



## **OPEN MEETING**

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

**Tuesday, August 13, 2024 - 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center, 24351 El Toro Road,  
Laguna Woods, California**

### **NOTICE OF MEETING AND AGENDA**

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

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

**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 June 2024, such review is hereby ratified.
- b. **Recommendation from the Landscape Committee**
  - 1. Recommendation to Deny the Request for the Removal of One Magnolia Tree Located at 257-C Calle Aragon
  - 2. Recommendation to Deny the Request for the Removal of One Carrotwood Tree Located at 565-A Avenida Sevilla
  - 3. Recommendation to Deny the Request for the Removal of Three Canary Island Pine Trees Located at 795-D Via Los Altos
  - 4. Recommendation to Approve the Request for the Removal of One Aleppo Pine Tree Located at 251-A Calle Aragon
  - 5. Recommendation to Deny the Request to Remove the Trellis Between Common Area 2041 and 2036 Via Mariposa
  - 6. Recommendation to Deny Request to Remove Plant Material to Place a Crushed Stone Pathway Between Common Area 2041 and 2036 Via Mariposa
- c. **Recommendation from the Architectural Controls and Standards Committee**
  - 1. Recommendation to Approve a Variance Request to Extend Living Room on Exclusive Use Common Area Front Patio Area at Manor 236-B Calle Aragon
  - 2. Recommendation to Approve a Variance Request to Extend Living Room on Exclusive Use Common Area Front Patio Area at Manor 2149-A Ronda Granada
- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in July 2024, and such review is hereby ratified. (CHECK LIST)
- e. **Recommendation from the Finance Committee**

1. Approve a Resolution for Recording a Lien Against Member ID # 947-413-22
2. Approve a Resolution for Recording a Lien Against Member ID # 947-373-44
3. Publish Notice of Sale Against Member ID # 947-413-50
4. Publish Notice of Sale Against Member ID # 947-413-81

**f. GRF Committee Highlights (Item 16a-h. is being Approved on the Consent Calendar)**

**12. Unfinished Business**

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

**13. New Business**

- a. Town Halls – (Oral Discussion) Nancy Carlson
- b. Entertain a Motion to Approve Revision to Standard 18: Gutters and Downspouts **(August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**
- c. Entertain a Motion to Approve Updated Landscape Committee Charter
- d. Entertain a Motion to Approve the 2023 Operating Fund Deficit Transfer

**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 July 30, 2024; next meeting September 24, 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 – July
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on July 18, 2024; next meeting August 15, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Carlson. The committee met on August 8, 2024; next meeting September 12, 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 August 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Quam. The committee met on July 22, 2024; next meeting August 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Lee. The committee met on July 29, 2024; next meeting August 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on August 8, 2024; next meeting September 12, 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 August 1, 2024; next meeting August 15, 2024, at 4:30 p.m. in the Board Room.

**16. GRF Committee Highlights (Approved Under Agenda item 11f. 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 August 8, 2024; next meeting September 12, 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 July 15, 2024; next meeting October 21, 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 August 7, 2024; next meeting November 6, 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 July 17, 2024; next hearings on September 18, 2024, at 9:00 a.m. in the Board Room.
    - (2) Report of the Disaster Preparedness Task Force. The task force met on July 30, 2024; next meeting September 24, 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 July 26, 2024; next meeting August 30, 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.*
- *Revision to Standard 18: Gutters and Downspouts*
  - *Recall Presentation*
- 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) July 9, 2024 – Regular Closed Meeting*
- (b) July 25, 2024 – Special Closed Meeting*
- (c) May 14, 2024 – Regular Closed Meeting (Update)*

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

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

Directors Absent: Alison Bok, Ellen Leonard

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Steve Hormuth, Manuel Gomez, Blessilda Wright, Jeff Spies, Ian Barnette, Alan Grimshaw, Bart Mejia, Tom Siviglia

Others Present: GRF: None  
Third: None  
VMS: Manny Robledo, Kathryn Bravata, Robert Reyes

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

First Vice President Quam 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**

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

Hearing no further changes or objections, the motion to approve the agenda was approved unanimously.

## **5. Approval of Minutes**

- a. June 11, 2024 – Regular Open Meeting
- b. June 27, 2024 – Agenda Prep Meeting
- c. June 27, 2024 – Special Open Meeting

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

## **6. Report of the Chair**

First Vice President Quam commented on the following items:

- Shared that the annual budget is still in process.
- Expressed that there is a new Ad Hoc Committee to research additional revenue options.

## **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 plumbing and moisture intrusion concerns.
- A member commented on the Foundation of Laguna Woods Village.
- A member commented on alleged allegations against them from VMS staff.
- A member commented on and provided their stance on the Building E option that was approved at the GRF Special Open meeting on July 8<sup>th</sup>.
- A member additionally commented on their stance regarding the Building E option that was approved at the GRF Special Open meeting on July 8<sup>th</sup>.
- Two members from the same residence commented to protest neighbors trying to establish an unapproved short cut over common area beside their unit.
- A member additionally commented on their stance regarding the Building E option that was approved at the GRF Special Open meeting on July 8<sup>th</sup> as well as their stance on the upcoming recall of two GRF Board Directors.
- A member commented on statements made from a United Director at the July 2<sup>nd</sup> GRF Board meeting regarding the Equestrian Center.
- A member commented on lighting concerns in the parking lot of cul-de-sac 81, and additionally commented on their opposition of the upcoming recall of two GRF Board Directors.
- A member commented on and encouraged the United Board to support the option selected at the GRF Special Open meeting from July 8<sup>th</sup> and additionally commented on the recall of two GRF Board Directors.
- Assistant Corporate Secretary read a member comment regarding a circuit breaker issue that is affecting their ability to charge their handicap modified golf cart.
- Assistant Corporate Secretary read a member comment regarding their stance pertaining to the recall of two GRF Board Directors.

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

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

CEO Foster provided brief updates regarding some of the concerns brought up at today's meeting.

A few Directors additionally provided clarification regarding some comments the members made.

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

Director Blackwell provided updates to the previous Open Forum speakers from the June Board meeting.

## **9. VMS Board Update – Director Robledo**

Director Robledo discussed the following items:

- The formation and purpose of the Ad-Hoc committee, and stated that their job is to look into how VMS compares to other businesses, and advised that the VMS Board will be sharing a benchmarking report with the other Boards for review.

## **10. CEO Report**

CEO Siobhan Foster discussed the following items:

- 2025 Budget meetings – Version 2 and beyond
- Website transformation progress
  - Major project milestone complete – design phase
  - Collaborated with residents for user testing
  - Completion date is estimated to be late August, early September
- Clubhouse 1 beautification progress
  - Key milestones completed to date: relocating user groups, demolition, establishing temporary busy service hub, exterior/interior painting, flooring, drywall patching
- Resident Services enhancements
  - Automated common-area request emails
  - View common-area tickets via resident portal
  - New brochure informs residents of self-service options
- Gate 12 Facilities closure
  - Full Gate 12 facilities closure Monday, August 12, for one-day slurry coat and stripping
- Security Services update
  - Earthquake Hero disaster preparedness event (is anticipated to occur one month prior to the Great Shakeout on Thursday October 17, at 10:17 a.m.)

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 May 2024, such review is hereby ratified.**
- b. Recommendation from the Landscape Committee - None**
- c. Recommendation from the Architectural Control 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**

### **RESOLUTION 01-24-67**

#### **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.

- 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 - None**
- f. Update United Committee Assignments**

## **RESOLUTION 01-24-68**

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

**g. GRF Committee Highlights (*Items 16a -16h is being Approved on the Consent Calendar*)**

**h. Updated United Revenue Ad Hoc Committee Mission Statement**

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

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

**THE BOARD RECESSED AT 10:40 A.M. AND RESUMED THE MEETING AT 10:50 A.M.**



**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)**

Director Blackwell read the following resolution.

**RESOLUTION 01-24-69**

**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-02-109 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 Rescission to Standard 26: Solariums & Garden Rooms. Director Tuning seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 8-0-1. Director Willis abstained.

Following the approval of the minutes from the Board Secretary, Director Blackwell, a Scribner error was noticed and has been corrected in red, pertaining to the above Resolution 01-24-69 Rescind Standard 26: Solariums & Garden Rooms.

- 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)**

Director Blackwell read the following resolution:

**RESOLUTION 01-24-70**

**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 revision to standard 34: patio and balcony awnings. 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 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)**

Director Blackwell read the following resolution:

**RESOLUTION 01-24-71**

**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 2025 collection and lien enforcement policy. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

**d. Disciplinary Update Report**

Blessilda Wright, Compliance Supervisor, discussed the disciplinary update report and answered questions from the Board.

**13. New Business**

**a. United Mutual Town Hall**

Director Tuning provided the various topics that will be discussed at the Town Hall meeting held this Friday, July 12, 2024, 2:00 p.m. at Clubhouse 3.

**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)**

Director Blackwell read the following resolution:

**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.

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

Discussion ensued among the Board, and Jeff Spies, Community Services Supervisor, was present to answer questions.

Director Carlson made an amendment to remove item 9 from the policy. Director Willis Seconded.

Hearing no changes, the motion to amend the policy was called to a vote and failed 4-5-0. Directors Carlson, Willis, Tuning, and Liberatore were in favor.

Hearing no changes, the original motion to approve the revised policy was called to a vote and passed 8-1-0. Director Liberatore opposed.

- c. **Entertain a Motion to Approve a Revision to Standard 24: Skylight Installations (July 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 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.

Director Blackwell made a motion to approve the resolution to the Revision to Standard 24: Skylight Installations for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Liberatore seconded.

Discussion ensued among the Board.

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

- 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)**

Director Blackwell read the following resolution:

## **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.

Director Blackwell made a motion to approve the resolution to revise Standard 43: Bathroom Splits for discussion purposes and to postpone the final vote for 28- days per Civil Code §4360. Director Liberatore seconded.

Discussion ensued among the Board, and Alan Grimshaw, Manor Alterations Manager, was present to answer questions.

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

- 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)**

Director Blackwell read the following resolution:

## **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.

Director Blackwell made a motion to approve the resolution to the Revision to Permit-less Alteration Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Liberatore seconded.

Discussion ensued among the Board.

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

- 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)**

Director Blackwell read the following resolution:

#### **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.

Director Blackwell made a motion to approve the resolution to Rescind Manor Alteration Conformance Deposit Fee for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Carlson seconded.

Discussion ensued among the Board, and Alan Grimshaw was present to answer questions.

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

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

- Director Willis commented that the Resident Advisor group meets on Thursday, July 11<sup>th</sup> and encouraged members to attend.
- Director Choi Hoe commented on the success of the most recent Town Hall meeting that occurred.
- Director Blackwell reminded members that village eBlast, "*What's Up in the Village*", is provided each Friday, and additionally posted on the website.
- Director Lee commented on and provided her stance regarding the upcoming recall of the two GRF Board Directors.
- Director Kale commented on her un-comfortability of the recent recall request of the two GRF Board Directors, and stated concerns regarding such.
- Director Carlson thanked all who stepped forward to apply to be candidates for the United Board election.

#### **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 – 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 the 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**

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

The meeting recessed at 12:00 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) 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 Matter*

### **19. Adjourn**

The meeting was adjourned at 3:36 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, July 25, 2024, at 9:00 a.m.  
24351 El Toro Road, Laguna Woods, California  
WILLOW ROOM/VIRTUAL MEETING**

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

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Directors Present: Alison Bok, Ellen Leonard, Vidya Kale, Sue Quam, Tom Tuning, Nancy Carlson, Georgiana Willis, Mickie Choi Hoe, Maggie Blackwell

Directors Absent: Anthony Liberatore, Pearl Lee

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

Others Present: Max Gezerseh (Candidate), Hassan Kafshi (Candidate), Abbas Mohammadi (Candidate), Pardiss Broomand (Candidate), Charlie Prater (Candidate), Jeanne Costello (Candidate), John Beckett (Resident), Marjorie Huggins (Resident)

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

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

**2. Approval of the Agenda**

President Bok called for an approval of the agenda.

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

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

**3. Chair Report**

- President Bok requested all candidates present at today's meeting introduce themselves, provide their background, and how long they have lived in the Village.

United candidates proceeded to introduce themselves.

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

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

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

The non-board members were excused from the meeting prior to the discussion of the closed agenda item.

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

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

**5. Director Comments – None**

**6. Adjournment**

President Bok adjourned the meeting at 9:59 a.m.

DocuSigned by:

*Maggie Blackwell*

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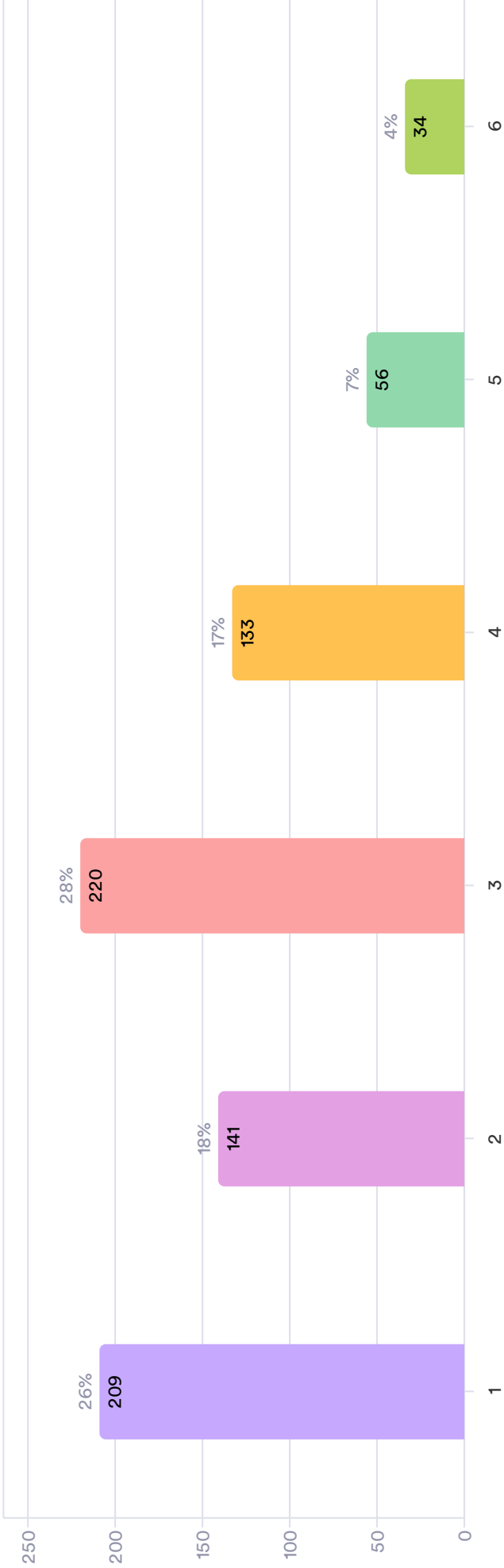
Maggie Blackwell, Secretary of the  
United Mutual Laguna Woods

# United Mutual 2024 Survey

Results 7-12-24, 798 total responses

1. What gate is closest to your manor? Gate No. \_\_\_\_

793 Responses

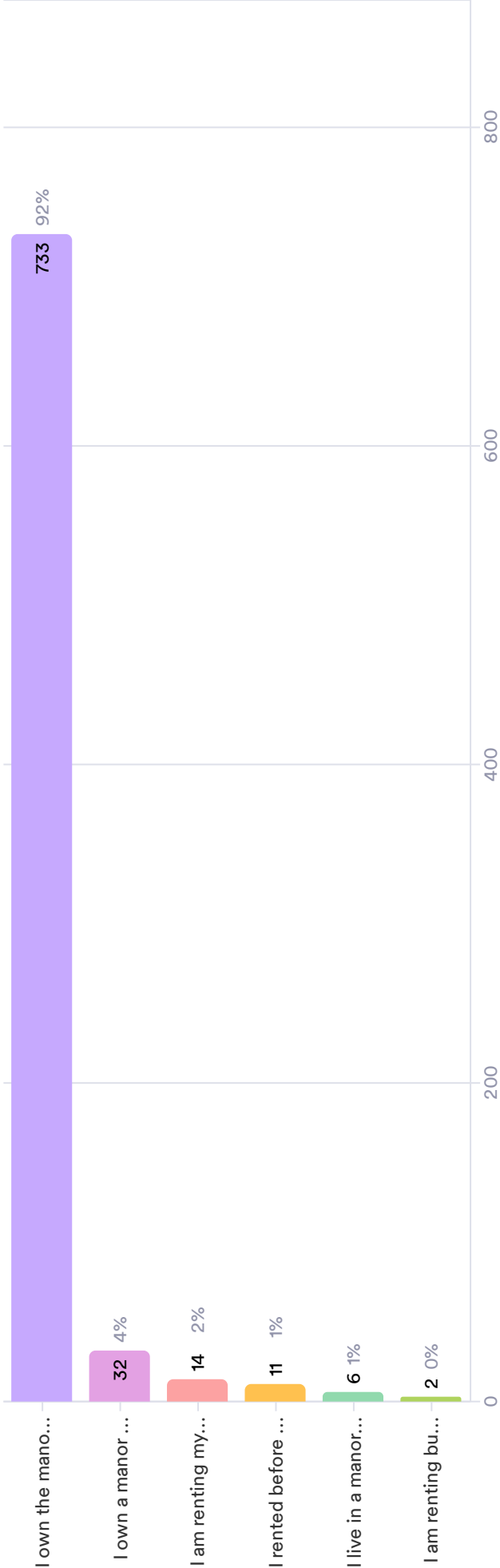


Data	Response	%
1	209	26%
2	141	18%
3	220	28%
4	133	17%
5	56	7%
6	34	4%

5 residents answered incompletely and are not included in the total count of responses for this question.

2. Specify your ownership status.

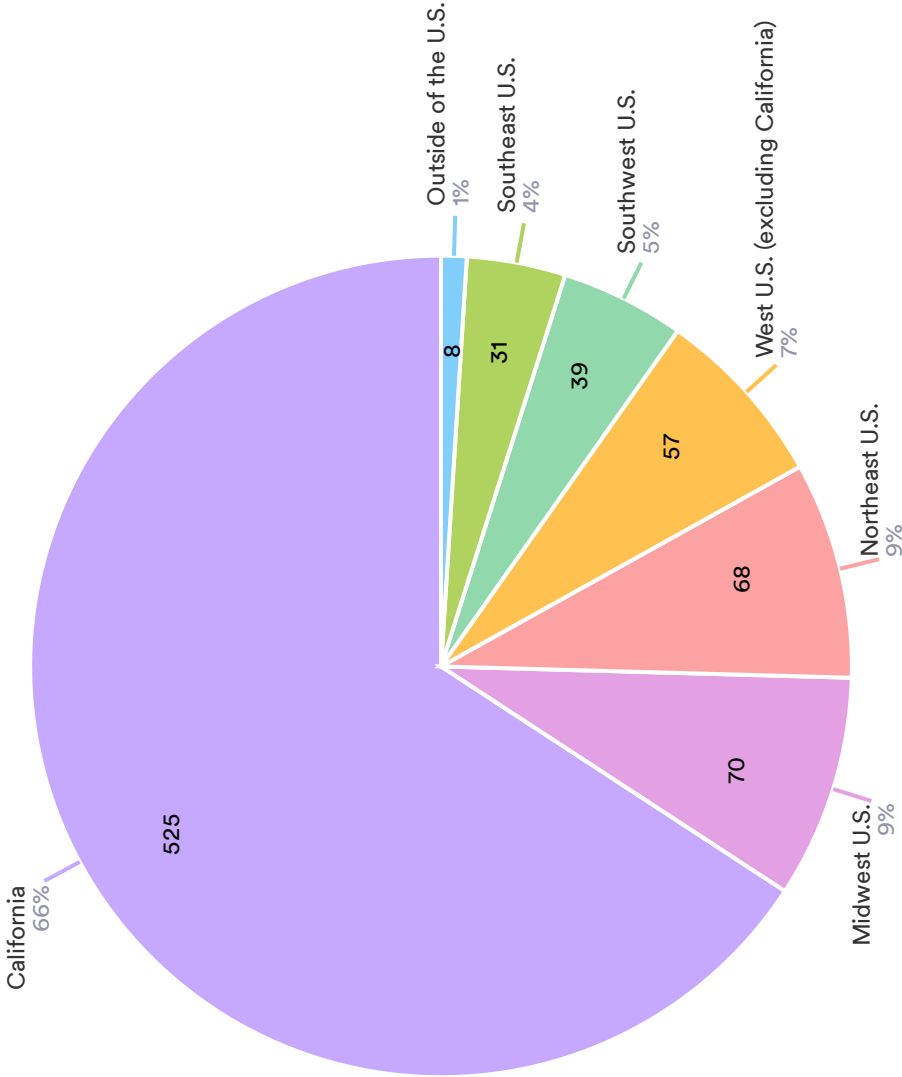
798 Responses



Data	Response	%
I own the manor I live in	733	92%
I own a manor but live outside of Village	32	4%
I am renting my manor	14	2%
I rented before buying my current unit	11	1%
I live in a manor owned by friend or relative	6	1%
I am renting but plan to buy	2	0%

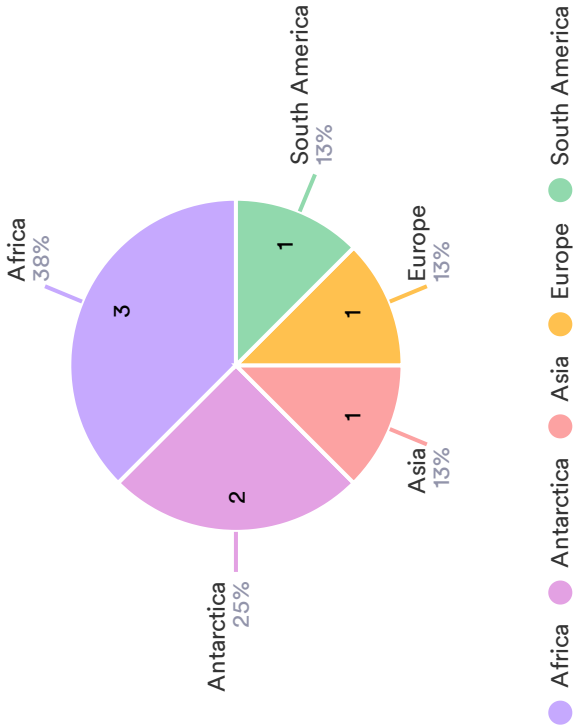
3. Where did you reside before moving to the Village?

