



**OPEN MEETING**

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

**Tuesday, September 10, 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 Blackwell**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
  - a. August 13, 2024 – Regular Open Meeting
  - b. August 22, 2024 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.***
- 8. Responses to Open Forum Speakers**
  - a. Response to open forum speakers
  - b. Response to past open forum speakers – Director Carlson
- 9. VMS Board Update – Director Rupert**
- 10. CEO Report**

- 11. Consent Calendar** – *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by Members of the Board, such item(s) shall be the subject of further discussion and action by the Board.*
- a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the months of July 2024, such review is hereby ratified.
  - b. Recommendation from the Landscape Committee**
    - 1. Recommendation to Approve the Request for the Removal of One California Sycamore Tree Located at 471-E Calle Cadiz
    - 2. Recommendation to Approve the Request for the Removal of One Canary Island Pine Tree Located at 312-A Avenida Castilla
    - 3. Recommendation to Approve the Request for One Bench to be Placed at CDS 40
  - c. Recommendation from the Architectural Controls and Standards Committee**
    - 1. Recommendation to Approve the Variance Request to Change Color of Front Door at Manor 532-E Via Estrada
  - d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in August 2024, and such review is hereby ratified. (CHECK LIST)
  - e. Recommendation from the Finance Committee – None**
  - f. Update Committee Assignments
  - g. GRF Committee Highlights (Item 16a-h.) is being Approved on the Consent Calendar)**
- 12. Unfinished Business**
- a. 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 has been satisfied)**
  - b. Disciplinary Update Report

### **13. New Business**

- a. Town Halls (Oral Discussion) – Director Choi Hoe
- b. Entertain a Motion to Approve Revision to Standard 20: Balcony, Patio and Atrium Covers (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- c. Entertain a Motion to Approve Revision to Standard 34: Patio and Balcony Awnings (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- d. Entertain a Motion to Rescind Standard 39: Balcony and Patio Enclosures (**September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- e. **2025 Business Plan**
  1. Entertain a Motion to Approve 2025 United Business Plan
  2. Entertain a Motion to Approve 2025 United Reserves Funding Plan

### **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 – August
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on August 15, 2024; next meeting September 19, 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 August 15, 2024; next meeting September 19, 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 August 26, 2024; next meeting September 23, 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 August 28, 2024; next meeting October 23, 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 29, 2024: next meeting September 11, 2024, at 9:30 a.m. in the Board Room.

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

- a.** Report of the GRF Finance Committee. The committee met on August 21, 2024; next meeting October 16, 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 August 14, 2024; next meeting November 13, 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 August 14, 2024; next meeting October 9, 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 August 28, 2024; next meeting October 23, 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 August 21, 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 August 30, 2024; next meeting September 27, 2024, as a virtual meeting.

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

- Standard 20: Balcony, Patio and Atrium Covers
- Standard 34: Patio and Balcony Awnings
- Standard 39: Balcony and Patio Enclosures

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

**CLOSED SESSION NOTICE AND AGENDA**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) August 13, 2024 – Regular Closed Meeting*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**

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**OPEN MEETING**

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

**Tuesday, August 13, 2024 - 9:30 a.m.  
Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Ellen Leonard, Pearl Lee

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Jose Campos, Manuel Gomez, Blessilda Wright, Jeff Spies, Kurt Wiemann

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

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

President Bok called the meeting to order at 9:32 a.m. and acknowledged that a quorum was present.

**2. Pledge of Allegiance to the Flag**

Director Willis led the pledge of allegiance.

**3. Acknowledge Media**

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

**4. Approval of Agenda**

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

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

## **5. Approval of Minutes**

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

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

## **6. Report of the Chair – None**

## **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 thanked the Directors for serving on the board and requested dumpster areas be cleaned on a scheduled basis
- A member commented on corporate compliance concerns
- A member requested for a ramp to be placed over their building staircase to allow her mother better access to their home, and additionally expressed safety concerns of a nearby lifted sidewalk
- A member commented on a “Stop the Recall” email that was distributed to residents.
- A member encouraged residents to attend an upcoming Town Hall meeting that will address the upcoming recall concerns
- Assistant Corporate Secretary read a member email commenting on their opposed stance regarding the upcoming Recall meeting.
- Assistant Corporate Secretary read a member email commenting on their in-favor stance regarding the upcoming Recall meeting.
- Assistant Corporate Secretary read a member comment regarding the Foundation of Laguna Woods Village

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

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

CEO Foster informed the Board that staff will look into adding a ramp on the staircase and fixing the broken sidewalk that a member commented on.

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

Director Quam provided updates to the previous Open Forum speakers from the July Board meeting.

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

Director Bravata discussed the following items:

- Recent Bright Ideas award was awarded to staff member Josh Monroy
- Concerns were brought to the attention of the VMS Board regarding Gate Ambassador abuse from resident guests visiting Laguna Woods Village
- Bicycle registration program was held on August 9<sup>th</sup>, allowing members to register bicycle serial numbers with staff as a way to retrieve lost bicycles
- Sixteen residents applied to jobs at Village Management Services, Inc.



- Approaching the GRF 60<sup>th</sup> Anniversary event on September 9<sup>th</sup> located at Clubhouse 2.

## **10. CEO Report**

### **a. CEO Report**

CEO Siobhan Foster discussed the following items:

- Rain gutter cleaning
- 2024 seal coat and paving programs
- Website transformation progress
- Village communication platforms

CEO Foster answered questions from the board.

### **b. Survey Results**

President Bok and Director Willis presented the recent Survey Results and 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 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**

### **RESOLUTION 01-24-74**

#### **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.

**2. Recommendation to Deny the Request for the Removal of One Carrotwood Tree Located at 565-A Avenida Sevilla**

**RESOLUTION 01-24-75**

**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.

**3. Recommendation to Deny the Request for the Removal of Three Canary Island Pine Trees Located at 795-D Via Los Altos**

**RESOLUTION 01-24-76**

**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.

**4. Recommendation to Approve the Request for the Removal of One Aleppo Pine Tree Located at 251-A Calle Aragon**

**RESOLUTION 01-24-77**

**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.

**5. Recommendation to Deny the Request to Remove the Trellis Between Common Area 2041 and 2036 Via Mariposa**

**RESOLUTION 01-24-78**

**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.

**6. Recommendation to Deny Request to Remove Plant Material to Place a Crushed Stone Pathway Between Common Area 2041 and 2036 Via Mariposa**

**RESOLUTION 01-24-79**

**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.

**c. Recommendation from the Architectural Control 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**

**RESOLUTION 01-24-80**

**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.

**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**

## **RESOLUTION 01-24-81**

### **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.

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

e. **Recommendation from the Finance Committee**

1. **Approve a Resolution for Recording a Lien Against Member ID # 947-413-22**

## **RESOLUTION 01-24-82**

### **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.

**2. Approve a Resolution for Recording a Lien Against Member ID # 947-373-44**

**RESOLUTION 01-24-83**

**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.

**3. Publish Notice of Sale Against Member ID # 947-413-50**

**RESOLUTION 01-24-84**

**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.



**4. Publish Notice of Sale Against Member ID # 947-413-81**

**RESOLUTION 01-24-85**

**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.

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

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

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

**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)**

Director Blackwell read the following resolution.

**RESOLUTION 01-24-86**

**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 Passive Business Policy and Application.  
Director Kale seconded.

Discussion ensued among the Board.

Jeff Spies, Community Services Manager, provided an overview and answered questions from the Board.

