UNITED WITHIN THIS FIFTEEN (15) DAY GRACE PERIOD. SIMPLY PLACING THE PAYMENT IN THE MAIL BEFORE THE GRACE PERIOD EXPIRES IS NOT SUFFICIENT. It is the policy of United not to waive any duly imposed late charges, interest, or collection fees and costs. Each delinquent account shall incur an administrative collection fee, in the amount of ~~Two~~ Five Hundred Dollars (~~\$200~~500) (the "Administrative Collection Fee"), which is charged by United's managing agent to cover staff's costs to prepare the files for delivery to United's collection agent in order to carry out collection activities authorized hereunder, as well as direct costs incurred in recording and/or forwarding documents in connection with the collection process. This Administrative Collection Fee may be increased by majority vote of United's Board, and may be collected by United's collection agent on United's behalf, and remitted to United's managing agent, or may be directly collected by United's managing agent. IT IS THE SHAREHOLDER'S RESPONSIBILITY TO ALLOW AMPLE TIME TO DROP OFF OR MAIL ALL PAYMENTS SO THAT THEY ARE RECEIVED BEFORE THE DELINQUENCY DATE. All notices or invoices for assessments will be sent to Shareholders by first-

class mail addressed to the Shareholder or the Shareholder's designee at his or her address as shown on the books and records of United unless otherwise required by law. However, it is the Shareholder's responsibility to be aware of the assessment payment due dates and to advise United of any changes in the Shareholder's mailing address.

3. Late Charges; Interest. Assessments not received by the sixteenth (16th) day of the month will incur a late fee in ~~the an~~ amount equal to ten percent (10%) of the delinquent assessment of Fifty Dollars (\$50.00), ~~which amount is~~ consistent with statutory authority. Further, both state law and United's governing documents provide for interest on the delinquent assessment, late charges and collection fees and costs. Accordingly, interest may be imposed thirty (30) days after the assessment is due, at an annual percentage rate not to exceed Twelve Percent (12%), consistent with Civil Code Section 5650. Such interest may be imposed and collected per the foregoing sentence regardless of whether the Shareholder's delinquent account is referred to United's collection agent for collections. Non-assessment fines, fees and chargeable services are also subject to late charges and interest.

4. Thirty-Day Pre-Lien Letter Notice to Delinquent Shareholder. If full payment of the delinquent amount is not received by the close of business on the thirtieth (30th) day after the date of the Reminder Notice, United's managing agent will send a pre-lien letter (also referred to as a final demand for payment letter) to the Shareholder as required by Civil Code Section 5660 by certified and regular first class mail, to the Shareholder's mailing address of record in United's books and records advising of, among other things required by law, the delinquent status of the account, including an itemized statement of the charges owed by the shareholder, impending collection action and the Shareholder's rights including a statement that the shareholder will not be liable to pay charges, interest and costs of collection if it is determined the assessment was paid on time to United, and the right to request a meeting with the Board of Directors of United pursuant to Civil Code Section 5665, the right to dispute the assessment debt by submitting a written request for dispute resolution pursuant to Civil Code pursuant to Article 2 (commencing with Section 5900) of Chapter 10 ("IDR"), the right to request alternative dispute resolution pursuant to Article 3 (commencing with Section 5925) of Chapter 10 ("ADR") and the right to request debt validation. Notwithstanding the provisions of this paragraph, United may cause a pre-lien letter to be sent to a delinquent Shareholder at any time when there is an open escrow involving the Shareholder's leasehold interest, may cause a pre-lien letter to be sent to a delinquent Shareholder if any special assessment becomes delinquent, and/or may turn the delinquent account over to United's collection agent to send a pre-lien letter to a delinquent Shareholder.

5. Recordation of a Lien Against a Delinquent Shareholder's Leasehold Interest. If a Shareholder does not pay the amounts set forth in the pre-lien letter and does not request IDR or ADR within thirty (30) days of the date of the pre-lien letter, or, otherwise, requests to validate the debt in which case the collection process will be placed on hold in order to validate the debt, the delinquent account will be turned over to United's collection agent for collections. The Board shall decide, by majority vote in an open meeting, whether to authorize United's collection agent to record a lien for the amount of any delinquent assessments, late charges, interest, and collection fees and costs, including attorneys' fees against the Shareholder's leasehold interest. If

United authorizes United's collection agent to record a lien against the Shareholder's leasehold interest, the Shareholder will incur additional fees and costs for preparing and recording the lien. The lien may be enforced in any manner permitted by law, including without limitation, judicial or non-judicial foreclosure (Civil Code Section 5700).

6. Enforcement of a Lien. United's collection agent may be authorized to enforce the lien thirty (30) days after recordation of the lien, in any manner permitted by law, which may include recording a Notice of Default. United may foreclose the lien by judicial or non-judicial foreclosure when either (a) the delinquent assessment amount totals One Thousand Eight Hundred Dollars (\$1,800.00) or more, excluding accelerated assessments, late charges, interest, and collection fees and costs or (b) the assessments are delinquent for more than twelve (12) months. **YOU COULD LOSE YOUR LEASEHOLD INTEREST AT UNITED IF A FORECLOSURE ACTION IS COMPLETED.** A non-judicial foreclosure sale by United to collect upon a debt for delinquent assessments is subject to a statutory right of redemption. The redemption period within which your leasehold interest may be redeemed ends ninety (90) days after United's foreclosure sale, per California Civil Code Section 5715(b). The Shareholder will incur significant additional fees and costs if a Notice of Default is recorded and a foreclosure action is commenced against the Shareholder's leasehold interest. The decision to foreclose on a lien must be made by a majority of the Board of Directors in an Executive Session meeting and the Board of Directors must record their votes in the minutes of the next open meeting of the Board. The Board must maintain the confidentiality of the delinquent Shareholder(s) by identifying the matter in the minutes by only the parcel number of the property in which the Shareholder has a leasehold interest. Prior to initiating any foreclosure sale on a recorded lien, United shall offer delinquent Shareholders the option of participating in IDR, ADR, or both IDR and ADR as requested by the Shareholder.

United may commence and maintain a lawsuit directly on the debt without waiving its right to establish a lien and initiate foreclosure against the owner's separate interest for the delinquent assessment. In any action to collect delinquent assessments, late charges, or interest, the prevailing party will be entitled to costs and reasonable attorney's fees.

7. Inspection of Books and Records. A Shareholder is entitled to inspect United's accounting books and records to verify the amounts owed pursuant to Civil Code Section 5200, *et seq.*

8. Application of Payments. Any payments made shall be first applied to assessments owed and only after the assessments owed are paid in full, shall such payment be applied to late charges, interest, and collection fees and costs, including attorneys' fees.

9. Account Sent to United's Collection Agent In Error. In the event it is determined that the Shareholder has paid the assessments on time, the Shareholder will not be liable to pay the charges, interests, and fees and costs of collection associated with collection of those assessments. If it is determined that a lien was recorded in error, a release of lien shall be recorded within twenty-one (21) calendar days and the owner of the separate interest will be provided with a copy of the release of lien. If the lien was recorded in error, United shall promptly reverse all late charges, fees, interest, attorney's fees, and costs of collection.

10. Payment Under Protest. A Shareholder may but is not obligated to, pay under protest any disputed charge or sum levied by United, including but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

11. Right to Dispute the Debt. A Shareholder has the right to dispute the assessment debt by submitting a written request for dispute resolution to the collection agent for delivery to United pursuant to Civil Code Section 5900 *et seq.* A dispute, by itself, will not impede United's ability to record a lien.

12. Right to Request Internal Dispute Resolution ("IDR"). Pursuant to Civil Code Section 5670, prior to recording a lien, United offers to Shareholders, and if so requested by a Shareholder, participation in internal dispute resolution ("IDR") pursuant to United's "meet and confer" program.

13. Right to Request Alternative Dispute Resolution ("ADR"). A Shareholder has the right to request alternative dispute resolution with a neutral third party pursuant to Civil Code Section 5925 *et seq.* before United may initiate foreclosure against the Shareholder's leasehold interest, except that binding arbitration shall not be available if United intends to initiate a judicial foreclosure.

14. Right to Request Debt Validation. Under the Fair Debt Collection Practices Act ("FDCPA"), a Shareholder may request that United and/or its collection agent send the Shareholder proof that the debt sought to be recovered is valid, that the Shareholder lawfully owes the debt, and that United and/or its collection agent has the right to collect the debt.

15. Payment Plan Requests. Any Shareholder who is unable to pay assessments will be entitled to make a written request for a payment plan to United, or United's collection agent, as applicable, to be considered by the Board of Directors. A Shareholder may also request to meet with the Board in executive session to discuss a payment plan if the payment plan request is mailed within fifteen (15) days of the postmark date of the pre-lien letter. The Board will consider payment plan requests on a case-by-case basis and is under no obligation to grant payment plan requests. Payment plans shall not interfere with United's ability to record a lien on a Shareholder's separate interest to secure payment for the Shareholder's delinquent assessments. If the Board authorizes a payment plan, it may incorporate payment of ongoing assessments that accrue during the payment plan period in addition to a \$50 one-time setup fee. If a payment plan is approved by the Board, additional late charges from the Shareholder will not accrue while the Shareholder remains current under the terms of the payment plan. If the Shareholder breaches an approved payment plan, United may resume its collection action from the time the payment plan was approved.

16. Termination of Shareholder's Rights under Occupancy Agreement. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United (such as duly levied and imposed assessments, fines, fees and chargeable services, and any associated late charges and interest), or to pursue any other discipline set forth in United's governing documents,

including but not limited to a termination of the Shareholder's rights under the Occupancy Agreement pursuant to Article 14 therein and pursuant to the procedures set forth in Article IV, Section 3 of the Bylaws and pursuing an unlawful detainer action or other proceeding which may apply to the eviction of tenants.

17. Release of Lien. Prior to the release of any lien, or dismissal of any legal action, all assessments, late charges, interest, and fees and costs of collection, including attorneys' fees, must be paid in full to United.

18. No Right of Offset. There is no right of offset. Shareholder may not withhold assessments owed to United on the alleged grounds that the Shareholder is entitled to recover money or damages from United for some other obligation.

19. Returned Checks. United may charge the Shareholder a Twenty-Five Dollar (\$25.00) fee for the first check tendered to United that is returned unpaid by the Shareholder's bank and Thirty-Five Dollars (\$35.00) for each subsequent check passed on insufficient funds. If the check cannot be negotiated, United may also seek to recover damages of at least One Hundred Dollars (\$100.00), or, if higher, three (3) times the amount of the check up to One Thousand, Five Hundred Dollars (\$1,500.00) pursuant to Civil Code Section 1719.

20. Additional Mailing Addresses. Shareholders have the right to provide a secondary address to United for mailing of an additional copy of notices and other correspondence related to collection of delinquent assessments. The Shareholder's request shall be in writing and shall be mailed to United in a way that shall indicate that United has received it. A Shareholder may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, United shall only be required to send notices to the indicated secondary address from the point United receives the request.

21. Charges Subject to Change. All charges listed herein are subject to change upon thirty (30) days prior written notice. After a delinquent account has been turned over to United's collection agent, United's collection agent's charges may vary from United's and are subject to change without prior written notice. Shareholders in collections should rely on United collection agent's charges and statement of account.

22. Notice and Hearing Prior to Suspension of Shareholder Privileges. Until the Shareholder has paid all amounts due, including delinquent assessments, late charges, interest and costs of collection, including attorneys' fees, and duly imposed fines, fees and chargeable services, and associated late charges and interest, the Board of Directors may suspend the Shareholder's right to vote, and suspend the Shareholder's right to use United's recreational facilities and/or the facilities or services provided by the Golden Rain Foundation of Laguna Woods after providing the Shareholder with a duly noticed hearing pursuant to Civil Code Section 5855. However, any suspension imposed shall not prevent the delinquent Shareholder from the use, benefit and pleasure of the Shareholder's leasehold interest (i.e., the manor).

When the Board is to meet in executive session to consider or impose a monetary charge as a means of reimbursing United for costs incurred by it in the repair of damage to common area and facilities caused by a member or the member's guest or tenant, the

Board shall notify the member in writing, by either personal delivery or individual delivery pursuant to Section 4040, at least 10 days prior to the meeting. (Civil Code Section 5855(a).) The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a member may be disciplined or the nature of the damage to the common area and facilities for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the board at the meeting.

23. Overnight Payments. The mailing address for overnight payment of assessments is: United Laguna Woods Mutual, Attn: Assessments, 24351 El Toro Road, Laguna Woods, CA 92637.

24. Annual Notice to Members. United shall distribute its collection policy to each member during the 60-day period immediately preceding the beginning of United's fiscal year.

25. No limitations. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United.

**BOARD OF DIRECTORS
UNITED LAGUNA WOODS MUTUAL**

ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay Association (United) assessments may result in the loss of a shareholder's property (leasehold interest in a Unit as evidenced by a stock certificate) through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure or without court action, often referred to as nonjudicial foreclosure. If a shareholder defaults under his or her Occupancy Agreement by failing to pay assessments when due, United also has the right, but not the obligation, to terminate the shareholder's stock certificate, which may result in the eviction of the occupants of the Unit.

For liens recorded on and after January 1, 2006, the Association (United) may not use judicial or nonjudicial foreclosure to enforce the lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than One Thousand Eight Hundred Dollars (\$1,800). For delinquent assessments or carrying charges in excess of One Thousand Eight Hundred Dollars (\$1,800) or more than 12 months delinquent, the Association (United) may use judicial or nonjudicial foreclosure subject to the conditions set forth in Article 3 (commencing with Section 5700) of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or nonjudicial foreclosure, the Association (United) records a lien against the shareholder's separate interest. The shareholder's separate interest (a leasehold interest in a Unit as evidenced by a stock certificate) may be sold to satisfy the lien if the amounts secured by the lien are not paid. (Sections 5700 through 5720 of the Civil Code, inclusive) If a shareholder defaults under his or her Occupancy Agreement by failing to pay assessments when due, United also has the right but not the obligation to terminate the shareholder's stock certificate pursuant to the procedures set forth in the governing documents, including without limitation, the Bylaws and Occupancy Agreement, which may result in the eviction of the occupants of the Unit by an unlawful detainer action or other proceedings which may apply to the eviction of tenants.

In a judicial or nonjudicial foreclosure, the Association (United) may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The Association (United) may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common areas damaged by a shareholder or a shareholder's guests, if the governing documents provide for this. (Section 5725 of the Civil Code)

The Association (United) must comply with the requirements of Article 2 (commencing with Section 5650) of Chapter 8 of Part 5 of Division 4 of the Civil Code when collecting delinquent assessments. If the Association (United) fails to follow these requirements, it may not record a lien against the shareholder's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the Association (United). (Section 5675 of the Civil Code)

At least 30 days prior to recording a lien on a shareholder's separate interest (the leasehold interest in a Unit as evidenced by a stock certificate), the Association (United) must provide the shareholder with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the shareholder. A shareholder has a right to review the Association's (United's) records to verify the debt. (Section 5660 of the Civil Code)

If a lien is recorded against a shareholder's separate interest (the leasehold interest in a Unit as evidenced by a stock certificate) in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide a shareholder with certain documents in this regard. (Section 5685 of the Civil Code)

The collection practices of the Association (United) may be governed by state and federal laws regarding fair debt collection. Penalties can be imposed for debt collection practices that violate these laws.

PAYMENTS

When a shareholder makes a payment, he or she may request a receipt, and the Association (United) is required to provide it. On the receipt, the Association (United) must indicate the date of payment and the person who received it. The Association (United) must inform shareholders of a mailing address for overnight payments. (Section 5655 of the Civil Code)

A shareholder may, but is not obligated to, pay under protest any disputed charge or sum levied by the Association (United), including, but not limited to, a monthly carrying charge, assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

A shareholder may dispute an assessment debt by submitting a written request for dispute resolution to the Association (United) as set forth in Article 2 (commencing with Section 5900) of Chapter 10 of Part 5 of Division 4 of the Civil

Code. In addition, an Association (United) may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 3 (commencing with Section 5925) of Chapter 10 of Part 5 of Division 4 of the Civil Code, if so requested by the shareholder. Binding arbitration shall not be available if the Association (United) intends to initiate a judicial foreclosure.

A shareholder is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section 5685 of the Civil Code)

MEETINGS AND PAYMENT PLANS

A shareholder of a separate interest (the leasehold interest in a Unit as evidenced by a stock certificate) that is not a timeshare may request the Association (United) to consider a payment plan to satisfy a delinquent assessment. The Association (United) must inform shareholders of the standards for payment plans, if any exist. (Section 5665 of the Civil Code)

The Board of Directors must meet with a shareholder who makes a proper written request for a meeting to discuss a payment plan when the shareholder has received a notice of a delinquent assessment. These payment plans must conform with the payment plan standards of the Association (United), if they exist. (Section 5665 of the Civil Code)



YEAR 2025 COLLECTION AND LIEN ENFORCEMENT POLICY AND PROCEDURES FOR ASSESSMENT DELINQUENCIES

PURPOSE STATEMENT

The following is a statement (the “Policy Statement”) of the specific procedures, policies and practices employed by United Laguna Woods Mutual, a California nonprofit mutual benefit corporation (“United”) in enforcing lien rights or other legal remedies for default in payment of assessments against its members (“Shareholders”). This Policy Statement is provided pursuant to the requirements of California Civil Code Section 5310(a)(7) and incorporates by reference the disclosure provided by United pursuant to California Civil Code Section 5730.

The collection of delinquent assessments is of vital concern to all Shareholders of United. Such efforts ensure that all Shareholders pay their fair share of the costs of services and facilities provided and maintained by United. Shareholders’ failure to pay assessments when due creates a cash-flow problem for United and causes those Shareholders who make timely payment of their assessments to bear a disproportionate share of the community’s financial obligations.

Assessments are the separate debt of shareholders. United may employ single collection recourses or combinations thereof as allowed by law. In addition to any other rights provided for by law or described in the governing documents, including, but not limited to the Articles of Incorporation, Bylaws and each Shareholder’s Occupancy Agreement (“Governing Documents”), the Board has the right to collect delinquent assessments as stated herein.

WE SINCERELY TRUST THAT ALL SHAREHOLDERS, IN THE SPIRIT OF COOPERATION AND IN RECOGNITION OF THEIR LEGAL OBLIGATIONS, WILL MAKE TIMELY PAYMENTS AND AVOID THE IMPOSITION OF LATE CHARGES AND POSSIBLE RESULTANT LEGAL ACTION, AND REIMBURSEMENT FOR THE COSTS OF SUCH LEGAL ACTION. IT IS IN YOUR BEST INTEREST AND THE BEST INTEREST OF THE COMMUNITY AS A WHOLE TO MAKE YOUR MONTHLY PAYMENTS ON TIME.

REGARDLESS OF WHETHER A LIEN IS RECORDED AGAINST YOUR LEASEHOLD INTEREST DURING THE COLLECTION OF PAST-DUE ASSESSMENTS, ALL SHAREHOLDERS HAVE A PERSONAL AND ONGOING OBLIGATION TO PAY ASSESSMENTS AND CHARGES.

BASIC POLICIES AND PROCEDURES

Delinquency reports are made available monthly by United’s managing agent to the Board of United, identifying the delinquent Shareholder, the delinquent amount and the length of time the assessments have been in arrears. Additionally, to ensure the prompt payment of monthly assessments United employs the following collection and lien enforcement procedures. The

policies and practices outlined herein shall remain in effect until such time as they may be changed, modified, or amended by a duly adopted resolution of United's Board of Directors.

Pursuant to United's Governing Documents, as well as the California Civil Code, the following are United's collection and lien enforcement policies and procedures for assessment delinquencies. Also following, pursuant to Paragraphs 3, 16 and 22, are United's collection policies and procedures for the collection of fines, fees, and chargeable services charged against Shareholders pursuant to the Governing Documents and current law:

1. Assessments; Assessments Due Date. "Carrying Charges" as defined by United's Occupancy Agreement, also referred to as "assessments" in United's Bylaws, are referred to throughout this Policy Statement as "assessments." Assessments are due and payable to United, in advance, in equal monthly installments, on the first (1st) day of each month. **It is each Shareholder's responsibility to pay assessments in full each month regardless of whether a billing statement is received.** Special assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing the special assessment. In no event shall a special assessment be due and payable earlier than thirty (30) days after the special assessment is duly imposed. If a special assessment is payable in installment payments and an installment payment of that special assessment is delinquent for more than 30 days, all remaining installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due and payable. The remaining balance shall be subject to late charges and interest as provided herein. Note that the obligation to pay assessments shall not be relieved or modified by the temporary closure and/or modified availability of common area facilities and amenities, absent a moratorium or mandate from state officials, or as otherwise determined at the discretion of the Board of Directors.