798 Responses



Where outside of the U.S.?

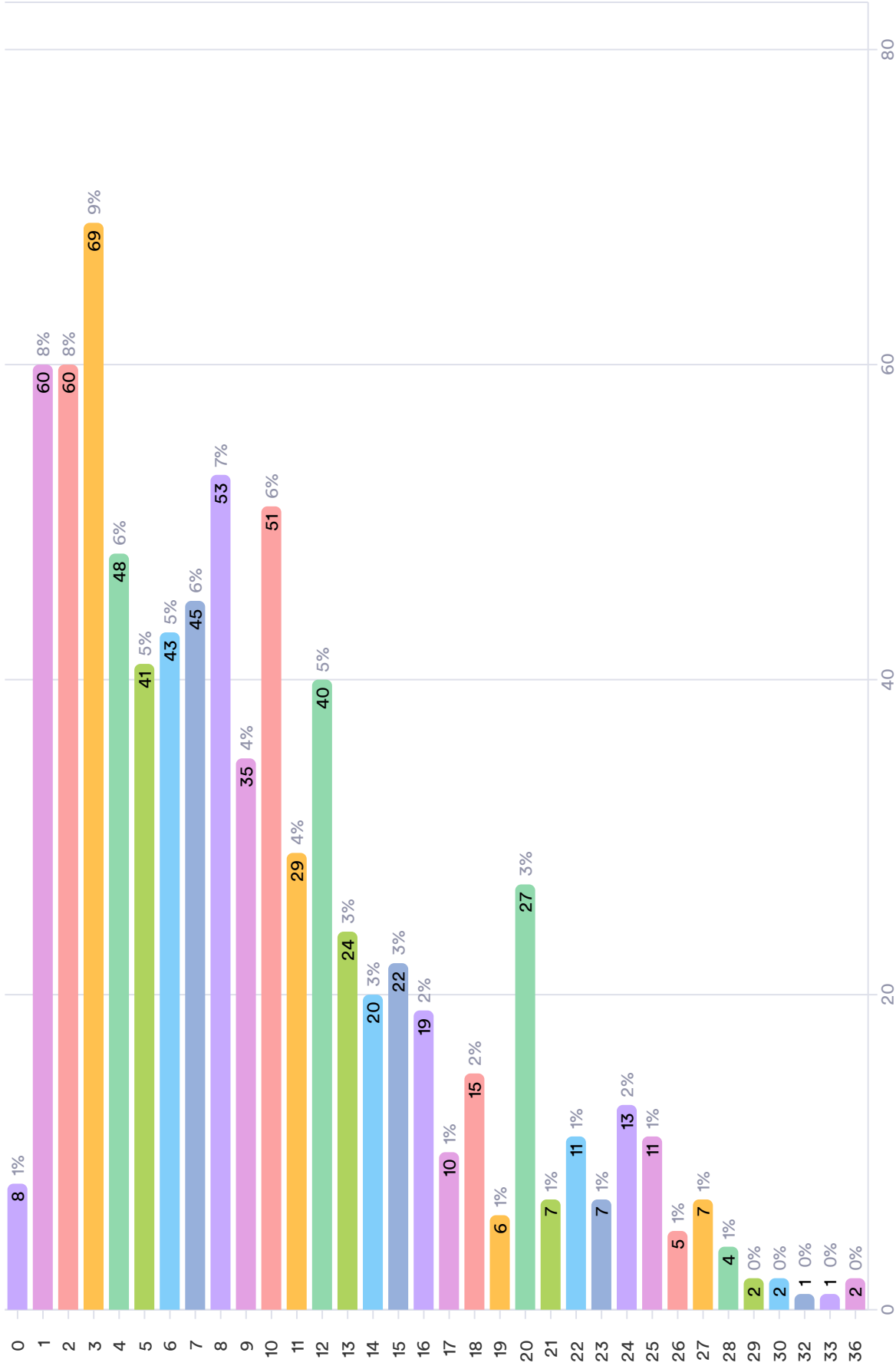
8 Responses- 790 Empty





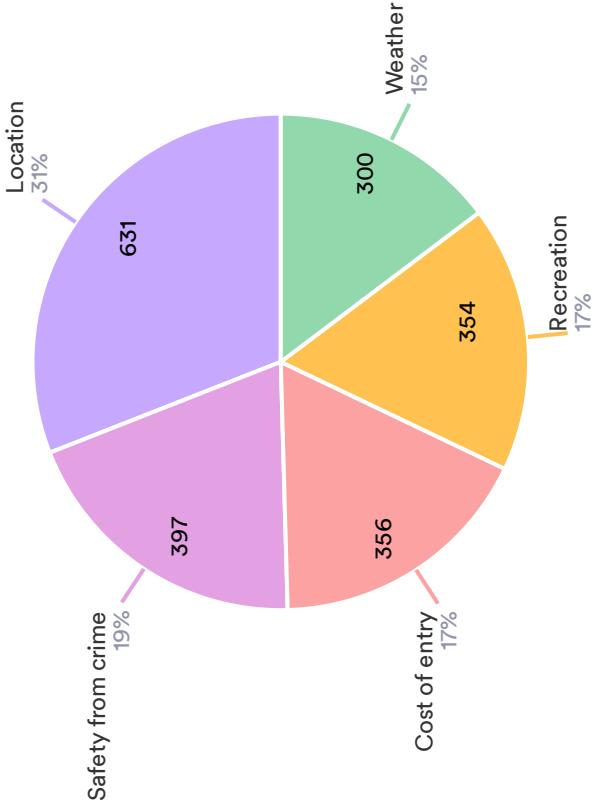
4. How many years have you lived in Laguna Woods Village?

798 Responses



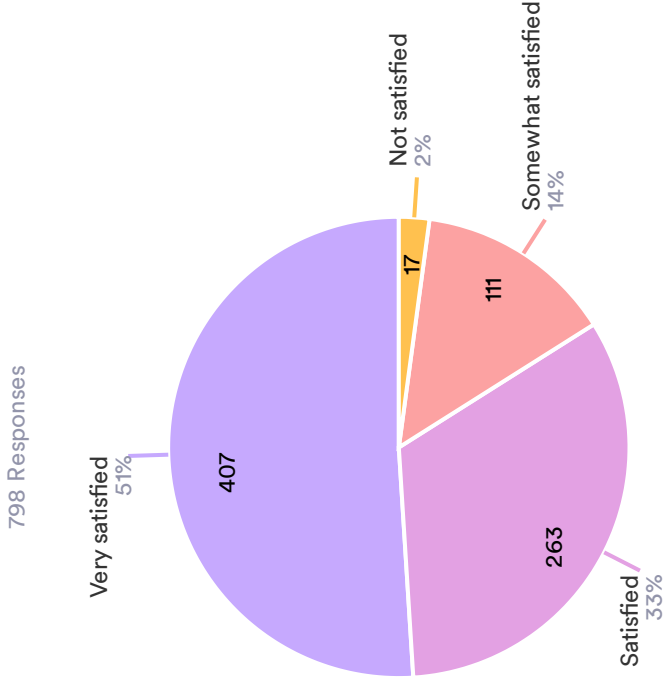
5. Select up to three factors that were most important in your decision to move to Laguna Woods Village.

2038 Responses



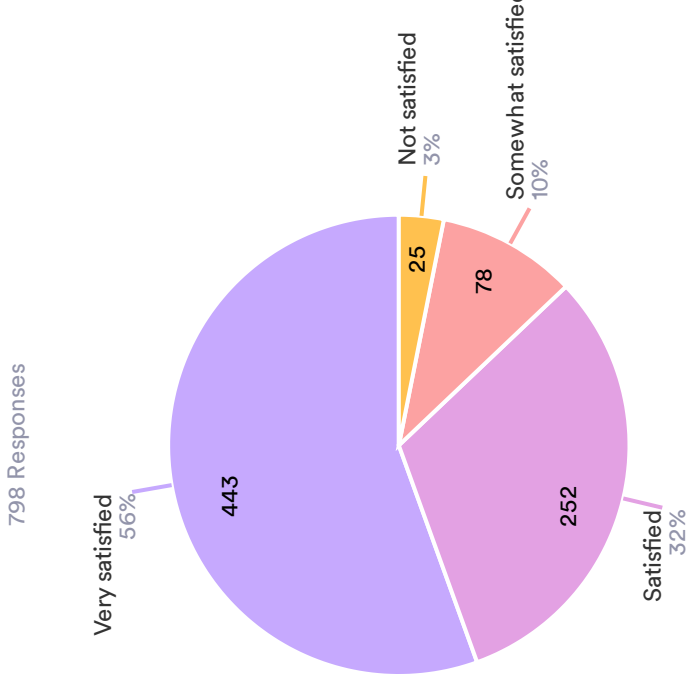
Data	Response	%
Location	631	31%
Safety from crime	397	19%
Cost of entry	356	17%
Recreation	354	17%
Weather	300	15%

6. All things considered, how satisfied are you with your move here?



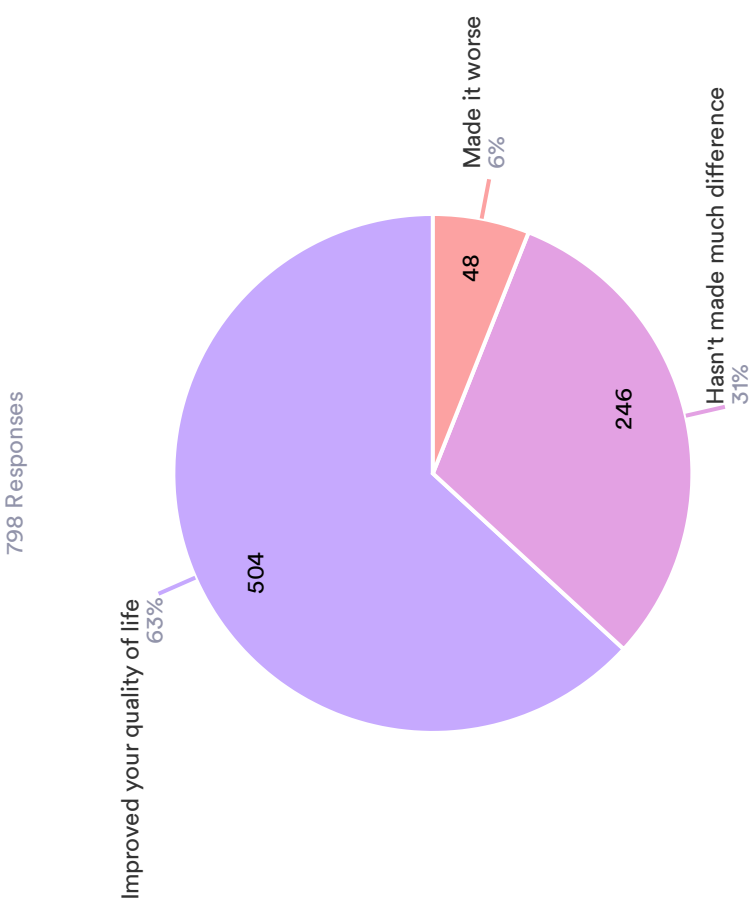
Data	Response	%
Very satisfied	407	51%
Satisfied	263	33%
Somewhat satisfied	111	14%
Not satisfied	17	2%

7. How satisfied are you with your neighborhood as a place to live?



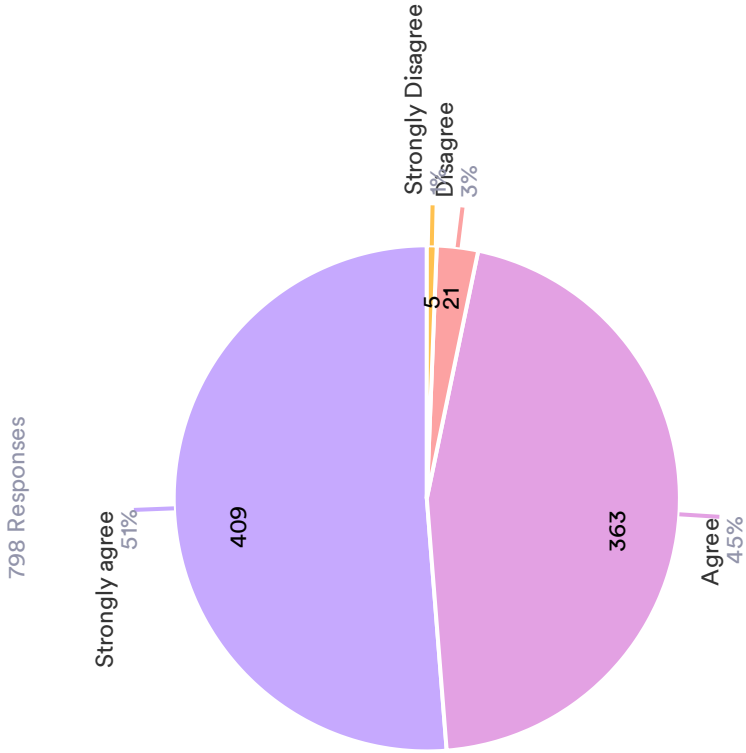
Data	Response	%
Very satisfied	443	56%
Satisfied	252	32%
Somewhat satisfied	78	10%
Not satisfied	25	3%

8. Compared to the last community in which you lived, would you say that moving to Laguna Woods Village has:



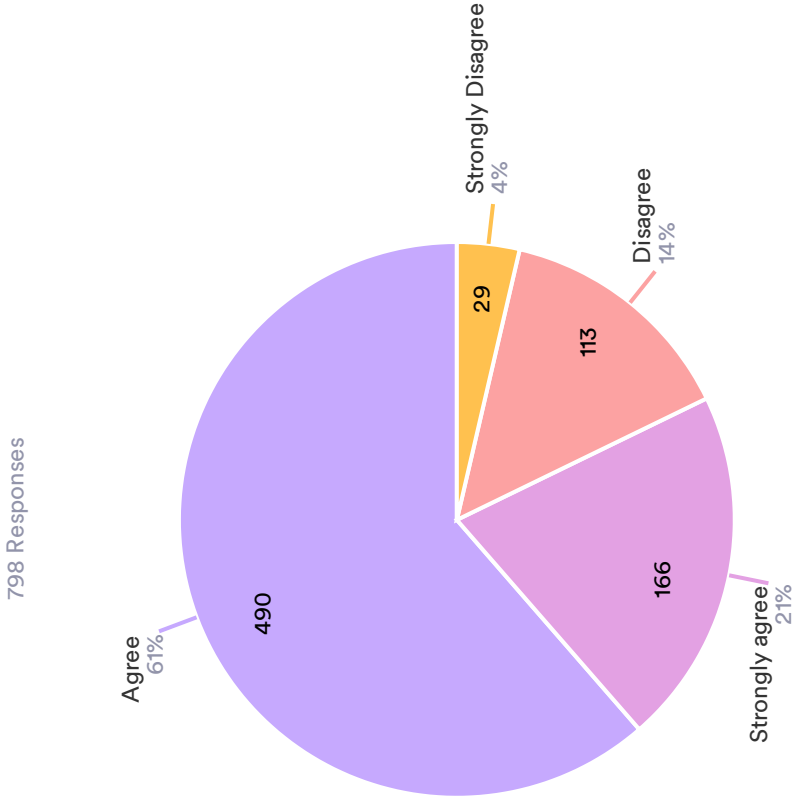
Data	Response	%
Improved your quality of life	504	63%
Hasn't made much difference	246	31%
Made it worse	48	6%

9. Laguna Woods provides a safe and secure environment.



Data	Response	%
Strongly agree	409	51%
Agree	363	45%
Disagree	21	3%
Strongly Disagree	5	1%

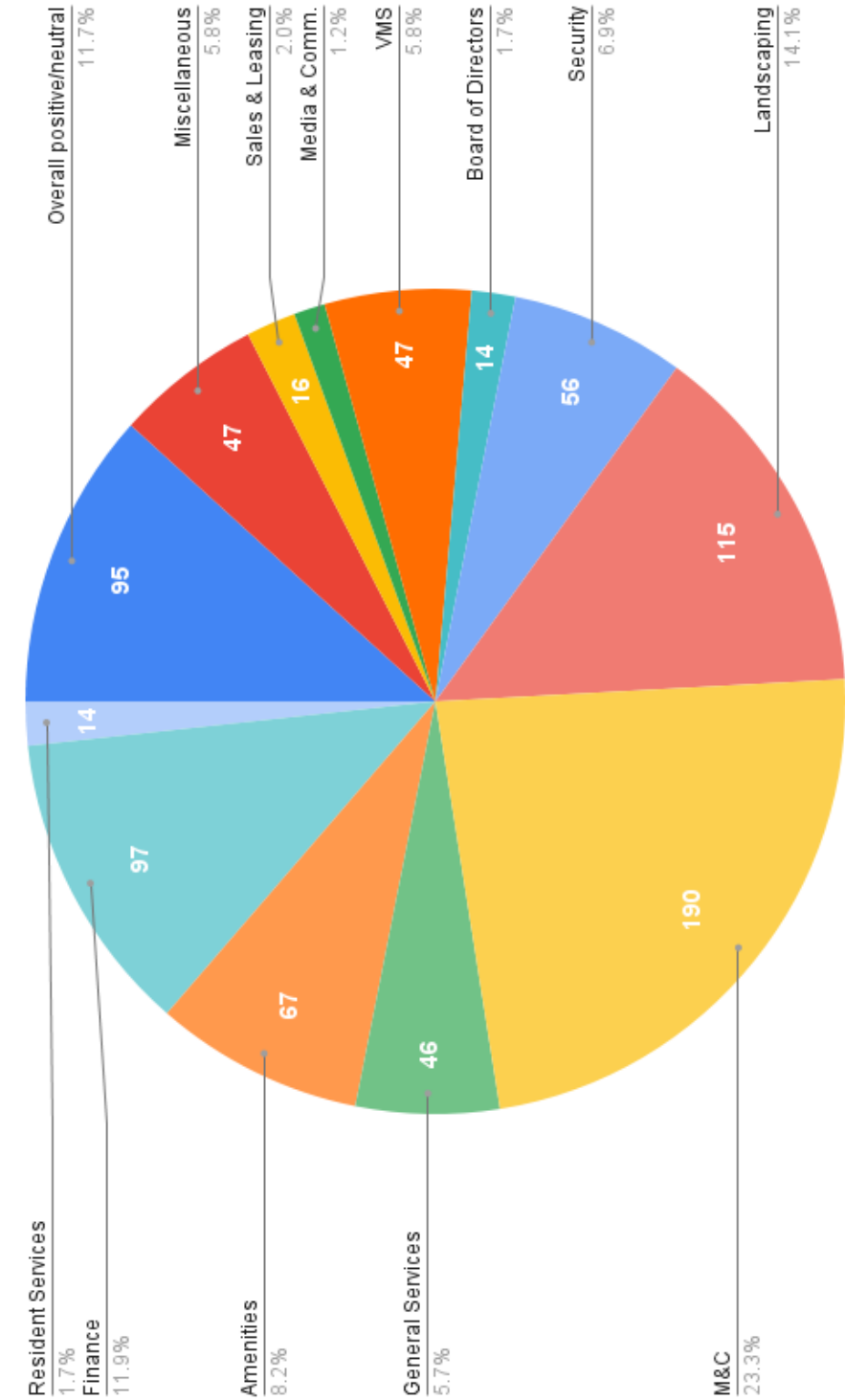
10. Generally speaking, I am satisfied with the management of this Village’s service programs and amenities.