There being no changes, the motion was called to a vote and passed 7-2-0. Directors Willis and Carlson opposed.

- b. **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 has been satisfied)**

Director Blackwell read the following resolution.

**RESOLUTION 01-24-87**

**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 Revision to Standard 24: Skylight Installations. Director Kale seconded.

Discussion ensued among the Board.

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

- c. **Entertain a Motion to Approve Revision to Standard 43: Bathroom Splits (July 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 01-24-88**

**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 Revision to Standard 43: Bathroom Splits. Director Liberatore seconded.

Discussion ensued among the Board.

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

- d. **Entertain a Motion to Approve 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)**

Director Blackwell read the following resolution.

**RESOLUTION 01-24-89**

**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 Revision to like-for-equivalent Alteration Policy. Director Liberatore seconded.

Discussion ensued among the Board.

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

- 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)**

Director Blackwell read the following resolution.

**RESOLUTION 01-24-90**

**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 Rescind Manor Alteration Conformance Deposit Fee. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

- f. **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 Carlson discussed how informative the recent Town Hall meeting was that occurred on Friday, August 9, 2024, 2:00 p.m. at Clubhouse 3. One of the topics discussed was the Trust and how it works alongside with GRF.

- 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)**

Director Blackwell read the following resolution:

**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.

Director Blackwell made a motion to approve the resolution for Revision to Standard 18: Gutters and Downspouts 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.

- c. **Entertain a Motion to Approve Updated Landscape Committee Charter**

Director Blackwell read the following resolution.

**RESOLUTION 01-24-91**

**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.

Director Blackwell made a motion to approve Updated Landscape Committee Charter. Director Kale 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.

**d. Entertain a Motion to Approve the 2023 Operating Fund Deficit Transfer**

Director Blackwell read the following resolution.

**RESOLUTION 01-24-92**

**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.

Director Blackwell made a motion to approve 2023 Operating Fund Deficit Transfer. Director Kale seconded.

Discussion ensued among the Board.

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

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

- Director Blackwell commented that Board Directors should keep discussion at the meeting only, rather than discussing meeting topics via email.
- President Bok thanked staff for assisting with the recent Survey.

#### **15. United Mutual 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 October 23, 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 2, 2024; next meeting August 15, 2024, at 4:30 p.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 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**

- *Revision to Standard 18: Gutters and Downspouts*
- *Recall Presentation*

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

The meeting recessed at 11:26 a.m. into the Closed Session.

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

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) 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 Matter*

**19. Adjourn**

The meeting was adjourned at 2:25 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, August 22, 2024, at 9:30 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, Nancy Carlson, Mickie Choi Hoe, Maggie Blackwell, Georgiana Willis, Anthony Liberatore

Directors Absent: Tom Tuning, Pearl Lee

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

Others Present: None

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

President Bok called the meeting to order at 9:33 a.m., and established that a quorum was present.

**2. Approval of the Agenda**

President Bok called for an approval of the agenda.

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

**3. Chair Report – None**

**4. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on September 10, 2024**

Director Carlson made a motion to approve the open agenda. Director Kale seconded.

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

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

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

The Board discussed committee assignments following the approval of the September 10, 2024, agendas.

**5. Director Comments**

- Director Liberatore presented a petition from 330 members against the recall and will submit the document to staff
- President Bok stated that Third Director Veeneman is willing to speak with any Directors about the recall
- Director Kale indicated a Director from Third consistently trying to persuade her to change her vote

**6. Adjournment**

President Bok adjourned the meeting at 10:21 a.m.

DocuSigned by:

*Maggie Blackwell*

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Maggie Blackwell, Secretary of the  
United Mutual Laguna Woods



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

### **Approve Removal of One California Sycamore 471-E Calle Cadiz**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines: "...This corporation established the following 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..."; and

**WHEREAS**, on August 26, 2024, the Landscape Committee reviewed the request from the Member at 471-E, to remove one California Sycamore tree; and

**WHEREAS**, the reasons cited by the resident for the removal are tree limb drop and rodent activity; and

**WHEREAS**, staff inspected the condition of the tree and found to be in fair health, with a hollow trunk and structural unsound; 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 California Sycamore tree located at 471-E Calle Cadiz;

**NOW THEREFORE BE IT RESOLVED**, September 10, 2024, the Board of Directors approves the request for the removal of one California Sycamore tree located at 471-E; 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 Canary Island Pine 312-A Avenida Castilla**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines: "...This corporation established the following 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..."; and

**WHEREAS**, on August 26, 2024, the Landscape Committee reviewed the request from the Member at 312-A, to remove one Canary Island Pine tree; and

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

**WHEREAS**, staff inspected the condition of the tree and found to be in poor health with elevated shrub bed due to insufficient room to grow, and the tree has a significant 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 Canary Island Pine tree located at 312-A Avenida Castilla;

**NOW THEREFORE BE IT RESOLVED**, September 10, 2024, the Board of Directors approves the request for the removal of one Canary Island Pine tree located at 312-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.





**RESOLUTION 01-24-XX**

**Approve Request for a Bench  
Cul-de-sac 40**

**WHEREAS**, March 12, 2024, that the Board of Directors adopted Resolution 01-24-27, Bench Policy: "... Benches should have the following requirements:

- Benches should have a seat height of 17" to 19" above ground or floor space.
- Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- Seat backs should be provided that extend the full length of the seat.
- Benches should include armrests..."; and

**WHEREAS**, on August 26, 2024, the Landscape Committee reviewed the request from the Member at 519-A, to place a bench under the tree across from recent turf reduction; and

**WHEREAS**, the reasons cited for the request is it would provide a resting area for resident with health issues and to father for conversation; and

**WHEREAS**, staff recommends approval the bench placement on the grass under the tree across from the turf reduction; and

**WHEREAS**, the committee determined that the bench meets the guidelines established in Resolution 01-24-27, and thereby recommends approving the request located at CDS 40;

**NOW THEREFORE BE IT RESOLVED**, September 10, 2024, the Board of Directors approves the request for bench located at CDS 40; 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 532-E Via Estrada, a Granada style manor, requests Architectural Control and Standards Committee approval of a variance to change color on front door; 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 August 15, 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 change color on front door;

**NOW THEREFORE BE IT RESOLVED**, on September 10, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to change color on front door; 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 532-E Via Estrada and all future Mutual Members at 532-E Via Estrada; 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 August 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 conform to established rules and regulations.