2. Reminder Notice; Administrative Collection Fee. If Assessments are not received by United on or before the close of business on the sixteenth (16th) day of the month (or if a special assessment is not received by United on or before the close of business on the fifteenth (15th) day after it is due), a Reminder Notice is sent to the Shareholder. PLEASE NOTE THAT TO BE CONSIDERED TIMELY, THE PAYMENT MUST BE RECEIVED BY UNITED WITHIN THIS FIFTEEN (15) DAY GRACE PERIOD. SIMPLY PLACING THE PAYMENT IN THE MAIL BEFORE THE GRACE PERIOD EXPIRES IS NOT SUFFICIENT. It is the policy of United not to waive any duly imposed late charges, interest, or collection fees and costs. Each delinquent account shall incur an administrative collection fee, in the amount of Five Hundred Dollars (\$500) (the "Administrative Collection Fee"), which is charged by United's managing agent to cover staff's costs to prepare the files for delivery to United's collection agent in order to carry out collection activities authorized hereunder, as well as direct costs incurred in recording and/or forwarding documents in connection with the collection process. This Administrative Collection Fee may be increased by majority vote of United's Board, and may be collected by United's collection agent on United's behalf, and remitted to United's managing agent, or may be directly collected by United's managing agent. IT IS THE SHAREHOLDER'S RESPONSIBILITY TO ALLOW AMPLE TIME TO DROP OFF OR MAIL ALL PAYMENTS SO THAT THEY ARE RECEIVED BEFORE THE DELINQUENCY DATE. All notices or invoices for assessments will be sent to Shareholders by first-class mail addressed to the Shareholder or the Shareholder's designee at his or her address as shown on the

books and records of United unless otherwise required by law. However, it is the Shareholder's responsibility to be aware of the assessment payment due dates and to advise United of any changes in the Shareholder's mailing address.

3. Late Charges; Interest. Assessments not received by the sixteenth (16th) day of the month will incur a late fee in an amount equal to ten percent (10%) of the delinquent assessment, consistent with statutory authority. Further, both state law and United's governing documents provide for interest on the delinquent assessment, late charges and collection fees and costs. Accordingly, interest may be imposed thirty (30) days after the assessment is due, at an annual percentage rate not to exceed Twelve Percent (12%), consistent with Civil Code Section 5650. Such interest may be imposed and collected per the foregoing sentence regardless of whether the Shareholder's delinquent account is referred to United's collection agent for collections. Non-assessment fines, fees and chargeable services are also subject to late charges and interest.

4. Thirty-Day Pre-Lien Letter Notice to Delinquent Shareholder. If full payment of the delinquent amount is not received by the close of business on the thirtieth (30th) day after the date of the Reminder Notice, United's managing agent will send a pre-lien letter (also referred to as a final demand for payment letter) to the Shareholder as required by Civil Code Section 5660 by certified and regular first class mail, to the Shareholder's mailing address of record in United's books and records advising of, among other things required by law, the delinquent status of the account, including an itemized statement of the charges owed by the shareholder, impending collection action and the Shareholder's rights including a statement that the shareholder will not be liable to pay charges, interest and costs of collection if it is determined the assessment was paid on time to United, and the right to request a meeting with the Board of Directors of United pursuant to Civil Code Section 5665, the right to dispute the assessment debt by submitting a written request for dispute resolution pursuant to Civil Code pursuant to Article 2 (commencing with Section 5900) of Chapter 10 ("IDR"), the right to request alternative dispute resolution pursuant to Article 3 (commencing with Section 5925) of Chapter 10 ("ADR") and the right to request debt validation. Notwithstanding the provisions of this paragraph, United may cause a pre-lien letter to be sent to a delinquent Shareholder at any time when there is an open escrow involving the Shareholder's leasehold interest, may cause a pre-lien letter to be sent to a delinquent Shareholder if any special assessment becomes delinquent, and/or may turn the delinquent account over to United's collection agent to send a pre-lien letter to a delinquent Shareholder.

5. Recordation of a Lien Against a Delinquent Shareholder's Leasehold Interest. If a Shareholder does not pay the amounts set forth in the pre-lien letter and does not request IDR or ADR within thirty (30) days of the date of the pre-lien letter, or, otherwise, requests to validate the debt in which case the collection process will be placed on hold in order to validate the debt, the delinquent account will be turned over to United's collection agent for collections. The Board shall decide, by majority vote in an open meeting, whether to authorize United's collection agent to record a lien for the amount of any delinquent assessments, late charges, interest, and collection fees and costs, including attorneys' fees against the Shareholder's leasehold interest. If United authorizes United's collection agent to record a lien against the Shareholder's leasehold interest, the Shareholder will incur additional fees and costs for preparing

and recording the lien. The lien may be enforced in any manner permitted by law, including without limitation, judicial or non-judicial foreclosure (Civil Code Section 5700).

6. Enforcement of a Lien. United's collection agent may be authorized to enforce the lien thirty (30) days after recordation of the lien, in any manner permitted by law, which may include recording a Notice of Default. United may foreclose the lien by judicial or non-judicial foreclosure when either (a) the delinquent assessment amount totals One Thousand Eight Hundred Dollars (\$1,800.00) or more, excluding accelerated assessments, late charges, interest, and collection fees and costs or (b) the assessments are delinquent for more than twelve (12) months. **YOU COULD LOSE YOUR LEASEHOLD INTEREST AT UNITED IF A FORECLOSURE ACTION IS COMPLETED.** A non-judicial foreclosure sale by United to collect upon a debt for delinquent assessments is subject to a statutory right of redemption. The redemption period within which your leasehold interest may be redeemed ends ninety (90) days after United's foreclosure sale, per California Civil Code Section 5715(b). The Shareholder will incur significant additional fees and costs if a Notice of Default is recorded and a foreclosure action is commenced against the Shareholder's leasehold interest. The decision to foreclose on a lien must be made by a majority of the Board of Directors in an Executive Session meeting and the Board of Directors must record their votes in the minutes of the next open meeting of the Board. The Board must maintain the confidentiality of the delinquent Shareholder(s) by identifying the matter in the minutes by only the parcel number of the property in which the Shareholder has a leasehold interest. Prior to initiating any foreclosure sale on a recorded lien, United shall offer delinquent Shareholders the option of participating in IDR, ADR, or both IDR and ADR as requested by the Shareholder.

United may commence and maintain a lawsuit directly on the debt without waiving its right to establish a lien and initiate foreclosure against the owner's separate interest for the delinquent assessment. In any action to collect delinquent assessments, late charges, or interest, the prevailing party will be entitled to costs and reasonable attorney's fees.

7. Inspection of Books and Records. A Shareholder is entitled to inspect United's accounting books and records to verify the amounts owed pursuant to Civil Code Section 5200, *et seq.*

8. Application of Payments. Any payments made shall be first applied to assessments owed and only after the assessments owed are paid in full, shall such payment be applied to late charges, interest, and collection fees and costs, including attorneys' fees.

9. Account Sent to United's Collection Agent In Error. In the event it is determined that the Shareholder has paid the assessments on time, the Shareholder will not be liable to pay the charges, interests, and fees and costs of collection associated with collection of those assessments. If it is determined that a lien was recorded in error, a release of lien shall be recorded within twenty-one (21) calendar days and the owner of the separate interest will be provided with a copy of the release of lien. If the lien was recorded in error, United shall promptly reverse all late charges, fees, interest, attorney's fees, and costs of collection.

10. Payment Under Protest. A Shareholder may but is not obligated to, pay under protest any disputed charge or sum levied by United, including but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

11. Right to Dispute the Debt. A Shareholder has the right to dispute the assessment debt by submitting a written request for dispute resolution to the collection agent for delivery to United pursuant to Civil Code Section 5900 *et seq.* A dispute, by itself, will not impede United's ability to record a lien.

12. Right to Request Internal Dispute Resolution ("IDR"). Pursuant to Civil Code Section 5670, prior to recording a lien, United offers to Shareholders, and if so requested by a Shareholder, participation in internal dispute resolution ("IDR") pursuant to United's "meet and confer" program.

13. Right to Request Alternative Dispute Resolution ("ADR"). A Shareholder has the right to request alternative dispute resolution with a neutral third party pursuant to Civil Code Section 5925 *et seq.* before United may initiate foreclosure against the Shareholder's leasehold interest, except that binding arbitration shall not be available if United intends to initiate a judicial foreclosure.

14. Right to Request Debt Validation. Under the Fair Debt Collection Practices Act ("FDCPA"), a Shareholder may request that United and/or its collection agent send the Shareholder proof that the debt sought to be recovered is valid, that the Shareholder lawfully owes the debt, and that United and/or its collection agent has the right to collect the debt.

15. Payment Plan Requests. Any Shareholder who is unable to pay assessments will be entitled to make a written request for a payment plan to United, or United's collection agent, as applicable, to be considered by the Board of Directors. A Shareholder may also request to meet with the Board in executive session to discuss a payment plan if the payment plan request is mailed within fifteen (15) days of the postmark date of the pre-lien letter. The Board will consider payment plan requests on a case-by-case basis and is under no obligation to grant payment plan requests. Payment plans shall not interfere with United's ability to record a lien on a Shareholder's separate interest to secure payment for the Shareholder's delinquent assessments. If the Board authorizes a payment plan, it may incorporate payment of ongoing assessments that accrue during the payment plan period in addition to a \$50 one-time setup fee. If a payment plan is approved by the Board, additional late charges from the Shareholder will not accrue while the Shareholder remains current under the terms of the payment plan. If the Shareholder breaches an approved payment plan, United may resume its collection action from the time the payment plan was approved.

16. Termination of Shareholder's Rights under Occupancy Agreement. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United (such as duly levied and imposed assessments, fines, fees and chargeable services, and any associated late charges and interest), or to pursue any other discipline set forth in United's governing documents, including but not limited to a termination of the Shareholder's rights under the

Occupancy Agreement pursuant to Article 14 therein and pursuant to the procedures set forth in Article IV, Section 3 of the Bylaws and pursuing an unlawful detainer action or other proceeding which may apply to the eviction of tenants.

17. Release of Lien. Prior to the release of any lien, or dismissal of any legal action, all assessments, late charges, interest, and fees and costs of collection, including attorneys' fees, must be paid in full to United.

18. No Right of Offset. There is no right of offset. Shareholder may not withhold assessments owed to United on the alleged grounds that the Shareholder is entitled to recover money or damages from United for some other obligation.

19. Returned Checks. United may charge the Shareholder a Twenty-Five Dollar (\$25.00) fee for the first check tendered to United that is returned unpaid by the Shareholder's bank and Thirty-Five Dollars (\$35.00) for each subsequent check passed on insufficient funds. If the check cannot be negotiated, United may also seek to recover damages of at least One Hundred Dollars (\$100.00), or, if higher, three (3) times the amount of the check up to One Thousand, Five Hundred Dollars (\$1,500.00) pursuant to Civil Code Section 1719.

20. Additional Mailing Addresses. Shareholders have the right to provide a secondary address to United for mailing of an additional copy of notices and other correspondence related to collection of delinquent assessments. The Shareholder's request shall be in writing and shall be mailed to United in a way that shall indicate that United has received it. A Shareholder may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, United shall only be required to send notices to the indicated secondary address from the point United receives the request.

21. Charges Subject to Change. All charges listed herein are subject to change upon thirty (30) days prior written notice. After a delinquent account has been turned over to United's collection agent, United's collection agent's charges may vary from United's and are subject to change without prior written notice. Shareholders in collections should rely on United collection agent's charges and statement of account.

22. Notice and Hearing Prior to Suspension of Shareholder Privileges. Until the Shareholder has paid all amounts due, including delinquent assessments, late charges, interest and costs of collection, including attorneys' fees, and duly imposed fines, fees and chargeable services, and associated late charges and interest, the Board of Directors may suspend the Shareholder's right to vote, and suspend the Shareholder's right to use United's recreational facilities and/or the facilities or services provided by the Golden Rain Foundation of Laguna Woods after providing the Shareholder with a duly noticed hearing pursuant to Civil Code Section 5855. However, any suspension imposed shall not prevent the delinquent Shareholder from the use, benefit and pleasure of the Shareholder's leasehold interest (i.e., the manor).

When the Board is to meet in executive session to consider or impose a monetary charge as a means of reimbursing United for costs incurred by it in the repair of damage to common area and facilities caused by a member or the member's guest or tenant, the Board shall notify the member in writing, by either personal delivery or individual

delivery pursuant to Section 4040, at least 10 days prior to the meeting. (Civil Code Section 5855(a).) The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a member may be disciplined or the nature of the damage to the common area and facilities for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the board at the meeting.

23. Overnight Payments. The mailing address for overnight payment of assessments is: United Laguna Woods Mutual, Attn: Assessments, 24351 El Toro Road, Laguna Woods, CA 92637.

24. Annual Notice to Members. United shall distribute its collection policy to each member during the 60-day period immediately preceding the beginning of United's fiscal year.

25. No limitations. Nothing herein limits or otherwise affects United's right to proceed in any lawful manner to collect any delinquent sums owed to United.

**BOARD OF DIRECTORS
UNITED LAGUNA WOODS MUTUAL**

ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay Association (United) assessments may result in the loss of a shareholder's property (leasehold interest in a Unit as evidenced by a stock certificate) through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure or without court action, often referred to as nonjudicial foreclosure. If a shareholder defaults under his or her Occupancy Agreement by failing to pay assessments when due, United also has the right, but not the obligation, to terminate the shareholder's stock certificate, which may result in the eviction of the occupants of the Unit.

For liens recorded on and after January 1, 2006, the Association (United) may not use judicial or nonjudicial foreclosure to enforce the lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than One Thousand Eight Hundred Dollars (\$1,800). For delinquent assessments or carrying charges in excess of One Thousand Eight Hundred Dollars (\$1,800) or more than 12 months delinquent, the Association (United) may use judicial or nonjudicial foreclosure subject to the conditions set forth in Article 3 (commencing with Section 5700) of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or nonjudicial foreclosure, the Association (United) records a lien against the shareholder's separate interest. The shareholder's separate interest (a leasehold interest in a Unit as evidenced by a stock certificate) may be sold to satisfy the lien if the amounts secured by the lien are not paid. (Sections 5700 through 5720 of the Civil Code, inclusive) If a shareholder defaults under his or her Occupancy Agreement by failing to pay assessments when due, United also has the right but not the obligation to terminate the shareholder's stock certificate pursuant to the procedures set forth in the governing documents, including without limitation, the Bylaws and Occupancy Agreement, which may result in the eviction of the occupants of the Unit by an unlawful detainer action or other proceedings which may apply to the eviction of tenants.

In a judicial or nonjudicial foreclosure, the Association (United) may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The Association (United) may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common areas damaged by a shareholder or a shareholder's guests, if the governing documents provide for this. (Section 5725 of the Civil Code)

The Association (United) must comply with the requirements of Article 2 (commencing with Section 5650) of Chapter 8 of Part 5 of Division 4 of the Civil Code when collecting delinquent assessments. If the Association (United) fails to follow these requirements, it may not record a lien against the shareholder's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the Association (United). (Section 5675 of the Civil Code)

At least 30 days prior to recording a lien on a shareholder's separate interest (the leasehold interest in a Unit as evidenced by a stock certificate), the Association (United) must provide the shareholder with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the shareholder. A shareholder has a right to review the Association's (United's) records to verify the debt. (Section 5660 of the Civil Code)

If a lien is recorded against a shareholder's separate interest (the leasehold interest in a Unit as evidenced by a stock certificate) in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide a shareholder with certain documents in this regard. (Section 5685 of the Civil Code)

The collection practices of the Association (United) may be governed by state and federal laws regarding fair debt collection. Penalties can be imposed for debt collection practices that violate these laws.

PAYMENTS

When a shareholder makes a payment, he or she may request a receipt, and the Association (United) is required to provide it. On the receipt, the Association (United) must indicate the date of payment and the person who received it. The Association (United) must inform shareholders of a mailing address for overnight payments. (Section 5655 of the Civil Code)

A shareholder may, but is not obligated to, pay under protest any disputed charge or sum levied by the Association (United), including, but not limited to, a monthly carrying charge, assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

A shareholder may dispute an assessment debt by submitting a written request for dispute resolution to the Association (United) as set forth in Article 2 (commencing with Section 5900) of Chapter 10 of Part 5 of Division 4 of the Civil

Code. In addition, an Association (United) may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 3 (commencing with Section 5925) of Chapter 10 of Part 5 of Division 4 of the Civil Code, if so requested by the shareholder. Binding arbitration shall not be available if the Association (United) intends to initiate a judicial foreclosure.

A shareholder is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section 5685 of the Civil Code)

MEETINGS AND PAYMENT PLANS

A shareholder of a separate interest (the leasehold interest in a Unit as evidenced by a stock certificate) that is not a timeshare may request the Association (United) to consider a payment plan to satisfy a delinquent assessment. The Association (United) must inform shareholders of the standards for payment plans, if any exist. (Section 5665 of the Civil Code)

The Board of Directors must meet with a shareholder who makes a proper written request for a meeting to discuss a payment plan when the shareholder has received a notice of a delinquent assessment. These payment plans must conform with the payment plan standards of the Association (United), if they exist. (Section 5665 of the Civil Code)



RESOLUTION 01-24-XX

2025 Collection and Lien Enforcement Policy

WHEREAS, in accordance with California Civil Code, United Laguna Woods Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies.

NOW THEREFORE BE IT RESOLVED, July 9, 2024, that the Board of Directors hereby adopts the 2025 United Laguna Woods Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2024 as part of the Annual Policy Statement.

RESOLVED FURTHER, that Resolution 01-23-71 adopted December 12, 2023 is hereby superseded and canceled on the effective date of January 1, 2025.

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

JUNE 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: July 9, 2024
FOR: Board of Directors
SUBJECT: Disciplinary Update Report

RECOMMENDATION

Receive and file.

BACKGROUND

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

DISCUSSION

Below is a breakdown of disciplinary cases for the months of April to June, 2024:

Type of Allegation	Apr	May	Jun
Abandoned Vehicle:	4	5	5
Alteration Maintenance:	14	15	17
Alteration Standards:	11	14	17
Animal Nuisance:	22	24	22
Clutter:	164	151	160
<i>Balcony Clutter:</i>	27	24	14
<i>Breezeway Clutter:</i>	29	25	33
<i>Carport Clutter:</i>	43	33	42
<i>Common Area Clutter:</i>	35	36	40
<i>Interior Clutter:</i>	9	7	10
<i>Patio Clutter:</i>	21	26	21
Delinquencies:	31	31	42
Illegal Occupancy:	37	42	43
Landscape:	11	14	15
Maintenance:	26	18	23
Nuisance:	34	27	36
Real Estate Signage:	2	2	3
Smoking Policy:	5	3	7
Traffic Violations:	7	7	8
Vehicle Oil:	1	1	3
Total Number of Cases:	369	354	401

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

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ENDORSEMENT (to Board)

Discuss and Consider the Passive Business Policy and Application:

United's governing documents state that members shall use their units as a private dwelling and for no other purpose. However, in order to accommodate the evolving needs of its members, United Mutual established a policy to allow members to conduct select, administrative type businesses in their units. The purpose of the policy was to put in place reasonable standards that allow certain businesses to operate in a member's unit without negatively affecting neighbors and/or the community.

United Mutual's Policy Regulating Home Occupations was established on September 11, 2001 by way of Resolution U-01-82 (ATT 1). The same policy was also adopted by Third Laguna Hills Mutual and Mutual Fifty in 2001 in order to make it a universal policy and application. Since the policy has not been revised since its inception, it is necessary to update the current policy by removing any reference to Laguna Woods Mutual No. Fifty, clarifying the Mutual's intent of establishing such policy, and to make other scrivener administrative updates by making language consistent throughout the policy (ATTs 2 and 3).

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

This revised policy was brought forth to the Third Mutual Board of Directors to review and adopt at its June 18, 2024 meeting.

Mr. Jeff Spies, Community Services Manager, presented the Passive Home Business Policy for the Committee to consider and review. The Committee discussed the matter.

Chair Blackwell made a motion to approve the Passive Home Business Policy as presented and forward for board consideration. Director Lee seconded the motion.

By unanimous consent, the motion passed.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: United Mutual Policy Regulating Passive Home Businesses

RECOMMENDATION

Staff recommends that the Governing Documents Review Committee approve administrative revisions to the Mutual's Policy Regulating Passive Home Businesses.

BACKGROUND

United's governing documents state that members shall use their units as a private dwelling and for no other purpose. However, in order to accommodate the evolving needs of its members, United Mutual established a policy to allow members to conduct select, administrative type businesses in their units. The purpose of the policy was to put in place reasonable standards that allow certain businesses to operate in a member's unit without negatively affecting neighbors and/or the community.

DISCUSSION

United Mutual's Policy Regulating Home Occupations was established on September 11, 2001 by way of Resolution U-01-82 (ATT 1). The same policy was also adopted by Third Laguna Hills Mutual and Mutual Fifty in 2001 in order to make it a universal policy and application. Since the policy has not been revised since its inception, it is necessary to update the current policy by removing any reference to Laguna Woods Mutual No. Fifty, clarifying the Mutual's intent of establishing such policy, and to make other scrivener administrative updates by making language consistent throughout the policy (ATTs 2 and 3).

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

This revised policy was brought forth to the Third Mutual Board of Directors to review and adopt at its June 18, 2024 meeting.

FINANCIAL ANALYSIS

It is not anticipated that the passive home business policy revisions will have any financial impact.

Prepared By: Patty Kurzet, Membership Services Coordinator

Reviewed By: Jeff Spies, Community Services Manager

ATTACHMENT(S)

ATT 1 – Current Policy Regulating Home Occupations
ATT 2 – Policy Regulating Passive Home Businesses – redline
ATT 3 – Policy Regulating Passive Home Businesses - clean
ATT 4 – Resolution 01-24-XX

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POLICY REGULATING HOME OCCUPATIONS

It is the current policy of the three housing corporations, that Members may use the dwelling unit for no other purpose than as a dwelling unit. The following rules and regulations were adopted by United Laguna Hills Mutual Resolution No. 82 – September 11, 2001; Third Laguna Hills Mutual Resolution No. 38 – August 21, 2001; Laguna Woods Mutual 50 Resolution No. 24 (a) – September 20, 2001.