Data	Response	%
Agree	490	61%
Strongly agree	166	21%
Disagree	113	14%
Strongly Disagree	29	4%

11. If you could make one change to Laguna Woods Village, what would that be?

798 Responses

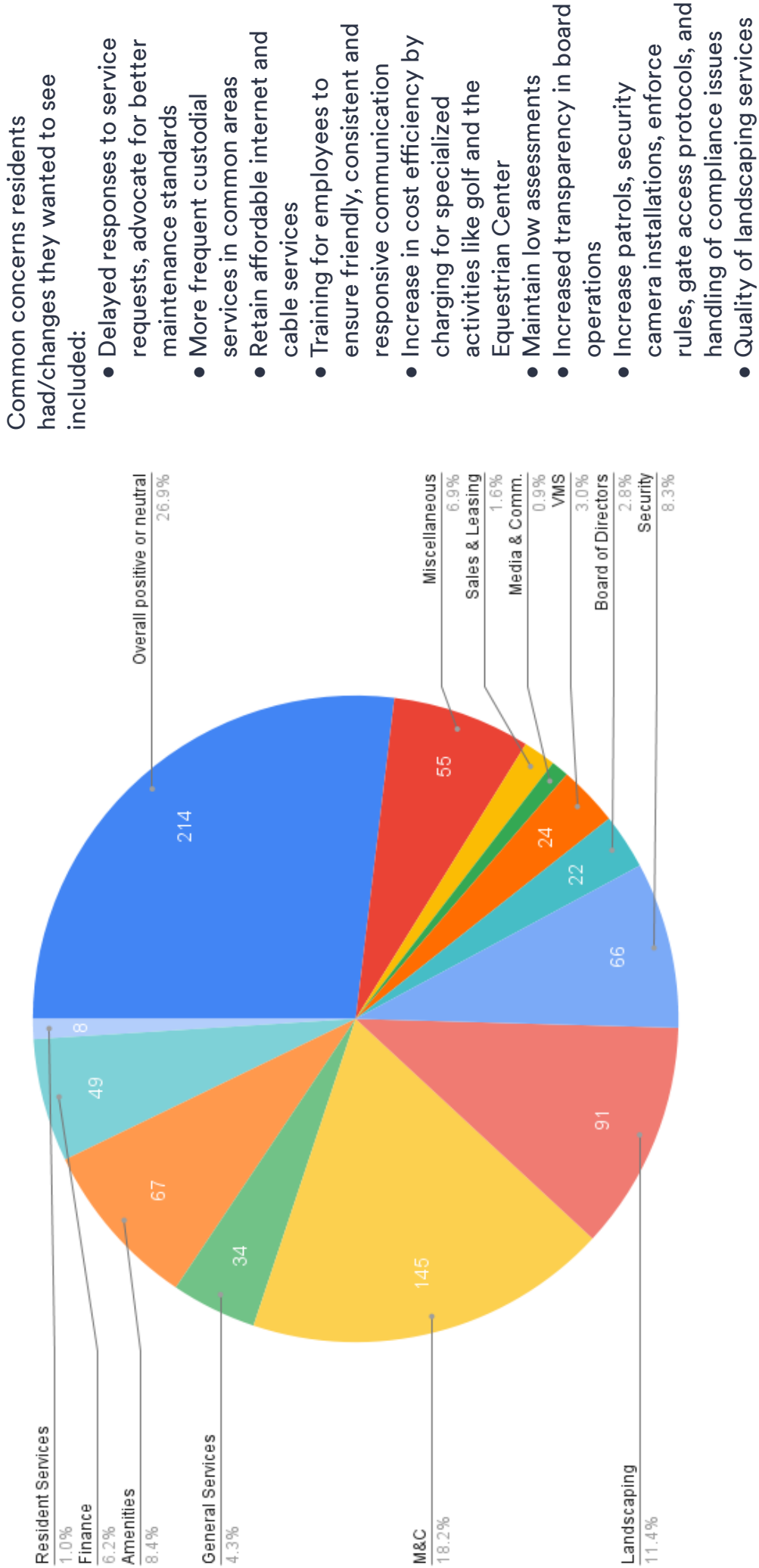


Common concerns residents had/changes they wanted to see included:

- Better communication and responsiveness from staff
- Improvements in speed of maintenance and repairs
- Comprehensive and diligent landscaping maintenance
- Greater transparency from VMS and the board of directors
- Increased security measures as well as stricter traffic enforcement
- More frequent custodial services in common areas
- Increase in recreation amenities including public gathering spaces
- Lower monthly assessments

12. If you could make a second change to Laguna Woods Village, what would that be?

798 Responses



13. What is it that you enjoy most about living here?

496 Responses

Best Response



Data	Response	%
Various special interest clubs	238	48%
Athletic activities	186	38%
Classes	44	9%
Workshops	28	6%

Residents also chose to write in other responses, which included:

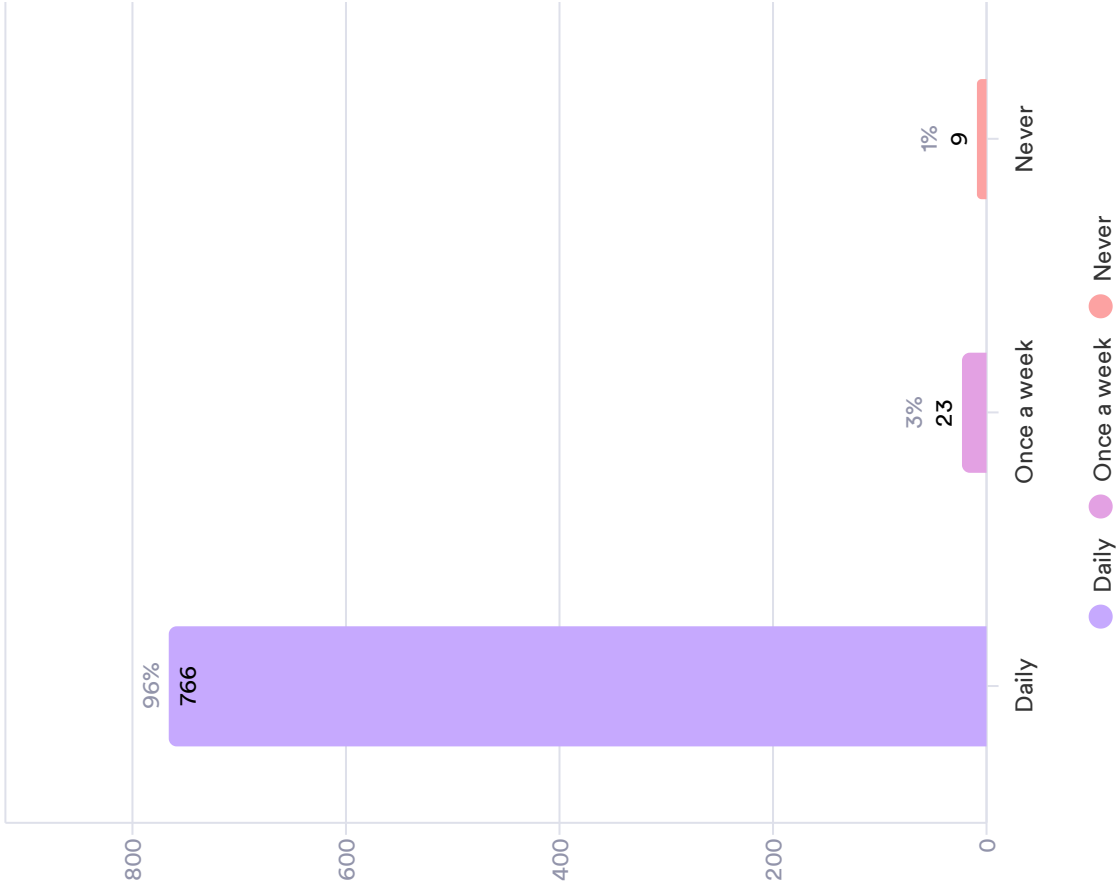
- Location
- Beautiful landscaping
- Peace and quiet
- Proximity to family, friends, good neighbors
- Security and safety
- Variety of amenities

872 Total Answers



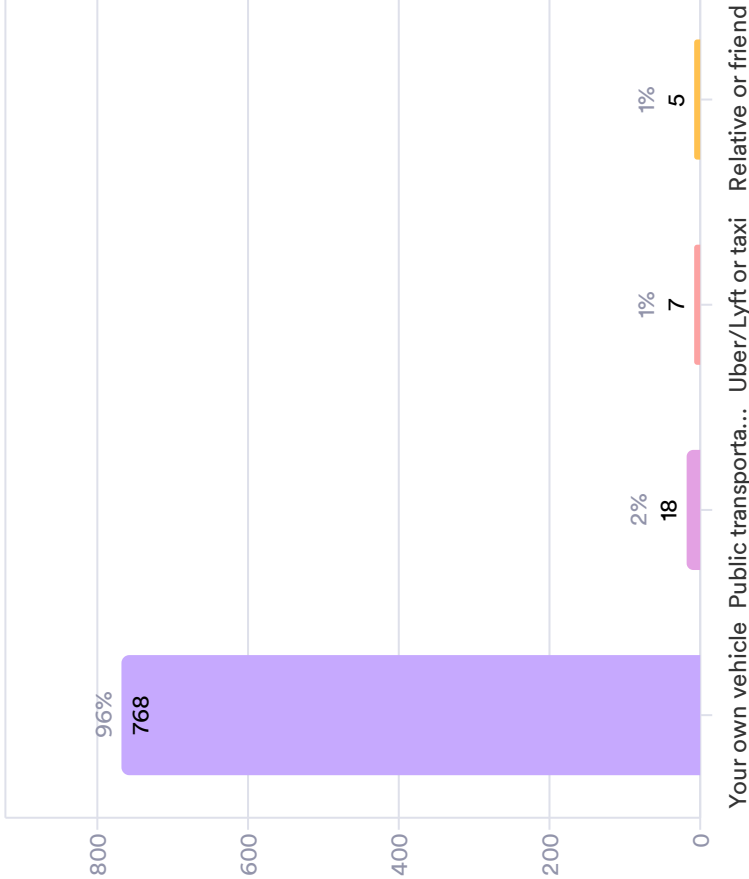
14. How often do you access the internet?

798 Responses



15. What mode of transportation do you use the most?

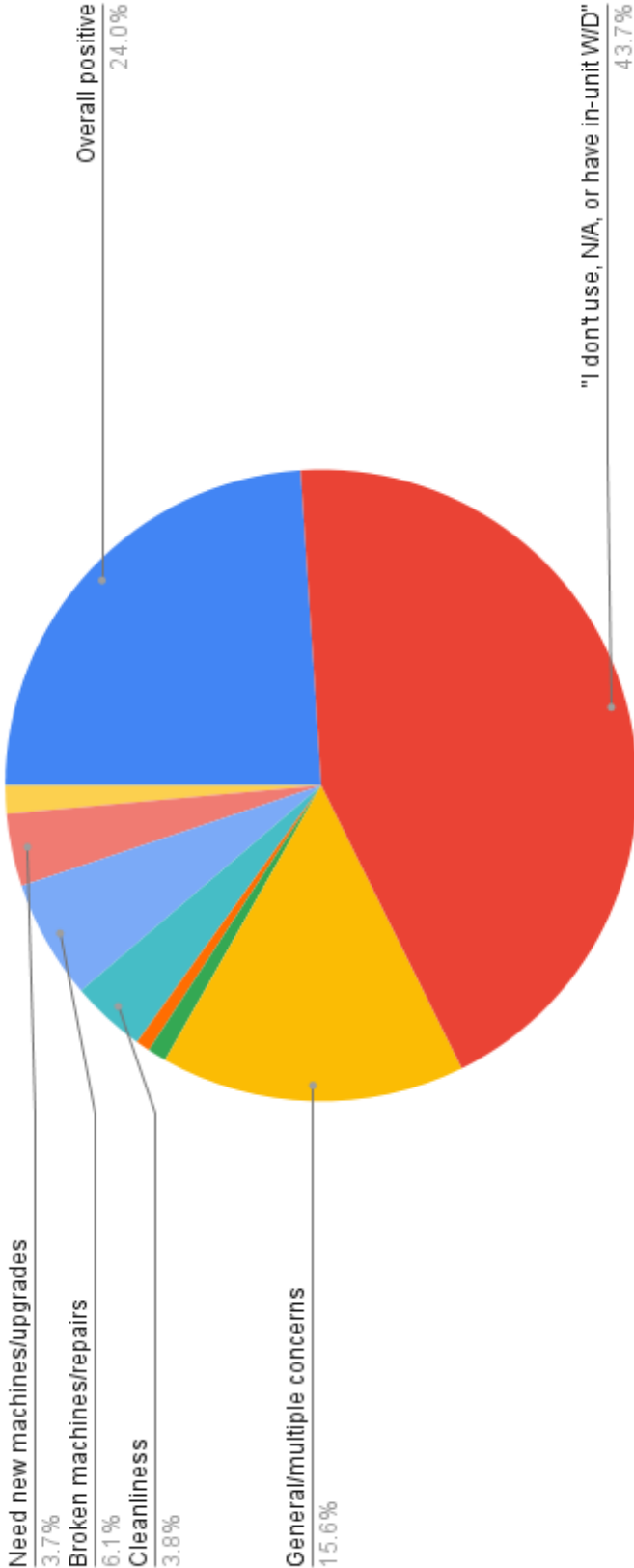
798 Responses



Data	Response	%
Your own vehicle	768	96%
Public transportation such as t...	18	2%
Uber/Lyft or taxi	7	1%
Relative or friend	5	1%

16. Briefly share feedback on all aspects of the mutual's laundry rooms.

798 Responses

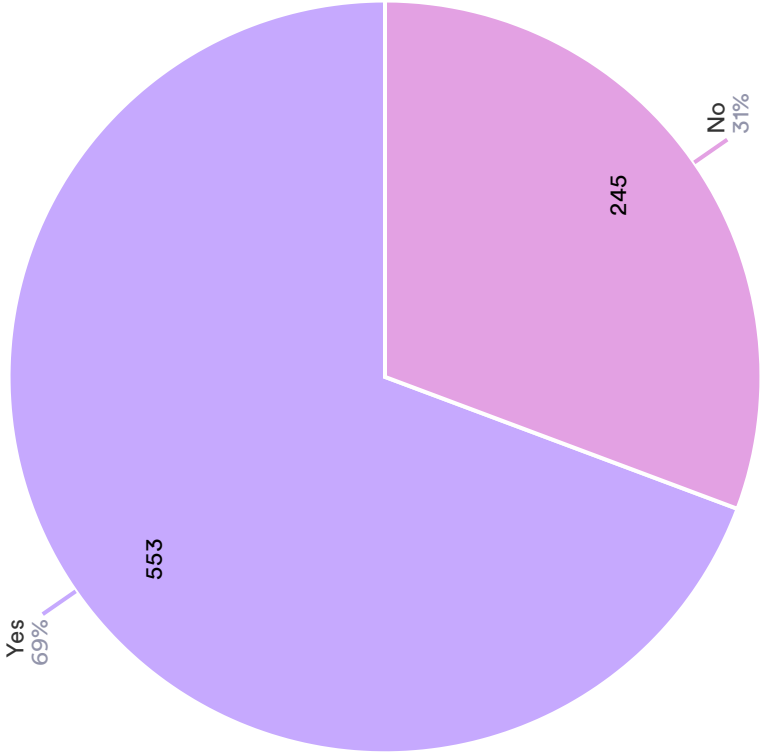


Frequent comments residents had/changes they wanted to see included:

- Some residents did not use the laundry rooms but found it convenient for washing larger items
- Others said the laundry rooms were adequate, clean, affordable, and good to have as an option
- Payment methods should be modernized into credit cards or pre-paid cards
- Machines were often broken or outdated and repair times are slow
- Complaints about dirty floors, counters, unsanitary machines, infrequent cleaning and coyote presence
- Non-residents misusing facilities
- Theft, residents leaving unwanted items or leaving clothes unattended for long periods of time
- Need for painting, floor resurfacing, and window repairs
- Not enough washers/dryers to meet demand and the machines are too low to the ground. Leaking washers create slip hazards.

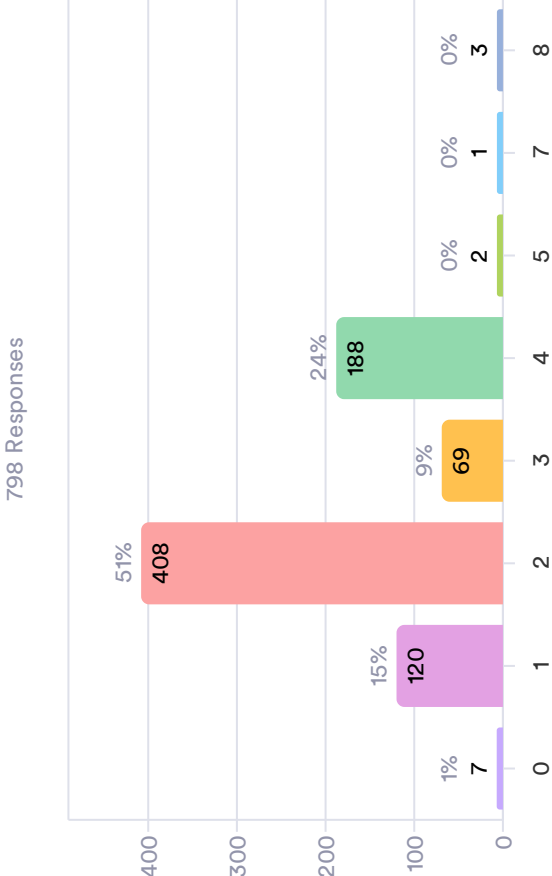
17. Would you like the boards to work toward speeding up the epoxy lining waste and water lines programs?

798 Responses

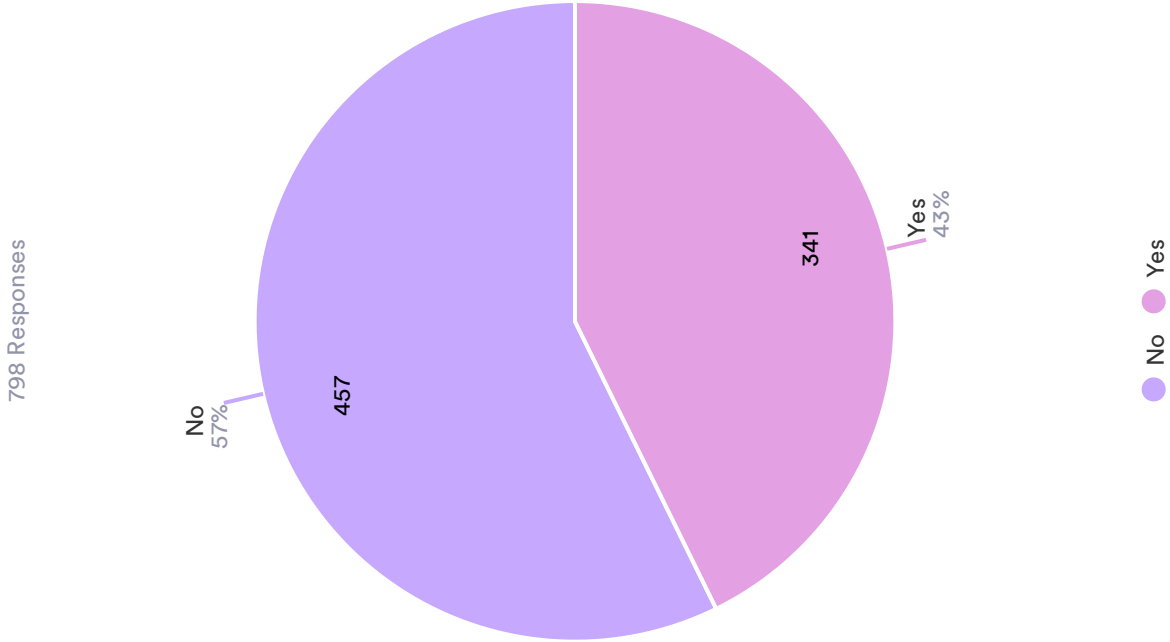


● Yes ● No

18. How many times a month would you like landscaping crews to service your area?



19. With increased service comes increased cost. Is that acceptable?



Data	Response	%
0	7	1%
1	120	15%
2	408	51%
3	69	9%
4	188	24%
5	2	0%
7	1	0%
8	3	0%



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

### **Deny Removal of One Magnolia Tree 257-C Calle Aragon**

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

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

**WHEREAS**, on July 22, 2024, the Landscape Committee reviewed a request from the Member at 257-C to remove one Magnolia tree the reasons cited is the leaf debris and structural damage; and

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

**WHEREAS**, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal one Magnolia tree located at 257-C Calle Aragon;

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, the Board of Directors denies the request for the removal of one Magnolia tree located at 257-C; and

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

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

### **Deny Removal of One Carrotwood Tree 565-A Avenida Sevilla**

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

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

**WHEREAS**, on July 22, 2024, the Landscape Committee reviewed a request from the Member at 565-A to remove one Carrotwood tree the reasons cited is the leaf debris and personal preference; and

**WHEREAS**, staff inspected the condition of the tree and found it to be in good health with a balanced canopy, no lean, and no pest activity; 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 one Carrotwood tree located at 565-A Avenida Sevilla;

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, the Board of Directors denies the request for the removal of one Carrotwood tree located at 565-A; and

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

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

### **Deny Removal of Three Canary Island Pine Trees 795-D Via Los Altos**

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

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

**WHEREAS**, on July 22, 2024, the Landscape Committee reviewed a request from the Member at 795-D to remove three Canary Island Pine trees, the reasons cited is leaf debris and structural damage; and