**UNITED LAGUNA WOODS MUTUAL**

**UNITED LAGUNA WOODS MUTUAL**

Signature *Anthony Liberati*

Signature *Margaret Blackwell*

Print Name ANTHONY LIBERATI

Print Name Margaret Blackwell

Title DIRECTOR

Title Secretary United

Date 08/29/2024

Date 8/29/2024

# 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 August 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 Liberati*

Print Name Anthony Liberati

Title DIRECTOR

Date 08/29/2024

## UNITED LAGUNA WOODS MUTUAL

Signature *M.A. Blackwell*

Print Name Margaret Blackwell

Title Secretary United

Date 8/30/2024



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

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

**RESOLVED**, September 10, 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~~  
Ellen Leonard  
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 (Chair)~~  
Ellen Leonard  
Tom Tuning

Sue Quam, Alternate

Non-Voting Advisors: Ralph Magid

**Members Hearing Committee**

~~Pearl Lee (Chair)~~

Maggie Blackwell

Nancy Carlson (Chair)

Ellen Leonard

Vidya Kale, Alternate

~~Alison Bok, Alternate~~

~~Georgiana Willis, Alternate~~

**New Resident Orientation**

~~Alison Bok (Chair)~~

~~Pearl Lee~~

Maggie Blackwell (Chair)

Sue Quam

Anthony Liberatore

**Resident Advisory Committee**

Anthony Liberatore (Chair)

~~Pearl Lee, Alternate~~

Georgina Willis

**Revenue Ad Hoc Committee**

Anthony Liberatore

Nancy Carlson

Vidya Kale

Tom Tuning, Alternate

Non-Voting Advisor: Richard Rader

**RESOLVE FURTHER** that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

**RESOLVED FURTHER** Resolution 01-24-68, adopted July 9, 2024, is hereby superseded and canceled.



**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**

**Golden Rain Foundation Committee Appointments**

**RESOLVED**, September 10, 2024, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

**GRF Community Activities Committee**

Sue Quam  
Ellen Leonard  
Georgianna Willis, Alternate

**GRF Finance**

Thomas Tuning  
Mickie Choi Hoe  
Ellen Leonard, Alternate

**GRF Landscape Committee**

Sue Quam  
Anthony Liberatore  
Maggie Blackwell, Alternate

**GRF Maintenance & Construction**

~~Alison Bok~~  
~~Pearl Lee~~  
Mickie Choi Hoe, ~~Alternate~~  
Tom Tuning  
Ellen Leonard, Alternate

**Clubhouses & Facilities Renovation Ad Hoc Committee**

Anthony Liberatore  
Alison Bok

**GRF Media and Communications Committee**

Maggie Blackwell  
Georgiana Willis  
Sue Quam, Alternate

**GRF Mobility and Vehicles Committee**

~~Alison Bok~~  
Ellen Leonard  
Nancy Carlson  
Maggie Blackwell,  
Alternate

**GRF Security and Community Access**

Maggie Blackwell  
Nancy Carlson  
Vidya Kale, Alternate

**Disaster Preparedness Task Force**

Anthony Liberatore  
Georgiana Willis  
Vidya Kale, Alternate

**Laguna Woods Village Traffic Hearings**

Vidya Kale  
Maggie Blackwell

**Information Technology Advisory Committee**

Ellen Leonard  
Tom Tuning  
Sue Quam, Alternate

**Broadband Ad Hoc Committee**

~~Alison Bok (non-voting)~~  
Sue Quam  
Tom Tuning  
Mickie Choi Hoe,  
Alternate

**Website Ad Hoc Committee**

Anthony Liberatore  
Mickie Choi Hoe

**Space Planning Ad Hoc Committee**

~~Alison Bok~~  
Tom Tuning  
Nancy Carlson  
Ellen Leonard, Alternate

**RESOLVED FURTHER**, that Resolution 01-23-70, adopted December 12, 2023, is hereby superseded and canceled.

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

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

**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:** September 10, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 18: Gutters and Downspouts

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### **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

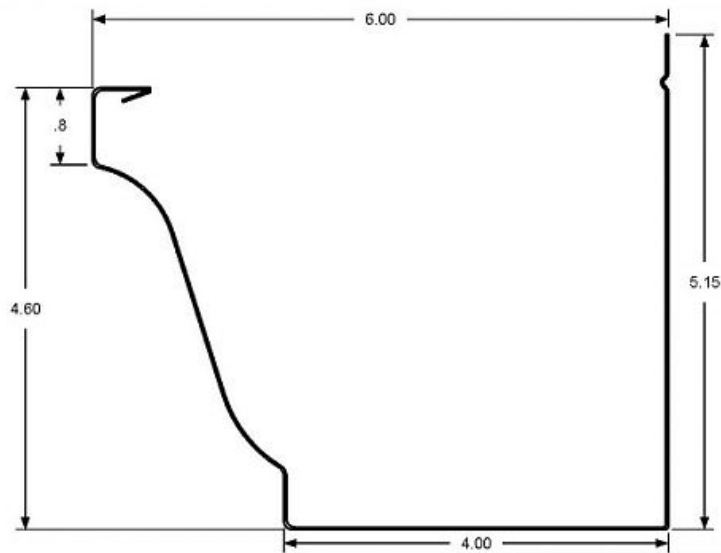
REVISED FEBRUARY 2024, RESOLUTION 01-24-11

### **1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

### **2.0 APPLICATIONS**

- 2.1** Gutters shall be installed per industry standards and sloped 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  
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 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.

**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.

**2.43.2** 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.~~

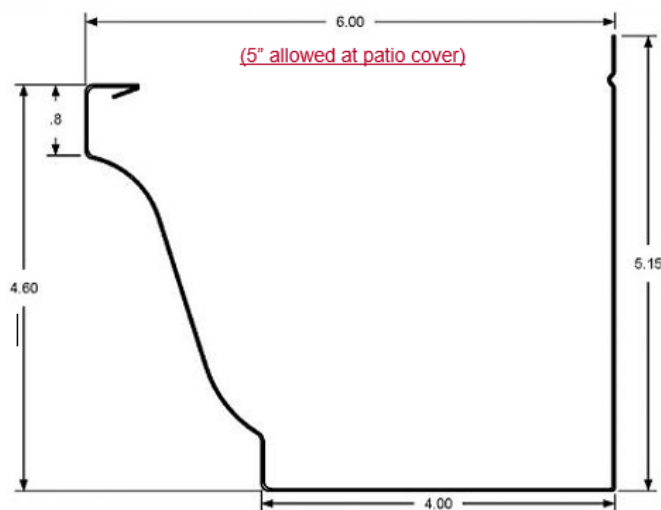
A. In no case shall downspout spacing exceed 40 lineal feet.

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.

~~2.113.13~~ 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**

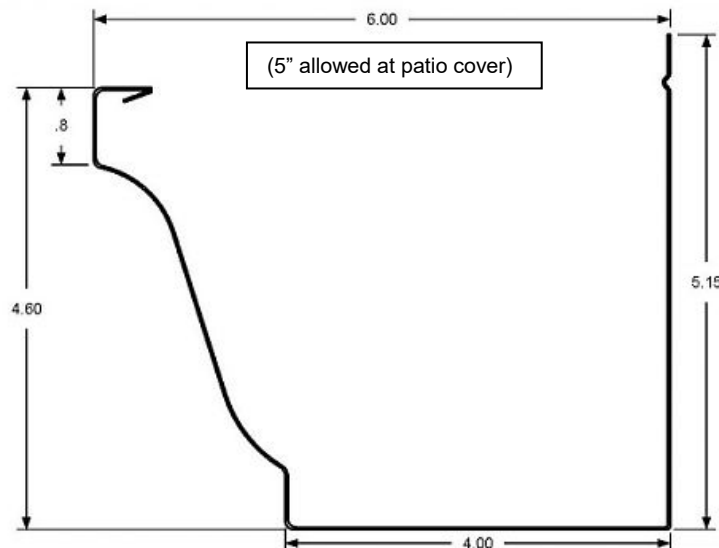
See Standard 1: General Requirements

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

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**STAFF REPORT**

**DATE:** September 10, 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 June to August, 2024:

Type of Allegation	Jun	Jul	Aug
Abandoned Vehicle:	5	8	10
Alteration Maintenance:	17	6	12
Alteration Standards:	17	18	24
Animal Nuisance:	22	28	24
Clutter:	160	179	197
<i>Balcony Clutter:</i>	14	17	23
<i>Breezeway Clutter:</i>	33	35	40
<i>Carport Clutter:</i>	42	42	50
<i>Common Area Clutter:</i>	40	56	47
<i>Interior Clutter:</i>	10	9	11
<i>Patio Clutter:</i>	21	20	26
Delinquencies:	42	51	43
Illegal Occupancy:	43	36	33
Landscape:	15	19	21
Maintenance:	23	25	22
Nuisance:	36	39	27
Real Estate Signage:	3	4	10
Smoking Policy:	7	5	7
Traffic Violations:	8	6	7
Vehicle Oil:	3	4	1
<b>Total Number of Cases:</b>	<b>401</b>	<b>428</b>	<b>438</b>

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

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United Laguna Woods Mutual  
Architectural Control and Standards Committee  
August 15, 2024

**ENDORSEMENT (to Board)**

**Revision to Standard No. 20 – Balcony, Patio and Atrium Covers**

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

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to Standard No. 20 – Balcony, Patio and Atrium Covers.