The intent of the restriction is to preclude the use of the dwelling unit in any manner that creates a nuisance, has an adverse effect on the Mutual's insurance rates or has a negative impact on surrounding properties. Nuisance or negative impact can result from increased vehicular traffic, increased pedestrian traffic, noise, parking congestion, and other conditions that affect the other residents or properties in the surrounding area.

Further, it is the Mutual's intent to prescribe a reasonable standard which permit the conduct of certain businesses which do not have an adverse affect on the community.

Limitations of Dwelling Use

1. The business shall not change the principal character of the dwelling as a residence;
2. The business shall not employ, either paid or unpaid, persons who are not bona fide residents of the dwelling;
3. The business shall be conducted only within the dwelling structure interior, and shall not operate in, or be conducted upon any common area, or limited use common area, including a garage, patio, balcony or carport;
4. The business shall not display any signage or other evidence of a business inside or on the exterior of the premises;
5. The business operator shall not utilize the dwelling address in any advertisement, on any business stationery, or business cards;
6. The business shall not occupy more than one room within the dwelling, or 25% of the gross floor area, whichever is less;
7. The business shall not produce, store, maintain on the site, or use in its operation any hazardous material (other than typical household cleaning materials in small quantities) which can affect the Mutual's insurance rates;
8. No tools, materials or any equipment used in the business may generate smoke, noise, dust, odors or vibration which are atypical of residential property use;
9. A business which uses telephone, computer or mail marketing may not ship, send or otherwise distribute, or receive delivery of business-related goods or merchandise at the dwelling;
10. Persons conducting home occupations are subject to the regulatory codes and ordinances of the jurisdiction(s) in which the dwelling is located.

Violations of this policy can result in suspension of the use of Mutual facilities, suspension of voting privileges, and a monetary penalty of up to \$500.

APPLICATION FOR PERMIT TO CONDUCT A PASSIVE BUSINESS IN A MANOR	MUTUAL <input type="checkbox"/> UNITED <input type="checkbox"/> THIRD FIFTY
NAME OF RESIDENT	MANOR ADDRESS
DESCRIBE NATURE OF BUSINESS (SALES, COUNSELING, CONSULTING, ETC.)	
DESCRIBE WHERE AND HOW SERVICES WILL BE PROVIDED (IN CUSTOMER'S HOME, OUTSIDE OFFICE, ETC.)	
ACKNOWLEDGMENT BY APPLICANT	
<p>I am applying for this permit in order to conduct a business in or from my Laguna Woods Village manor. I understand that the governing rules of my Mutual homeowners association prohibit the conduct of any business, commercial undertaking or other professional activity that can cause a nuisance to other residents or to the community at large.</p> <p>I attest that the persons to whom I provide service will not visit my manor for purposes related to the business activity, and that all contacts with my clients shall be away from my manor. Further, I attest that the business will not cause an increase in vehicular traffic, either from deliveries, shipping or otherwise; that the business will not cause an increase in pedestrian traffic; and that my manor address will not appear on my business stationery or business cards, or in any advertising that I may use to solicit business.</p> <p>I have read the Mutual <u>Policy Regulating Home Occupations</u> on the reverse side of this Application form and agree to comply with all the restrictions and conditions therein.</p>	
SIGNATURE OF APPLICANT	DATE

ACTION BY MUTUAL BOARD OF DIRECTORS	
APPLICATION DENIED	APPLICATION APPROVED
The Board of Directors of this Mutual Corporation has reviewed the Application to Conduct a Passive Business. Based on the information provided, the application is denied.	The Board of Directors of this Mutual Corporation has reviewed the Application to Conduct a Passive Business. Based on assurances provided by the applicant herein, the Board of Directors gives approval to this application
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
DATE	DATE

PASSIVE BUSINESS IN A MANOR (REV 04-06)

Resolution U-01-82

Policy Regulating Passive Home Occupations

WHEREAS, in order to preclude activities which can be characterized as public nuisances, the United Mutual governing documents strictly prohibit the conduct of any business from, or within a manor; and

WHEREAS, the Board has been requested to determine if strict administration of the existing restriction is possible and enforceable;

NOW THEREFORE BE IT RESOLVED, that on September 11, 2001, the board of directors of this corporation:

1. Adopts the attached Policy Regulating Home Occupations which states the limited conditions under which a passive business may be conducted within a residential unit;
2. Directs the Managing Agent to continue to seek compliance with the Mutual's Policy;
3. Confirms that non-compliance with this policy shall be cause for imposing monetary penalties under the category of nuisances;
4. Shall seek to amend the Mutual's governing documents in order to reflect the proposed policy at the earliest possible time;
5. Directs the Managing Agent to work with the City of Laguna Woods to develop an ordinance which is in substantial agreement with the Mutual's policy; 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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POLICY REGULATING PASSIVE HOME OCCUPATIONSBUSINESSES

~~It is the current policy. The governing documents of the three housing corporations, Third Laguna Hills Mutual and United Laguna Woods Mutual state that Members may members shall use the their units as a private dwelling unit, and for no other purpose than as a dwelling unit. The following rules and regulations were. However, both mutuals recognize the need to establish restricted conditions under which a passive business may be conducted within a residential unit, and this policy regulating passive home businesses was adopted by United Laguna Hills Woods Mutual via Resolution No. U-01-82 on September 11, 2001; and by Third Laguna Hills Mutual via Resolution No. M3-01-38 on August 21, 2001; Laguna Woods Mutual 50 Resolution No. 24 (a) September 20, 2001.~~

The intent of the ~~restriction~~restrictions is to preclude the use of the dwelling unit in any manner that creates a nuisance, has an adverse effect on the ~~Mutual's~~mutual's insurance rates or has a negative impact on surrounding properties. ~~Nuisance~~A nuisance or negative impact can result from increased vehicular traffic, ~~increased~~ pedestrian traffic, noise, ~~and~~ parking congestion, ~~and as well as~~ other conditions that affect ~~the~~ other residents or properties in the surrounding area.

Further, it is the ~~Mutual's~~mutual's intent to prescribe a reasonable standard ~~which permit the conduct of that~~ allows certain businesses ~~which do not have an adverse affect onto~~ operate without negatively affecting neighbors and/or the community.

Limitations of Dwelling Use

- ~~III.1.~~ The business shall not change the principal character of the dwelling as a residence;.
- ~~IV.2.~~ The business shall not employ, ~~either~~ persons, paid or unpaid, ~~persons~~ who are not bona fide residents of the dwelling;.
- ~~V.3.~~ The business shall be conducted only within the dwelling structure interior, and shall not operate in, or be conducted upon any common area, or limited use common area, including a garage, patio, balcony or carport;.
- ~~VI.4.~~ The business shall not display any signage or other evidence of a business inside or on the exterior of the premises;.
- ~~VII.5.~~ The business operator shall not ~~utilize~~use the dwelling address in any advertisement, ~~or~~ on any business stationery, or business cards;.
- ~~VIII.6.~~ The business shall not occupy more than one room within the dwelling, or 25% of the gross floor area, whichever is less;.
- ~~IX.7.~~ The business shall not produce, store, maintain on the site, or use in its operation any hazardous material (other than typical household cleaning materials in small quantities) ~~which that~~ can affect the ~~Mutual's~~mutual's insurance rates;.
- ~~X.8.~~ No tools, materials or any equipment used in the business may generate smoke, noise, dust, odors or vibration ~~which that~~ are atypical of residential property use;.
- ~~XI.9.~~ A business ~~which that~~ uses telephone, computer or mail marketing may not ship, send or otherwise distribute, or receive delivery of business-related goods or merchandise, at the dwelling;.
- ~~XII.10.~~ Persons conducting home occupations businesses are subject to the regulatory codes and ordinances of the jurisdiction(s) in which the dwelling is located.

Violations of this policy can result in suspension of the use of ~~Mutual~~ GRF facilities, ~~suspension of~~ and voting privileges, and a monetary penalty of up to \$500.

APPLICATION FOR PERMIT TO CONDUCT A PASSIVE BUSINESS IN A MANOR		MUTUAL <input type="checkbox"/> UNITED <input type="checkbox"/> THIRD <input type="checkbox"/> FIFTY <input type="checkbox"/>
NAME OF RESIDENT <u>NAME</u>		MANOR ADDRESS
DESCRIBE NATURE OF BUSINESS (SALES, COUNSELING, CONSULTING, <u>ADMINISTRATIVE</u> , ETC.)		
DESCRIBE WHERE AND HOW SERVICES WILL BE PROVIDED (IN CUSTOMER'S HOME, <u>OUTSIDE HOME</u> OFFICE, ETC.)		
<u>APPLICANT ACKNOWLEDGMENT BY APPLICANT</u>		
<p>I am applying for this permit in order to conduct a business in or from my Laguna Woods Village manor. I understand that the governing rules of my Mutual homeowners <u>mutual homeowners</u>' association prohibit the conduct of any business, commercial undertaking or other professional activity that can cause a nuisance to other residents or to the community at large.</p> <p>I attest that the persons to whom I provide service will not visit my manor for purposes related to the business activity, and that all contacts with my clients shall be away from my manor. Further, I attest that the business will not cause an increase in vehicular <u>and/or pedestrian</u> traffic, either from deliveries <u>of product for resale</u>, shipping or otherwise; that the business will not cause <u>an increase in pedestrian traffic excessive noise, parking congestion and other conditions that affect other residents or surrounding areas</u>; and that my manor address will not appear on my business stationery or business cards, or in any advertising that I may use to solicit business.</p> <p>I have read the <u>Mutual Policy Regulating Home Occupations</u> mutual policy regulating passive home businesses on the reverse side of this <u>Application</u> application form and agree to comply with all the restrictions and conditions therein.</p>		
<u>APPLICANT SIGNATURE OF APPLICANT</u>		DATE

ACTION BY MUTUAL BOARD OF DIRECTORS	
APPLICATION DENIED	APPLICATION APPROVED
The Board <u>board</u> of Directors <u>directors</u> of this Mutual Corporation <u>mutual corporation</u> has reviewed the Application <u>application</u> to Conduct <u>conduct</u> a Passive Business <u>passive business</u> . Based on the information provided, the <u>board of directors denies this</u> application is denied .	The Board <u>board</u> of Directors <u>directors</u> of this Mutual Corporation <u>mutual corporation</u> has reviewed the Application <u>application</u> to Conduct <u>conduct</u> a Passive Business <u>passive business</u> . Based on assurances provided by the applicant herein, the Board <u>board</u> of Directors <u>gives approval to</u> directors <u>approves</u> this application.
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
DATE	DATE



POLICY REGULATING PASSIVE HOME BUSINESSES

The governing documents of Third Laguna Hills Mutual and United Laguna Woods Mutual state that members shall use their units as a private dwelling, and for no other purpose. However, both mutuals recognize the need to establish restricted conditions under which a passive business may be conducted within a residential unit, and this policy regulating passive home businesses was adopted by United Laguna Woods Mutual via Resolution U-01-82 on September 11, 2001, and by Third Laguna Hills Mutual via Resolution M3-01-38 on August 21, 2001.

The intent of the restrictions is to preclude the use of the dwelling unit in any manner that creates a nuisance, has an adverse effect on the mutual's insurance rates, or has a negative impact on surrounding properties. A nuisance or negative impact can result from increased vehicular traffic, pedestrian traffic, noise and parking congestion, as well as other conditions that affect other residents or properties in the surrounding area.

Further, it is the mutual's intent to prescribe a reasonable standard that allows certain businesses to operate without negatively affecting neighbors and/or the community.

Limitations of Dwelling Use

1. The business shall not change the principal character of the dwelling as a residence.
2. The business shall not employ persons, paid or unpaid, who are not bona fide residents of the dwelling.
3. The business shall be conducted only within the dwelling structure interior and shall not operate in, or be conducted upon any common area or limited-use common area, including a garage, patio, balcony or carport.
4. The business shall not display any signage or other evidence of a business inside or on the exterior of the premises.
5. The business operator shall not use the dwelling address in any advertisement or on any business stationery or business cards.
6. The business shall not occupy more than one room within the dwelling, or 25% of the gross floor area, whichever is less.
7. The business shall not produce, store, maintain on the site or use in its operation any hazardous material (other than typical household cleaning materials in small quantities) that can affect the mutual's insurance rates.
8. No tools, materials or any equipment used in the business may generate smoke, noise, dust, odors or vibration that are atypical of residential property use.
9. A business that uses telephone, computer or mail marketing may not ship, send or otherwise distribute, or receive delivery of business-related goods or merchandise, at the dwelling.
10. Persons conducting home businesses are subject to the regulatory codes and ordinances of the jurisdiction(s) in which the dwelling is located.

Violations of this policy can result in suspension of the use of GRF facilities and voting privileges, and a monetary penalty of up to \$500.

Updated 8-13-2024

APPLICATION FOR PERMIT TO CONDUCT A PASSIVE BUSINESS IN A MANOR		MUTUAL <input type="checkbox"/> UNITED <input type="checkbox"/> THIRD
RESIDENT NAME		MANOR ADDRESS
DESCRIBE NATURE OF BUSINESS (SALES, COUNSELING, CONSULTING, ADMINISTRATIVE, ETC.)		
DESCRIBE WHERE AND HOW SERVICES WILL BE PROVIDED (IN CUSTOMER'S HOME, HOME OFFICE, ETC.)		
APPLICANT ACKNOWLEDGMENT		
<p>I am applying for this permit to conduct a business in or from my Laguna Woods Village manor. I understand that the governing rules of my mutual homeowners' association prohibit the conduct of any business, commercial undertaking or other professional activity that can cause a nuisance to other residents or to the community at large.</p> <p>I attest that the business will not cause an increase in vehicular and/or pedestrian traffic, either from deliveries of product for resale, shipping or otherwise; that the business will not cause excessive noise, parking congestion and other conditions that affect other residents or surrounding areas; and that my manor address will not appear on my business stationery or business cards, or in any advertising that I may use to solicit business.</p> <p>I have read the mutual policy regulating passive home businesses on the reverse side of this application form and agree to comply with all the restrictions and conditions therein.</p>		
APPLICANT SIGNATURE		DATE

ACTION BY MUTUAL BOARD OF DIRECTORS	
APPLICATION DENIED	APPLICATION APPROVED
The board of directors of this mutual corporation has reviewed the application to conduct a passive business. Based on the information provided, the board of directors denies this application.	The board of directors of this mutual corporation has reviewed the application to conduct a passive business. Based on assurances provided by the applicant herein, the board of directors approves this application.
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
DATE	DATE



RESOLUTION 01-24-xx

Revised Policy Regulating Passive Home Businesses

WHEREAS, United Mutual's governing documents state that members shall use their units as a private dwelling, and for no other purpose; and

WHEREAS, United Mutual recognized the need to establish restricted conditions under which a passive business may be conducted, and on September 11, 2001, the Board adopted its Policy Regulating Home Occupations; and

WHEREAS, it is necessary to update the current policy by removing any reference to Laguna Woods Mutual No. Fifty, make clarifying statements that the Mutual's intent of the policy is to prescribe a reasonable standard that allows certain businesses to operate in a member's unit without negatively affecting the neighbors and/or the community, and to make other scrivener administrative updates by making language consistent throughout the policy;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, that the Board of Directors of this corporation hereby adopts the revised Policy Regulating Passive Home Businesses as attached to the official meeting minutes of this corporation; and

RESOLVED FURTHER, that any violations of said policy can result in suspension of the use of GRF facilities and voting privileges, and a monetary penalty of up to \$500; and

RESOLVED FURTHER, that Resolution U-01-82 adopted September 11, 2001 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.

JULY 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)

Revision to Standard No. 24 – Skylight Installations

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. 24 – Skylight Installations.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 24: Skylight Installations

RECOMMENDATION

Approve a resolution to revise Standard 24: Skylight Installations.

BACKGROUND

The ACSC initiated a review of the current Standard 24: Skylight Installations (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards as well as current building code standards. Standard 24 was last revised in January 2019, via Resolution 01-19-09 (Attachment 2).

DISCUSSION

Updates and clarifications were reviewed and undertaken. In Section 2.0 a design criterion was added. In Section 3.0 roofing protocols, skylight placements, asbestos protocols, and protocols for building trusses were clarified. Section 4.0 Maintenance was added.

On June 20, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 24.

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 24: Skylight Installations
Attachment 2 – Current Resolution 01-19-09
Attachment 3 – Redlined Revised Standard 24: Skylight Installations
Attachment 4 – Final Draft Standard 24: Skylight Installations
Attachment 5 – Proposed Resolution 01-24-XX

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STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-09

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** Skylights may be of openable or fixed type.
- 2.2** Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.
- 2.3** Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.
- 2.4** Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods Mutual Standards, and standard drawings.
- 2.5** Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.
- 2.6** Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture.
- 2.7** One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Alterations Division.



- 2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All non-conforming skylights to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or stainless steel hex-head screws.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylight installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of I.C.I. approved double lens construction.
- 2.14** Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted;. refer to Standard 25:Tubular Skylight Installations.
- 2.15** **No trusses shall be cut in the installation of skylights.**

Resolution 01-19-09
Revisions to Architectural Standard 24: Skylights

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 amend Alteration Standard 24: Skylight Installations.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 24: Skylight Installations attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-03-40, adopted February 2003, 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 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-09

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

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

2.0 DESIGN CRITERIA

2.1 All skylight design and installations shall comply with all applicable building codes including the International Building Code (IBC) and Title 24 requirements for lighting and ventilation.

2.2 Skylights may be openable of fixed type.

A. See section 3.6 A for placement guidelines of openable skylights.

2.3 All skylights to be double lens/glazing construction.

2.4 The maximum skylight size shall comply with all current building codes and Title 24.

2.5 Finished opening size of skylight well, where it terminates at ceiling may vary. Finish openings at ceiling may be left open or covered with translucent panels.

A. Opening size and/or coverings shall conform to Title 24 light and ventilation requirements.

2.6 Skylight lens/glazing shall be off white or smoke tinted in color. Clear lens/glazing is not allowed.

2.7 All skylight framework finishes within a manor are to match.

2.8 Any deviation in style will require review and approval by Manor Alterations and/or Board of Directors.

2.9 Tubular type skylights are permitted. See **Standard 25 Tubular Skylight Installations** for all guidelines and requirements for tubular type skylights.

2.03.0 APPLICATIONS

2.13.1 Skylights may be of openable or fixed type. Verification of roof warranty is required prior to any skylight(s) installation. If there is a roof warranty in effect, the member must contract with said roofing company providing that warranty for all roofing tie-ins.

2.23.2 Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement. All roofing tie-ins must be in strict compliance with applicable building codes and United Laguna Woods Mutual Standards and drawings.

2.33.3 Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time. Electrical fixtures installed within the skylight well, shall comply with all current building and electrical codes.

2.43.4 Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods Mutual Standards, and standard drawings. Skylights installed on a patio or balcony cover must comply with cover manufacture recommended installation guidelines and must comply with all current applicable building codes.

3.5 Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C. All skylights shall be curb mounted and installed per skylight manufactures guidelines.

A. Curb is to be framed in 2 x 6 material minimum. Unless noted otherwise by the manufacture, mounting of skylights to the curb shall be with galvanized or stainless-steel hex-head screws with neoprene washers to aid in removal during re-roofing.

2.5

~~3.6~~ Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture. No skylight shall be installed within 12 inches of any vent, ridge, roof valley or vertical structure.

~~2.6A.~~ All openable skylights shall be located a minimum of 10 feet away from all plumbing vents or the vent shall terminate 3 feet above the skylight. Openable skylights shall be a minimum of 3 feet from any environmental air vent – i.e. stove hood, bathroom fan etc. (per California Plumbing Code, section 906.2 – subject to code updates and revisions.)

~~2.73.7~~ One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Alterations Division. Skylight installations performed in existing acoustical sprayed ceiling may encounter asbestos. The member and contractor must comply with all asbestos protocols currently in effect with the City of Laguna Woods Building Department.

~~3.8~~ The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All non-conforming skylights to be reviewed by the Mutual's Board of Directors. NO TRUSSES SHALL BE CUT IN THE INSTALLATION OF A SKYLIGHT.

~~A.~~ Trusses exposed as a result of a skylight installation must comply with all current building and fire code guidelines.

4.0 MAINTENANCE

~~4.1~~ The member is responsible for all ongoing maintenance of skylights, including any subsequent water leaks that can be directly attributed to said skylight installation.

~~4.2~~ Should the skylight need to be removed for any building related maintenance, the member is responsible for all costs associated with skylight removal and replacement.

~~2.8~~

~~2.9~~ Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.

~~2.10 Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or stainless steel hex-head screws.~~

~~2.11 No skylight shall be installed within 12" of any vent, ridge, or vertical structure.~~

~~2.12 Skylight installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State or local government regarding asbestos removal procedures.~~

~~2.13 All skylights shall be of I.C.I. approved double lens construction.~~

~~2.14 Square-Flex™, Sola-Tube®, or equivalent skylight tubes are permitted; refer to Standard 25: Tubular Skylight Installations.~~

~~2.15 No trusses shall be cut in the installation of skylights.~~



STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-09

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DESIGN CRITERIA

2.1 All skylight design and installations shall comply with all applicable building codes including the International Building Code (IBC) and Title 24 requirements for lighting and ventilation.