**WHEREAS**, staff inspected the condition of the trees and found them to be in good health with balanced canopies, no leaning, and no surface roots leading towards the manor; and

**WHEREAS**, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal three Canary Island Pines tree located at 795-D Via Lost Altos;

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, the Board of Directors denies the request for the removal of three Canary Island Pine trees located at 795-D; and

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

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

### **Approve Removal of One Aleppo Pine Tree 251-A Calle Aragon**

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

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

**WHEREAS**, on July 22, 2024, the Landscape Committee reviewed the request from the Member at 251-A, to remove one Aleppo Pine tree; and

**WHEREAS**, the reasons cited by the resident for the removal are structural damage and lean; and

**WHEREAS**, staff inspected the condition of the tree and found to be in good health, with an balanced canopy, and a self-corrected lean; 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 Aleppo Pine tree located at 251-A Calle Aragon;

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, the Board of Directors approves the request for the removal of one Aleppo Pine tree located at 251-A; and

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

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**RESOLUTION 01-24-XX**

**Deny Removal of the Trellis Between 2041 and 2036  
2038-C Via Mariposa E**

**WHEREAS**, on July 22, 2024, the Landscape Committee reviewed a request to remove the trellis by the member at 2038-C, cited the reasons being the trellis is dangerous, obstructive landscaping that makes it hazardous for mobility-impaired residents to walk from the carports and trash bins; and

**WHEREAS**, staff inspected the area and found the trellis essential for preventing further plant damage and reducing Mutual's liability; and

**WHEREAS**, the committee is recommending accepting the Staff's recommendation to deny the removal of the trellis; and

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, the Board of Directors denies the request for the removal of the trellis in the common area between 2041 and 2038; and

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

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**RESOLUTION 01-24-XX**

**Deny Removal of Plant Material to Place Crushed Stone  
Pathway Between 2041 and 2036  
2038-C Via Mariposa E**

**WHEREAS**, on July 22, 2024, the Landscape Committee reviewed a request to remove the existing plant material to place a crushed stone pathway by member at 2038-C, cited the reasons being a shorter walk for the mobility-impaired residents to walk from the carports and trash bins; and

**WHEREAS**, staff inspected the area and found the desired pathway poses Mutual liability as the area is turf; and

**WHEREAS**, the committee is recommending accepting the Staff's recommendation to deny the removal of plant material to place a crushed stone pathway; and

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, the Board of Directors denies the request for the removal of plant material to place a crushed stone pathway common area between 2041 and 2038; and

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

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

### **Variance Request**

**WHEREAS**, Member of 236-B Calle Aragon, a Seville style manor, requests Architectural Control and Standards Committee approval of a variance to extend living room on exclusive use common area front patio; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting July 18, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved to recommend approval by the United Board of Directors of the variance to extend living room on exclusive use common area front patio;

**NOW THEREFORE BE IT RESOLVED**, on August 13, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to extend living room on exclusive use common area front patio; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Member at 236-B Calle Aragon and all future Mutual Members at 236-B Calle Aragon; and

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

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

### **Variance Request**

**WHEREAS**, Member of 2149-A Ronda Granada, a Monterey style manor, requests Architectural Control and Standards Committee approval of a variance to extend living room on exclusive use common area front patio; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting July 18, 2024; and

**WHEREAS**, the Architectural Control and Standards Committee reviewed the variance and moved to recommend approval by the United Board of Directors of the variance to extend living room on exclusive use common area front patio;

**NOW THEREFORE BE IT RESOLVED**, on August 13, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to extend living room on exclusive use common area front patio; and

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Member at 2149-A Ronda Granada and all future Mutual Members at 2149-A Ronda Granada; and

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

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## Sublease Review Confirmation Checklist

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

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

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

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

UNITED LAGUNA WOODS MUTUAL

Signature *Anthony Liberatori*

Print Name ANTHONY LIBERATORI

Title DIRECTOR

Date 08/01/2024

UNITED LAGUNA WOODS MUTUAL

Signature *Margaret Blackwell*

Print Name Margaret Blackwell

Title Secretary United

Date 8/5/2024

## Membership Trust Transfer Review Confirmation Checklist

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

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending July 31, 2024.

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

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

### UNITED LAGUNA WOODS MUTUAL

Signature *Anthony Liberatore*  
Print Name ANTHONY LIBERATORE  
Title DIRECTOR  
Date 08/01/2024

### UNITED LAGUNA WOODS MUTUAL

Signature *Margaret Blackwell*  
Print Name Margaret Blackwell  
Title Secretary United  
Date Aug 5, 2024



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

### **Recording of a Lien**

**WHEREAS**, Member ID 947-413-22; 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**, August 13, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-413- 22 and;

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

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

### **Recording of a Lien**

**WHEREAS**, Member ID 947-373-44; 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**, August 13, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-373-44 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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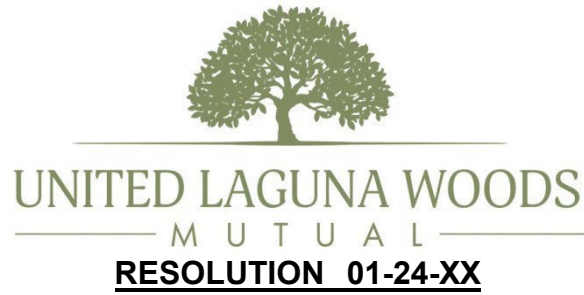
**RESOLUTION 01-24-XX**

**Initiate Foreclosure (Notice of Sale)**

**RESOLVED**, August 13, 2024 that the Board of Directors of this Corporation hereby authorizes initiation of foreclosure of a lien for delinquent assessments that has been validly recorded for parcel number 947-413-50; 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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**Initiate Foreclosure (Notice of Sale)**

**RESOLVED**, August 13, 2024 that the Board of Directors of this Corporation hereby authorizes initiation of foreclosure of a lien for delinquent assessments that has been validly recorded for parcel number 947-413-81; 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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## **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

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**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** United Mutual Policy Regulating Passive Home Businesses

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### **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.

<b>APPLICATION FOR PERMIT TO CONDUCT A PASSIVE BUSINESS IN A MANOR</b>	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.)	
<b>ACKNOWLEDGMENT BY APPLICANT</b>	
<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

<b>ACTION BY MUTUAL BOARD OF DIRECTORS</b>	
<b>APPLICATION DENIED</b>	<b>APPLICATION APPROVED</b>
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'smutual'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 occupationsbusinesses 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 MutualGRF facilities, ~~suspension of~~ and voting privileges, and a monetary penalty of up to \$500.

<b>APPLICATION FOR PERMIT TO CONDUCT A PASSIVE BUSINESS IN A MANOR</b>		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>OUTSIDEHOME</u> OFFICE, ETC.)		
<b><u>APPLICANT ACKNOWLEDGMENT BY APPLICANT</u></b>		
<p>I am applying for this permit <del>in order</del> to conduct a business in or from my Laguna Woods Village manor. I understand that the governing rules of my <del>Mutual homeowners</del> <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 <del>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</del> 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> <del>mutual policy regulating passive home businesses</del> on the reverse side of this <u>Application</u> <del>application</del> 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 <del>Boardboard</del> of <del>Directors</del> <u>directors</u> of this <del>Mutual Corporation</del> <u>mutual corporation</u> has reviewed the <del>Application</del> <u>application</u> to <del>Conduct</del> <u>conduct</u> a <del>Passive Business</del> <u>passive business</u> . Based on the information provided, the <u>board of directors denies this</u> application <del>is denied</del> .	The <del>Boardboard</del> of <del>Directors</del> <u>directors</u> of this <del>Mutual Corporation</del> <u>mutual corporation</u> has reviewed the <del>Application</del> <u>application</u> to <del>Conduct</del> <u>conduct</u> a <del>Passive Business</del> <u>passive business</u> . Based on assurances provided by the applicant herein, the <del>Boardboard</del> of <del>Directors</del> <u>gives approval to</u> <del>directors</del> <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

<b>APPLICATION FOR PERMIT TO CONDUCT A PASSIVE BUSINESS IN A MANOR</b>		MUTUAL <input type="checkbox"/> UNITED <input type="checkbox"/> THIRD <input type="checkbox"/>
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.)		
<b>APPLICANT ACKNOWLEDGMENT</b>		
<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 <b>policy regulating passive home businesses</b> on the reverse side of this application form and agree to comply with all the restrictions and conditions therein.</p>		
APPLICANT SIGNATURE		DATE

<b>ACTION BY MUTUAL BOARD OF DIRECTORS</b>	
APPLICATION <b>DENIED</b>	APPLICATION <b>APPROVED</b>
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: 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. 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

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**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 24: Skylight Installations

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### **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.

- 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.

### 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 identify and remove asbestos prior to installation.

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: 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. 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

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**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 43: Bathroom Splits

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### **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.~~

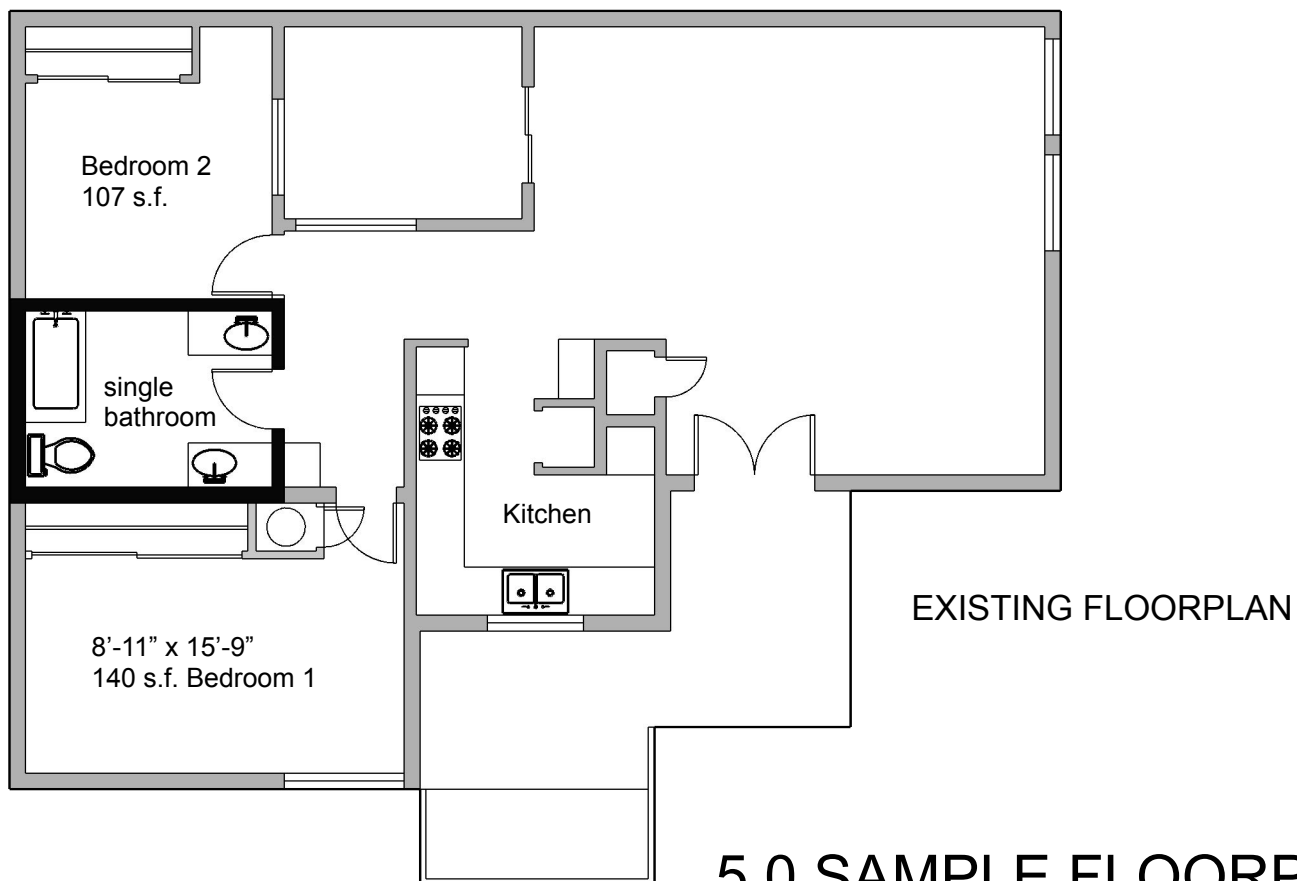
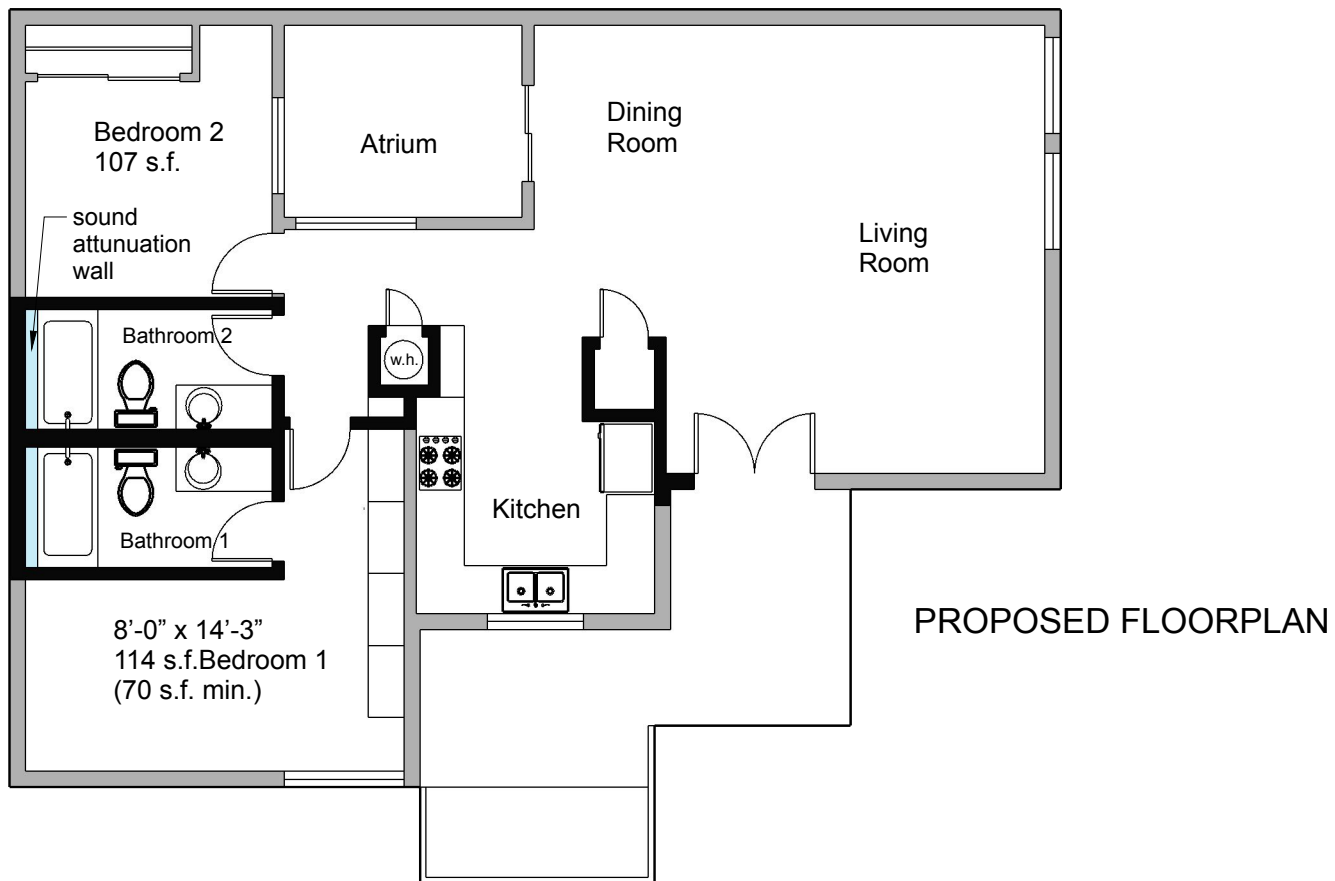
~~3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.~~

#### 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 # 12c

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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.

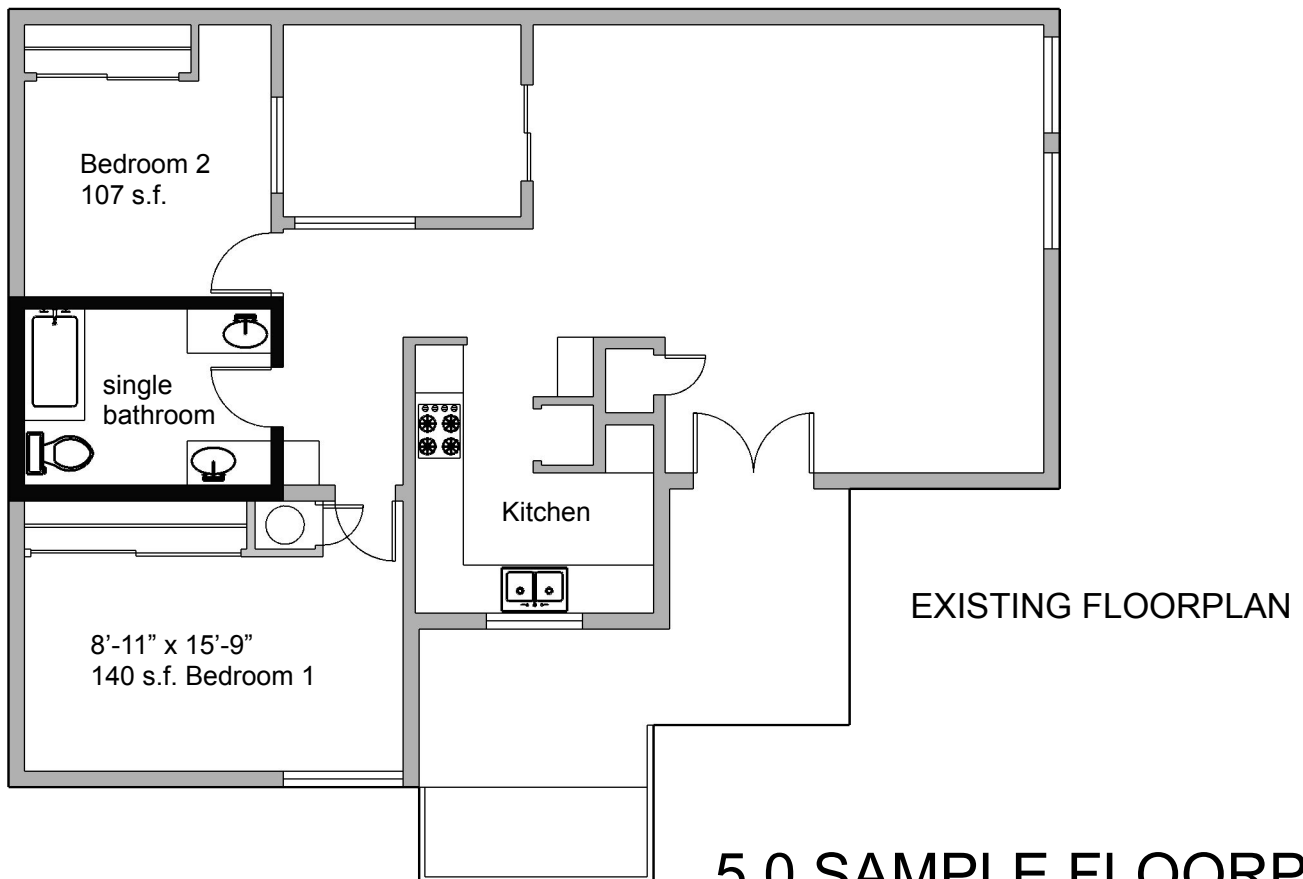
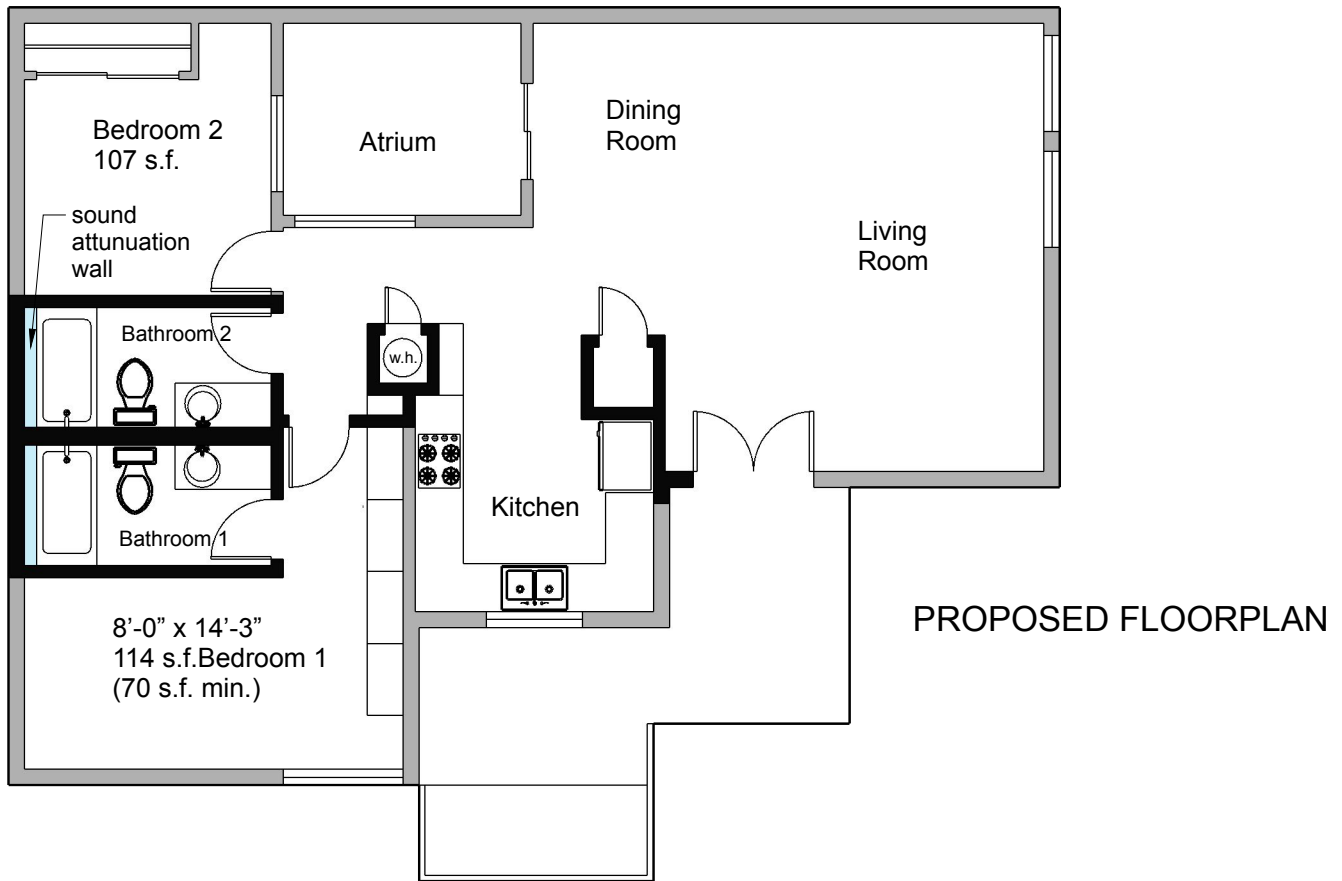
- A. Failure to obtain waste line clearance report prior to any work beginning, will result in the member being responsible for repair to existing plumbing system needed to facilitate the alteration work being completed.
- 3.4 Detailed and scaled architectural or engineered plans shall be submitted to 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 # 12c

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: 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 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

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**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Permit-less Alteration Policy

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### **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](http://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](http://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 **JULY 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)**

**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

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**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Rescind Manor Alterations Conformance Deposit Fee

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

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## STAFF REPORT

**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Disciplinary Update Report

### **RECOMMENDATION**

Receive and file.