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## STAFF REPORT

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**DATE:** September 10, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 20: Balcony, Patio and Atrium Covers

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### **RECOMMENDATION**

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

### **BACKGROUND**

The ACSC initiated a review of the current Standard 20: Balcony, Patio and Atrium Covers (Attachment 1) and proposed revisions to the standard intended to reformat into a standard just for atrium coverings. Standard 20 was last revised in April 2024, via Resolution 01-24-33 (Attachment 2).

### **DISCUSSION**

The suggested modifications to this standard are recommended in order to allow clarification of conditions that specifically apply to atriums and atrium coverings. The standard identifies the covering options and the building code requirements impacting atrium coverings.

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

### **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 20: Balcony, Patio and Atrium Covers  
Attachment 2 – Current Resolution 01-24-33  
Attachment 3 – Redlined Revised Standard 20: Atrium Coverings  
Attachment 4 – Final Draft Standard 20: Atrium Coverings  
Attachment 5 – Proposed Resolution 01-24-XX

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

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-07

REVISED APRIL 2024, RESOLUTION 01-24-33

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

**2.0 DEFINITIONS**

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

**3.0 APPLICATIONS**

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

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

#### 4.0 **ATRIUMS**

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



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

#### 4.4 Exceptions to 4.1

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

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

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

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**RESOLUTION 01-24-33**

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

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

**WHEREAS**, the Architectural Control and Standards Committee recognized the need to revise Standard: 20 Patio and Balcony Covers; Aluminum and Vinyl;

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

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

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

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## STANDARD 20: ~~BALCONY, PATIO AND~~ ATRIUM COVERINGS

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-07

REVISED APRIL 2024, RESOLUTION 01-24-33

REVISED [DATE], RESOLUTION 01-24-XX

### 1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

### 2.0 DEFINITIONS

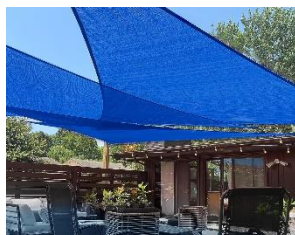
~~2.1 Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.~~

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

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

~~2.42.1 Atrium: An open space without a roof in the interior of a floor plan enclosed by walls on all four sides.~~

~~2.2 Atrium Covering open/operable: Can be described as in item 2.3 or a cover that encloses the entire open space in a more permanent nature. A single story architectural extension that provides weather protection or decoration which remains partially open to the exterior and is partially or wholly supported by the surrounding building.~~



2.52.3 Atrium covering fixed/permanent: The existing atrium space is fully and permanently enclosed becoming a part of the building manor interior footprint.



### 3.0 DESIGN CRITERIA

#### 3.1 Atrium Coverings and Building Codes

- A. All atrium coverings must comply with current building codes.
- B. Subject to current building codes, all rooms classified as bedrooms are required to have an egress window or door that leads directly outside.
- C. If a manor configuration contains an atrium and the manor itself remains unaltered from the original floorplan, the atrium is considered an exterior space for bedroom egress.
- D. If an atrium is covered in any way, then the atrium is no longer considered exterior open space and will directly affect any bedroom currently using an atrium as a means egress to the outside.
- E. All atrium coverings are subject to review and approval from the City of Laguna Woods Building department for compliance with current egress requirements and applicable building codes.

#### 3.2 Atrium Coverings Open/Operable

- A. Coverings cannot fully enclose the atrium.
- B. Coverings cannot impede natural air flow into the atrium.
- C. Cover Materials
  - 1. Fabric – must pass California State Fire Marshal testing.
  - 2. Aluminum or vinyl framework allowed.
  - 3. Wood or steel framework not allowed.
  - 4. Alternate materials subject to ACSC review and

approval.

D. All coverings shall not extend above the height of the existing roof structure.

### 3.3 Atrium Coverings Fixed/Permanent

A. Designed by a fully licensed architect engineer or interior designer.

B. A complete set of scaled plans required.

C. Translucent panels/skylights are allowed and must comply with Standard 24: Skylight Installations.

D. All coverings shall not extend above the height of the existing roof structure.

### **3.04.0 APPLICATIONS**

~~3.1 The cover may be either fixed or retractable.~~

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

~~3.3 Alterations to existing roof structure and drainage/guttering system are prohibited.~~

~~3.4 Covers that come with a built-in gutter system are acceptable only when the cover's own run-off is being diverted. If the cover design and installation also accommodates water run-off from the existing roof, the gutter and downspout system must meet Standard 18: Gutters and Downspouts requirements.~~

~~3.5 All new downspouts must be painted to match the surface to which they are attached.~~

~~3.6 Posts and all main structural elements shall be made of aluminum, factory prefinished aluminum or vinyl clad aluminum.~~

~~3.7 All posts must be anchored directly to concrete slab or original balcony flooring.~~

~~3.8 Color finish options: white, almond, bronze to blend with existing surrounding conditions as closely as possible.~~

~~3.9 Premanufactured skylights are allowed in patio covers. Manufacturer specifications and installation guidelines for skylights to be included with mutual consent application.~~

~~3.10 Plexiglas, corrugated fiberglass and similar coverings will not be allowed.~~

~~3.114.1~~ All plans submitted must include any and all architectural or engineering details. ~~provide proper engineering approvals and be compliant with current California Building Codes.~~

~~3.124.2~~ All covering materials shall be compliant with state and local building codes. ~~Balcony/patio covers to cover only the balcony/patio areas as defined by the patio slab, patio wall, balcony railing or as detailed on building standard plans.~~

#### 4.05.0 REFERENCE STANDARDS ATRIUMS

~~5.1~~ See Standard 24: Skylight Installations

~~5.2~~ See Standard 31: Window and Window Attachments

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

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

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

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

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

~~4.4~~ Exceptions to 4.1

A. ~~Per California Building Code, Title 24, Part 2.5, Section R310, all bedrooms must have an emergency escape and rescue opening directly to a public way. Covers shall not be allowed over atriums where a bedroom directly adjoins an atrium and the only means of egress to outside is into an atrium.~~

B. ~~Covers may be allowed if a bedroom that adjoins an atrium is reclassified as a “non-sleeping” room. A “non-sleeping” room is defined as a space such as an office or den and which does not have a bedroom egress requirement. Plans indicating this change must be submitted and recorded with the Laguna Woods City Clerk as well as submitted and recorded at the County of Orange Records Office.~~



~~5.0 **PATIOS UNDER EXISTING BALCONIES**~~

~~5.1 — Patio covers may not extend beyond the original construction footprint of the balcony above, exclusive of the allowance needed for gutter system.~~

~~5.2 — Patio cover shall not impede or interfere with any existing building drainage system. No variances to this requirement will be accepted.~~

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**STANDARD 20: ATRIUM COVERINGS**

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-02

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-07

REVISED APRIL 2024, RESOLUTION 01-24-33

REVISED [DATE], RESOLUTION 01-24-XX

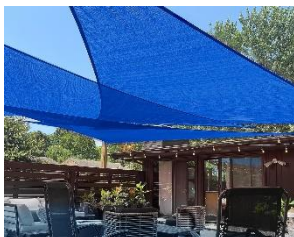
**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

**2.0 DEFINITIONS**

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

**2.2** Atrium covering open/operable: A single story architectural extension that provides weather protection or decoration which remains partially open to the exterior and is partially or wholly supported by the surrounding building.