2.2 Skylights may be openable of fixed type.

A. See section 3.6 A for placement guidelines of openable skylights.

2.3 All skylights to be double lens/glazing construction.

2.4 The maximum skylight size shall comply with all current building codes and Title 24.

2.5 Finished opening size of skylight well, where it terminates at ceiling may vary. Finish openings at ceiling may be left open or covered with translucent panels.

A. Opening size and/or coverings shall conform to Title 24 light and ventilation requirements.

2.6 Skylight lens/glazing shall be off white or smoke tinted in color. Clear lens/glazing is not allowed.

- ### 3.0 APPLICATIONS

- 3.1** Verification of roof warranty is required prior to any skylight(s) installation. If there is a roof warranty in effect, the member must contract with said roofing company providing that warranty for all roofing tie-ins.
- 3.2** All roofing tie-ins must be in strict compliance with applicable building codes and United Laguna Woods Mutual Standards and drawings.
- 3.3** Electrical fixtures installed within the skylight well, shall comply with all current building and electrical codes.
- 3.4** Skylights installed on a patio or balcony cover must comply with cover manufacture recommended installation guidelines and must comply with all current applicable building codes.
- 3.5** All skylights shall be curb mounted and installed per skylight manufactures guidelines.
 - A.** Curb is to be framed in 2 x 6 material minimum. Unless noted otherwise by the manufacture, mounting of skylights to the curb shall be with galvanized or stainless-steel hex-head screws with neoprene washers to aid in removal during re-roofing.
- 3.6** No skylight shall be installed within 12 inches of any vent, ridge, roof valley or vertical structure.
 - A.** All openable skylights shall be located a minimum of 10 feet away from all plumbing vents or the vent shall terminate 3 feet above the skylight. Openable skylights shall be a minimum of 3 feet from any environmental air vent – i.e. stove hood, bathroom fan etc. (per California Plumbing Code, section 906.2 – subject to code updates and revisions.)
- 3.7** Skylight installations performed in existing acoustical sprayed ceiling may encounter asbestos. The member and contractor must adhere to # 130

with all asbestos protocols currently in effect with the City of Laguna Woods Building Department.

3.8 NO TRUSSES SHALL BE CUT IN THE INSTALLATION OF A SKYLIGHT.

- A. Trusses exposed as a result of a skylight installation must comply with all current building and fire code guidelines.

4.0 MAINTENANCE

- 4.1** The member is responsible for all ongoing maintenance of skylights, including any subsequent water leaks that can be directly attributed to said skylight installation.
- 4.2** Should the skylight need to be removed for any building related maintenance, the member is responsible for all costs associated with skylight removal and replacement.

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RESOLUTION 01-24-XX

REVISE STANDARD 24: SKYLIGHT INSTALLATIONS

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 revise Standard: 24 Skylight Installations;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 24 Skylight Installations as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-19-09 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.

JULY 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)

Revision to Standard No. 43 – Bathroom Splits

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. 43 – Bathroom Splits.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 43: Bathroom Splits

RECOMMENDATION

Approve a resolution to revise Standard 43: Bathroom Splits.

BACKGROUND

The ACSC initiated a review of the current Standard 43: Bathroom Splits (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 43 was last revised in November 2018, via Resolution 01-18-114 (Attachment 2).

DISCUSSION

The suggested modifications to this standard are recommended in order to allow for: 1) Greater flexibility in the design process. 2.) Clarification of responsibilities and work flow process. 3.) Specifying compliance with all state and local building codes.

On June 20, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 43.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual.

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 43: Bathroom Splits
Attachment 2 – Current Resolution 01-18-114
Attachment 3 – Redlined Revised Standard 43: Bathroom Splits
Attachment 4 – Final Draft Standard 43: Bathroom Splits
Attachment 5 – Proposed Resolution 01-24-XX

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STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-114

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Bathroom splits are prohibited in Units with two bathrooms.
- 2.2** Units with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3** Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not reduce an adjacent hallway to less than 36" or as required by code.
- 2.4** Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5** Detailed architectural or engineered plans, including plumbing and electrical plans for all work involved in bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall be of sufficient detail to permit adequate review of the proposed alteration. As-built plans shall be submitted if any changes are made to the approved plans.
- 2.6** Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7** All water supply lines shall be of Type M copper; minimum 1/2" diameter.



- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

RESOLUTION 01-18-114
REVISE ALTERATION STANDARD 43: BATHROOM SPLITS

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 43: Bathroom Splits.

NOW THEREFORE BE IT RESOLVED, November 13, 2018, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 43: Bathroom Splits, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-26, adopted February 2018, is hereby superseded and cancelled; and

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

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STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-114

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements ~~EE STANDARD SECTION 1: GENERAL REQUIREMENTS~~

2.0 DEFINITIONS

2.1 Bathroom Split: The creation of an additional bathroom, within the interior confines of a manor and is adjoined to or shares space with an existing bathroom. See Section 5.0 Sample Floorplan.

2.03.0 APPLICATIONS

3.1 Bathroom splits are prohibited in Units with two bathrooms. Current building codes will always take precedence.

~~2.1~~

~~2.2 Units with two bathrooms may reconfigure walls and doors within the same~~

3.2 foot print only. A bathroom split may be added to a manor under the following conditions:

A. Only non-structural or non-load bearing wall may be altered or removed.

B. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.

C. All alterations to comply with current plumbing and building codes.

—For all designs that include more than two bathrooms, a licensed engineer's report - verifying that said design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.

3.3 ~~Units with one full bathroom may split bathroom into two bathrooms as~~
Prior to commencing any work, a mutual plumbing waste line inspection is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service.

A. Failure to obtain waste line clearance report prior to any work beginning, will result in the member being responsible for repair to existing plumbing system needed to facilitate the alteration work being completed.

2.3

follows:

- ~~a. The original footprint may be extended up to three feet, in one direction.~~
- ~~b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.~~
- ~~c. The extension of a bathroom footprint may not reduce an adjacent hallway to less than 36" or as required by code.~~

3.4 ~~Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense. Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to:~~

- A. Architectural plans
- B. Engineering plans – as needed
- C. All connection points to existing system
- D. All piping types and sized
- E. Vent and or exhaust locations

2.4

2.53.5 ~~Detailed architectural or engineered plans, including plumbing and electrical plans for all work involved in bathroom split alterations, shall be submitted to the Alterations Division for approval. These plans shall be of sufficient detail to permit adequate review of the proposed alteration. As built plans shall be submitted if any changes are made to the approved plans. Final "as built" plans to be submitted to Manor Alterations at project competition.~~

2.63.6 ~~Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced. All pressure lines shall be securely strapped to prevent movement or knocking.~~

~~2.73.7~~ All water supply lines shall be of Type M copper; minimum 1/2" diameter. A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising wall. Details to be included with plan submittal.

~~2.8~~ All pressure lines shall be securely strapped to prevent movement or knocking. ~~3.8~~ All vents and or exhaust fans must be installed per United Standard 14 Exhaust Fan / Vent Installations

~~3.9~~ All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing. All PVC flat roof work involving penetrations and tie-ins for vent(s) and or exhaust fan installations must be made by a mutual approved roofing vendor.

A. Verification of any existing roof warranty is also required.

B. If any roof still has an active roof warranty, the member must use the roofing contractor that is providing this warranty.

C. An approved Roofing Contractor Verification Form is required prior to issuance of a Mutual Consent.

D. Member is responsible for all roofing costs and coordination with said approved roof vendor.

~~2.9~~

~~2.103.10~~ The Member assumes all responsibility for any damage that may occur due to construction. A licensed structural engineer's stamped drawing must be included in submittal documents if design involves cutting or altering roof trusses or any building structural elements.

~~3.0~~ ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

~~3.1~~ Alterations involving common walls shall be fire rated per current California Building Code.

~~3.2~~ All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.

~~3.3~~ All penetrations through walls shall be properly sealed to prevent water intrusion.

~~3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.~~

~~3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.~~

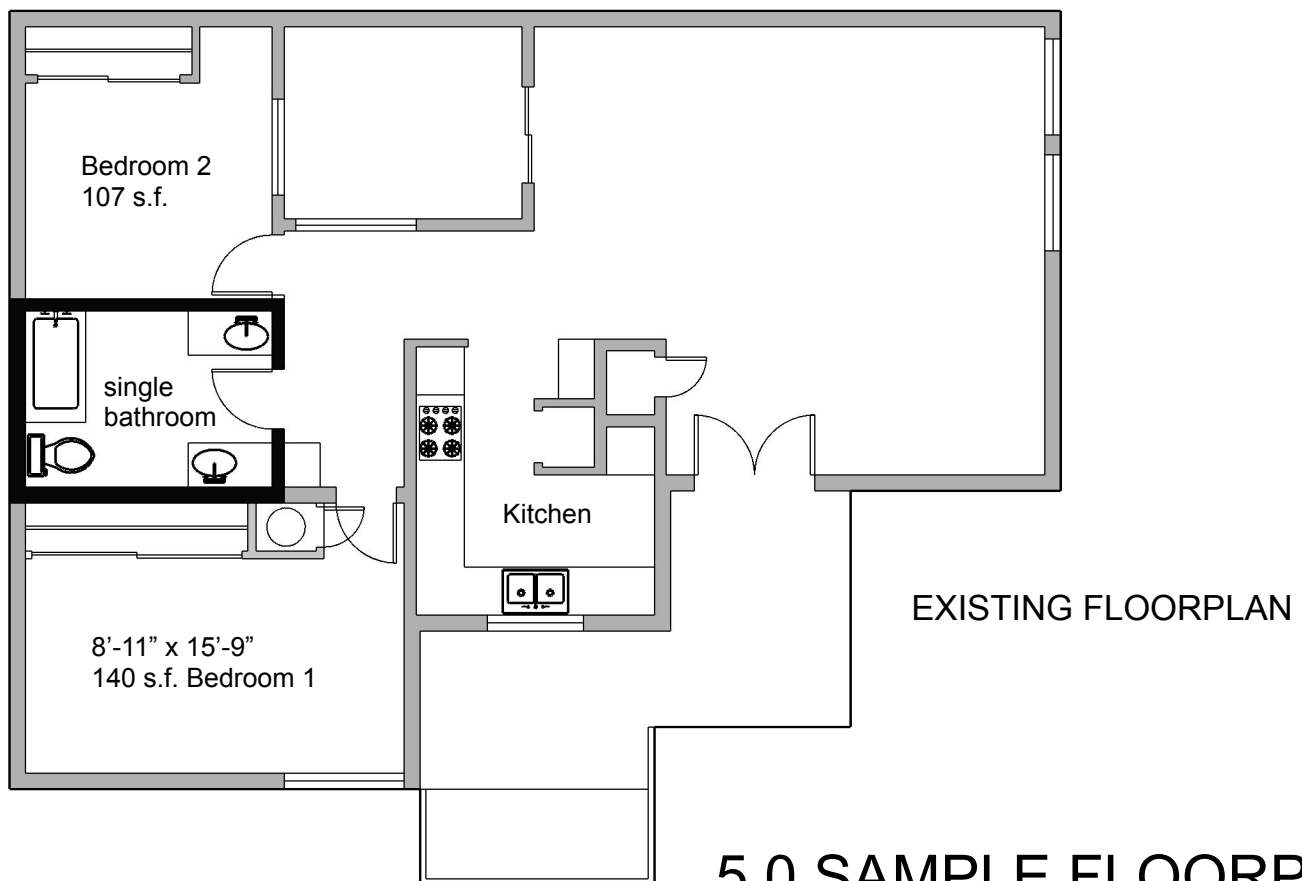
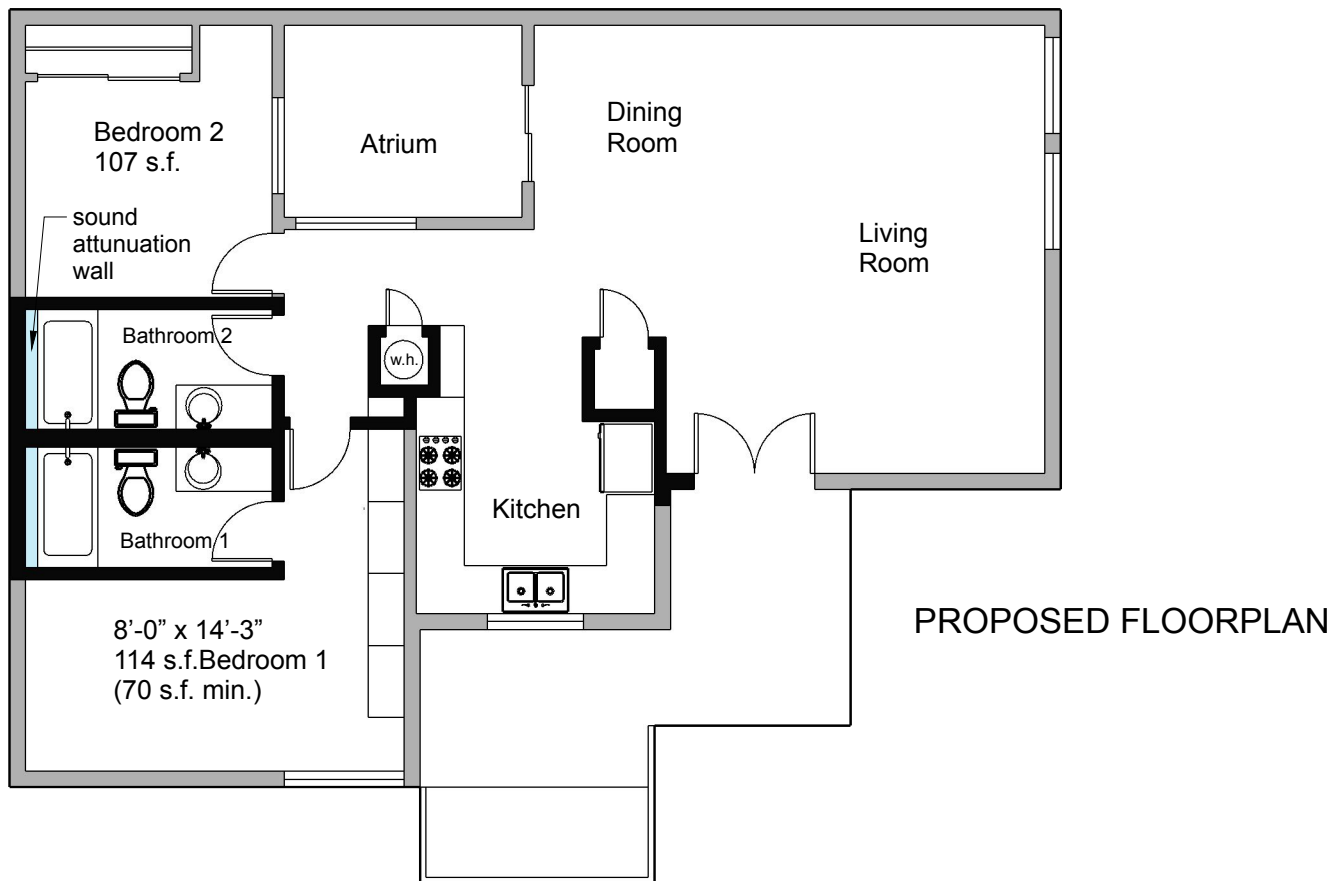
~~3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.~~

4.0 **OBLIGATIONS**

4.1 Member is responsible for damages to roof or other structures caused by any alteration.

4.2 The ~~m~~Mutual ~~m~~Member is responsible for, and will bear all costs associated with clean-up or repair of ~~ms~~Mutual owned or controlled property made necessary by or resulting from the alteration.

4.25.0 SAMPLE FLOOR PLAN (SEE ATTACHED)



5.0 SAMPLE FLOORPLAN

Agenda Item # 13d

Page 13 of 20

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STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-114

REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DEFINITIONS

2.1 Bathroom Split: The creation of an additional bathroom, within the interior confines of a manor and is adjoined to or shares space with an existing bathroom. See Section 5.0 Sample Floorplan.

3.0 APPLICATIONS

3.1 Current building codes will always take precedence.

3.2 A bathroom split may be added to a manor under the following conditions:

- A. Only non-structural or non-load bearing wall may be altered or removed.
- B. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.
- C. All alterations to comply with current plumbing and building Codes.
- D. For all designs that include more than two bathrooms, a licensed engineer's report - verifying that said design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.

3.3 Prior to commencing any work, a mutual plumbing waste line inspection is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service.

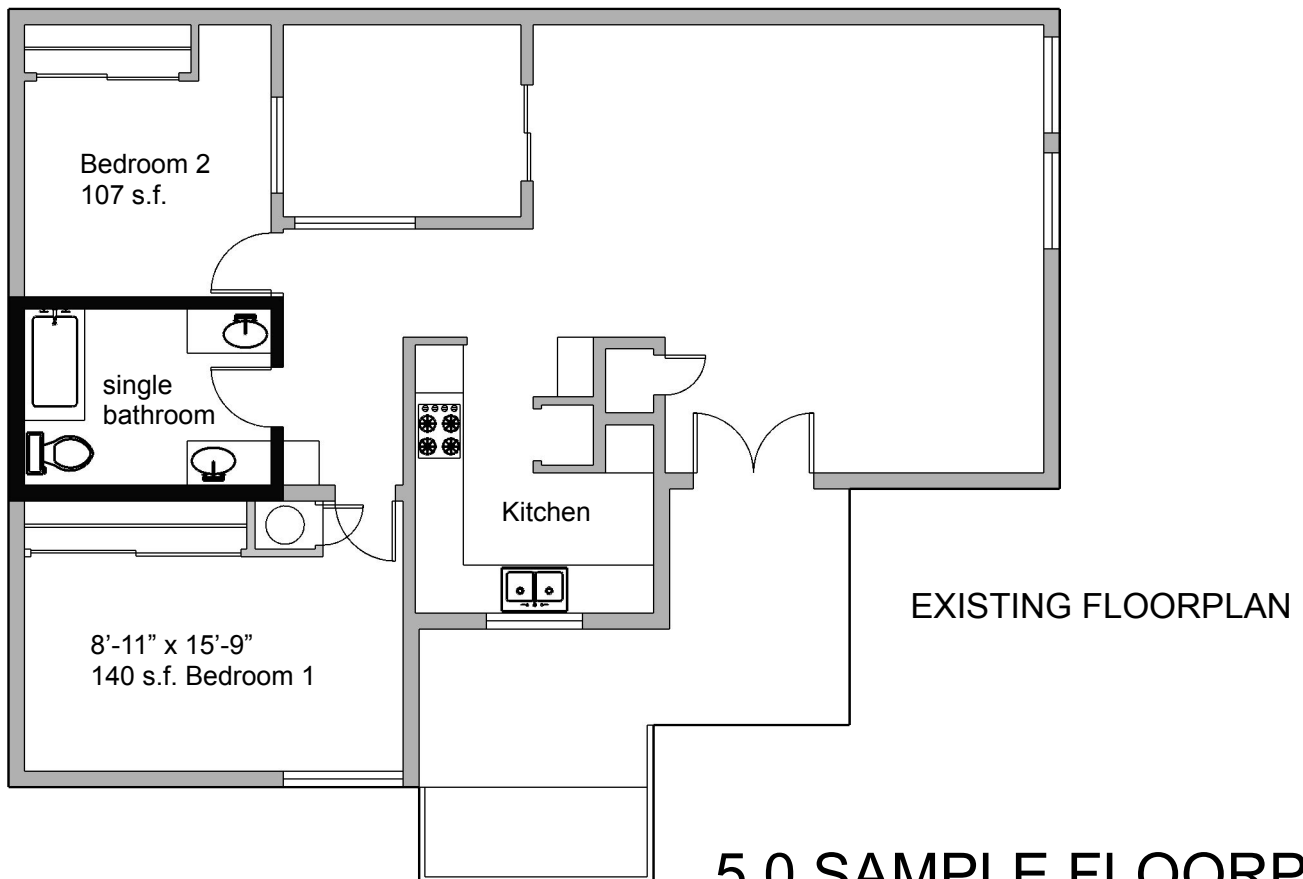
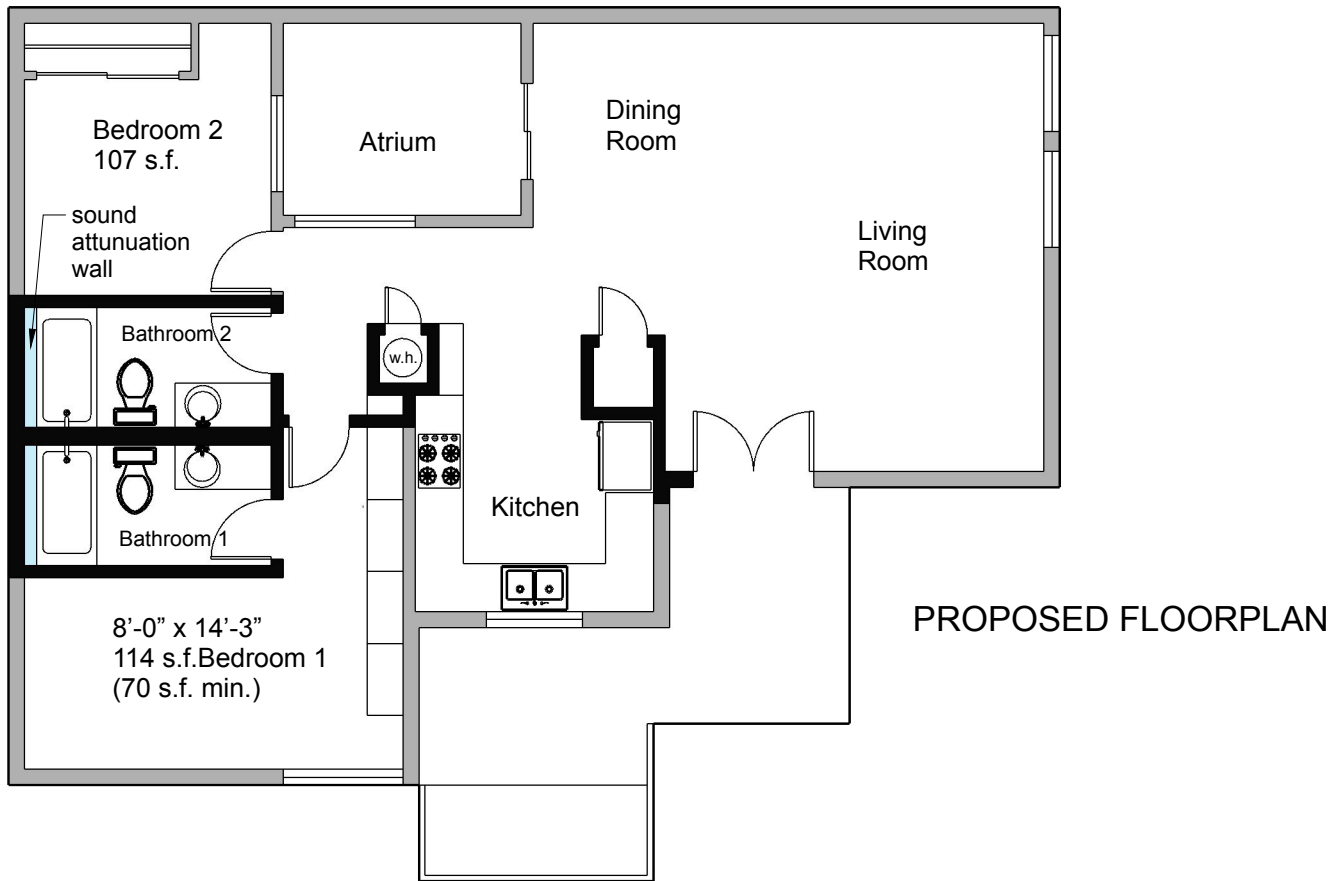
- A. Failure to obtain waste line clearance report prior to any work beginning, will result in the member being responsible for repair to existing plumbing system needed to facilitate the alteration work being completed.
- 3.4 Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to:
 - A. Architectural plans
 - B. Engineering plans – as needed
 - C. All connection points to existing system
 - D. All piping types and sized
 - E. Vent and or exhaust locations
- 3.5 Final “as built” plans to be submitted to Manor Alterations at project competition.
- 3.6 All pressure lines shall be securely strapped to prevent movement or knocking.
- 3.7 A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising wall. Details to be included with plan submittal.
- 3.8 All vents and or exhaust fans must be installed per United **Standard 14 Exhaust Fan / Vent Installations**
- 3.9 All PVC flat roof work involving penetrations and tie-ins for vent(s) and or exhaust fan installations must be made by a mutual approved roofing vendor.
 - A. Verification of any existing roof warranty is also required.
 - B. If any roof still has an active roof warranty, the member must use the roofing contractor that is providing this warranty.
 - C. An approved Roofing Contractor Verification Form is required prior to issuance of a Mutual Consent.
 - D. Member is responsible for all roofing costs and coordination with said approved roof vendor.