### **BACKGROUND**

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

### **DISCUSSION**

Below is a breakdown of disciplinary cases for the months of May to July, 2024:

Type of Allegation	May	Jun	Jul
Abandoned Vehicle:	5	5	8
Alteration Maintenance:	15	17	6
Alteration Standards:	14	17	18
Animal Nuisance:	24	22	28
Clutter:	151	160	179
<i>Balcony Clutter:</i>	24	14	17
<i>Breezeway Clutter:</i>	25	33	35
<i>Carport Clutter:</i>	33	42	42
<i>Common Area Clutter:</i>	36	40	56
<i>Interior Clutter:</i>	7	10	9
<i>Patio Clutter:</i>	26	21	20
Delinquencies:	31	42	51
Illegal Occupancy:	42	43	36
Landscape:	14	15	19
Maintenance:	18	23	25
Nuisance:	27	36	39
Real Estate Signage:	2	3	4
Smoking Policy:	3	7	5
Traffic Violations:	7	8	6
Vehicle Oil:	1	3	4
<b>Total Number of Cases:</b>	<b>354</b>	<b>401</b>	<b>428</b>

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

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**ENDORSEMENT (to Board)**

**Revision to Standard No. 18 – Gutters and Downspouts**

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. 18 – Gutters and Downspouts.

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## STAFF REPORT

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**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 18: Gutters and Downspouts

---

### **RECOMMENDATION**

Approve a resolution to revise Standard 18: Gutters and Downspouts.

### **BACKGROUND**

The ACSC initiated a review of the current Standard 18: Gutters and Downspouts (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 18 was last enacted in February 2024, via Resolution 01-24-11 (Attachment 2).

### **DISCUSSION**

The suggested modifications to this standard are recommended in order to update design and installation guidelines which will allow for better functionality, maintenance improvements and proper building / site drainage.

On July 18, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 18.

### **FINANCIAL ANALYSIS**

There is no financial impact to the mutual for the recommended action.

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

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

### **ATTACHMENT(S)**

Attachment 1 – Current Standard 18: Gutters and Downspouts  
Attachment 2 – Current Resolution 01-24-11  
Attachment 3 – Redlined Revised Standard 18: Gutters and Downspouts  
Attachment 4 – Final Draft Standard 18: Gutters and Downspouts  
Attachment 5 – Proposed Resolution 01-24-XX

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## **STANDARD 18: GUTTERS & DOWNSPOUTS**

OCTOBER 2010, RESOLUTION 01-10-224

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

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

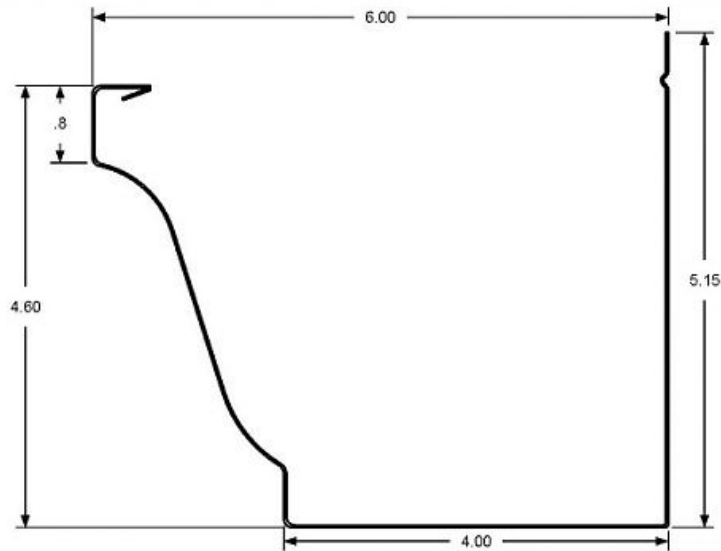
REVISED FEBRUARY 2024, RESOLUTION 01-24-11

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** Gutters shall be installed per industry standards and slopped towards the downspouts.
- 2.2** Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way.
- 2.3** Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.9** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.10** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.11** All penetrations must be properly sealed. Exposed woods must be primed and painted to match the existing paint of the building. Member will be responsible for all damagers to roof or fascia.
- 2.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.



**RESOLUTION 01-24-11**

**STANDARD 18: GUTTERS  
AND DOWNSPOUTS**

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

**WHEREAS**, the Architectural Control and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2024, that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 01-19-49 adopted June 11, 2019, is hereby superseded in its entirety and no longer in effect; and

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

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## STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

REVISED FEBRUARY 2024, RESOLUTION 01-24-11

REVISED [DATE], RESOLUTION 01-24-XX

### 1.0 GENERAL REQUIREMENTS

See ~~EE Standard~~ STANDARD 1: General ~~ENERAL~~ Requirements ~~EQUIREMENTS~~

### 2.0 DEFINITIONS

- 2.1 Seamless gutters: A seamless gutter is a single piece of gutter formed on the jobsite to match the exact measurement of a particular job. Seamless gutters can be run in lengths up to 100 feet.
- 2.2 Hidden gutter hangers: A hidden gutter hanger is designed to clip under the gutter hem and then screwed to the fascia board from inside the gutter.
- 2.3 Spike and ferrule hangers: A spike is a long nail that penetrates the front of a gutter and is directed to the back of the gutter through a ferrule or tube.
- 2.4 Fascia: A finished wooden board or other flat piece of material such that covers the end of the roof rafters.
- 2.5 Splash block: A device manufactured from concrete or plastic that works to channel water away from the building foundation, positioned directly under a downspout.
- 2.6 LeafFilter / LeafGuard: A covering over the top of the gutter with a fine filter that keeps gutters clear of small debris.

**2.03.0 APPLICATIONS**

**3.1** All gutter installations are to be seamless. Gutters shall be installed per industry standards and sloped towards the downspouts.

**2.13.2** All gutters shall have a slope of no less than 1/8-inch per foot along their entire run length but no more than 1/2-inch in 40 lineal feet. Gutters and downspouts shall be installed so that water does not pool at any point.

**3.3** Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). ~~No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way.~~

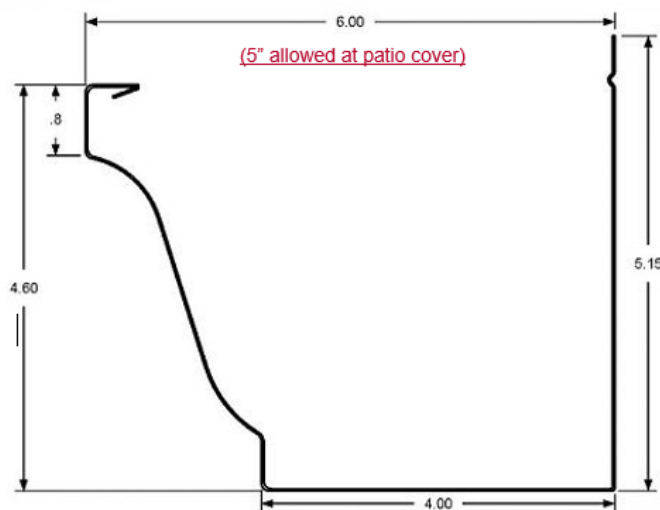
A. In no case shall downspout spacing exceed 40 lineal feet.

B. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.

**2.2**

**2.33.4** All gutter installations that penetrate the roof systems in any way are prohibited. Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.

**2.43.5** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of ~~painted~~ aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



A. Exception: In patio cover installations where a 'rafter bracket' is used, gutter width can be modified to 5 inches to accommodate 'rafter bracket'. See Standard 34: Patio and Balcony Coverings.

~~2.53.6~~ All downspouts to be sized appropriately for the area that is being drained. ~~and must match the color of existing guttering.~~

~~2.63.7~~ Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.

~~2.73.8~~ Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.

~~3.9~~ Gutters and leaf guards are required in order to assist in substantially reducing maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers; and prevent obstructions.

~~2.83.10~~ Gutters and downspouts will be of the same color. Color to conform to United Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor. ~~to match the surface they are attached to.~~

~~2.93.11~~ Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the ~~M~~member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.

~~2.403.12~~ Gutters attached to the ~~M~~mutual owned fascia are required to be attached using hidden gutter hangers and be spaced at a minimum of 30-inches. Aluminum and quick screw hangers are Smooth-striated and spiral spike prohibited. Spike and ferrule hangers ~~s~~ are prohibited.

~~2.143.13~~ All penetrations must be properly sealed. ~~e.~~ Exposed woods must be primed and painted to match the existing paint of the building. Member will be responsible for all damage~~s~~ to roof or fascia.

~~2.12~~ Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.

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## **STANDARD 18: GUTTERS & DOWNSPOUTS**

OCTOBER 2010, RESOLUTION 01-10-224

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

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

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

REVISED FEBRUARY 2024, RESOLUTION 01-24-11

REVISED [DATE], RESOLUTION 01-24-XX

### **1.0 GENERAL REQUIREMENTS**

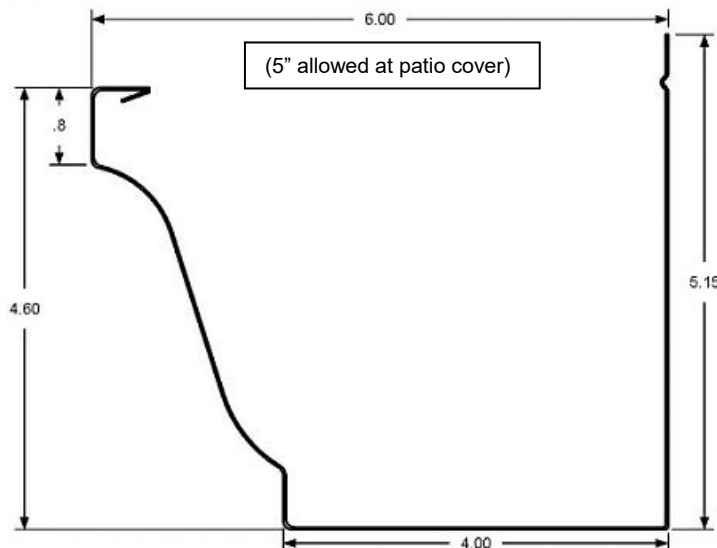
See Standard 1: General Requirements

### **2.0 DEFINITIONS**

- 2.1** Seamless gutters: A seamless gutter is a single piece of gutter formed on the jobsite to match the exact measurement of a particular job. Seamless gutters can be run in lengths up to 100 feet.
- 2.2** Hidden gutter hangers: A hidden gutter hanger is designed to clip under the gutter hem and then screwed to the fascia board from inside the gutter.
- 2.3** Spike and ferrule hangers: A spike is a long nail that penetrates the front of a gutter and is directed to the back of the gutter through a ferrule or tube.
- 2.4** Fascia: A finished wooden board or other flat piece of material such that covers the end of the roof rafters.
- 2.5** Splash block: A device manufactured from concrete or plastic that works to channel water away from the building foundation, positioned directly under a downspout.
- 2.6** LeafFilter / LeafGuard: A covering over the top of the gutter with a fine filter that keeps gutters clear of small debris.

### 3.0 APPLICATIONS

- 3.1 All gutter installations are to be seamless.
- 3.2 All gutters shall have a slope of no less than 1/8-inch per foot along their entire run length but no more than 1/2-inch in 40 lineal feet. Gutters and downspouts shall be installed so that water does not pool at any point.
- 3.3 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA).
- A. In no case shall downspout spacing exceed 40 lineal feet.
- B. No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 3.4 All gutter installations that penetrate the roof systems in any way are prohibited.
- 3.5 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- A. Exception: In patio cover installations where a 'rafter bracket' is used, gutter width can be modified to 5 inches to accommodate 'rafter bracket'. See Standard 34: Patio and Balcony Coverings.
- 3.6 All downspouts to be sized appropriately for the area that is being drained.

- 3.7** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.
- 3.8** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 3.9** Gutters and leaf guards are required in order to assist in substantially reducing maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers; and prevent obstructions.
- 3.10** Gutters and downspouts will be of the same color. Color to conform to United Mutual's exterior paint color standards options 1 through 10 corresponding to the geographical area of the manor.
- 3.11** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 3.12** Gutters attached to the mutual owned fascia are required to be attached using gutter hangers and be spaced at a minimum of 30-inches. Aluminum and quick screw hangers are prohibited. Spike and ferrule hangers are prohibited.
- 3.13** All penetrations must be properly sealed, exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.

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

#### **REVISE STANDARD 18: GUTTERS & DOWNSPOUTS**

**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 18: Gutters and Downspouts;

**NOW THEREFORE BE IT RESOLVED**, September 10, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 18: Gutters and Downspouts as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, Resolution 01-24-11 adopted February 13, 2024, 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.

**AUGUST 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)**

**Approve Revised Committee Charter**

Mr. Wiemann presented the committee charter with suggested changes made by the committee. The prior version was adopted in 2012 and the suggested edits are intended to streamline the charter without affecting any roles or responsibilities of the committee.

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

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## STAFF REPORT

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**DATE:** August 13, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Landscape Committee Charter

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### **RECOMMENDATION**

Approve the revised United Landscape Committee Charter.

### **BACKGROUND**

The existing United Landscape Committee Charter (Attachment 1) was approved by the Board of Directors in December 2012.

### **DISCUSSION**

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

Staff and the Landscape Committee have reviewed the current Landscape Committee charter and has prepared suggested revisions for consideration by the board.

On July 22, 2024, the United Landscape Committee met and unanimously voted on the suggested revisions to be approved by the board. The charter verbiage has been slightly modified to follow the new standards for committee charters (Attachment 2).

### **FINANCIAL ANALYSIS**

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

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

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

### **ATTACHMENT(S)**

**Attachment 1:** Existing Landscape Committee Charter  
**Attachment 2:** Revised Charter of the Landscape Committee  
**Attachment 3:** Resolution 01-24-XXX

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**RESOLUTION 01-12-224**

**RESOLVED**, December 11, 2012, that pursuant to Article VII, Section I of the Bylaws, a Landscape Committee is hereby established as a standing committee of this corporation; and

**RESOLVED FURTHER**, that the committee is charged with the following duties and responsibilities:

1. Ensure that the rules and regulations as listed in the Landscape Maintenance Manual are enforced uniformly throughout United Laguna Woods Mutual.
  - a. Help set up some long range plans for future landscape developments and practices that would work best with the anticipated future water supplies available for irrigation uses in the Community.
  - b. Promote efficient use of water in the United Laguna Woods Mutual.
2. Work with the Third Mutual Landscape Committee, the GRF Landscape Committee and our managing agent to:
  - a. Help determine service levels, and capital and operating budget requirements for the Community and to review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors.
  - b. Update the rules and regulations in the Landscape Manual as needed.
  - c. Develop policies with regard to control of pests such as ants, rodents, etc.
  - d. Promote and oversee recycling programs and provide for optimum trash pickup and disposal services at reasonable and customary costs.
3. Review each petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
4. To report on its activities to the Board of Directors at monthly Board meetings or when requested by the President.
5. Perform such tasks as may be assigned or referred to this committee by the President or the Board of Directors.

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## **CHARTER OF THE LANDSCAPE COMMITTEE FOR UNITED LAGUNA WOODS MUTUAL**

### **INTRODUCTION**

This Charter establishes the Landscape Committee for United Laguna Woods Mutual. Pursuant to Article VII, Section I of the Bylaws, the Landscape Committee was established as a standing committee on December 11, 2012. The Board of Directors approved the updated charter on August 13, 2024.

### **PURPOSE**

The Committee serves to advise and set policy for landscape staff, ensuring the enforcement of rules, regulations, and policies in the Landscape Maintenance Manual and Urban Forest Management Plan throughout United Laguna Woods Mutual. The Committee also helps develop long-range plans for future landscape developments and improvements, considering anticipated future water supplies for irrigation. Additionally, the Committee promotes the efficient use of water in the community.

### **COMMITTEE MEMBERS**

The Committee shall consist of three directors from the Board of Directors for United Laguna Woods Mutual. The term of Committee membership shall coincide with each Member's term on their respective Board of Directors. Committee Members serve at the pleasure of their Board and may be removed with or without cause, at any time, at the sole discretion of their respective Board.

Committee Members must be in "good standing" at all times, defined as:

1. Current in the payment of assessments and all other financial obligations to their respective organization.
2. No outstanding violations of the governing documents of their respective organization, as determined by their respective Board.
3. No active dispute, including pending claims, dispute resolution, litigation, or similar matters between the Committee Member and their respective organization or Board or VMS.
4. Regular attendance at Committee meetings, with a requirement that the Committee Member not be absent from three consecutive meetings.

## **POWER AND DUTIES OF THE COMMITTEE**

The Committee will work with the Third Mutual Landscape Committee, the GRF Landscape Committee, and the managing agent to determine service levels, capital and operating budget requirements for the Community. It will review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors. The Committee will update the rules and regulations in the Landscape Manual as needed, develop policies regarding pest control, and promote and oversee green waste recycling programs. The Committee will also perform tasks assigned or referred to by the President or the Board of Directors.

## **COMMITTEE MEMBER COMPENSATION**

No Committee Member shall receive compensation of any kind for participation on the Committee.

## **MEETINGS**

The Committee shall meet as necessary and as required to perform its duties in open and closed sessions to maintain confidentiality when needed. Minutes of all meetings shall be prepared and maintained.

The Committee will review each request for a landscape change and visit sites as necessary. Requests may be granted based on information supplied by a qualified staff member without an on-site visit. The Committee will report on its activities to the Board of Directors at monthly Board meetings or when requested by the President.

## **CONFIDENTIALITY**

Committee Members are obligated to maintain strict confidentiality of information obtained while serving on the Committee beyond the term of service, and such information shall only be used for its intended purpose. The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to contracts, member discipline, and personnel matters (Civil Code Section 4935). While focusing on transparency, the California legislature has emphasized the importance of privacy. Therefore, Committee Members must acknowledge and respect the privacy interests of United Laguna Woods Mutual and its members, exercising constant vigilance in handling confidential information.