**2.3** Atrium covering fixed/permanent: The existing atrium space is fully and permanently enclosed becoming a part of the building manor interior footprint.



### **3.0 DESIGN CRITERIA**

#### **3.1 Atrium Coverings and Building Codes**

- A. All atrium coverings must comply with current building codes.
- B. Subject to current building codes, all rooms classified as bedrooms are required to have an egress window or door that leads directly outside.
- C. If a manor configuration contains an atrium and the manor itself remains unaltered from the original floorplan, the atrium is considered an exterior space for bedroom egress.
- D. If an atrium is covered in any way, then the atrium is no longer considered exterior open space and will directly affect any bedroom currently using an atrium as a means egress to the outside.
- E. All atrium coverings are subject to review and approval from the City of Laguna Woods Building department for compliance with current egress requirements and applicable building codes.

#### **3.2 Atrium Coverings Open/Operable**

- A. Coverings cannot fully enclose the atrium.
- B. Coverings cannot impede natural air flow into the atrium.
- C. Cover Materials
  - 1. Fabric – must pass California State Fire Marshal testing.
  - 2. Aluminum or vinyl framework allowed.
  - 3. Wood or steel framework not allowed.
  - 4. Alternate materials subject to ACSC review and approval.
- D. All coverings shall not extend above the height of the existing roof structure.

#### **3.3 Atrium Coverings Fixed/Permanent**

- A. Designed by a fully licensed architect engineer or interior designer.

- B. A complete set of scaled plans required.
- C. Translucent panels/skylights are allowed and must comply with Standard 24: Skylight Installations.
- D. All coverings shall not extend above the height of the existing roof structure.

**4.0 APPLICATIONS**

- 4.1 All plans submitted must include any and all architectural or engineering details.
- 4.2 All covering materials shall be compliant with state and local building codes.

**5.0 REFERENCE STANDARDS**

- 5.1 See Standard 24: Skylight Installations
- 5.2 See Standard 31: Window and Window Attachments

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**RESOLUTION 01-24-XX**

**REVISE STANDARD 20: ATRIUM COVERINGS**

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

**WHEREAS**, the Architectural Control and Standards Committee recognized the need to revise Standard 20: Balcony, Patio and Atrium Covers;

**NOW THEREFORE BE IT RESOLVED**, November 12, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 20: Atrium Coverings; and

**RESOLVED FURTHER**, Resolution 01-24-33 adopted April 09, 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.

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

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**ENDORSEMENT (to Board)**

**Revision to Standard No. 34 – Patio and Balcony Awnings**

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

A motion was made and carried unanimously to recommend that the Board of Directors approve the revisions to Standard No. 34 – Patio and Balcony Awnings.

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## STAFF REPORT

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**DATE:** September 10, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Revision to Standard 34: Patio and Balcony Awnings

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### **RECOMMENDATION**

Approve a resolution to revise Standard 34: Patio and Balcony Awnings.

### **BACKGROUND**

The ACSC initiated a review of the current Standard 34: Patio and Balcony Awnings (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 34 was last revised in July 2024, via Resolution 01-24-70 (Attachment 2).

### **DISCUSSION**

The suggested modifications to this standard are recommended in order to improve and clarify design standards, clarify member financial responsibilities, update installation guidelines, and maintain building integrity all of which will allow for an improved architectural appearance, building functionality, and maintenance protocols.

On August 15, 2024 the ACSC reviewed and voted unanimously to recommend that the Board of Directors approve the revisions to Standard 34.

### **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 34: Patio and Balcony Awnings  
Attachment 2 – Current Resolution 01-24-70  
Attachment 3 – Redlined Revised Standard 34: Patio and Balcony Coverings  
Attachment 4 – Final Draft Standard 34: Patio and Balcony Coverings  
Attachment 5 – Proposed Resolution 01-24-XX

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**STANDARD 34: PATIO AND BALCONY AWNINGS**  
 OCTOBER 2024, RESOLUTION 01-04-146  
 REVISED AUGUST 2013, RESOLUTION 01-13-140  
 REVISED JULY 2024, RESOLUTION 01-24-70

**1.0 GENERAL REQUIREMENTS**

**1.1 SEE STANDARD 1: GENERAL REQUIREMENTS**

**2.0 DEFINITIONS**

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

**3.0 APPLICATIONS**

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

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

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

#### 4.0 **PATIO**

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

#### 5.0 **BALCONY**

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



**RESOLUTION 01-24-70**

**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.

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**STANDARD 34: PATIO AND BALCONY AWNINGS/COVERINGS**

OCTOBER 2024, RESOLUTION 01-04-146

REVISED AUGUST 2013, RESOLUTION 01-13-140

REVISED JULY 2024, RESOLUTION 01-24-70

REVISED [DATE], RESOLUTION 01-XX-XX

**1.0 GENERAL REQUIREMENTS**

**1.1 SEE STANDARD 1: GENERAL REQUIREMENTS**

**2.0 DEFINITIONS**

2.1 Member: Each person entitled to membership in the Mutual as provided in the Articles and By-Laws, subject to United Mutual CC&R's.

2.2 ACSC: Architectural Control and Standards Committee.

2.3 HVAC: Heating, ventilation, air conditioning.

2.4 Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.

2.5 DIY: Do It Yourself.

2.12.6 ~~Patio: A paved defined open outdoor area space — paved and or landscaped — that adjoins the manor at ground level, which does not serve as a walkway or a landing.~~

2.22.7 ~~Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor manor wall levels and is enclosed by a parapet or railing.~~

2.8 Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.



2.9 Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the



opposite end is supported by a post and beam configuration.

**2.10** Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



**2.11** Patio & Balcony Enclosures: Which includes solariums and sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



~~**2.3** Awning: An architectural projection that provides weather protection or decoration and is wholly supported by the building. It is fully open on three sides. Structural components are lightweight over which a covering is attached. An awning can be fixed or retractable.~~

### **3.0** DESIGN CRITERIA

#### **3.1** PATIO & BALCONY COVERINGS

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated "Elitewood" as manufactured by Four Seasons or approved equal. Features:
  - 1. Covers act as a noise and heat barrier.
  - 2. Can be prewired for ceiling fans / lighting.
  - 3. Skylights optional
  - 4. Can be walked on – substantially reducing maintenance.

- 5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.
  - 1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the mutual for maintenance of the balcony above.
- F. Finish color selections: White or beige or to complement existing Mutual building exterior color schemes.