- 3.10 A licensed structural engineer's stamped drawing must be included in submittal documents if design involves cutting or altering roof trusses or any building structural elements.

4.0 **OBLIGATIONS**

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The mutual member is responsible for, and will bear all costs associated with clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.

5.0 **SAMPLE FLOOR PLAN (SEE ATTACHED)**



5.0 SAMPLE FLOORPLAN

Agenda Item # 13d

Page 18 of 20



RESOLUTION 01-24-XX

REVISE STANDARD 43: BATHROOM SPLITS

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 revise Standard: 43 Bathroom Splits;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 43 Bathroom Splits as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-18-114 adopted November 13, 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.

JULY 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)

Revision to Permit-less Alteration Policy

Gavin Fogg, Manor Alterations Supervisor, presented the staff report and answered questions from the committee.

A motion was made and approved by a vote of 2/1/0 (Director Leonard, opposed) to recommend that the Board of Directors approve the revisions to Like-For-Equivalent Alteration Policy.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: Revision to Permit-less Alteration Policy

RECOMMENDATION

Approve a resolution to revise the Permit-less Alteration Policy.

BACKGROUND

Manor Alteration's staff is tasked with the review and revision of alteration standards and policies to ensure they are current with existing mutual direction, City, State and Federal requirements. The City of Laguna Woods requires building permits for certain modifications which the mutual does not require a Mutual Consent. Staff are proposing changes to the components listed and an improved title. The Permit-less Alteration Policy was last revised in July 2021, via Resolution 01-21-45 (Attachment 2).

DISCUSSION

There are certain modifications that do not require a United Mutual Consent; however, some of these modifications do require a City of Laguna Woods Building Permit. The policy is being updated to be consistent with current City requirements. Additionally, and to avoid confusion with the City requirements – the Policy name itself is being changed from: *Permit-less Alteration Policy* to: *Like-For-Equivalent Alteration Policy*.

On June 20, 2024 the ACSC reviewed and voted 2/1/0 (Director Leonard, opposed) to recommend that the Board of Directors approve the revisions to the Like-For-Equivalent Alteration Policy.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual.

Prepared By: Gavin Fogg, Manor Alterations Supervisor

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Alan Grimshaw, Manor Alterations Manager

ATTACHMENT(S)

Attachment 1 – Current Permit-less Alterations Policy
Attachment 2 – Current Resolution 01-21-45
Attachment 3 – Redlined Revised Like-For-Equivalent Alteration Policy
Attachment 4 – Final Draft Like-For-Equivalent Alteration Policy
Attachment 5 – Proposed Resolution 01-24-XX

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PERMITLESS ALTERATION POLICY **July 13, 2021**

Resolution 01-21-45; Adopted July 13, 2021

The Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for like replacements of existing components. The purpose of the Permit-less process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a mutual consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The Mutual requires notification of the Permit-Less like for like (“LFL”) replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the Mutual from liability. The Member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Permit-Less Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors’ manors as a result of this LFL replacement.

Category I: Replace items that have already received Alteration approval and are currently installed:

Like for like replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent/permit or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration Refrigerators
- Alteration Stoves/oven
- Alteration Microwaves

- Alteration Dishwasher
- Alteration faucets, sinks, garbage disposals
- Alteration Kitchen Counter-tops (including backsplash)
- Alteration Kitchen Cabinet Doors (and fronts)
- Alteration Light fixtures
- Alteration Ceiling fans
- Alteration Shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration Bathroom Toilets
- Alteration Bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners
- Alteration Central air and split system type air conditioners/heat pumps

Category II: For Component replacement in (original) Unaltered areas.

Like for like replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All Mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven
- Microwaves
- Dishwashers
- Kitchen Counter-tops (including backsplash) and sinks and faucets
- Kitchen Cabinet Doors (and fronts)
- Bath faucets, counter tops, vanities and sinks
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Light Fixtures
- Bathroom Toilets
- Bathroom Vanities

Category III: (All Manors) Decorative and Functional changes as noted below will not require any notification (including Like for Like Form not needed) nor disturb Mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, Blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.

- Closet doors
- Shelving attached to walls for books, Knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting.
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (fixture must be existing)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Grand-Fathering: The member will be allowed to entitle a previously undocumented (non-permitted) alteration as noted in Categories I, II, and III if the manor owner submits the Permit-less Form within 6 months of this approved Board resolution dated July 13, 2021 for the Component Replacement Permit-less Alteration Policy.

Deployment: In order to make a Permit-less notification, the member, is required to send an email to a dedicated Manor Alterations mailbox. The email shall contain the manor number and letter in the email subject line. Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.

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RESOLUTION 01-21-45**Component Replacement Permit-less Alteration Policy Permanence**

WHEREAS, the United Mutual Board previously approved a Policy and Resolution to enact a Permit-Less Alteration notification number 01-21-12, on February 9, 2021. That Board approval was a conditioned approval with a trial period extending to July 9, 2021; and

WHEREAS, the purpose of the component replacement Permit-Less Alteration Policy allows the shareholder to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for like replacement of existing alteration components and components installed by mutual, and this Resolution would make the Permit-Less policy permanent and eliminate any expiration date; and

WHEREAS, The United ACSC and Manor Alterations agree that the Permit-Less policy has been effective and both recommend the permanent approval without a need for any further extensions of time.

NOW THEREFORE, BE IT RESOLVED, on July 13, 2021, the United Board hereby approve the permanency of the existing component replacement Permit-Less Alterations Policy that carries the date of July 13, 2021.

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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PERMITLESS-LIKE-FOR-EQUIVALENT ALTERATION POLICY

~~JULY~~ July 13, 2021

REVISED [DATE], RESOLUTION 01-24-
XX Resolution 01-24-45; Adopted July 13,
2021

The Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for equivalent replacements of existing components. The purpose of the Like-For-Equivalent (LFE) ~~Permit-less~~ process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a Mutual Consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The Mutual requires notification of the ~~Permit-Less-Like-For-Equivalent~~ ("LFE") replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the Mutual from liability. The Member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Permit-Less-Like-For-Equivalent Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors' manors as a result of this LFE replacement.

Category I: Replace items that have already received a Alteration approval and are currently installed:

~~Like-F-for-like-Equivalent~~ replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing ~~(or better, for example low flow toilets).~~

Initial I List: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent/~~permit~~ or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration ~~r~~Refrigerators
- Alteration ~~s~~Stoves/oven (Plug-in only)
- Alteration ~~m~~Microwaves
- (Non-vented)

- ~~Alteration Dishwasher~~
- ~~Alteration faucets, sinks, garbage disposals~~
- Alteration ~~k~~Kitchen ~~c~~Counter-tops (including backsplash)
- Alteration ~~k~~Kitchen ~~c~~Cabinet ~~d~~Doors (and fronts)
- ~~Alteration Light fixtures~~
- ~~Alteration Ceiling fans~~
- Alteration ~~s~~Shower enclosures/shower-tub doors (not re-tile of shower)
- ~~Alteration Bathroom Toilets~~
- Alteration ~~b~~Bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners (Plug-In only)
- ~~Alteration Central air and split system type air conditioners/heat pumps~~

Category II: For Component replacement in (original) uUnaltered areas.

Like ~~For-Equivalent-for-like~~ replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All ~~m~~Mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven (Plug-in only)
- Microwaves (Non-Vented)
- ~~Dishwashers~~
- Kitchen ~~c~~Counter-tops (including backsplash) and sinks and faucets
- Kitchen ~~c~~Cabinet ~~d~~Doors (and fronts)
- ~~Bath faucets, counter tops, vanities and sinks~~
- Shower enclosures/shower-tub doors (not re-tile of shower)
- ~~Light Fixtures~~
- ~~Bathroom Toilets~~
- Bathroom ~~y~~Vanities

Category III: (All ~~m~~Manors) Decorative and Functional changes as noted below will not require any notification (including Like ~~For-for-Equivalent-Like~~ Form not needed) nor disturb ~~m~~Mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, ~~b~~Blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelving, clothes racks, etc.

- Closet doors
- Shelving attached to walls for books, ~~K~~knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- ~~P~~painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting.
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (~~fixture must be existing~~decorative non-electrical only)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

~~Grand-Fathering: The member will be allowed to entitle a previously undocumented (non-permitted) alteration as noted in Categories I, II, and III if the manor owner submits the Permit-less Form within 6 months of this approved Board resolution dated July 13, 2021 for the Component Replacement Permit-less Alteration Policy.~~

Deployment: In order to make a Like-For-Equivalent ~~Permit-less~~ notification, the member, is required to ~~send an email to a dedicated Manor Alterations mailbox. The email shall contain the manor number and letter in the email subject line.~~ complete the online form available on the Community website (www.lagunawoodvillage.com) under Manor Alterations.

Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.

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LIKE-FOR-EQUIVALENT ALTERATION POLICY

JULY, 2021

REVISED [DATE], RESOLUTION 01-24-XX

The Architectural Control and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for equivalent replacements of existing components. The purpose of the Like-For-Equivalent (LFE) process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a Mutual Consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The mutual requires notification of the Like-For-Equivalent replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the mutual from liability. The member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Like-For-Equivalent Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors' manors as a result of this LFE replacement.

Category I: Replace items that have already received alteration approval and are currently installed:

Like-For-Equivalent replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing

Initial list: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration refrigerators
- Alteration stoves/oven (Plug-in only)
- Alteration microwaves (Non-vented)
- Alteration kitchen counter-tops (including backsplash)
- Alteration kitchen cabinet doors (and fronts)
- Alteration shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners (Plug-In only)

Category II: For Component replacement in (original) unaltered areas.

Like-For-Equivalent replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven (Plug-in only)
- Microwaves (Non-Vented)
- Kitchen counter-tops (including backsplash) and sinks and faucets
- Kitchen cabinet Doors (and fronts)
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Bathroom vanities

Category III: (All manors) Decorative and Functional changes as noted below will not require any notification (including Like-For-Equivalent Form not needed) nor disturb mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.
- Closet doors
- Shelving attached to walls for books, knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- Painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (decorative non-electrical only)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Deployment: In order to make a Like-For-Equivalent notification, the member, is required to complete the online form available on the Community website (www.lagunawoodvillage.com) under Manor Alterations.

Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.



RESOLUTION 01-24-XX

REVISE LIKE-FOR-EQUIVALENT ALTERATION POLICY

WHEREAS, The United Laguna Woods Mutual permanently enacted a Permit-Less Alteration Policy to allow members to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for equivalent replacement of existing alteration components and components installed by the mutual; and

WHEREAS, the United Architectural Control and Standards Committee and Manor Alterations agree that the policy has been effective but requires revisions to meet existing city and state requirements and to avoid confusion;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to the Like-For-Equivalent Alteration Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-21-45 adopted July 13, 2021, 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.

JULY 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)

Rescind Manor Alterations Conformance Deposit Fee

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 rescinding the Manor Alterations Conformance Deposit Fee.

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STAFF REPORT

DATE: July 9, 2024
FOR: Board of Directors
SUBJECT: Rescind Manor Alterations Conformance Deposit Fee

RECOMMENDATION

Approve a resolution to rescind the Manor Alterations Conformance Deposit Fee.

BACKGROUND

The ACSC initiated a review of the current Conformance Deposit Fee and its associated resolution (Resolution 01-19-23) which was last revised on February 12, 2019 (Attachment 1).

DISCUSSION

The intent of the conformance deposit fee was to provide incentive for members to complete their projects and obtain a building final from the City of Laguna Woods.

Subsequent to its inception several factors negatively affected its impact:

1. In March of 2020 the onset of Covid 19 effectively shut down all construction projects.
2. The administration of the Conformance Deposit Fee became an accounting burden.
3. The additional staff time required in the administration of this fee outweighed the desired benefits.

After the resumption of normal work / construction projects post Covid 19 the Conformance Deposit Fee was not reinstated.

On June 20, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve rescinding the Manor Alterations Conformance Deposit Fee.

FINANCIAL ANALYSIS

The return of the \$250.00 Conformance Deposit Fees to members who choose not to continue their projects or who eventually completed their projects post Covid 19 is a continuing work in progress.

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 Resolution 01-19-23

Attachment 2 – Proposed Resolution 01-24-XX

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Resolution 01-19-23
PROPOSED CONFORMANCE DEPOSIT

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that have damaged Mutual Property or violated Mutual Policies such as illegally throwing away construction debris in Mutual dumpsters or not using the proper protocol for regulated materials; and

WHEREAS, the Mutual desires to end the one-year pilot program and establish a permanent refundable conformance deposit for Mutual Consents and Variance Requests for alterations.

WHEREAS, the fee will be required for all construction with a value of \$500 or greater and it be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards;

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that in order to partially further offset Mutual costs associated with contractors and residents performing alterations to their unit, the Board of Directors of this Corporation

hereby sets the Conformance Deposit fee at \$250; 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

RESCIND MANOR ALTERATIONS CONFORMANCE DEPOSIT FEE

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

WHEREAS, the Mutual recognized the need to rescind the conformance deposit fee;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby rescinds the conformance deposit fee as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-19-23 adopted February 12, 2019, is hereby 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.

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

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Treasurer's Report for July 9, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **May 31, 2024**, total revenue for United was \$22.9M compared to expenses of \$21.9M, resulting in net revenue of \$1.0M.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows an operating deficit of (\$65K) through the reporting period. This table shows how much of our revenue went into operations, with \$10.5M coming in from assessments and \$714K coming from non-assessment revenue. This is compared to operating expenditures of \$11.3M (without Depreciation).

SLIDE 3 – This next table takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$1.3M when combining all funds.

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

Employee Compensation \$753K: Favorable variance resulted primarily from the Landscape and M&C departments due to open positions. Impacted areas include grounds maintenance, irrigation, electrical, plumbing, interior components, and paint. Recruitment is in progress to fill in current open positions. Grounds maintenance contracted shrub-bed maintenance to outside vendors for the pruning/weeding cycle as they continue to fill open positions.

Outside Services \$567K: Favorable variance resulted in M&C due to the timing of work compared to an even budget spread over 12 months. Impacted programs include roof replacements (PVC cool roofing and composition shingle replacement programs) and copper pipe remediation. Work is in progress but began later than anticipated. Additionally, in Landscape, tree maintenance ended the period favorable due to the timing of invoices from the vendor. Work is in progress.

Materials and Supplies \$139K: Favorable variance primarily from the M&C department due to timing of materials purchases. Impacted areas include interior components and electrical. Year to date, there has been fewer requests for kitchen and bath countertop replacements. Additionally, the smoke alarm installation program was affected due to staffing. This job is expected to remain favorable for the rest of the year.

Fees and Charges to Residents (\$446K): Unfavorable variance primarily due to the majority of damage restoration backlog cases (approximately 298 out of 314 total cases) were completed in 2023. The remaining cases have been completed in early 2024.



Treasurer's Report for July 9, 2024 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$973K. Revenue is organized by category, starting with our largest revenue generating category: Fees and Charges, followed by Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$21.9M, showing that our largest categories of expense are for Property Tax and Employee Compensation followed by Outside Services, Insurance, and so forth.

SLIDE 7 – On the next table we see those same expenses, excluding property tax.

SLIDE 8 – Our fund balances are shown here. The Contingency Fund balance on May 31, 2024 was \$1.2M. Contributions collected totaled \$63K with no expenditures to date. The Reserve Fund balance on May 31, 2024 was \$16.3M. Contributions and investment revenue collected totaled \$5.7M while expenditures were \$4.6M.

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

SLIDE 10 – This table illustrates a schedule of repayment of the temporary borrowing from the Reserve Fund. United continues to keep a close eye on the repayment of borrowed monies to the Reserve Fund and, based on this schedule, plans to pay the balance in full by October 31, 2024.

SLIDE 11 – We have a table here to show resale history from 2022 - 2024. Through May 31, 2024, United resales totaled 152, which is 16 resales higher than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$382K, which is \$47K more than the prior year for the same time period.