**RESOLUTION 01-24-XX**

**Landscape Committee Charter**

**WHEREAS**, On December 11, 2012, the Board adopted resolution 01-12-224 that pursuant to Article VII, Section I of the Bylaws, a Landscape Committee was established as a standing committee of this corporation; and

**WHEREAS**, this committee charter is intended to set objectives and processes to protect and enhance the beauty and value of the landscape in United Laguna Woods Mutual and the interest of all its members; and

**WHEREAS**, this Charter is being adopted by the United Board to define the purpose, responsibilities, and limitations of the committee; and

**WHEREAS**, on July 22, 2024, the Landscape Committee approved the recommendation to update the current committee charter; and

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, the Board of Directors of this Corporation hereby approves the updated Charter of the Landscape Committee, as attached to the official minutes of this meeting; and

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

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**ENDORSEMENT (to board)**

**2023 Operating Deficit Transfer**

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board approve a \$742,441 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 staffs request as presented. Director Alison Bok seconded. The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

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## STAFF REPORT

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**DATE:** August 13, 2024  
**FOR:** Finance Committee  
**SUBJECT:** Operating Fund Deficit Transfer

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### **RECOMMENDATION**

Staff recommends approval of a \$742,441 transfer from the Contingency Fund to the Operating Fund due to the Operating Fund deficit in 2023.

### **BACKGROUND**

United's annual Business Plan is approved each year with a net zero anticipated Operating Fund (OPR) surplus or deficit. If actual OPR revenues exceed OPR expenses at the close of the fiscal year, IRS Revenue Ruling 70-604 requires the surplus to either be returned to the membership or be applied to the following year's assessment. Historically, surpluses have been transferred to the Contingency Fund (CNF), however, deficits have not been addressed and have led to a downward trend in available cash.

### **DISCUSSION**

United ended the 2023 fiscal year with \$25,615,331 in OPR revenues and \$26,497,529 in OPR expenses (less unrealized gain in voting interest in GRF) resulting in an OPR deficit of \$882,198. Excluding depreciation of \$138,999 and adding \$758 from the sale of obsolete equipment, this resulted in a net operating deficit of \$742,441. Staff recommends applying a consistent approach to operating surpluses and deficits as illustrated below:

Operating Fund Surplus: Transfer OPR → CNF  
Operating Fund Deficit: Transfer CNF → OPR

### **FINANCIAL ANALYSIS**

The balance in the Contingency Fund as of June 31, 2024 was \$1,265,523 allowing sufficient funds available for the \$742,441 transfer.

**Prepared By:** Jose Campos, Assistant Director of Financial Services  
**Reviewed By:** Steve Hormuth, Director of Financial Services

### **ATTACHMENT**

Attachment 1 – Resolution 01-24-XX

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**RESOLUTION 01-24-XX**

**2023 Operating Deficit Transfer**

**WHEREAS**, the United Laguna Woods Operating Statement as of December 31, 2023 reflected an operating deficit, net of Depreciation, in the amount of \$742,441 due to United's 2023 fiscal year operating fund expenses exceeding revenues by \$742,441 after excluding noncash depreciation expenses; and

**NOW THEREFORE BE IT RESOLVED**, August 13, 2024, that the Board of Directors hereby authorizes a transfer in the amount of \$742 441 from the Contingency Fund to the Operating Fund due to the 2023 Operating Fund Deficit; and

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

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

**SLIDE 1** – Through the reporting period of **June 30, 2024**, total revenue for United was \$27.6M compared to expenses of \$27.8M, resulting in net revenue of (\$203K).

**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 (\$764K) through the reporting period. This table shows how much of our revenue went into operations, with \$12.6M coming in from assessments and \$832K coming from non-assessment revenue. This is compared to operating expenditures of \$14.2M (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 \$329K when combining all funds.

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

**Employee Compensation \$958K:** Favorable variance resulted primarily in 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.

**Materials and Supplies \$71K:** Favorable variance primarily in M&C and Landscape due to timing of materials and supplies such as tools, equipment, safety equipment, etc. Impacted areas include appliance, carpentry, electrical, irrigation, and pest control.

**Insurance \$65K:** Favorable variance due to lower hazard & liability insurance and property insurance premiums than anticipated at the time of budget preparation. As a result of the joint policy with Third that began on 6/1/24, United will see a savings in Property Insurance through the end of 2024.

**Outside Services (\$447K):** Favorable variance resulted in M&C primarily due to more damage restoration events that occurred through the reporting period than anticipated. The unfavorable variance was partially offset by the timing of work in other M&C programs. Impacted programs include roof replacements (PVC cool roofing) and paving (parkway concrete repairs). Work is in progress but began later than anticipated; the budget was evenly spread over 12 months.



## **Treasurer's Report for August 13, 2024 Board Meeting**

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**Fees and Charges to Residents (\$566K):** Unfavorable variance primarily due to less damage restoration backlog revenue than originally anticipated at the time of budget preparation. The anticipated revenue in United's 2024 budget was based on a sample of open damage restoration cases that represented an average cost of \$4,000 per incident; the actual cost per incident was lower than the sample data represented. Additionally, the majority of these cases were completed in 2023 (approx. 298 out of 314 total cases).

**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$1.1M. Revenue is organized by category, starting with our largest revenue generating category: Fees and Charges, followed by Investment Income, Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

**SLIDE 6** – This table shows the same \$1.1M of non-assessment revenue as presented in the previous pie chart and compares it to the current year's budget and the prior year's YTD actuals.

**SLIDE 7** – On this pie chart, we see the expenses to date of \$27.8M, showing that our largest categories of expense are for Property Tax and Employee Compensation followed by Outside Services, Insurance, and so forth.

**SLIDE 8** – This table shows the same \$27.8M of expenses and compares it to the current year's budget and the prior year's YTD actuals.

**SLIDE 9** – Our fund balances are shown here. The Contingency Fund balance on June 30, 2024 was \$1.3M. Contributions collected totaled \$76K with no expenditures to date. The Reserve Fund balance on June 30, 2024 was \$15.8M. Contributions and investment revenue collected totaled \$6.8M while expenditures were \$6.2M.

**SLIDE 10** – We compare this to historical fund balances for the past five years on this chart, which have averaged \$19.9 Million.

**SLIDE 11** – 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. United remains on track with this payment schedule.

**SLIDE 12** – We have a table here to show resale history from 2022 - 2024. Through June 30, 2024, United resales totaled 172, which is 2 resales higher than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$387K, which is \$49K more than the prior year for the same time period.

# Financial Report

Preliminary as of June 30, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$26,428
Non-assessment Revenue	\$1,136
Total Revenue	\$27,564
Total Expense	\$27,767
Net Revenue/(Expense)	(\$203)

# Financial Report

Preliminary as of June 30, 2024



OPERATING ONLY INCOME STATEMENT <sup>1</sup> (in Thousands)	ACTUAL
Assessment Revenue	\$12,585
Non-assessment Revenue	\$832
Total Revenue	\$13,417
Total Expense <sup>1</sup>	\$14,181
Operating Surplus/(Deficit)	(\$764)

1) Excludes depreciation

# Financial Report

Preliminary as of June 30, 2024

INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$26,428	\$25,608	\$820
Non-assessment Revenue	\$1,136	\$1,783	(\$647)
Total Revenue	\$27,564	\$27,391	\$173
Total Expense	\$27,767	\$27,923	\$156
Net Revenue/(Expense)	(\$203)	(\$532)	\$329

# Financial Report

Preliminary as of June 30, 2024

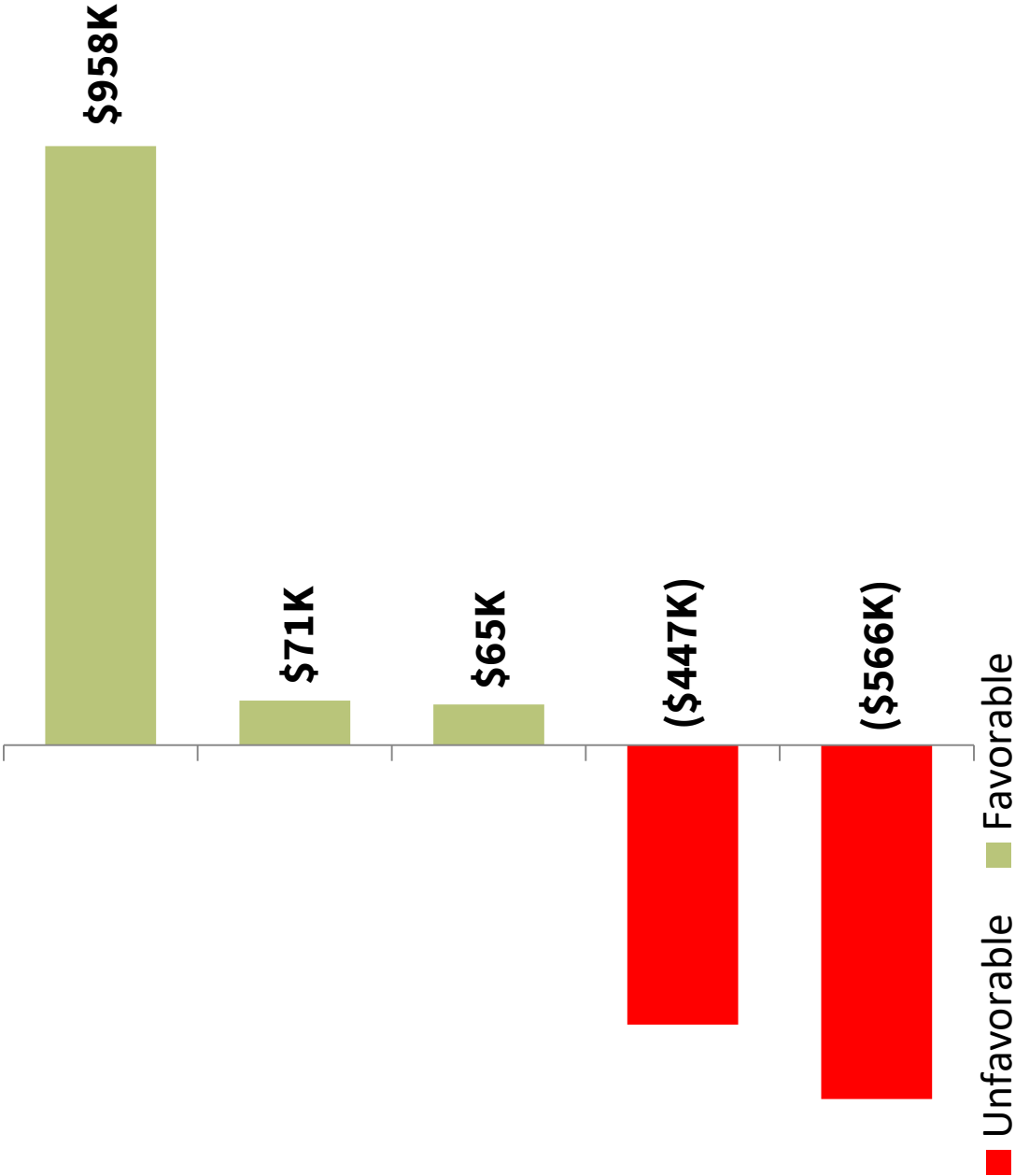
Employee Compensation

Materials and Supplies

Insurance

Outside Services

Fees and Charges to Residents

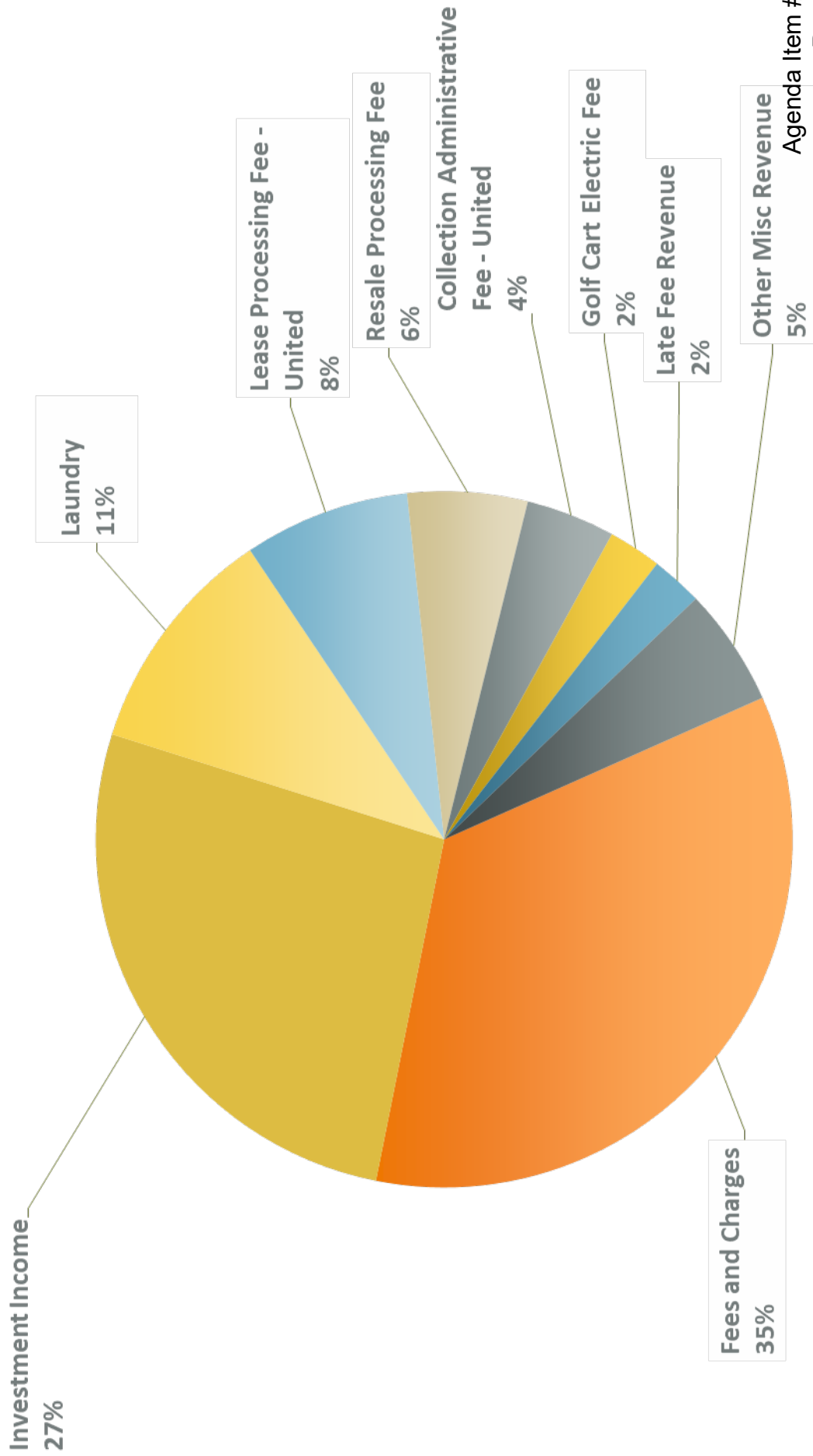




# Financial Report

Preliminary as of June 30, 2024

## Total Non Assessment Revenues \$1,135,580



# Financial Report

Preliminary as of June 30, 2024



## Total Non-Assessment Revenues - \$1,135,580 (in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Investment Income	\$347	\$304	\$302	\$2	\$603
Resident Maintenance Fee*	\$167	\$295	\$798	(\$503)	\$1,603
Sales and Leasing Fees**	\$166	\$170	\$271	(\$101)	\$542
All Other Revenues	\$401	\$367	\$412	(\$46)	\$826
<b>Total Non-Assessment Revenues</b>	<b>\$1,081</b>	<b>\$1,136</b>	<b>\$1,783</b>	<b>(\$648)</b>	<b>\$3,574</b>

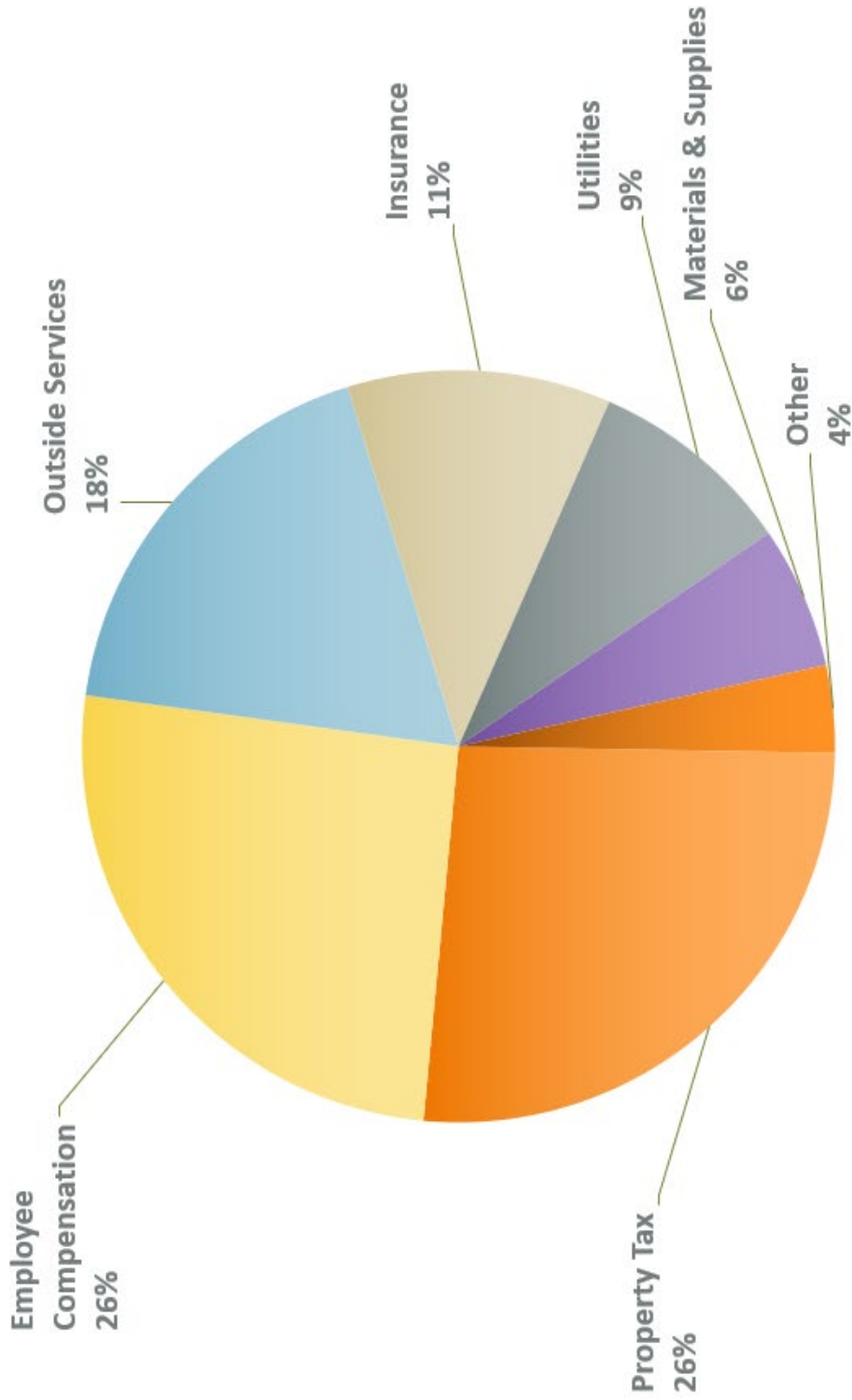
\*Includes damage restoration backlog revenue

\*\*Includes lease processing fee, resale processing fee, inspection fee revenue

# Financial Report

Preliminary as of June 30, 2024

**Total Expenses \$27,767,307**



# Financial Report

Preliminary as of June 30, 2024



**Total Expenses - \$27,767,307**  
(in Thousands)

Category	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$6,821	\$7,131	\$8,089	\$958	\$16,236
Outside Services*	\$4,761	\$5,067	\$4,643	(\$424)	\$9,933
Insurance	\$4,867	\$3,142	\$3,207	\$65	\$6,415
All Other Expenses	\$9,116	\$12,427	\$11,984	(\$443)	\$24,311
<b>Total Expenses</b>	<b>\$25,565</b>	<b>\$27,767</b>	<b>\$27,923</b>	<b>\$156</b>	<b>\$56,895</b>