### **3.2 PATIO & BALCONY AWNINGS**

- A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not be allowed.
- B. Awnings are allowed over existing patios and balconies only.
  - 1. Awnings are not allowed over individual windows or doors.
  - 2. Awnings can not be attached to a balcony above.
- C. Awning cover materials
  - 1. Translucent panels.
  - 2. Standing seam aluminum panels.
  - 3. Fabric
    - a. Must pass the California State Fire Marshal Test.
    - b. No scalloped edging.
    - c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.
  - 4. All colors to conform to and/or complement existing mutual building exterior color schemes.
  - 5. Alternate materials subject to ACSC review and approval.

### **3.3 PATIO & BALCONY ENCLOSURES**

- A. Enclosures are for outdoor recreational use only, not to be designed or engineered as a "Habitable Room" as defined by current building codes.

- B. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- C. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.
1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- D. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- E. Glazing Components:
1. All glazed openings to be:
    - a. Dual pane.
    - b. Low E.
    - c. Energy Star rated.
  2. Frosted, bottle-type, stained, or Louvered-glass shall not be allowed.
  3. Factory tinted glazing is allowed. Colors subject to review by the ACSC.
  4. Aftermarket films or tinting's are allowed provided they do not have a reflectivity factor of more than 15%. Documentation to be provided at time of mutual consent submittal.
  5. Windows and screens to be readily removable from the inside without the use of tools.
- F. Interior components:
1. Natural ventilation only – no artificial HVAC systems.
  2. Skylights are allowed at time of original installation.
  3. No plumbing or plumbing fixtures.
  4. Ceiling lighting & fans allowed.
  5. Electrical wall outlets allowed.
- G. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.
- H. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.

1. The member is responsible for any and all costs associated with this requirement.

I. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.

J. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

### **3.0 APPLICATIONS**

~~3.1 All plans must include any and all architectural or engineering details when submitted to Manor Alterations for review.~~

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

~~3.2 Building permit requirements are to be verified with the City of Laguna Woods Building Department.~~

~~3.3 Awnings will only be allowed directly over patio and or balcony areas.~~

~~3.4 Alterations to existing roof structures are not allowed.~~

~~3.5 Awning framework and or materials shall not interfere with any existing building guttering and drainage systems.~~

~~3.6 Awning cover materials may be fabric or rigid and shall meet all local, state and federal requirements.~~

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

~~3.7 Color finish options for awning framing and cover materials shall conform to or compliment the United Laguna Woods Mutual Exterior Color Groups A through G corresponding to the geographical area in which the manor is located.~~

~~3.8 The edges of the awning material must be straight. No scalloped or decorative edges allowed.~~

~~3.9 The member is responsible for proper, on-going maintenance of the awning and must not allow the awning to remain in a state of disrepair.~~

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

~~3.10 Should removal of the awning become necessary for building maintenance, the member is responsible for all removal and reinstallation costs.~~

#### 4.0 ATTACHMENT TO BUILDING

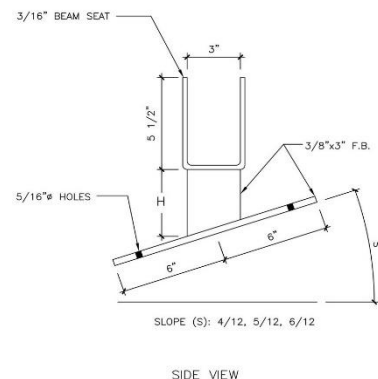
4.1 All coverings must not alter existing roofing eaves or perimeters.

4.2 All coverings must not alter or interfere with existing guttering systems.

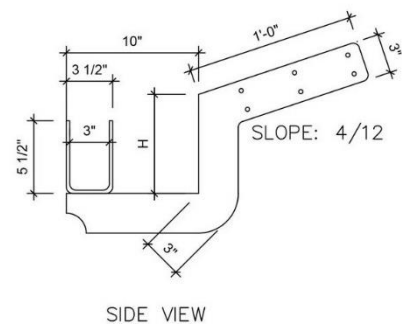
4.3 Attachment to building for all roof components will be per one of the following options:

A. Ledger board to face of building under roof eave. Note: All building penetrations to be water tight.

B. Raised roof bracket as manufactured by "Beam Lift" or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



C. Rafter bracket as manufacture by "Beam Lift" or approved equal. EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



#### 4.0 PATIO

4.1 Awnings shall cover the entire length of the patio - Agenda Item # 13c

~~to but not beyond the defined patio area.~~

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

~~4.3 Awning attachment to building details are subject to review by Manor Alterations.~~

## 5.0 BALCONY APPLICATIONS

5.1 Architectural and/or engineered plans are required.

A. All plans and engineering details provided by the manufacture must be included in submittal package.

5.2 All plans must indicate compliance with all current California Building Codes.

5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.

5.4 All coverings will not extend beyond existing patio or balcony perimeters by more than 18 inches.

A. Any such extensions must not interfere with ongoing building or landscape maintenance.

5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.

A. All system downspouts must coordinate/work with existing building drainage systems.

B. In no case shall downspouts direct water back toward the building.

C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

## 6.0 MAINTENANCE & OWNERSHIP

6.1 The Member is responsible for all direct and indirect costs associated with covering/enclosure installations.

- 6.2 The Member is responsible for all costs associated with on-going maintenance. The Mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the Member if coverings are not properly maintained by the Member.
- 6.3 Should it become necessary for ongoing building maintenance, the Member will be responsible for removal and replacement of coverings/enclosures.

**7.0 REFERENCE DOCUMENTS**

**5.0**

- 7.1 See Standard 8: Patio Block Walls
- 7.2 See Standard 15: Floor Coverings: Exterior (Balconies & Patios)
- 7.3 See Standard 18: Gutters and Downspouts
- 7.4 See Standard 19: Balcony Modesty Paneling
- ~~5.1~~ Awnings shall cover the entire length of the balcony and may extend up to but not beyond the balcony parapet or railing.
- ~~5.2~~ Awning attachment to building details are subject to review by Manor Alterations.





### **STANDARD 34: PATIO AND BALCONY COVERINGS**

OCTOBER 2024, RESOLUTION 01-04-146  
 REVISED AUGUST 2013, RESOLUTION 01-13-140  
 REVISED JULY 2024, RESOLUTION 01-24-70  
 REVISED [DATE], RESOLUTION 01-XX-XX

#### **1.0 GENERAL REQUIREMENTS**

##### **1.1 SEE STANDARD 1: GENERAL REQUIREMENTS**

#### **2.0 DEFINITIONS**

- 2.1** Member: Each person entitled to membership in the Mutual as provided in the Articles and By-Laws, subject to United Mutual CC&R's.
- 2.2** ACSC: Architectural Control and Standards Committee.
- 2.3** HVAC: Heating, ventilation, air conditioning.
- 2.4** Ledger: A horizontal board attached to the building face used as structural attachment for support of one end of an added covering.
- 2.5** DIY: Do It Yourself.
- 2.6** Patio: A paved outdoor area that adjoins the manor at ground level, which does not serve as a walkway or a landing.
- 2.7** Balcony: A platform that projects from the wall of a manor above ground level at a second or third floor levels and is enclosed by a parapet or railing.
- 2.8** Patio Cover: A single story architectural projection that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building structure while the opposite end is supported by a post and beam configuration.



- 2.9** Balcony Cover: A single story architectural projection located at balcony levels that provides partial weather protection but remains open on three sides. One end of the cover is supported by the building while the opposite end is supported by a post and beam configuration.