Financial Report

Preliminary as of May 31, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$22,024
Non-assessment Revenue	\$973
Total Revenue	\$22,997
Total Expense	\$21,947
Net Revenue/(Expense)	\$1,050

Financial Report

Preliminary as of May 31, 2024



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$10,487
Non-assessment Revenue	\$714
Total Revenue	\$11,201
Total Expense ¹	\$11,266
Operating Surplus/(Deficit)	(\$65)

1) Excludes depreciation

Financial Report

Preliminary as of May 31, 2024

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$22,024	\$21,341	\$683
Non-assessment Revenue	\$973	\$1,484	(\$511)
Total Revenue	\$22,997	\$22,825	\$172
Total Expense	\$21,947	\$23,078	\$1,131
Net Revenue/(Expense)	\$1,050	(\$253)	\$1,303

Financial Report

Preliminary as of May 31, 2024



Employee Compensation

\$753K

Outside Services

\$567K

Materials and Supplies

\$139K

Fees and Charges to Residents

(\$446K)

Unfavorable



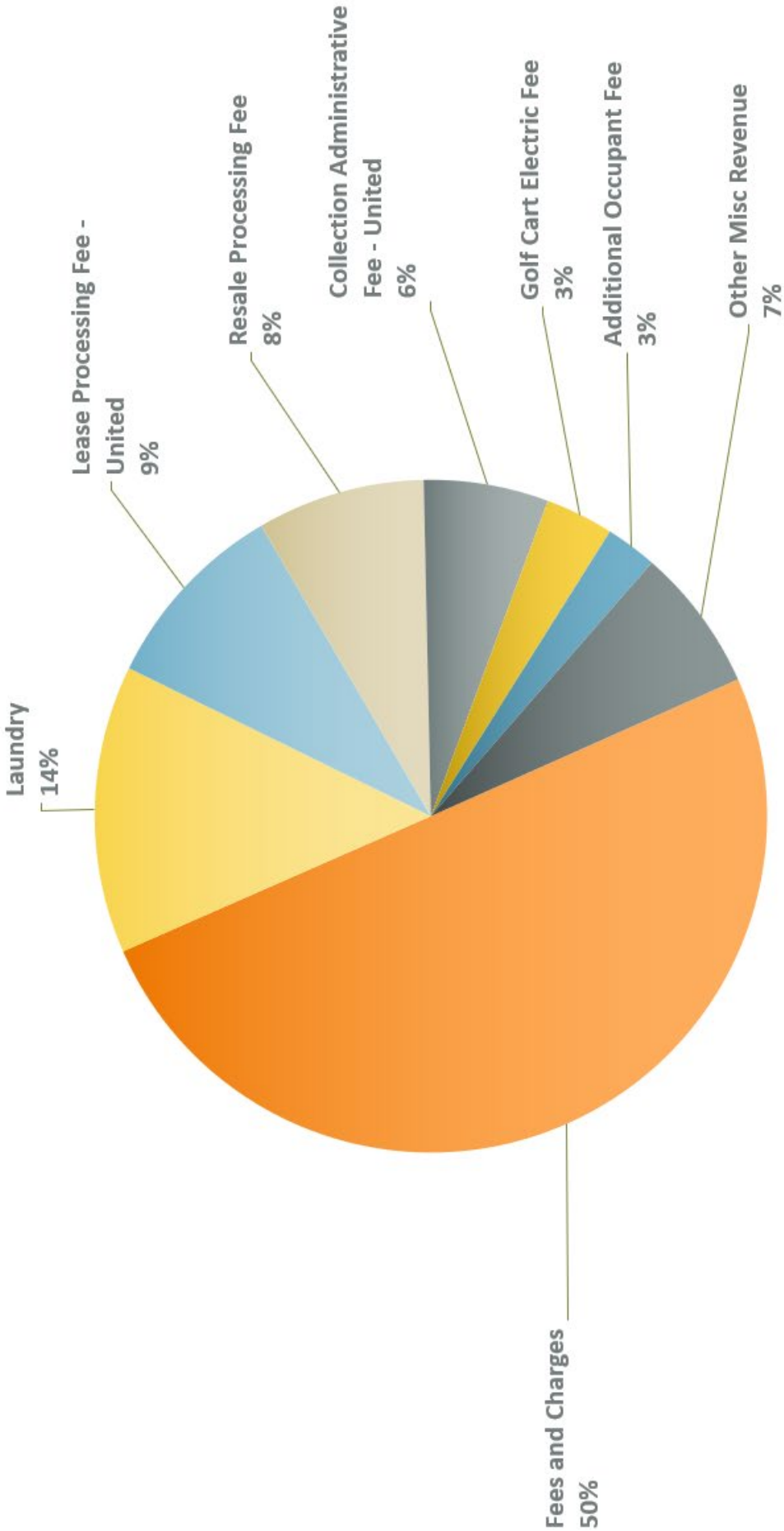
Favorable



Financial Report

Preliminary as of May 31, 2024

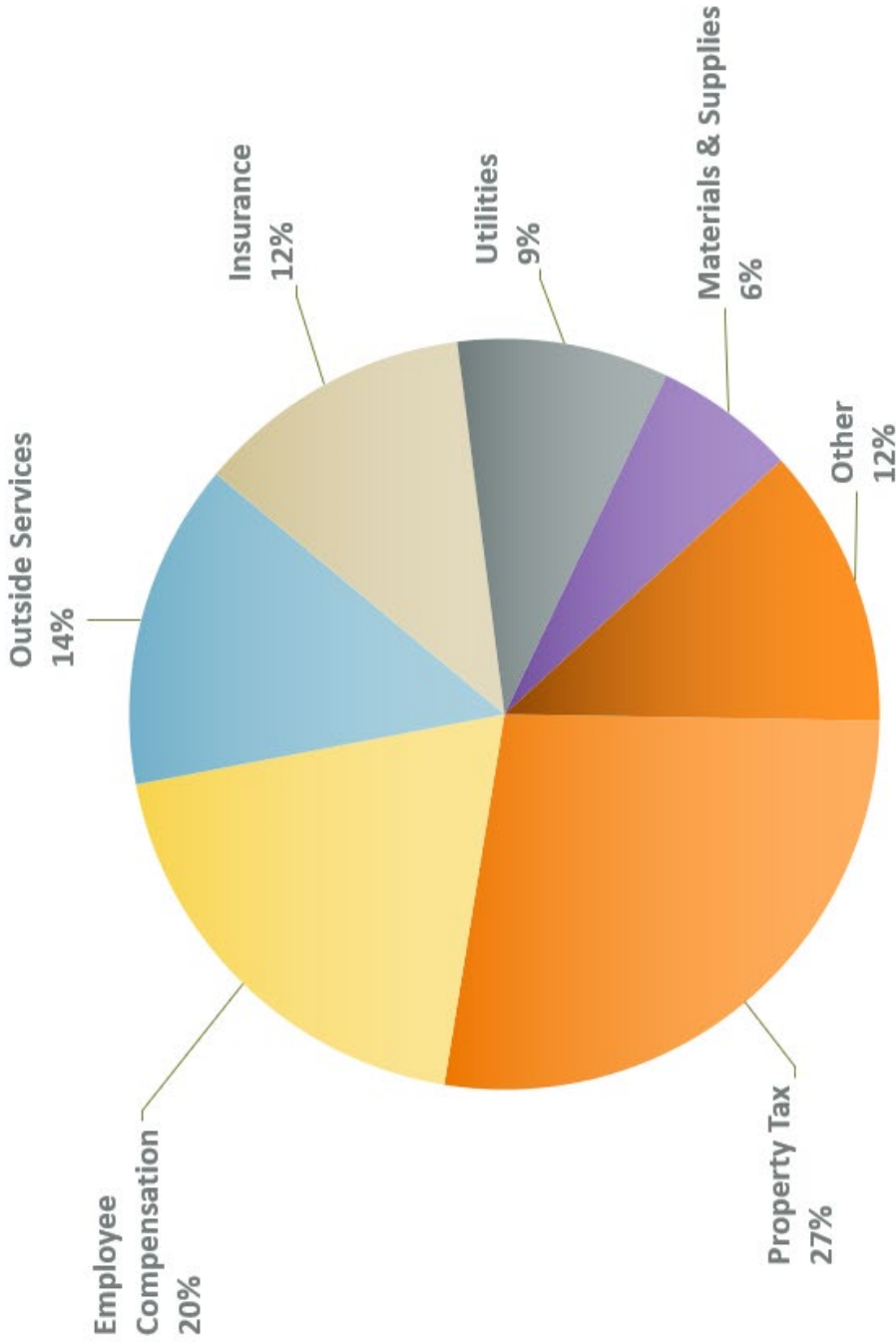
Total Non Assessment Revenues \$973,336



Financial Report

Preliminary as of May 31, 2024

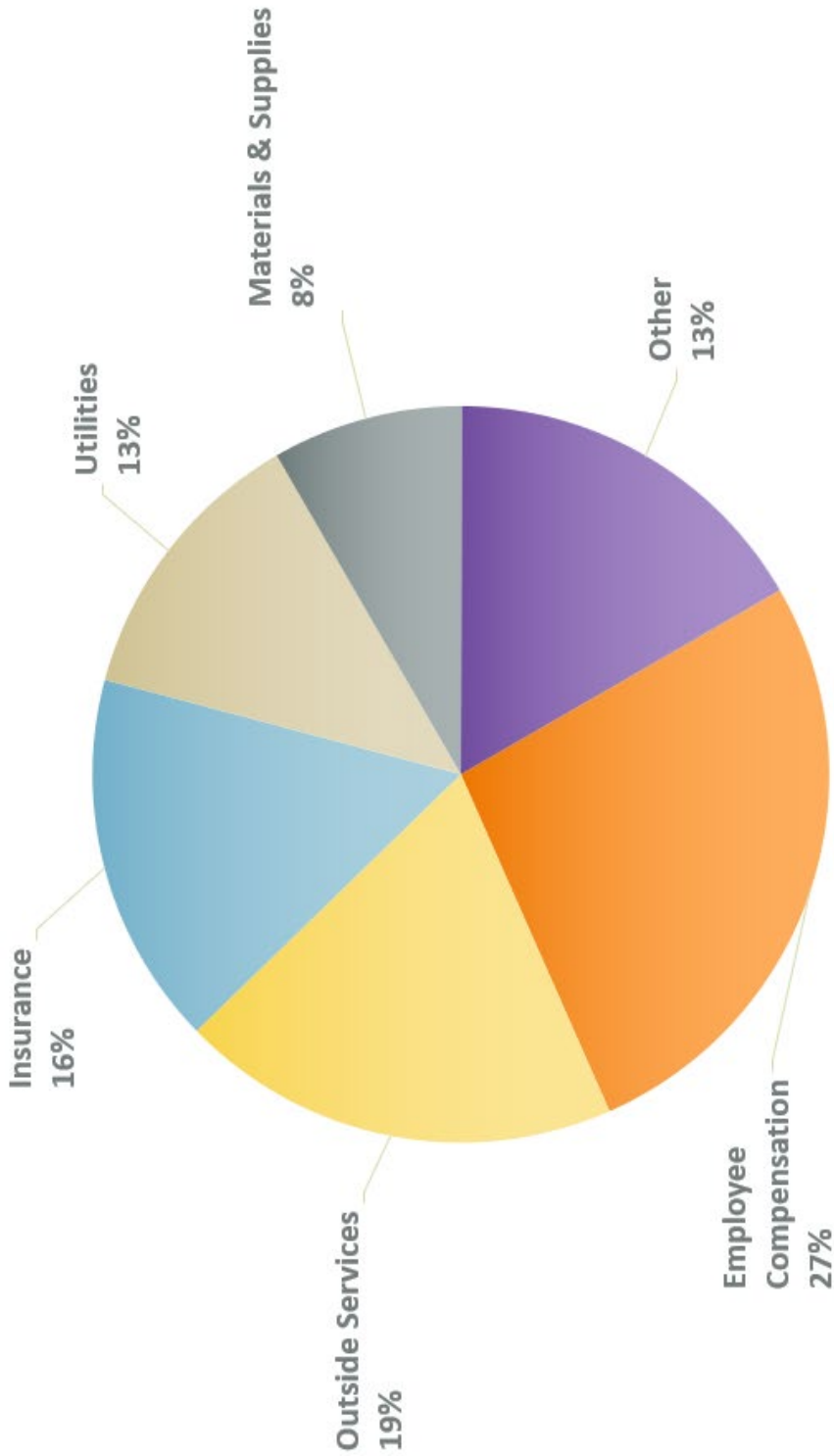
Total Expenses \$21,947,151



Financial Report

Preliminary as of May 31, 2024

Total Expenses Excluding Property Tax \$15,957,805



Financial Report

Preliminary as of May 31, 2024

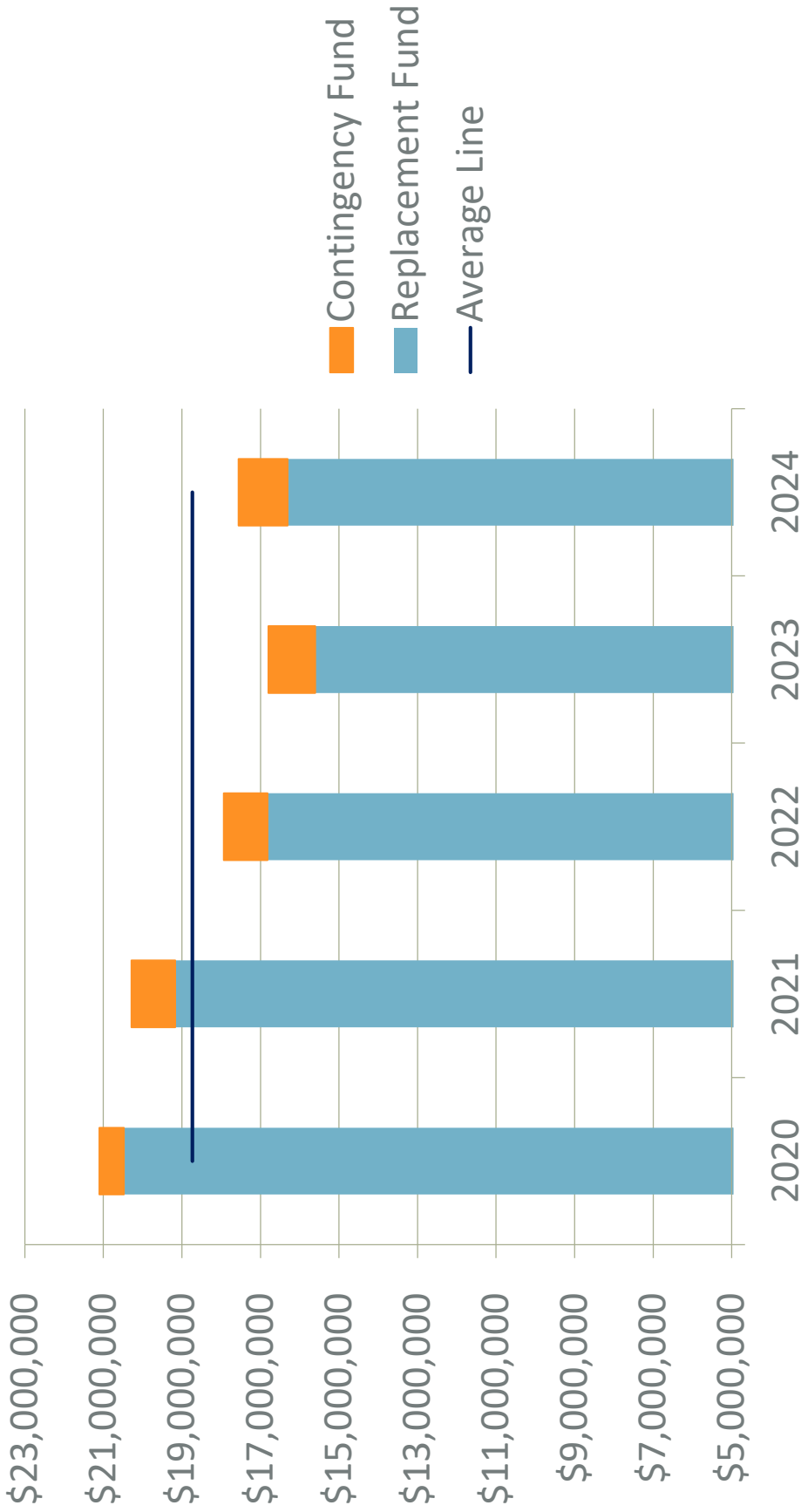


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/24	\$1,190	\$15,267
Contributions & Interest	\$63	\$5,673
Expenditures	\$0	\$4,633
Current Balances: 5/31/24	\$1,253	\$16,307

Financial Report

Preliminary as of May 31, 2024

FUND BALANCES – United Mutual



Financial Report

Preliminary as of May 31, 2024

Temporary Borrowing – On Track

Period Ending	Outstanding Balance	Planned Installment	Actual Installment
June 11, 2024	\$6,500,000	\$0	\$0
June 30, 2024*	\$7,500,000	\$0	\$0
July 31, 2024	\$5,500,000	(\$2,000,000)	-
August 31, 2024	\$4,500,000	(\$1,000,000)	-
September 30, 2024	\$1,000,000	(\$3,500,000)	-
October 31, 2024	-	(\$1,000,000)	-
November 30, 2024	-	-	-
December 31, 2024	-	-	-

*Additional temporary borrowing of \$1.0M approved by Board resolution 01-24-65 dated June 11, 2024.

Financial Report

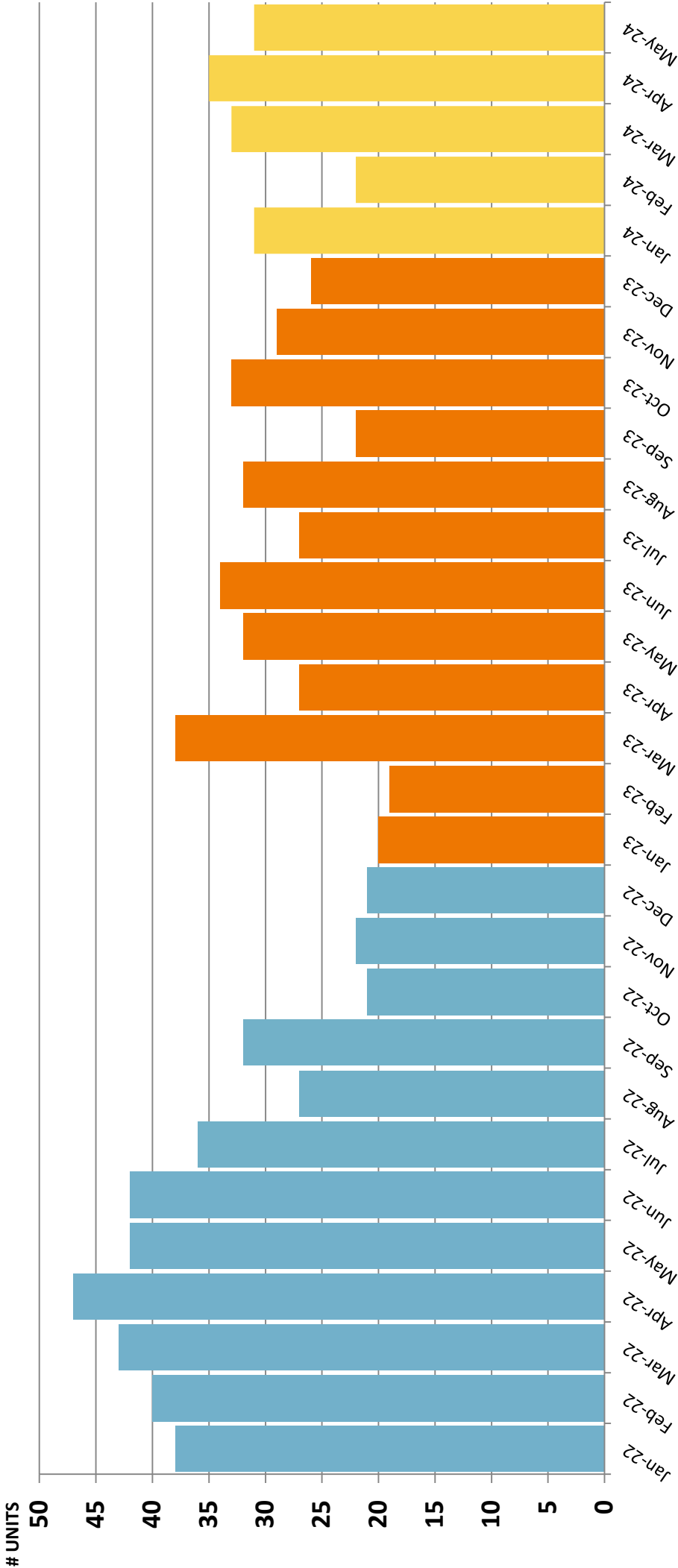
Preliminary as of May 31, 2024

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	210	\$333,059
YTD 2023	136	\$335,486
YTD 2024	152	\$382,139



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FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, May 28, 2024 – 1:30 p.m.
Hybrid Meeting

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

DIRECTORS ABSENT: None

ADVISORS PRESENT: Ken Benson, Eric Carlson

STAFF PRESENT: Steve Hormuth, Jose Campos, Carlos Rojas, Karina Vargas, Ian Barnette, Sandra Spencer, Erika Hernandez, Blake Lefante, Ada Sigler

OTHERS PRESENT: United – Ellen Leonard, Nancy Carlson, Georgiana Willis, Sue Quam

Call to Order

Director Mickie Choi Hoe, Treasurer, chaired the meeting and called it to order at 1:33 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 the Agenda

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

Approval of the Meeting Reports for March 26, 2024 and May 8, 2024

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

Chair Remarks

Director Mickie Choi Hoe provided an overview of the 2025 Maintenance and Construction budget meeting. She also briefly highlighted some concerns previously raised by members about the temporary borrowing from the reserve fund due to the possible change in due dates from property taxes and insurance premiums from October 1st to June 1st, and how the borrowed funds will be repaid to the reserve.

Member Comments (Items Not on the Agenda)

A member inquired if the property tax questions from the March meeting would be addressed. Steve Hormuth, Director of Financial Services, stated the questions would be answered by the end of the current meeting after reviewing the report, or in the next meeting if needed.

A member asked if the results of a previous inquiry would be shared with everyone at the next committee meeting, rather than only with the individual that posed the question. Steve clarified that the analysis results would instead be addressed in the July meeting.

Department Head Update

Steve Hormuth, Director of Financial Services announced the start of United's 2025 Business Plan development. He noted that the United board reviewed the Maintenance and Construction plan on May 23rd and the Landscape plan would be reviewed on June 3rd. He also provided details of the upcoming 2025 business plan meetings.

Steve Hormuth also provided a brief background for the temporary borrowing and the anticipated repayment date of October 31, 2024.

Review Preliminary Financial Statements dated April 30, 2024

The committee reviewed financial statements for April 30, 2024 and questions were addressed and noted by staff.