\*Includes professional fees

# Financial Report

Preliminary as of June 30, 2024

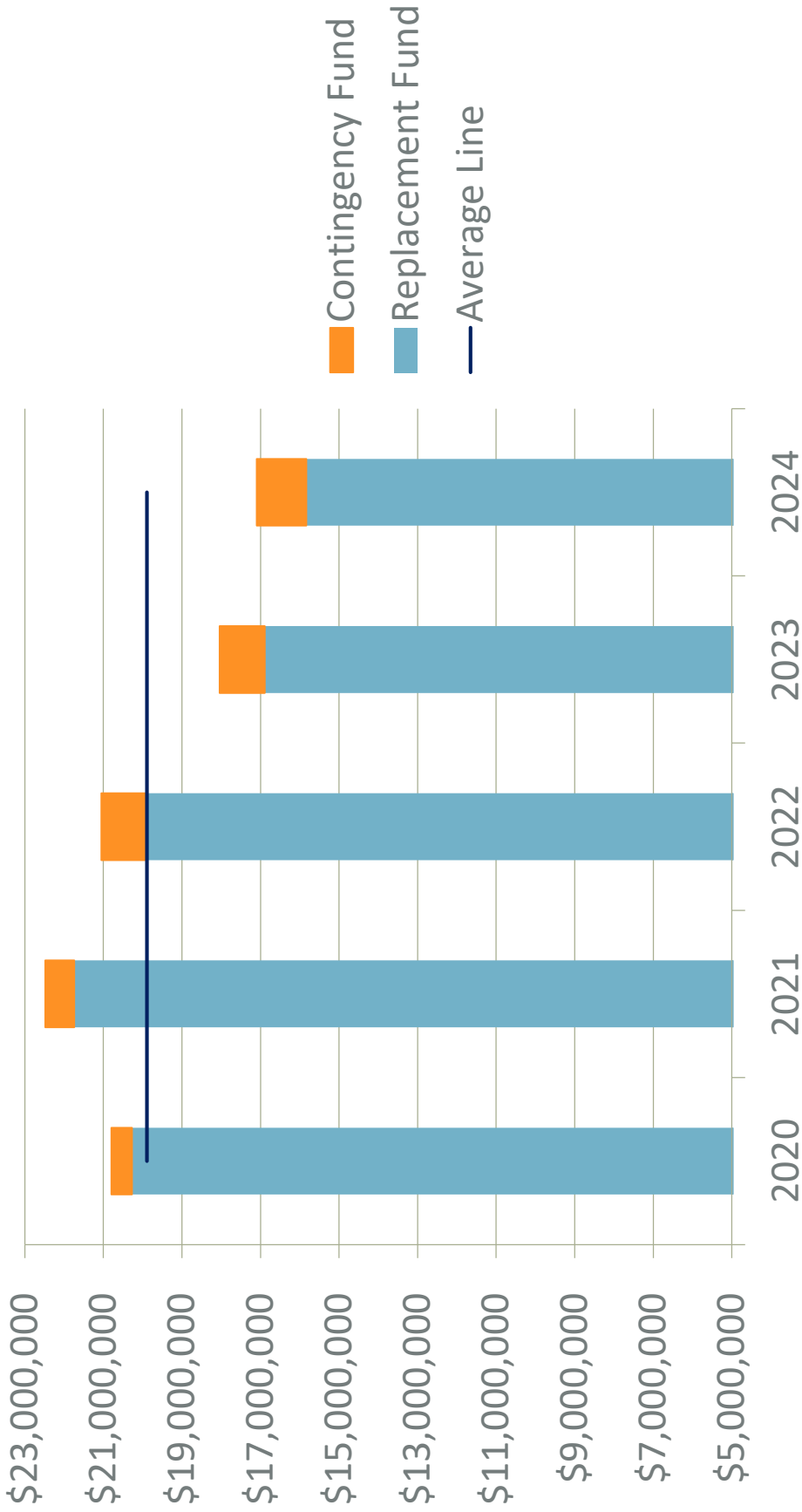


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/24	\$1,190	\$15,267
Contributions & Interest	\$76	\$6,800
Expenditures	\$0	\$6,238
Current Balances: 6/30/24	\$1,266	\$15,829

# Financial Report

Preliminary as of June 30, 2024

## FUND BALANCES – United Mutual



# Financial Report

As of August 6, 2024

## Temporary Borrowing – On Track

Period Ending	Outstanding Balance	Planned Installment	Actual Installment
June 11, 2024	\$6,500,000	-	-
June 30, 2024*	\$7,500,000	-	-
July 31, 2024	\$5,500,000	(\$2,000,000)	(\$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

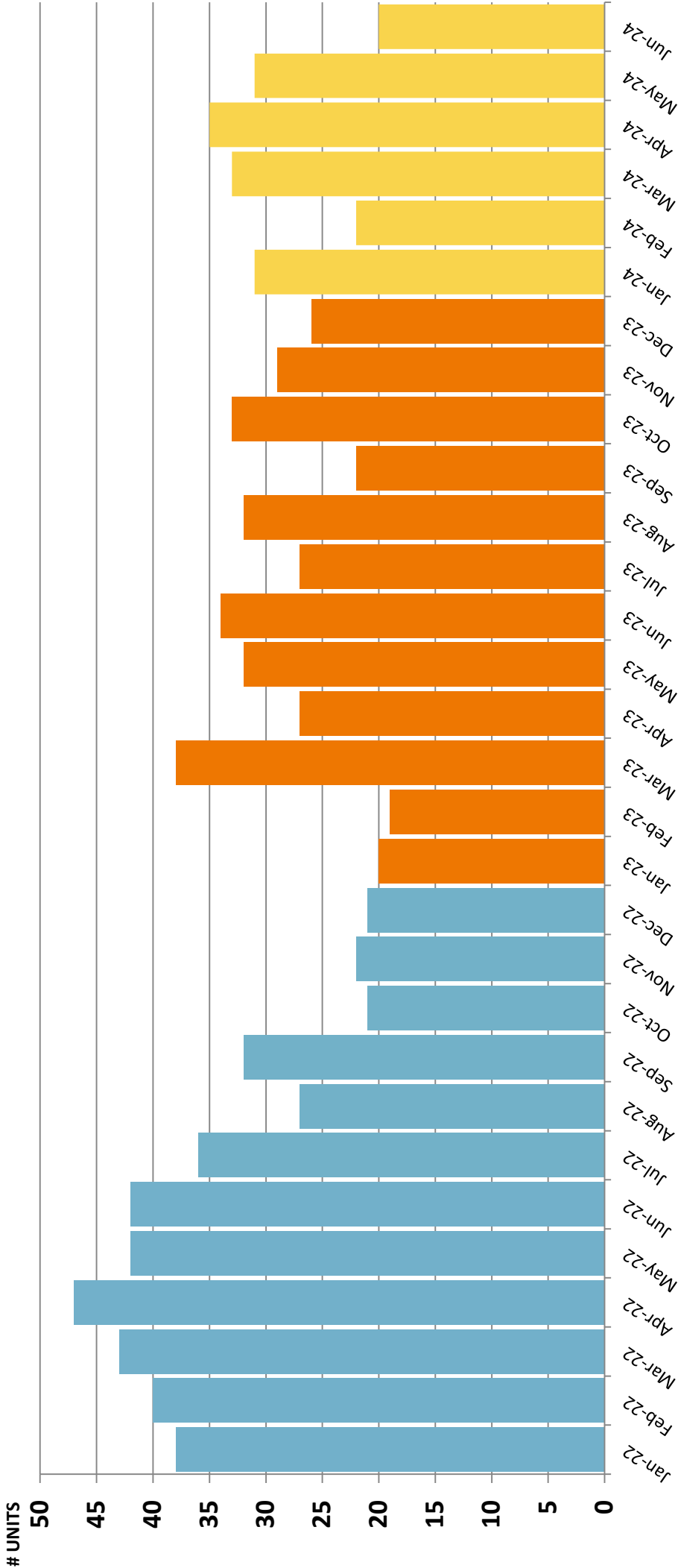
Preliminary as of June 30, 2024

## RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS  
— M U T U A L —

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	252	\$336,529
YTD 2023	170	\$338,340
YTD 2024	172	\$386,757







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

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

**DIRECTORS PRESENT:** Mickie Choi Hoe – Chair, Alison Bok, Thomas Tuning  
**DIRECTORS ABSENT:** None  
**ADVISORS PRESENT:** Ken Benson  
**STAFF PRESENT:** Steve Hormuth, Jose Campos, Carlos Rojas, Pam Jensen, Karina Vargas, Laurie Chavarria, Erika Hernandez, Ada Sigler  
**OTHERS PRESENT:** United – Maggie Blackwell, Sue Quam, Ellen Leonard, Anthony Liberatore

### **Call to Order**

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

### **Acknowledgment of Media**

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

### **Approval of the Agenda**

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

### **Approval of the Meeting Report for May 28, 2024**

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

### **Chair Remarks**

Director Choi Hoe stated that amidst a busy season for budget meetings, we are past the second version of the Business Plans for 2025 with the third version set for August 12 and the final proposed budget to be finalized and adopted in September.

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

A member asked if we receive a discount from the Landscape Contractor for using our equipment. Staff confirmed we get a better rate because they use our fuel and equipment.

A member asked what was included in the depreciation recorded in the current year. Steve Hormuth stated they are older assets and details would be provided at a future meeting.

A member inquired why we hadn't completed more roofs than planned, Jose Campos informed members that due to weather concerns the schedule has not caught up but anticipate to be completed by the end of the year.

## Report of United Finance Committee Regular Open Meeting

July 30, 2024

Page 2 of 3

A member inquired why there is an insurance reimbursement. Staff informed the member that due to the changing of property insurance policies (new policy period begins June 1 as opposed to old policy began October 1), United will receive a one-time refund for the unused premium. The Mutual anticipates receiving the refund in September.

### **Department Head Update**

Steve Hormuth, Director of Financial Services, provided a brief overview of the current state of the budget further highlighting that United Laguna Woods Mutual version three budget for 2025 is scheduled to be presented on August 12. Staff also reported that the temporary borrowing is on schedule for full repayment by October 2024, with the next payment scheduled for August.

### **Review Preliminary Financial Statements dated June 30, 2024**

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

### **2023 Operating Deficit Transfer**

Steve Hormuth, Director of Financial Services, presented a staff report recommending the board approve a \$742,441 transfer from the Contingency Fund to the Operating Fund. An approved transfer would reimburse the Operating Fund for the Operating Deficit that occurred in 2023.

A motion was made by Director Thomas Tuning to approve and endorse staffs request as presented. Director Alison Bok seconded. The motion passed by unanimous decision to accept this recommendation and present at the next Board meeting.

### **Property-Tax Follow up Discussion (Oral)**

Steve Hormuth, Director of Financial Services presented how property taxes are calculated in response to a previous concern raised by a member. This member who spoke in a prior meeting stated United Mutual had overcharged its members by one million dollars in property taxes after performing their own calculation. To illustrate the United's calculation, staff presented a property tax bill for one parcel made up of 164 manors, one of which belong to the member who expressed the original concern. Staff showed how the property tax bill was broken down by manor and confirmed the amount correctly matched the property tax amount billed to the resident. Therefore, no overcharged had occurred. No further questions were asked.

### **Items for Future Agendas**

United Annual Policy Review

- a) Finance Committee Charter
- b) Investments

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Tuesday, September 24, 2024 at 1:30 p.m.

**Recessed to Closed Session**

The meeting recessed to closed session at 2:34 p.m.

***DRAFT***

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Mickie Choi Hoe, Chair

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# Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

July, 2024

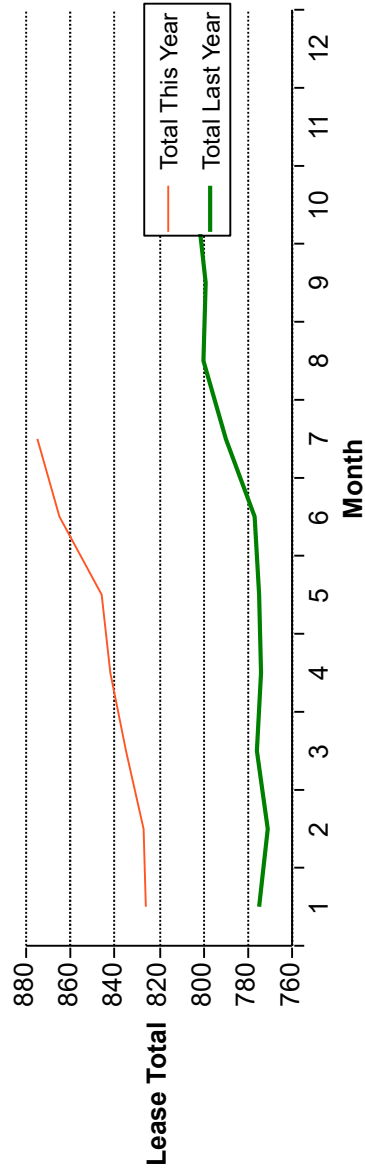
MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	31	20	\$11,406,900	\$5,864,000	\$367,965	\$293,200
February	22	19	\$7,804,900	\$6,223,400	\$354,768	\$327,547
March	33	38	\$12,370,400	\$12,609,900	\$374,861	\$331,839
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	21	34	\$8,546,000	\$11,988,900	\$406,952	\$352,615
July	42	27	\$17,268,788	\$10,599,799	\$411,162	\$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	215.00	197.00	\$84,155,538	\$68,696,186		
ALL TOTAL	215.00	340.00	\$84,155,538	\$122,256,460		
MON AVG	30.00	28.00	\$12,022,220	\$9,813,741	\$389,830	\$346,090
% CHANGE - YTD	9.1%		22.5%		12.6%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

# Monthly Active Leasing Report

## 2024 Period 7 (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	24	142	637	826	775	13.1	12.3	0.8	53	19
2024	February	22	27	151	627	827	771	13.1	12.2	0.9	29	27
2024	March	16	26	174	619	835	776	13.2	12.3	0.9	36	26
2024	April	13	26	198	605	842	774	13.3	12.2	1.1	48	39
2024	May	14	22	219	591	846	775	13.4	12.3	1.1	52	25
2024	June	27	22	230	586	865	777	13.7	12.3	1.4	81	32
2024	July	37	21	242	575	875	790	13.8	12.5	1.3	55	24
2024	August					800						
2024	September					799						
2024	October					803						
2024	November					814						
2024	December					820						



**OPEN MEETING**

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

**Thursday, July 18, 2024 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Anthony Liberatore – Chair, Maggie Blackwell (Alternate for Ellen Leonard), Sue Quam

**OTHERS PRESENT:** Alison Bok

**COMMITTEE MEMBERS ABSENT:** Ellen Leonard (Excused)

**STAFF PRESENT:** Alan Grimshaw – Manor Alterations Manager, David Rudge – Inspector II, Josh Monroy – Manor Alterations Coordinator

**1. Call Meeting to Order**

Chair Liberatore called the meeting to order at 9:30 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 June 20, 2024**

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

**5. Chair's Remarks**

Chair Liberatore thanked Manor Alterations Manager Alan Grimshaw and staff for their efforts to update United's Architectural Standards.

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

None.

**7. Division Manager Update**

Manor Alterations Manager Alan Grimshaw, advised the committee that the latest issue of *The Village Breeze* contains the article "6 Tips to Expedite the Sale Process".

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

**8. Consent**

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

a. None.

**9. Variance Requests**

a. 236-B: Variance to Extend Living Room on Exclusive Use Common Area Front Patio

Chair Liberatore asked for approval of the variance.

Director Blackwell made a motion to approve the variance. Director Quam seconded.

Hearing no objection, the variance to extend living room on exclusive use common area front patio was approved by a vote of 2/1/0 (Chair Liberatore, opposed)

b. 2149-A: Variance to Extend Living Room on Exclusive Use Common Area Front Patio

Chair Liberatore asked for approval of the variance.

Director Quam made a motion to approve the variance. Director Blackwell seconded.

Hearing no objection, the variance to extend living room on exclusive use common area front patio was approved by unanimous consent.

**10. Items for Discussion and Consideration**

a. Revision to Standard 18: Gutters & Downspouts



Chair Liberatore asked for approval of the revised standard.

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

Hearing no objection, the motion to recommend the revised Standard 18: Gutters & Downspouts was approved by unanimous consent.

b. Your Mutual Resale Fees At Work

Chair Liberatore asked for approval of the publication of the resale handout.

Director Blackwell made a motion to approve the publication of the resale handout. Chair Liberatore seconded.

Hearing no objection, the motion to approve the publication of the resale handout was approved by unanimous consent.

**11. Items for Future Agendas**

- Revision to Standard 20: Balcony, Patio and Atrium Covers
- Revision to Standard 34: Awnings
- Revision to Standard 36: Ramps
- Revision to Standard 39: Balcony and Patio Enclosures

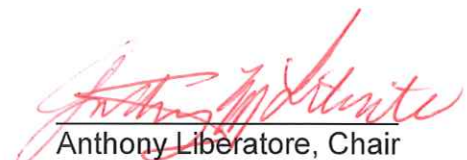
**12. Concluding Business**

a. Committee Member Comments

- All three directors thanked staff for the resale publications.

b. Date of Next Meeting: Thursday, August 15, 2024 at 9:30 a.m.

c. Adjournment: The meeting was adjourned at 10:02 a.m.



Anthony Liberatore, Chair

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

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**OPEN MEETING**

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

Thursday, 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, July 22, 2024 – 1:30 P.M.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

<b>COMMITTEE MEMBERS PRESENT:</b>	Sue Quam – Chair, Anthony Liberatore, Vidya Kale
<b>COMMITTEE MEMBERS ABSENT:</b>	None
<b>OTHERS PRESENT:</b>	Maggie Blackwell, Ellen Leonard
<b>ADVISORS PRESENT:</b>	Ann Beltran, Mary Sinclair
<b>STAFF PRESENT:</b>	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**

Director Kale made a motion to accept today's agenda; Director Liberatore seconded the motion. Hearing no objection, the agenda was approved unanimously.

**4. Approval of the Meeting Report for June 24, 2024**

The committee unanimously approved the meeting report.

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

Chair Quam gave a brief introduction and explained how member comments work. She also explained AB 1572 and updated everyone on the status of the 2025 business plan.

## **6. Department Head Update**

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

Mr. Wiemann notified the committee that turf reduction is still in progress, and a rebate will be received after the final measurements are complete. All annual scheduled work is on time. He updated the committee that the mapping project is moving quickly and should be complete by August 1.

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

Mr. Wiemann explained the charts.

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

Mr. Wiemann gave a brief overview.

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

- One member commented regarding revising the report from the last meeting.
- One member commented on a fig tree.
- One member commented on mulch, tree concerns, and herbicides.
- One member commented on turf reduction concerns.
- Three members commented on AB 1572.
- One member commented on the rising water costs and wildlife crossings in turf areas.
- One member commented on the PAC irrigation system.

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

Mr. Wiemann and the Chair responded to member comments.

## **Items for Discussion and Consideration**

### **9. 257-C Tree Removal Request**

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

Director Liberatore moved to accept the staff's recommendation to deny the tree removal request; Director Kale seconded the motion. Hearing no objections, the motion passed unanimously.

### **10. 565-A Tree Removal Request**

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

Director Liberatore moved to accept the staff's recommendation to deny the tree removal request; Director Kale seconded the motion. Hearing no objections, the motion passed unanimously.

### **11. 795-C Tree Removal Request**

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

Director Liberatore moved to accept the staff's recommendation to deny the tree removal request; Director Kale seconded the motion. Hearing no objections, the motion passed unanimously.

### **12. 251-A Tree Removal Request**

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

Director Liberatore moved to accept the staff's recommendation to deny the tree removal request; Director Kale seconded the motion. The motion was called to a vote of 1-2-0; Director Kale and Chair Quam opposed it. The tree will be removed.

### **13.2038-C Landscape Alteration Request**

Mr. Wiemann presented a brief overview of the items. He explained to the committee that his staff misinterpreted the turf reduction completed by 2041-C. Staff had approved the turf reduction but failed to properly document it; the resident at 2041-C had approval to perform the alterations in front of the unit.

After the United Board agenda prep meeting, this item was returned to the committee and requested to be separated into two motions. Discussion ensued on both motions.

Chair Quam moved to accept the staff's recommendation to deny the removal of the trellis; Director Kale seconded the motion. The motion was called to a vote of 2-1-0, with Director Liberatore in opposition.

Chair Quam moved to accept the staff's recommendation to deny the request to remove plant material to place a crushed stone pathway; Director Kale seconded the motion. The motion was called to a vote of 2-1-0, with Director Liberatore in opposition.

### **14. Clipping Ticket Pilot**

Mr. Wiemann presented an overview of the pilot program. A discussion ensued regarding alternatives to purchasing plastic bins for clipping. Chair Quam made a motion to ask staff to provide pricing for alternative containers at the next meeting. Director Liberatore seconded the motion; the motion passed unanimously.

### **15. Committee Charter**

The committee reviewed the redline changes to the charter. Chair Quam made a motion to accept the changes to the committee charter; Director Liberatore seconded the motion. The motion passed unanimously.

**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.*

- AB 1572 Budgeting
- Educating residents on AB 1572
- KPI's

### **Concluding Business**


### **16. Committee Member Comments**

One comment was made.



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

**18. Recess at 3:21 p.m.**

  
SueQuam(UJ24 C 0 2 4 1 2 1 4 0 0 1)  
Sue Quam, Chair

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

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## **OPEN MEETING**

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

**Monday, July 29, 2024 - 10:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

#### **REPORT**

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

**OTHERS PRESENT:** United – Maggie Blackwell

**MEMBERS ABSENT:** Pearl Lee

**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, Mathew Aldaz – Maintenance Services Manager, Laurie Chavarria - Senior Management Analyst, Sandra Spencer – Administrative Assistant

#### **1. Call to Order**

Chair Bok called the meeting to order at 10:30 a.m.

#### **2. Acknowledgement of Media**

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

#### **3. Approval of Agenda**

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

#### **4. Approval of Meeting Report from April 24, 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)**

- A member commented on the status of repairs at their manor.

**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**

The Project Log was pulled for discussion. The committee asked questions regarding several projects and staff provided responses.

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

The committee discussed the opportunity to remind residents that atrium drains are in most cases connected to the building mainline waste line and care should be taken not to flush dirt and debris into the atrium drain.