- 2.10** Patio & Balcony Awnings: An architectural projection located at ground or balcony levels that provides partial weather protection but remains open on three sides. The entire awning system is attached to and wholly supported by the building structure. It can be fixed or fully retractable.



- 2.11** Patio & Balcony Enclosures: Which includes solariums and sunrooms; A single story covering which encloses a defined space on a patio or balcony. Characterized by multiple fixed and operable windows with heating and cooling provided by natural means only. The enclosure is both attached to the building and self-supported.



### **3.0** DESIGN CRITERIA

#### **3.1** PATIO & BALCONY COVERINGS

- A. Only companies that specialize in design and installation of patio and balcony covers will be accepted. DIY projects will not be allowed.
- B. Construction materials are to be aluminum or vinyl only.
- C. Covers may be slatted or solid.
- D. All solid covers are to be insulated "Elitewood" as manufactured by Four Seasons or approved equal. Features:

1. Covers act as a noise and heat barrier.
  2. Can be prewired for ceiling fans / lighting.
  3. Skylights optional
  4. Can be walked on – substantially reducing maintenance.
  5. Include self-contained guttering and leaf guards.
- E. Solid covers directly under a balcony must provide a mesh type rodent protection screen for the space created between the bottom of the balcony above and the top of the cover below.
1. Said covers will be subject to removal and replacement at members expense if deemed necessary by the mutual for maintenance of the balcony above.
- F. Finish color selections: White or beige or to complement existing Mutual building exterior color schemes.

### 3.2 **PATIO & BALCONY AWNINGS**

- A. Only companies that specialize in design and installation of patio and balcony awnings will be accepted. DIY projects will not be allowed.
- B. Awnings are allowed over existing patios and balconies only.
1. Awnings are not allowed over individual windows or doors.
  2. Awnings can not be attached to a balcony above.
- C. Awning cover materials
1. Translucent panels.
  2. Standing seam aluminum panels.
  3. Fabric
    - a. Must pass the California State Fire Marshal Test.
    - b. No scalloped edging.
    - c. Motorized awnings allowed. Any electrical work must be shown on plan and performed by a licensed electrician.
  4. All colors to conform to and/or complement existing mutual building exterior color schemes.
  5. Alternate materials subject to ACSC review and approval.

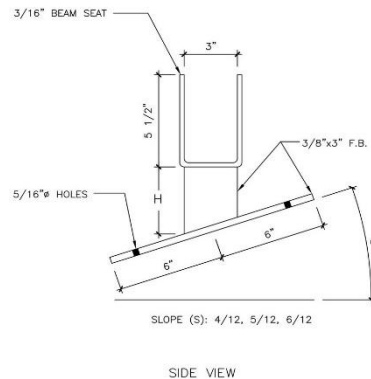
### 3.3 **PATIO & BALCONY ENCLOSURES**

- A. Enclosures are for outdoor recreational use only, not to be designed or engineered as a “Habitable Room” as defined by current building codes.
- B. Only companies that specialize in design and installation of patio & balcony enclosures will be accepted. DIY projects will not be allowed.
- C. Patio & balcony enclosures may encompass all or part of the patio / balcony footprint.
  - 1. Enclosure must not cover any existing building wall mounted HVAC equipment.
- D. Structural Components: Painted or prefinished aluminum. All walls and ceiling panels to be fully insulated.
- E. Glazing Components:
  - 1. All glazed openings to be:
    - a. Dual pane.
    - b. Low E.
    - c. Energy Star rated.
  - 2. Frosted, bottle-type, stained, or Louvered-glass shall not be allowed.
  - 3. Factory tinted glazing is allowed. Colors subject to review by the ACSC.
  - 4. Aftermarket films or tinting’s are allowed provided they do not have a reflectivity factor of more than 15%. Documentation to be provided at time of mutual consent submittal.
  - 5. Windows and screens to be readily removable from the inside without the use of tools.
- F. Interior components:
  - 1. Natural ventilation only – no artificial HVAC systems.
  - 2. Skylights are allowed at time of original installation.
  - 3. No plumbing or plumbing fixtures.
  - 4. Ceiling lighting & fans allowed.
  - 5. Electrical wall outlets allowed.
- G. Existing patio privacy stone or block walls may be utilized as part of the patio enclosure provided said walls meet the structural guide lines of the enclosure.

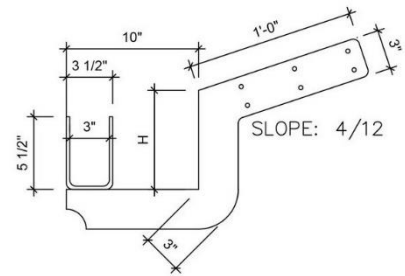
- H. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.
1. The member is responsible for any and all costs associated with this requirement.
- I. Balcony enclosures must be installed behind existing railing or parapets, sufficient to allow for ongoing maintenance of these items.
- J. Finish color selections: White or beige or to complement existing mutual building exterior color schemes.

#### 4.0 **ATTACHMENT TO BUILDING**

- 4.1 All coverings must not alter existing roofing eaves or perimeters.
- 4.2 All coverings must not alter or interfere with existing guttering systems.
- 4.3 Attachment to building for all roof components will be per one of the following options:
- A. Ledger board to face of building under roof eave. Note: All building penetrations to be water tight.
  - B. Raised roof bracket as manufactured by “Beam Lift” or approved equal. Note: Any roof modifications required for installation of bracket must be reviewed and approved by a licensed roofing contractor.



- C. Rafter bracket as manufacture by “Beam Lift” or approved equal.  
EXCEPTION - Building guttering may be modified to 5 inches wide to accommodate rafter bracket installation



## 5.0 APPLICATIONS

- 5.1 Architectural and/or engineered plans are required.
- A. All plans and engineering details provided by the manufacture must be included in submittal package.
- 5.2 All plans must indicate compliance with all current California Building Codes.
- 5.3 All plans must be reviewed and approved by the Manor Alterations Department and verified with the City of Laguna Woods Building Department.
- 5.4 All coverings will not extend beyond existing patio or balcony perimeters by more than 18 inches.
- A. Any such extensions must not interfere with ongoing building or landscape maintenance.
- 5.5 All patio & balcony solid covers and enclosures must have a self-contained guttering system.
- A. All system downspouts must coordinate/work with existing building drainage systems.
- B. In no case shall downspouts direct water back toward the building.

- C. All balcony guttering and downspouts systems must not direct water on to manors located directly below balcony.

**6.0 MAINTENANCE & OWNERSHIP**

- 6.1 The Member is responsible for all direct and indirect costs associated with covering/enclosure installations.
- 6.2 The Member is responsible for all costs associated with on-going maintenance. The Mutual – at its own discretion – may undertake any perceived maintenance upkeep and charge the Member if coverings are not properly maintained by the Member.
- 6.3 Should it become necessary for ongoing building maintenance, the Member will be responsible for removal and replacement of coverings/enclosures.

**7.0 REFERENCE DOCUMENTS**

- 7.1 See Standard 8: Patio Block Walls
- 7.2 See Standard 15: Floor Coverings: Exterior (Balconies & Patios)
- 7.3 See Standard 18: Gutters and Downspouts
- 7.4 See Standard 19: Balcony Modesty Paneling

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**RESOLUTION 01-24-XX**

**REVISE STANDARD 34: PATIO AND BALCONY COVERINGS**

**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: Patio and Balcony Awnings;

**NOW THEREFORE BE IT RESOLVED**, November 12, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 34: Patio and Balcony Coverings as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, Resolution 01-24-70 adopted July 9, 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.