2025 Approval Collections and Lien Enforcement Policy

Staff research and legal counsel confirm no law changes affecting assessment collection policies. Thus, the 2025 collection and Lien enforcement policy remains consistent with the 2024 version, however staff recommend the following three changes:

1. Title updated to "2025"
2. Administrative collection fee increased from \$200 to \$500
3. Assessment late charge increased from \$50.00 to 10 percent of the monthly total basic assessment.

Director Tuning moved to approve as recommended, Director Bok seconded, hearing no objection the motion passed unanimously.

Temporary Borrowing- Property Insurance

Steve Hormuth presented a staff report requesting approval of a temporary borrowing in the amount of \$1,000,000 by the Operating Fund from the Reserve to meet cashflow needs resulting from the prepayment of property insurance payment due in June 2024 and the residual effects of prepaying 12 months of insurance planned for October 2024. Director Bok moved to endorse and approve the staff's recommendation as presented. Director Tuning seconded and 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) Temporary Borrowing update
- d) Follow up on March 2024 report inquiries posed by members

Committee Member Comments

None.

Date of Next Meeting

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

Recessed to Closed Session

The meeting recessed to closed session at 2:47 p.m.

Mickie Choi Hoe

[Mickie Choi Hoe \(Jun 5, 2024 18:46 PDT\)](#)

Mickie Choi Hoe, Chair

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Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

June, 2024

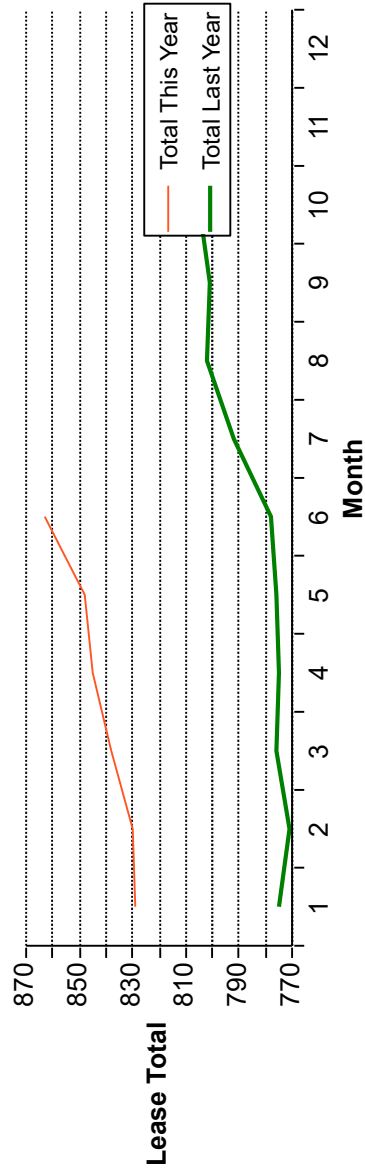
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	31	20	\$11,406,900	\$5,864,000	\$367,965	\$293,200
February	22	19	\$7,804,900	\$6,223,400	\$354,768	\$327,547
March	33	38	\$12,370,400	\$12,609,900	\$374,861	\$331,839
April	35	27	\$13,583,750	\$9,637,487	\$388,107	\$356,944
May	31	32	\$13,174,800	\$11,772,700	\$424,994	\$367,897
June	20	34	\$8,197,000	\$11,988,900	\$409,850	\$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	172.00	170.00	\$66,537,750	\$58,096,387		
ALL TOTAL	172.00	340.00	\$66,537,750	\$122,256,460		
MON AVG	28.00	28.00	\$11,089,625	\$9,682,731	\$386,757	\$338,340
% CHANGE - YTD	1.2%		14.5%		14.3%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report

2024 Period 6 (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	25	159	622	829	775	13.1	12.3	0.8	53	19
2024	February	22	29	167	612	830	771	13.1	12.2	0.9	29	28
2024	March	16	28	190	604	838	776	13.3	12.3	1.0	36	26
2024	April	14	27	214	590	845	775	13.4	12.3	1.1	48	40
2024	May	15	23	235	575	848	776	13.4	12.3	1.1	52	28
2024	June	28	23	245	567	863	778	13.6	12.3	1.3	81	39
2024	July					792						
2024	August					802						
2024	September					801						
2024	October					805						
2024	November					816						
2024	December					823						



OPEN MEETING

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

**Thursday, June 20, 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

STAFF PRESENT: Alan Grimshaw – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor, 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 May 16, 2024

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

5. Chair's Remarks

Chair Liberatore thanked Director Blackwell for sitting in as his replacement last month. He also thanked staff for keeping up to date with the architectural standards.

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

Director Leonard had questions about the "For Sale" sign regulations of the mutual.

7. Division Manager Update

None.

8. Consent

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

a. None.

9. Variance Requests

a. None.

10. Items for Discussion and Consideration

- a. 754-C: Request to Remove the Non-Exclusive Common Area Planter and Modify the Appearance of the Common Area Courtyard by Turning it Into a Seating Area

Two members commented on the request.

Director Leonard made a motion to approve the members request to remove the raised planter and replace it with a concrete slab, on the condition that the member is responsible for all initial replacement costs and subsequent maintenance. This approval will be processed thru a mutual consent at the members expense. Director Quam seconded.

Hearing no objection, the motion to approve the members request to remove the raised planter and replace it with a concrete slab, on the condition that the member is responsible for all initial replacement costs and subsequent maintenance; and the approval be processed thru a mutual consent at the members expense was approved by unanimous consent.

- b. Revision to Standard 24: Skylight Installations

Director Quam made a motion to approve the revised standard. Director Leonard seconded.

Hearing no objection, the motion to recommend the revised Standard 24: Skylight Installations was approved by unanimous consent.

c. Revision to Standard 43: Bathroom Splits

Director Leonard made a motion to approve the revised standard. Director Quam seconded.

Hearing no objection, the motion to recommend the revised Standard 43: Bathroom Splits was approved by unanimous consent.

d. Revision to Permit-less Alteration Policy

Director Quam made a motion to approve the revised Like-For-Equivalent Alteration Policy. Chair Liberatore seconded.

The motion to recommend the revised Like-For-Equivalent Alteration Policy was approved by a vote of 2/1/0 (Director Leonard, opposed).

e. Rescind Manor Alteration Conformance Deposit Fee

Director Quam made a motion to approve rescinding the Manor Alteration Conformance Deposit Fee. Director Leonard seconded.

Hearing no objection, the motion to recommend the rescinded Manor Alteration Conformance Deposit Fee was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 36: Ramps

12. Concluding Business

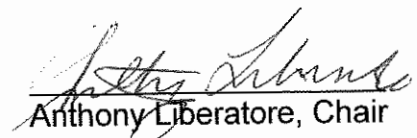
a. Committee Member Comments

- Director Leonard reiterated her question on "For Sale" sign regulations of the mutual.

b. Date of Next Meeting: Thursday, July 18, 2024 at 9:30 a.m.

c. Adjournment: The meeting was adjourned at 10:46 a.m.

United Architectural Control and Standards Committee
Report of the Regular Open Meeting
June 20, 2024
Page 4 of 4


Anthony Liberatore, Chair
06/27/2024

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



OPEN MEETING

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

Thursday, June 20, 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 and Pearl Lee (Alternate)

MEMBERS ABSENT: Nancy Carlson and Anthony Liberatore

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

ADVISORS ABSENT: None

STAFF PRESENT: Francis Gomez, Jeff Spies 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 reviewed the agenda.

By unanimous consent, the agenda was approved as presented.

3. APPROVAL OF REPORTS

The Committee reviewed the report for May 16, 2024.

Without objection, the report for May 16, 2024 was approved as presented.

4. CHAIR'S REMARKS

None.

5. MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION

6. Passive Home Business Policy

Mr. Jeff Spies, Community Services Manager, presented the Passive Home Business Policy for the Committee to consider and review. The Committee discussed the matter.

Chair Blackwell made a motion to approve the Passive Home Business Policy as presented and forward for board consideration. Director Lee seconded the motion.

By unanimous consent, the motion passed.

Mr. Spies left the meeting at 1:37 p.m.

7. Membership Election & Voting Policy

Ms. Francis Gomez, Operations Manager, presented the Membership Election & Voting Policy, specifically regarding Term Limits for the Committee to consider and review. The Committee discussed the matter.

Chair Blackwell made a motion to reaffirm the Membership Election & Voting Policy as is in the current policy. Director Lee seconded the motion.

By unanimous consent, the motion passed.

8. Operating Rules Guidebook

Ms. Gomez presented the Operating Rules Guidebook for the Committee to consider and review. The Committee discussed the matter.

Chair Blackwell made a motion to approve the Operating Rules Guidebook as presented and direct staff to continue in the manner that it was presented. Director Lee seconded the motion.

By unanimous consent, the motion passed.

Concluding Business

9. Committee Member Comments

Director Lee expressed her gratitude to serve as alternate at the meeting to satisfy a quorum.

10. Future Agenda Items

- a. None.

11. Date of Next Meeting

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

12. Adjournment

With no further business, Chair Blackwell adjourned the meeting at 1:46 p.m.



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

**Monday, June 24, 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, Anthony Liberatore, Vidya Kale
COMMITTEE MEMBERS ABSENT:	None
OTHERS PRESENT:	Maggie Blackwell, Georgiana Wills
ADVISORS PRESENT:	Ann Beltran, Mary Sinclair
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call to Order

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

2. Acknowledgment of Media

No media were present.

3. Approval of the Agenda

Mr. Wiemann requested that item #9 be removed from the agenda. Hearing no objection, the agenda was approved as amended.

4. Approval of the Meeting Report for May 20, 2024

The committee unanimously approved the meeting report.

5. Chair's Remarks

Chair Quam announced they recently had a town hall meeting to discuss the budget and landscaping; it was very beneficial.

6. Department Head Update

Mr. Wiemann notified the committee of a new pilot program. The staff is researching to provide a solution to reduce time spent when crews are picking up clipping tickets.

6a. Project Log

Mr. Wiemann notified the committee that turf reduction is still in progress in the approved areas and is being done by in-house crews is about 95% complete. Slope renovation is ahead of schedule; they completed all areas and will begin the second rotation in July. The RFP is out to bid for turf reduction areas; he hopes to award the contract at the next meeting.

6b. Water Use Comparison Chart

Mr. Wiemann explained the charts. The committee and resident asked questions.

6c. Tree Work Status Report

Mr. Wiemann explained to the committee all the TBD tree planting will be included in the turf reduction areas completed over the next year.

7. Member Comments (Items not on the agenda)

None

8. Response to Member Comments

None

Items for Discussion and Consideration

9. 2038-C Landscape Alteration Request

Mr. Wiemann presented a brief overview of the recommendation. Discussion ensued on the alteration among the committee and residents.

After discussion and failed motion. Chair Quam moved to accept the staff's recommendation to deny the landscape alteration. The motion passed 2-1-0, and Director Liberatore opposed.

10. Committee Charter

Chair Quam asked the committee and advisors for changes to the charter. Discussion ensued. Suggestions were made. The committee directed staff to make the changes discussed and bring a redline version to the next meeting. The committee agreed unanimously to table the item for the next meeting.


Concluding Business

11. Committee Member Comments

None

12. Date of Next Meeting – July 22, 2024 at 1:30 p.m.

13. Adjournment at 3:26 p.m.


See Quam (Jun 27, 2024 18:57 PDF)

Sue Quam, Chair

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

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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



REVENUE AD HOC COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Thursday, June 27, 2024 –10:00 a.m.
Hybrid Meeting

- DIRECTORS PRESENT:** Sue Quam - Chair, Mickie Choi Hoe, Maggie Blackwell, Thomas Tuning, Pearl Lee, Nancy Carlson, Anthony Liberatore
- DIRECTORS ABSENT:** Georgiana Willis, Ellen Leonard, Vidya Kale(excused), Alison Bok (excused)
- ADVISORS PRESENT:** Richard Rader
- STAFF PRESENT:** Siobhan Foster, Carlos Rojas, Steve Hormuth, Karina Vargas
- OTHERS PRESENT:** GRF – Ivonne Horton, Juanita Skillman

Call to Meeting to Order

Director Sue Quam, First Vice President, chaired the meeting and called it to order at 10:00 am.

Acknowledgment of Media

The meeting was made available via Zoom for members of the community to participate.

Approval of the Agenda

Director Quam amended the agenda to add the following items: Naming of the Directors and Selection of the Chair followed by moving down previously items listed under new business from a and b to c and d. New order of items is as follows:

- a) Naming of the Directors
- b) Selection of the Chair
- c) Create a Mission Statement
- d) Discuss Revenue Generating Ideas

Hearing no objections, the revised agenda was accepted unanimously.

New Business

- a) Naming of the Directors - Director Quam listed the Directors who volunteered to be part of the Revenue Ad Hoc Committee; Director Anthony Liberatore, Director Vidya Kale and Director Nancy Carlson with Director Thomas Tuning as alternate. Director Pearl Lee made a motion to accept the named Directors. Director Tuning seconded the motion, hearing no objections the motion passed unanimously.

- b) Selection of the Chair - Director Quam named Director Liberatore as Chair, Director Tuning moved to ratify, Director Lee seconded. The motion passed by unanimous decision.

At 10:08 a.m. Director Quam handed the gavel to Director Liberatore to chair the remainder of the meeting.

- c) Create a Mission Statement - Staff recited Director Liberatore's drafted mission statement. Director Quam provided friendly corrections to the Mission Statement. Director Tuning made a motion to approve as a tentative charter as amended to be ratified formally at the next board meeting. Director Carlson seconded. Hearing no objections, the motion passed unanimously.
- d) Discuss Revenue Generating Ideas - Director Liberatore listed 12 non-profit revenue streams. Director Carlson named Richard Rader as advisor for the Committee. Director Tuning provided 3 cost saving incentives for both the mutual and members. All items to be discussed at the upcoming meeting.

Future Agenda Items

Remaining advisors to be nominated.

Director's Comments

Director Lee suggested they limit the discussion to strictly United Mutual. Director Carlson suggested that all ideas requiring staff research be submitted to staff exclusively through committee members to keep requests under control.

Date of Next Meeting

Wednesday, July 3, 2024 at 3:00 p.m.

Adjournment

The meeting was adjourned at 10:50 a.m.

DRAFT

Anthony Liberatore, Chair



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, June 19, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Juanita Skillman – Chair, Martin Roza, Brad Rinehart, Thomas Tuning, Mickie Choi Hoe, David Veeneman, Sue Stephens, Donna Rane- Szostak

DIRECTORS ABSENT: William Cowen (Excused)

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Baltazar Mejia, Tom McCray, Pam Jensen, Carmen Aguilar, Alison Giglio, Eric Nunez, Tom Siviglia, Ada Sigler, Karina Vargas

OTHERS PRESENT: GRF – Jim Hopkins, Egon Garthoffner, Stephen Leonard
United – Alison Bok, Georgiana Willis, Ellen Leonard, Sue Quam
Third – Reza Karimi, Andy Ginocchio
VMS- Cynthia Rupert

Call to Order

Director Juanita Skillman, chaired and called the meeting to order at 1:31 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 the Meeting Report for April 17, 2024

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

Chair's Remarks

Director Skillman informed that a 15 minutes recesses would be provided to allow the review of the documents that were provided at the start of the meeting. The recess to take place between the Department head update and the Preliminary Financials.

Member Comments (Items Not on the Agenda)

Director Quam shared the prices on ticket printing charges at the PAC, and would like to recommend staff review this item as a potential revenue resource for future agendas.

Department Head Update

Steve Hormuth, Director of Financial Services, shared an update on the 2025 Business plan development that began in March 2024 and highlighted the budget Calendar schedule emphasizing the open session Version 2 scheduled for July 10.

Director Skillman recessed meeting at 1:40 and confirmed meeting back to session at 1:57pm

Preliminary Financial Statements dated May 31, 2024

The committee reviewed the financial statements dated May 31, 2024. Questions were addressed and noted by staff.

2023 Operating Fund Deficit Transfer

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board to approve a \$1,100,881 transfer from the Contingency Fund to the Operating Fund. An approved transfer would reimburse the Operating Fund for the operating deficit occurring during 2023. A motion was made by Director Thomas Tuning to approve and endorse staff's recommendation as presented. Director Mickie Choi Hoe seconded. The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

Endorsement from Standing Committees

Security and Community Access Committee- City of Laguna Woods memorandum of Understanding (MOU) providing Security access to Orange County Fire Authority emergency radio monitoring. Tom Siviglia, Operations Manager - Security, provided a staff report recommending the approval for entering into a MOU with the City of Laguna Woods to permit GRF to use 800 MHZ radios. This will enable participation in the Orange County Coordinated Communications System and allow monitoring of the Orange County Fire Authority's responses further facilitating effective responses to emergency situations throughout Laguna Woods Village. The usage and activation of the two 800 MHZ radios will cost about \$1,620 annually. This unbudgeted 2024 expense will be funded from the operating fund and paid to the City of Laguna Woods per the MOU. Future business plans will cover any ongoing maintenance costs. Director Sue Stephens made a motion to approve and endorse the recommendation. Director David Veeneman seconded. The motion passed by unanimous decision.

Maintenance & Construction Committee- Pricing Rates for Electric Vehicle Charging Stations. Baltazar Mejia, Assistant Director- Maintenance and Construction, provided a staff report recommending keeping the current EV charging rates unchanged as SCE does not anticipate a rate increase for 2025. The current pricing covers energy costs, the flex billing fee and contributes to shared mutual costs. Questions and discussion ensued. Director Tuning made a motion to postpone until the subsequent meeting. Director Choi Hoe seconded. The motion passed by a 7-1 vote to postpone until the following meeting for review.

Golf Fee Cost Analysis

Steve Hormuth presented a staff report for Golf fees informing of the review to be conducted in two steps; first comparing current operational and maintenance costs to those at the last fee change, and second, recommending whether to keep or adjust the fee. Staff further elaborated that a separate meeting will be scheduled for detailed discussion of the fee recommendation.

Traffic Fee Cost Analysis

Staff presented a staff report to inform members of how traffic fees are determined. Further stating that unlike most of the fees in Laguna Woods Village, traffic fees aim to ensure compliance with driving and parking rules, independent of the security department costs. The review will be in two steps: first, reporting the lack of correlation between costs and fees, and second, recommending any changes in a separate meeting.

RV Storage Fee Cost Analysis

Staff presented a staff report to inform that RV Storage Fees, last reviewed in 2017 via resolution 90-17-32, increased from \$160 to \$320 annually. The current review compares costs from 2017 to 2024, show a 4% increase in expenses for utilities, asphalt sealing and patching, security landscape, and custodial services. A subsequent meeting will be scheduled to recommend whether to keep or adjust the fees.

Future Agenda Items

- Golf Fee Update
- Traffic Fee Update
- RV Fee Update

Committee Member Comments

None.

Date of Next Meeting

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

Recess to Closed Session

The meeting recessed to closed session at 4:20 p.m.

DRAFT

Juanita Skillman, Chair

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OPEN MEETING

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

Thursday, June 13, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Cush Bhada, Reza Karimi, Ellen Leonard, Sue Quam, Sue Stephens, Ajit Gidwani
Dennis Boudreau, Elsie Addington

MEMBERS ABSENT: S.K. Park, Peter Sanborn, Andy Ginocchio

OTHERS PRESENT: Georgiana Willis, Juanita Skillman, Joan Milliman, Egon Garthoffner

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Laura Cobarruviaz, Tom McCray, Ted Ball, Peter Quan, Jose Campos

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

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

Motion passed unanimously.

Approval of Committee Report for April 11, 2024

Director Bhada made a motion to approve the report. Director Karimi seconded.

Motion passed unanimously.

Approval of Special Committee Report for April 15, 2024

Director Bhada made a motion to approve the report. Director Karimi seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton welcomed the audience.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: there are six new clubs with two currently on the wait list; the Art Affair sold out 40 spaces to resident artists and had approximately 700 in attendance; 30 banquet tables and 15 round tables were recently replaced at Clubhouse 5; the Club Expo had 74 clubs and approximately 600 in attendance; the Mother's Day buffet has 213 attendees; projectors were installed in the dining rooms at the Performing Arts Center; the Surf City Singers concert sold over half of the seats in the Performing Arts Center auditorium on May 5; over 700 attendees attended the Memorial Day event at the Performing Arts Center; Pool 1 is being re-plastered and received the new chemical storage and distribution mechanics to improve efficiency while all other pools are now open for summer hours; Children's Swim hours at Pool 6 are noon to 4 p.m.; Community Fitness Center attendance has been rising back to over 400 users three times per week; the first seasonal Saddle Club BBQ was held on June 10 with 90 attendees; a new Equestrian Center horse has been performing well in the lesson program which began a new session in June with 60 participants per week; the Equestrian Center round pen footing is being re-vamped in house and fencing donated by VCF is in the process of being installed by staff; new Equestrian Center vaulting classes and fitness classes with Eclipse Vaulters are starting soon; Library volunteers worked 800 hours to support 2,192 visitors with 34 residents signing up for catalogue access and 2,838 items circulated through the desk in May.