The committee requested that staff include a budget line item in the proposed 2025 business plan for power washing of building exteriors, laundry rooms, and carports, on an as-needed resident request basis.

**9. Items for Discussion and Consideration**

**a. Revised Building Color Palette Update**

Mr. Feliz provided samples of new exterior paint color options and answered questions from the committee. Discussion ensued regarding existing color scheme and the process upon which the current palette was decided. Chair Bok will bring the topic to the full board for further discussion.

b. Trash Enclosure Trellis Request CDS 55

Mr. Gomez presented the request made by a member from Building 156 for a trellis to be constructed above the trash enclosure in CDS 55. Staff answered questions from the committee regarding estimated cost, purpose for the trellis, maintenance, and trash collection vendor restrictions. Staff was directed to reach out to the requestor to get a better understanding of the reason for the aesthetic enhancement request.

c. Walkway Lighting Request Form Update

Mr. Gomez presented the existing form to the committee and provided an overview of the purpose of the form. Staff was directed to review the current Walkway Request Form and suggest edits to Resolution 1-11-47 to bring it up to date with the current procedure.

**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.*

- Washer/Dryer App Pilot Program
- Attic/Wall Insulation Materials

Concluding Business:

**11. Committee Member Comments**

- Director Leonard suggested consideration of adding additional advisors to the committee.

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

**13. Adjournment:** The meeting was adjourned at 11:55 a.m.



Alison Bok, Chair

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## **REVENUE AD HOC COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION**

Thursday, July 18, 2024 –1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Anthony Liberatore- Chair, Nancy Carlson

**DIRECTORS ABSENT:** Vidya Kale

**ADVISORS PRESENT:** Richard Rader

**STAFF PRESENT:** Steve Hormuth, Karina Vargas

**OTHERS PRESENT:** None

### **Call Meeting to Order/Establish Quorum**

Director Anthony Liberatore, chaired the meeting and called it to order at 1:31 pm, a 10-minute recess was announced in efforts to meet quorum.

Director Carlson joined zoom at 1:36 pm, Director Liberatore announced the meeting back to order at 1:41 pm after meeting quorum.

### **Acknowledgment of Media**

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

### **Approval of the Agenda**

Hearing no objections, the agenda was accepted unanimously.

### **Approval of the Meeting Report for July 3, 2024**

A motion was made and carried unanimously to approve the committee report with the following change:

- Add the member comment inadvertently missed, suggesting we add looking into infrastructure fee as a revenue generating idea. Hearing no objections, the motion was approved.

### **Chair Remarks**

Director Liberatore announced that this would be the second working meeting. He further mentioned that they would go around the board, beginning with himself, to review the outcomes of some of the revenue-generating ideas.

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

None.



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

- a) Review previously submitted Revenue Generating Ideas- Director Liberatore provided a brief overview on some of the proposed ideas. Discussion ensued.
- b) Discuss new ideas-Advisor Rader suggested they prioritize finding large ticket items, such as the infrastructure fees or as Director Carlson suggested a foundation fee, fees that may be added to the cost of initial sales.
- c) Discuss proposed meeting Calendar- Details of the following meeting were discussed.

### **Future Agenda Items**

Foundation forming to be further investigated.

### **Committee Member Comments**

Director Carlson proposed staff sets up an email for United for members to submit their revenue generating ideas. Director Liberatore also suggested they approve the order of business as outlined in Roberts Rules in lieu of the Agenda, the agenda allows ceremonials. However due to the committee being dedicated to research and investigation he would like to forgo ceremonials and start right into business. The abbreviated form as listed:

- 1) Reading and Approval of Minutes
- 2) Reports of Officers, Boards, and Standing Committees
- 3) Reports of Special (Select or Ad Hoc) Committees
- 4) Special Orders
- 5) Unfinished Business and General Orders
- 6) New Business

Advisor Rader announced to all members present that the Cypress Room is located on the second floor of the Community Center and may be accessed through the concierge, who will escort members to the meeting room.

### **Date of Next Meeting**

Thursday, August 1, 2024 at 9:30 a.m.

### **Adjournment**

The meeting was adjourned at 2:20 pm.

**DRAFT**

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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 in closed session and carried unanimously to approve the committee report with the following change:

- Remove Director Sue Stephens, alternate as absent, as Director Sanborn was present  
Hearing no objections, the motion was approved.

**Chair's Remarks**

Director Skillman informed the committee 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 reconvened the meeting 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 committee endorse a \$1,100,881 transfer from the Contingency Fund to the Operating Fund. An endorsed, and later approval by the board, 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, presented 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. Bart Mejia, Assistant Director- Maintenance and Construction, presented 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**

Steve Hormuth 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**

Steve Hormuth 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.

  
Juanita Skillman (Jul 25, 2024 13:09 PDT)

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Juanita Skillman, Chair

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## **OPEN MEETING**

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

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

**MEMBERS PRESENT:** Yvonne Horton, Chair, Cush Bhada, Reza Karimi, Ellen Leonard, Sue Quam, Sue Stephens, S.K. Park, Ajit Gidwani, Dennis Boudreau, Elsie Addington

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robert Reyes, Joan Milliman, Juanita Skillman, Egon Garthoffner

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Paul Nguyen, Tom McCray, Catherine Laster, Peter Quan, Miguel Magdaleno, Laura Cobarruviaz

#### **Call to Order**

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

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

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

Motion passed unanimously. Director Stephens was not present for the vote.

#### **Approval of Committee Report for June 13, 2024**

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

Motion passed unanimously. Director Stephens was not present for the vote.

#### **Chair's Remarks**

None.

#### **Report of the Recreation and Special Events Director**

Ms. Giglio reported the following Recreation Department highlights: the US House of Representatives has designated July as Parks and Recreation Month, also commonly known as Parks Make Life Better month; The Recreation Department promotes health and wellness, which improves the physical and mental health which provides the endless possibilities and the benefits of living in Laguna Woods Village and is one of the reasons people live here; today is also free slurpy day at all 7/11 stores; Library volunteers worked 805 hours to support 2,197 visitors with 28 residents signed up for catalogue access and 2,681 items circulated through the desk in June; the library reported a new feature and a significant task that the volunteers have taken on will be the ability to print the series name and number on spine labels; Clubhouse 2 hosted the annual Fourth of July Celebration with over 1,000 in attendance for the outdoor concert featuring Stone Soul and 113 golf carts participating in the parade to show the love of our country; Clubhouse 4 woodshop had the purchased drum sander and two dedicated power lines installed per the GRF resolution; Clubhouse 5 hosted the Father's Day brunch with 107 attendees and the 90s Luncheon celebrating 207 residents are over the age of 90 with a total of 310 in attendance; a new projector was installed in the Clubhouse 5 main lounge; Clubhouse 6 had a new hearing loop was installed in the main lounge to assist hearing impaired guests with more in process of being installed or repaired at other facilities; Pool 1 is currently getting new plaster so it will look nice when we reopen.

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 with an early September reopening; as the project comes to its end, the purchase of new furniture may be possible if project savings are available.

Ms. Murphy stated the following: the July Summer Splash Day is sold out but tickets for August are still available both of which are held at Pool 2, noon to 4 p.m.; the free Monday movie, *Wonka*, will be held on July 22, 2 and 7 p.m. at the Performing Arts Center; the annual Farmer's Market will be hosted at Garden Center 1 on July 20, 9 a.m. to noon (please note this event is cash only); 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 remains full every day even during these hot days; there are a few dry spots on the courses due to knot weed that are being addressed; staff continues to work on bunker improvement; first new golfer orientation was held which was a success with 12 in attendance; driving range is looking good with grass growing in; first Korean golf association tournament on Monday with 134 players scheduled; the Garden Center advisory committee is on break at this time but staff remains in contact with those most involved and a new group will be established who are able to meet regularly; relinquished plots are being rented as the compliance list is now smaller; a bullet point list for gardener adherence is being created per new safety company; the Farmer's Market is in conjunction with the Garden Center club and is expected to be

successful; this event may move to Clubhouse 2 in the future due to parking restrictions and summer heat; a new tennis ball machine is deployed and staff will send an email to remind all tennis players of the protocol; a pickleball court has a broken net and will be repaired soon.

Discussion ensued.

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

Members were called to speak on the following: request for additional pickleball courts; disappointment with the Fourth of July Celebration golf cart parade pace.

Discussion ensued.

Staff was instructed to place discussion of additional pickleball courts on a future agenda.

### **CONSENT**

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

Motion passed unanimously.

### **REPORTS**

**Recreation Committee Request Forms** – Discussion ensued regarding time limits for lane usage and operating rules for the pools.

Staff was directed to bring forth the pool operating rules at a future meeting.

**Recreation Supervisor Introduction**– Miguel Magdaleno, Recreation Supervisor (Clubhouse 5 and 6) stated facility operations and brief personal background.

**Calvary Chapel High School Girls Tennis Team Request for Use of Tennis Courts** - Chair Horton stated that legal counsel and Risk Manager, Dan Yost, advised against the use of the tennis courts by the Calvary Chapel High School girls tennis team.

Discussion ensued.

Member was called to speak against the use of the tennis courts by the high school girl's tennis team; risking private property status if use is granted to high school tennis team.

The committee did not recommend the use of the tennis courts by the high school.

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

**Donation of Cups for Clubhouse 1 Drop-In Lounge** - Director Leonard made a motion to approve donation of cups for Clubhouse 1 drop-in lounge. Director Quam seconded.

Discussion ensued.

Director Leonard withdrew the motion.

Director Quam made a motion to approve the donation of cups for Clubhouse 1 drop-in lounge and accept logo as printed. Director Bhada seconded.

Motion passed 5-2. Directors Leonard and Horton opposed.

### **ITEMS FOR FUTURE AGENDAS**

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

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

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

### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Chair Horton thanked all who attended.

#### **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, August 8, 2024.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 2:40 p.m.

\_\_\_\_\_*Yvonne Horton*\_\_\_\_\_

Yvonne Horton, Chair





**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)

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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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**OPEN MEETING**

**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. Director Steve Leonard made a comment about potential energy savings at Clubhouse 7. 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.



Yvonne Horton, Chair

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

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## **OPEN MEETING**

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

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

#### **REPORT**

**Members Present:** Chair Joan Milliman; Directors Maggie Blackwell, Cris Prince, Peter Sanborn, Juanita Skillman, Georgiana Willis (arrived 1:37 p.m.); Alternates Donna Rane-Szostak, Moon Yun; Advisors Catherine Brians, Carmen Pacella (left 2:27 p.m.), Lucy Parker

**Members Absent:** Director James Cook (excused), Advisors Theresa Frost (excused), Tom Nash (excused)

**Others Present:** Third - Mark Laws; Richard Rader, William Hite; Urban Insight - Project Lead Ben Upham, Project Manager Nikita Aidasani, Creative Director Nick Dota

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

#### **1. Call to Order**

The meeting was called to order at 1:32 p.m., and a quorum was established by Chair Milliman.

#### **2. Acknowledgement of Media**

None present.

#### **3. Approval of Agenda**

Approved by unanimous consent.

#### **4. Approval of Report for April 15, 2024**

Approved by unanimous consent.

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

Chair Milliman welcomed the committee and recommended reading the May/June and July/August editions of the Village Breeze.

## **6. Member Comments**

There were no member comments.

### **Items for Discussion**

## **7. Urban Insight Website Presentation – Chuck Holland**

Mr. Holland introduced a presentation by representatives from Urban Insight, the contractor developing the new community website.

Mr. Upham introduced himself and the other Urban Insight presenters.

Ms. Aidasani discussed insights gained from interviewing residents and potential residents for the user experience and usability evaluation summaries.

Mr. Dota showed wireframes, designs and color palettes for the website homepage and landing pages and demonstrated prototypes of how the website will look on a laptop and a mobile device.

Mr. Upham discussed development updates, content migration and search function improvements, and gave a tour of the website. He stated that the website is built in WordPress and hosted by Pantheon.

Mr. Holland discussed single sign-on technology for document access.

Committee questions and discussions that ensued included:

- Searching documents using filtered searches
- Requesting archived records dated prior to 2017
- Searching for real estate listings on the Sales and Leasing landing page
- Linking to the Towers website
- ADA compliance
- Homepage photography and videos
- Budget that had been previously allocated for website development
- Single sign-on feature
- Language translation
- Defining the difference between a condo and co-op
- Estimated completion date of early October

Director Laws further discussed resident log-in and records requests, and volunteered to be a tester for the website.

Mr. Rader commended the work done and suggested the website be used for communication between the boards and the community, including resolutions on 28-day notice. Discussion ensued.

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

Ms. Rothrock highlighted from the Media and Communications Activities Report:

- Daily website and Facebook updates
- Jobs tracked through Trello
- The Village Breeze adding cover blurbs for the first time
- Two employee newsletters distributed
- Weekly “What’s Up in the Village” email blasts
- Weekly press releases sent to the Globe
- GRF and mutual presidents’ email messages
- Connections and Pathways flyer
- Resident Services trifold brochure
- Lowest and highest open rates above standard across all industries
- Attendance for the new resident orientations
- Surveys for VMS and United boards
- Tasking for Village 60th-anniversary event

Ms. Rothrock also discussed working with the former docents on a new presentation format for prospective, new and existing residents.

Director Blackwell asked what the Contacts column on the iContact Report represents. Ms. Rothrock explained that column represents our various email subscriber lists maintained in iContact.

Mr. Rader highlighted the Connections and Pathways flyer listing 15 ways to get in touch with Village boards and management.

Director Yun asked whether iContact is used for email addresses only. Ms. Rothrock confirmed. Discussion ensued about the subscriber lists.

Mr. Hite offered a suggestion for grandparents to enjoy a Saturday matinee with their grandchildren and offered to print out a list of DVD movies in his possession. He also asked about a MeTV cartoon channel. Ms. Rothrock said she would forward his information to Village Television for follow-up. Discussion ensued.

### **Items for Future Agendas**

None

### **Concluding Business**

#### **Committee Member Comments**

Advisor Brians and Advisor Parker said it was a very good meeting.

Director Sanborn suggested a website update meeting before the next regular meeting date. Chair Milliman agreed the committee might need to call a special meeting.

Director Blackwell suggested announcing that children's movies are available on DVD at the Village Library for residents to check out.

Director Milliman reminded the committee about a suggestion to include GRF in the new resident orientations. She asked about updating the website and commended the Village Breeze and all the work the staff does. She discussed getting the word out about the Village Library, which offers materials in nine different languages.

Ms. Rothrock said she would be happy to work up an announcement for "What's Up in the Village." The Village Library brochure is included in the handouts at the new resident orientations. Discussion ensued.

Ms. McCracken thanked everyone for their input.

Director Rand-Szostak thanked Chuck Holland, the team and Urban Insight for their work on the website.

Chair Milliman thanked everyone for their efforts.

**Date of Next Meeting – Monday, October 21, 2024, at 1:30 p.m.**

### **Adjournment**

Chair Milliman adjourned the meeting at 3:24 p.m.

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

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

**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 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 Skillman 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 the upcoming Transportation pop-up booth.

- 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.

### **Items for Future Agendas**

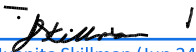
None

### **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.

  
Juanita Skillman (Jun 24, 2024 13:08 PDT)

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Juanita Skillman, Chair

Juanita Skillman, Chair  
Robert Carroll, Staff Officer  
Telephone: 949-597-4242

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**OPEN MEETING**

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

**Wednesday, June 26, 2024 - 1:30 P.M.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room/Virtual Meeting**

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Directors Present: Chair: Juanita Skillman, Maggie Blackwell, Nancy Carlson, Reza Karimi, S.K. Park, Sue Stephens, Donna Rane- Szotak

Directors Absent: NONE

Staff Present: Carmen Aguilar, Alycia Magnuson, Eric Nuñez

Others Present: None

**1. Call to Order**

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

**2. Acknowledgment of Press**

There was no media present.

**3. Approval of the Agenda**

Chair Skillman requested an approval of the agenda June 26, 2024

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 April 24, 2024, were approved with pending correction by unanimous consent.

**5. Chair's Remarks**

Chair Skillman spoke on the following items:

- Expressed disappointment the Golden Rain Foundation Operating Rules for Traffic Rules and Regulations aren't done. Chief Nuñez will follow up with Compliance Department on this matter.

**6. Members' Comments**

- A member commented on adding stop signs to the following locations; Estrada/ Majorca and Aragon/ Sevilla by making them 3 way stops. Member also,

mentioned gate ambassadors should hold guest lane to not open the same time as the resident lane. Gates in questions are 1,2,3,4 and 5.

- A member commented Gate 3 should be checking passes before raising the arm to let guest into the community.
- A member commented he would like to see more handicapped parking spaces.
- Member Arnold Quigley presented his aisle presentation in regards to the 4-way stop signs on Sevilla/ Mendoza. Currently there are 2 way stop signs. Mr. Quigley wants to know when will the Engineering study be presented.

## **Reports**

### **7. Update on Jacob and Green and Associates**

Chief Nuñez commented on the following:

- Mr. Simmons from Jacob Green and Associates will be at the DPTF Committee meeting on Tuesday, July 30, 2024 at 9:30 a.m. where he will be sharing the GAP analysis and the development of tabletop exercises for staff and community.

### **8. Update on Quigley Stop Sign Request**

Chief Nuñez informed Mr. Quigley the Engineering study will be presented at the GRF board meeting on Tuesday, August 6, 2024.

### **9. Security Statistics Update**

The following security statistics updates were discussed:

- RV Lot
  - Price increase will be discussed at the next finance meeting on Wednesday, August 21, 2024.
- Notice of Violations
  - The stats continue to show S-Code 0610 (FAILURE TO OBEY STOP SIGN) - is 46.8% of all the citations written.
- Flashing Stop Signs
  - It was recommended committee leave this program alone it's a small contribution but not cost effective.
- Orange County Sheriff Department
  - Total of 8 violations in the community the information was obtained via [www.occrimemapping](http://www.occrimemapping).
- Compliance Notice of Violation stats
  - Had a total of 810
- Self-Initiated Supervisor Foot Patrol
  - Light request makes 42.17% of the foot patrol. Our Supervisors are making sure the lights are working properly during the night in breezeways, and around the community.
  - 33.73% is made up of maintenance request

- Social Services
  - An average of 20 deaths per month and an average of 22 calls for per day for OCFA coming into the community.

## **10. Noteworthy Incidents**

The following noteworthy were shared:

- A 7-year-old was missing the information was broadcasted to all units and the child was located a few doors down less than 15 minutes a few doors down from his location. He was distracted looking at butterflies.
- Resident expressed his gratitude for Officer **David Faughn** when he came to the assist with the front door not closing properly.
- Resident expressed his appreciation for the return of his lost phone Officer **Bridgette Portuguese** he said, this meant a lot to him.
- Resident shared how grateful she was for Officer **James Rea** for removing a cook top that was dumped in a trash bin. Ms. Brown requested he put it in the trunk of her vehicle she will then take it to a recycling facility.
- Gate Supervisor **Sarah Harris** would like to recognize Supervisor **Josh Kuresa** "I solicited the assistance of Supervisor Joshua Kuresa for maintenance tasks that have saved the company hundreds of dollars in service requests, that would otherwise be invoiced to our Security department by the company's vendors."

Additionally, Kuresa has been instrumental in following through with Washer/Dryer, coin box replacement tasks and taking the initiative to complete those work orders promptly and efficiently.

Kuresa has been a true asset to the team!

I am grateful for all of the assistance.

## **Items for Discussion and Consideration**

### **11. Golf Path CH 7 Speed bumps and stop sign**

- Golf Cart path is not being used appropriately and golf cart drivers evade the path by driving onto the landscaping by causing damage to the esthetic scenery by not using the path.
- There are two style of speed bumps are currently on the golf path one is concrete and are lower to go over smoothly and the other is temporally speed bumps which makes going over the speed bump very bumping and causes damage to golf carts.
- Director S.K. Park suggested to divert the golf cart path into the parking lot so golf cart drivers don't go through where the tennis court walkway is located.
- Director S.K. Park suggested to have an Engineering Visibility study to install a golf cart path into the parking lot. He would like to know what the cost would be for the study. This topic was brought up at M & C meeting and it was diverted back to SCAC. However, this is not a safety issue and

therefore, it should be discussed with M & C.

## **12. Items for Future Agendas**

- Traffic Rules
- A publication that states all vehicles must have RFID
- Smart I.D.

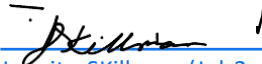
## **Concluding Business**

## **13. Committee Member Comments**

- Laguna Woods Mutual No. Fifty director Sue Stephens mentioned, she could not get into the Director's lounge with her badge. In another occasion director's Sue Stephen's and Nancy Carlson had to wait to be let into the director's lounge.
- Director Nancy Carlson suggested Chair Juanita Skillman email directors for future agenda topics for the upcoming meeting.

## **14. Date of Next Meeting – The next meeting will be held in the board room and virtually via zoom platform on Wednesday, August 28, 2024 at 1:30 p.m.**

## **15. Adjournment 4:23 p.m.**

  
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Juanita Skillman (Jul 2, 2024 16:17 PDT)

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Juanita Skillman, Chair  
Security and Community Access  
Committee



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**

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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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