Ms. Giglio reported the following Clubhouse 1 renovation update: the beautification of Clubhouse 1 is progressing smoothly and remains on schedule for completion in late August 2024; key milestones completed to date include exterior and interior painting, flooring, and drywall patching; window replacement, electrical work, renovations to the ballroom fireplace, and bathroom upgrades are proceeding as planned; other work that is not a part of the original beautification project but is intended to be completed during the closure of the complex include pool re-plaster, installation of a new pool chemical distribution system, parking lot rehabilitation, beam replacement in shuffleboard and archery rooms and conversion of the Art Room to a billiards room and former billiards room to a multi-purpose room.

Ms. Murphy stated the following: Father's Day brunch will be held at Clubhouse 5 at 11 a.m.; room reservation lottery cards are due to the Recreation office by Monday, June 17; a free movie for the grandkids, *WISH*, will be hosted at the Performing Arts Center on June 27 at 1 p.m.; Splash Days will return to Pool 2 in July and August; Grandparents' Day will

be hosted at Clubhouse 5 on September 7; the Fourth of July Celebration will be hosted at Clubhouse 2 with a golf cart parade throughout the Village and an outdoor concert which begins at noon; the BBQ buffet will be hosted on July 22 at Clubhouse 5 at 5 p.m.; the Performing Arts Center will host Space Oddity, the Ultimate David Bowie Experience on August 10 at 7:30 p.m. and Micky Dolenz of the Monkees on October 11 at 7:30 p.m.

Mr. McCray stated the following: the golf course greens are being prepped for summer heat; the driving range project is starting to fill in with greens and is working effectively; golf course orientation is scheduled to ensure equitable access; club fitting events remain well attended; the Garden Centers operation is going smoothly.

Discussion ensued.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: liability insurance for those boarding at the Equestrian Center; cost difference between resident and non-resident boarding fees at the Equestrian Center; cost to purchase the 17-year-old horse; in opposition of the conversion of the Clubhouse 1 Art Room to a billiards room; existence of an official form for repealing a decision made by the board.

Discussion ensued.

CONSENT

Mr. Campos presented Financial Statement information.

Discussion ensued.

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

Motion passed unanimously.

REPORTS

Introduction of Clubhouse Supervisors - The following supervisors stated facility operations and brief personal background: Laura Cobarruviaz, Senior Equestrian Supervisor; Ted Ball, Recreation Supervisor (Clubhouse 2 and 7); Peter Quan, Fitness Supervisor.

Discussion ensued.

Recreation Committee Request Forms – Member was called to speak regarding Community Fitness Center (CFC) television channel selection, the correlating negative response and offered a solution to remedy the change in CFC television channel selection.

Discussion ensued.

Staff was directed to bring forth the request to donate cups to the Clubhouse 1 Drop-In Lounge to the next CAC meeting and to not move forward with the request to review the process of CFC television channel selection.

Discontinued Use of Flatware/Plates for Clubhouse Rentals - Ms. Giglio stated the cost and inefficiency associated with use of clubhouse flatware and plates in conjunction with room reservations and requested the discontinuation of this service.

Discussion ensued.

Staff was directed to bring this item forth on a future agenda to consider establishing fees for use.

Use of Tennis Courts by Calvary Chapel High School Girls Tennis Team - Ms. Giglio stated the GRF attorney information issuance for the use of Tennis Courts by Calvary Chapel High School Girls Tennis Team.

Member was called to speak regarding in favor of the use of tennis courts by the aforementioned high school for three months.

Discussion ensued.

Staff was directed to bring this item to CAC next month.

ITEMS FOR DISCUSSION AND CONSIDERATION

None.

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.

CONCLUDING BUSINESS

Committee Member Comments

Chair Horton stated golf fees may be on the next CAC agenda.

Advisor Addington inquired as to including tennis court use on next agenda and stated the Committee Activities Committee is considered a GRF committee.

Director Quam inquired as to a budget meeting prior to presentation at GRF.

Director Stephens stated there will be meetings to discuss fees per Mr. Hormuth.

Advisor Boudreau stated the Finance Committee will hold a meeting to discuss the operating budget.

Director Karimi inquired as to the CAC Charter passing for 2024 without a second on the motion. Ms. Chioni stated no second is needed for that item.

Director Quam stated United and Third are represented on committees.

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, July 11, 2024.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:22 p.m.

Yvonne Horton

Yvonne Horton, Chair

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OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
LANDSCAPE COMMITTEE
WEDNESDAY, May 8, 2023 – 1:30 P.M.
BOARD ROOM / VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

REPORT

COMMITTEE MEMBERS PRESENT: Chair – Cush Bhada, Juanita Skillman, Ira Lewis, S.K. Park, Sue Quam, Glenn Miller, Maggie Blackwell (substitute)

COMMITTEE MEMBERS ABSENT: Anthony Liberatore

OTHERS PRESENT: None

ADVISORS PRESENT: None

STAFF PRESENT: Kurt Wiemann, Megan Feliz

1. Call Meeting to Order

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

2. Acknowledgment of Media

No formal press was present.

3. Approval of the Agenda

Director Skillman moved to approve the agenda, and Director Lewis seconded it. The agenda was approved without objection.

4. Approval of the Meeting Report for February 14, 2024

Director Park moved to approve the agenda, and Director Lewis seconded it. The report was approved without objection.

5. Chair Remarks

Chair Bhada thanked everyone for coming and announced this was his first meeting as the chair. He hopes to keep the gardens green and to do a good job.

6. Department Head Update

6a. Charging Station Update

Mr. Wiemann provided an update, letting them know that the wall's construction will begin on May 20. The project will take 3-4 weeks to complete. Once completed, the electrical modifications will begin.

6b. West Creek Update

Mr. Wiemann notified everyone that the West Creek cleanup was complete. Two palm trees are still present and will be removed by in-house crews because they are a fire hazard.

7. Member Comments (Items Not on the Agenda)

- Member comment made about Willow Trees
- Member comment made about West Creek

8. Response to Member's Comments

Mr. Wiemann and Director Skillman responded to the member's comment.

Items for Discussion and Consideration

9. Gate Design Schedule

Mr. Wiemann notified the committee that the landscape designer is working on the entry gate project. He should have a layout in the next two weeks and will email the plans to the committee when he receives them.

10. Mulch Agreement

Mr. Wiemann explained the agreement between the City of Laguna Woods and GRF. Mr. Wiemann asked the committee for approval and notified them it would go to the GRF attorney for approval before going to the GRF board. Director Skillman moved the motion, and Director Miller seconded the motion. The motion passed without objections.

Future Agenda Items:

- AB 1572, Gate 11 and Clubhouse 1

Concluding Business:

11. Committee Member Comments

- Director Miller made a comment asking about West Creek.
- Director Lewis is asking for AB 1572 to be added to the future agenda.

12. Date of Next Meeting – Wednesday, August 14, 2024 at 1:30 p.m.

13. Recess at 2:20 p.m.

Cush Bhada

Cush Bhada (May 10, 2024 14:38 PDT)

Cush Bhada, Chair

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

Agenda Item # 16c
Page 3 of 4

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

**Wednesday, June 12, 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, SK Park,
Alison Bok, Pearl Lee, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
Advisors: Bill Walsh, Ajit Gidwani
Mutual 50: Steve Leonard

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

1. Call to Order

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

2. Acknowledgement of Media

Chair Horton noted that no media was present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report from April 10, 2024

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

5. Chair's Remarks

None.

6. Department Head Update

Mr. West noted the current staffing level in the Projects division.

7. Member Comments

None.

Consent:

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

A motion was made and duly seconded to move Item 10 to before Item 8.

The consent calendar was approved. A motion was made and duly seconded to move Item 8 to be placed on a future agenda.

8. Project Log

9. ChargePoint Summary

Items for Discussion and Consideration:

10. UCI/Cypress College Energy Study Reports

Mr. Mejia introduced representatives from the UCI Sustainable Manufacturing Alliance for Research and Training Industrial Assessment Center who presented their energy assessment and recommendations for energy savings. Discussion ensued. Mr. Mejia and the representatives answered questions from the committee.

11. Clubhouse 1 Project Update

Mr. West provided a PowerPoint presentation to show pictures of the current status of the Clubhouse 1 project. Mr. West then answered questions from the committee about the presentation.

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:

12. Committee Member Comments

Director Garthoffner commented on EV charger usage at the Community Center. Director Stephens commented on recommendations for energy savings. Director Bok commented on reported expenditures. Director Park made a comment about a golf cart path between Clubhouse 7 and Gate 7.

13. Date of Next Meeting: Wednesday, August 14, 2024 at 9:30 a.m.

14. Recess

The meeting was recessed at 11:16 a.m.

DRAFT

Yvonne Horton, Chair

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

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OPEN MEETING

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

**Wednesday, May 1, 2024 – 12:30 p.m.
Clubhouse 5 – 24262 Punta Alta, Laguna Woods, CA 92637
In Person and Virtual with Zoom**

REPORT

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

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
United: Maggie Blackwell
Third: Nathaniel Lewis

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia, Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Alison Giglio - Recreation and Special Events Director, Tom Siviglia – Security Division Operations Manager, Sandra Spencer – Department Administrative Assistant, Heather Ziemba – Projects Division Coordinator

1. Call Meeting to Order

Director Hopkins called the meeting to order at 12:35 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from April 10, 2024

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

4. Remarks of the Chair

Chair Hopkins provided the audience an overview of what the meeting would include, what the next steps would be, and that the community would continue to be involved in the process.

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

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

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

a. None

9. Items for Discussion and Consideration

- a. Continue Discussion of Options Presented on April 10, 2024
 - i. Nancy Carlson/Andy Ginocchio – Directors Carlson and Ginocchio presented a condensed version of their previously submitted proposed solution.
 - ii. Jim Hopkins – Chair Hopkins presented a condensed version of his previously submitted proposed solution.
 - iii. Sue Stephens – Director Stephens withdrew her previously submitted proposed solution and announced her support of Chair Hopkins' proposal.
 - iv. Cush Bhada – Director Bhada presented his proposed solution.

The merits of the proposed solutions were discussed amongst the committee members. Comments included the need for a cost analysis of each proposed solution, maximizing the space within the Community Center, and the importance of member input.

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

Discussion ensued and various motions were made, seconded and rescinded.

A final motion was made by Chair Hopkins to present Option (i) Proposed Solution by Nancy Carlson/Andy Ginocchio and Option (ii) Proposed Solution by Jim Hopkins to the GRF Board for consideration. The motion was seconded by Director Stephens and passed by a vote of 8/2/0 (Director Bhada and Director Tuning opposed).

- 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.*

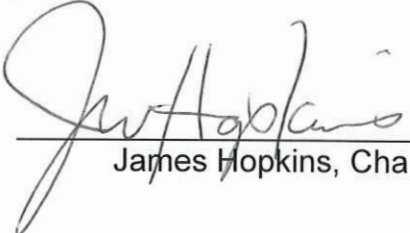
The meeting adjourned without discussing this item.

11. Committee Member Comments

The meeting adjourned without discussing this item.

12. Date of Next Meeting: TBD

- 13. Adjournment:** The meeting was adjourned at 4:04 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, May 15, 2024 – 11:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Juanita Skillman (Acting Chair), Ryna Rothberg, Cush Bhada, Alison Bok, Nancy Carlson, SK Park, Sue Stephens, Elsie Addington (Advisor)

OTHERS PRESENT:

STAFF PRESENT: Robert Carroll, Francisco, Miguel Camarena, Joana Rocha

1. Call to Order

Chair Addington called the meeting to order at 11:00 a.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

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

4. Approval of Meeting Report for February 7, 2024

The meeting report for February 7, 2024, was unanimously approved as written.

5. Chair's Remarks

Director Skillman mentioned that the Security and Community Access Committee is working on traffic rules that might affect transportation.

6. Member Comments (Items Not on the Agenda)

- No member comments.

7. Response to Member Comments

- No response to member comments.

8. Director's Report

Mr. Carroll gave the committee an overview of the Laguna Woods Village transportation ridership for the Fixed-Route, Journey, and BOOST programs.

Mr. Carroll provided dates and locations for upcoming Transportation pop-up booths.

- Director Bhada asked about the RFI sticker
- Director Bhada suggested that Route 2 stop at the community center after leaving gate 10.
- Director Carlson mentioned that the Globe has recurring sections where transportation could submit their hours for residents to know.
- Director Carlson asked about the Boost program boundaries.
- Director Park inquired about who is responsible for covering the costs of the rideshare program.

Items for Discussion

9. Review Mobility and Vehicles Charter

The committee reviewed the charter and highlighted key points to consider when evaluating new vehicles.

- Review major service modifications to the Laguna Woods Village transportation system that are proposed by the Managing Agent and present those modifications to the GRF Board for final approval.
- Review the specifications recommended by the Managing Agent for the procurement of GRF vehicles.
- Review requests submitted to the Committee by the Managing Agent for transportation services and vehicles that require supplemental funding and recommend appropriate action to the GRF Finance Committee.

10. Senior Mobility – City Program Flyer

The Committee reviewed the Senior Mobility Program and answered some questions from the previous meeting in February.

The Committee

Items for Future Agendas

None

Concluding Business:

Committee Member Comments - None

Date of Next Meeting – Wednesday, August 7, 2024, at 1:30 p.m.

Adjournment - The meeting was adjourned at 11:59 a.m.

DRAFT

Juanita Skillman, Acting Co-Chair

Juanita Skillman, 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**

Wednesday, April 24, 2024, 1:30 p.m.

Board Room/Virtual Meeting

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

MEMBERS ABSENT: S.K. Park (Excused)

STAFF PRESENT: Carmen Aguilar, Pamela Bashline, Siobhan Foster, Patricia Kurzet, Alycia Magnuson, Eric Nuñez, Donna Rane-Szostak, Tom Siviglia

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 February 28, 2024, meeting report.

5. CHAIRMAN'S REMARKS

Director Skillman would prefer Traffic Rules and Regulations to be approved by May 7, 2024 GRF board meeting.

6. MEMBER COMMENTS (items not on the agenda)

Member Ellen Leonard- Commented on Vandalism in Laguna Woods Village.

Member Mary Wall- Commented on stopping e-bikes from being on the sidewalk.

Member Gerald C. Tiller- Commented on Roof Leaks, Specs on non-standard Landscaping, Prospective buyer Transparency.

REPORTS:

7. Disaster Preparedness Task Force Report

Antenna project is going for approval at the next GRF board meeting on May 7, 2024.

8. Update on Jacob Green and Associates

Director Nuñez and Jacob Green establish an 18-month relationship to develop a GAP analysis

and Emergency Operations Plan for Laguna Woods Village along with table top exercises for Disaster Preparedness.

9. SECURITY STATISTICS

9a. RV Lot: Lot A has 38 vacant spaces. Lot B has seven vacant spaces.

9b. Notice of Violations: 227 violations were written from Feb. 26, 2024 to April 15, 2024.

9c. Pilot Program: A total of 101 citations were written; 57 were processed, 25.44% are unpaid and 15.26% paid by attending traffic school or full monetary fee.

9d. Orange County Sheriff Department: A total of 46 crime incidents were reported in Laguna Woods Village.

9f. Compliance: Clutter and nuisance are the largest categories under the same general umbrella.

9e. Self- initiated Supervisor foot patrol: 40% of foot patrol is light repairs and/or confirming poles are working properly in the community.

9f. Social Services: 29% of falls occur at resident's manor. Social Services makes follow-up calls with residents after any incidents. A new category was added earlier this year, death by suicide, which represent 0.6% of Social Service report.

10. NOTEWORTHY INCIDENTS

SPO Bridgette Portuguese was recognized and received an Excellence Award for her professionalism for going above and beyond to assist residents. Her knowledge and experience along with her calm demeanor, are excellent qualities to possess and we are happy she is part of Laguna Woods Village Security Department.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

11. City of Laguna Woods Memorandum of Understanding (MOU):

An MOU with the City of Laguna Woods to allow GRF (Security Services communications center) to use 800 megahertz radios a part of the Orange Countrywide Coordinations System and monitor the Orange Country Fire Authority's responses to Laguna Woods Village.

Director Reza motioned to approve MOU and \$1,620.00 annual fee. Director Rane-Szostak and director Stephens seconded both motions. Chair Skillman remarked both motions passed without objection. Routing staff report to GRF Finance Committee on Wednesday June 19, 2024.

12: Universal I.D. Cards for all amenities:

Some Identification cards will have a special purpose use. For example, access RV lots and/or garden center etc. Introducing the 21st century technology of a Smart Card; once resident moves out the card can no longer be used. More research is needed for the new technology in order to be used in Laguna Woods Village.

13. GRF Security and Community Access Special Open Workshop:

The meeting was to review and amend traffic rules/regulations to add e-bikes, remove DECAL,

and add "All vehicles MUST BE REGISTERED with Resident Services." This includes golf cars, golf carts and RVs. Waiting for redline changes and clean version from Compliance Department.

14. Update on September Event:

September Event there will be vendors, disaster preparedness expo and our active Good Neighbor Captains along with our clubhouse coordinators and the DPTF committee will be notified.

Unfinished Business:

15. Discussion of Lost Identification Cards:

Members discussed the cost of the lost ID Cards. Director Carlson made a motion to charge current residents \$60.00 for lost ID Cards; director Stephens seconded. Consensus without objection passed to keep the non-returned fee at \$125.00 for residents who vacate Laguna Woods Village. Routing of GRF ID Card Fee Structure to GRF Meeting May 7, 2024.

ITEMS FOR FUTURE AGENDA:

16. To Be Determined:

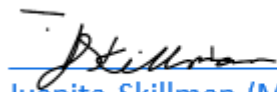
Exploring smart cards

CONCLUDING BUSINESS

17. Committee Members Comments – None.

18. The next regular meeting of the GRF Security and Community Access Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Wednesday June 26, 2024.

19. There being no further business, the Chair adjourned the meeting at 4:13 p.m.



Juanita Skillman (May 3, 2024 14:05 PDT)

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OPEN MEETING

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

**Tuesday, May 28, 2024 - 9:30 A.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room/Virtual Meeting**

Directors Present: Tom Siviglia-Chair, Juanita Skillman- Rick Kopps, Anthony Liberatore, Gan Mukhopadhyay, S.K. Park, Sue Stephens

Directors Absent: Eric Nuñez

Staff Present: Carmen Aguilar, Daniel Lurie, Alycia Magnuson, Tom Siviglia

Others Present: City Councilmember Annie McCary

1. Call to Order

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

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Siviglia requested an approval of the agenda.

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

4. Approval of the Meeting Report

There being no objections, the meeting minutes of March 26, 2024, were approved by unanimous consent.

5. Co-Chair's Remarks

Co-Chair Skillman spoke on the following items:

- She welcomed director Donna Rane- Szostak
- She would like to see a radio list to confirm who is assigned to the radios

6. Members' Comments

- A member commented on procedures on reserving a room for Clubhouse 3 to be used as DPTF training.

- Chair Siviglia responded by thanking Grace Stencil for her efforts in continuing DPTF training. Security Staff will coordinate with Recreation department to obtain applicable documents for reserving a room for training purposes at no cost to the member.
- A member commented on when DTPF drills involve board members.
 - Chair Siviglia responded by thanking Edwin Marcus for his comment on board members involvement in the DPTF drills. Management and volunteers to work together to build successful training to shelter in place.
- A member commented on the functionality of the antenna equipment not working properly if a disaster would strike today. The Good Neighbor program not being fulfilled. Tabletop exercise are crucial,
 - Chair Siviglia responded by thanking Bob Mantonti for his comments.
 - The antenna Security Department has longer than expected due to the meeting schedule dates. On June 4, 2024 it will be going to the GRF board meeting. Laguna Woods Village has established an 18-month relationship with Jacob Green and Associates to develop a GAP analysis for training, tabletop exercises and drills. A meeting has been scheduled on May 30, 2024 to establish and discuss the goals and responsibilities.

Reports

7. GRF Board- Nothing to Report- None.

8. United Board- Nothing to Report- None.

9. Third Board- Director Park thanked Grace Stencil for her volunteerism and the antenna project needs to be completed with no excuses. He supported the idea of increasing volunteers.

10. Towers Board- Nothing to Report- None.

11. Pet Evacuation Sub Committee- Sandy Benson will be taking a FEMA course on shelter in place on June 12, 2024. She stated she brought enough File of Life cards for Mutual No. Fifty.

12. Antenna Project- Dan Lurie Supervisor II / Administrative Supervisor communicated the project will be presented at the GRF board meeting on June 4, 2024.

13. September Event- Chair Siviglia mentioned Director Nuñez will be confirming the venue and planning with vendors for availability.

14. Report on Fire Prevention Equipment- Chair Siviglia looks forward to incorporating the new vendor SafetyNet into DPTF trainings.

15. Update on Emergency Disaster Planning- a meeting has been scheduled on May

30, 2024 with Jacob Green and Associates to review Emergency Disaster Planning.

ITEMS FOR FUTURE AGENDAS:

16. Director Park requested an update on the antenna Installation and room reservation procedures.


CONCLUDING BUSINESS:

17. Committee Member Comments

- a. Director Liberatore suggested a syllabus for DPTF volunteers and staff.
- b. Director Rane-Szostak appreciates the members keeping staff accountable while reassuring projects are not being neglected.
- c. Director Skillman reminded the committee the budget season is upon us and DPTF needs to be prioritized financially.

18. Date of Next Meeting – Tuesday, July 30, 2024 at 9:30 a.m.

19. Adjournment 10:16 a.m.



6-10-2024

Tom Siviglia
GRF Committee of the Laguna
Woods Village Disaster
Preparedness Task Force

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