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

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United Laguna Woods Mutual  
Architectural Control and Standards Committee  
August 15, 2024

**ENDORSEMENT (to Board)**

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

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

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

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## STAFF REPORT

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**DATE:** September 10, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Rescind Standard 39: Balcony and Patio Enclosures

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### **RECOMMENDATION**

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

### **BACKGROUND**

The ACSC initiated a review of the current Standard 39: Balcony and Patio Enclosures (Attachment 1). Standard 39 was last enacted in April 2024, via Resolution 01-24-34 (Attachment 2).

### **DISCUSSION**

The guidelines and requirements reflected in this standard have been reviewed and are now included in Standard 34: Patio and Balcony Coverings. In order to avoid any confusion, it is recommended that this standard – Standard 39: Balcony and Patio Enclosures – be rescinded.

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

### **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 39: Balcony and Patio Enclosures

Attachment 2 – Current Resolution 01-24-34

Attachment 3 – Proposed Resolution 01-24-XX

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**STANDARD 39: BALCONY AND PATIO ENCLOSURES**  
APRIL 2024, RESOLUTION 01-24-34

**1.0 GENERAL REQUIREMENTS**

**SEE STANDARD 1: GENERAL REQUIREMENTS**

**2.0 DEFINITIONS**

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

**3.0 APPLICATIONS**

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

and comply with Standard 18: Gutters & Downspouts.

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

#### **4.0 PATIOS**

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

#### **5.0 BALCONIES**

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



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

## 6.0 **GLAZING**

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

## 7.0 **GUTTERING & DOWNSPOUTS**

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

Downspouts requirements.

**8.0 OWNERSHIP**

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



**RESOLUTION 01-24-34**

**ENACT STANDARD 39: BALCONY AND PATIO ENCLOSURES**

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

**WHEREAS**, the Architectural Control and Standards Committee recognized the need to enact Standard 39: Balcony and Patio Enclosures;

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

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

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

#### **Rescind Standard 39: Balcony and Patio Enclosures**

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

**WHEREAS**, the Mutual recently revised the language in Standard 34: Patio & Balcony Coverings to incorporate processes currently contained in Standard 39: Balcony and Patio Enclosures; and

**WHEREAS**, the aforementioned integration of procedures would create a duplication of information. The Mutual recognizes the need to rescind Standard: 39: Balcony and Patio Enclosures;

**NOW THEREFORE BE IT RESOLVED**, November 12, 2024, the Board of Directors of this Corporation hereby rescinds Standard: 39 Balcony and Patio Enclosures as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 01-24-34 adopted April 09, 2024, 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.

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

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**STAFF REPORT**

**DATE:** September 10, 2024  
**FOR:** Board of Directors  
**SUBJECT:** 2025 Business Plan – Version 4

**RECOMMENDATION**

Staff recommends the Board approve the 2025 Business Plan Resolution (Attachment 1).

**BACKGROUND**

The United Board of Directors held several meetings from May to August to discuss the 2025 Business Plan. Based on input received at the meetings and subsequent discussions, staff refined the Business Plan as included in this agenda.

In August, after Version 3 of the Business Plan was discussed, staff moved \$6,000 income tax expense from operating fund to reserves fund. Investment income is in reserves and the taxes associated with the reserve income should be paid from reserves. Although this change decreases United’s assessment by (\$0.08), income tax remains a budgeted expense for 2025.

**DISCUSSION**

**BUSINESS PLAN SUMMARY**

The proposed budget for the 2025 plan year (Attachment 2) shows that the sum of \$58,893,682 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses and reserve contributions for the year 2025. In addition, the sum of \$18,072,039 is required by the Corporation to meet the Golden Rain Foundation and Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2025. Therefore, a total of \$76,965,721 is required to be collected from and paid by members of the Corporation as monthly assessments. The budget equates to a Total Basic Assessment of \$761.02 per manor per month (PMPM), reflecting a net increase of \$97.04 or 14.6% when compared to current year.

	<b>2024</b>	<b>2025</b>	<b>Increase \$</b>	<b>Increase %</b>
<i>United Portion</i>	\$435.76	\$522.83	\$87.07	20.0%
<i>GRF Portion</i>	\$228.22	\$238.19	\$9.97	4.4%
<b><i>Total Basic Assessment</i></b>	<b>\$663.98</b>	<b>\$761.02</b>	<b>\$97.04</b>	<b>14.6%</b>

Brief notations for line items with significant change from current year are outlined below as increases or (decreases) in the assessment, and listed in order of appearance on the proposed Business Plan by Account – Version 4 (Attachment 2):

**Revenues:**

**Lines 2-2a: Fees and Charges to Residents** less revenue of (\$1,197,741) increased the assessment by \$15.78 PMPM due to the majority of revenue recovery efforts for the backlog of open chargeable damage tickets from prior years being completed in 2023. The remaining tickets will be completed in 2024.

**Line 4: Miscellaneous Revenue** less revenue of (\$69,934) increased the assessment by \$0.93 PMPM primarily due to a projected decrease in Collection Administrative Fees revenue. This fee revenue is related to United resales and trust transfers which are expected to be lower in 2025 than what was anticipated in 2024.

**Expenses:**

**Line 5: Employee Compensation** increased by \$195,065 or \$2.57 PMPM primarily due to planned wage adjustments partially offset by a decrease in temporary help as the recovery efforts for the backlog of open chargeable damage tickets from prior years being completed in 2024. The increase is further offset by the reclassification of some Nursery operating expenses to reserves.

**Line 6: Expenses Related to Compensation** increased by \$87,478 or \$1.15 PMPM primarily due to the anticipation of higher worker's compensation premiums based on recent actuarial estimates in addition to an anticipated rate increase for non-union medical & life insurance. The increases in these items were partially offset by a decrease in union medical insurance expenses in Landscape as a result of the reclassification of some Nursery operating expenses to reserves.

**Line 7: Materials and Supplies** increased by \$106,433 or \$1.40 PMPM primarily due to the higher cost of materials and supplies throughout the organization. The most affected areas are Carpentry and Electrical.

**Line 8: Electricity** increased by \$74,544 or \$0.99 PMPM based on current consumption and assumes no increase in rates as recently published by SCE.

**Lines 9-10: Sewer & Water** increased by \$398,860 or \$5.26 PMPM based on current consumption and published rate increases in July 2024 and projected rate increase in 2025.

**Line 11: Trash** increased by \$173,086 or \$2.28 PMPM due to a final year of a contracted price correction which is budgeted to be 20% increase.

**Line 14: Professional Fees** increased by \$28,935 or \$0.38 PMPM due to the anticipation of an on-site visit that occurs every 3 years by United's reserve specialist for the creation of the 2026 reserve study.

**Line 16: Outside Services** increased by \$1,582,678 or \$20.85 PMPM primarily in the Maintenance & Construction and Landscape departments. Funding increased in Maintenance & Construction to reflect recent year actual expenses relating to plumbing leaks and in anticipation of more fumigation events that are scheduled for 2025. Funding increased in Landscape in an effort to achieve two more cycles of shrub bed service in 2025.



**Line 20: Property Insurance** decreased by (\$750,240) as a result of a new joint property insurance policy with Third. This combination lowers United's premium for property insurance.

**Line 21: Insurance** increased by \$162,331 or \$2.14 PMPM due to increased Hazard & Liability insurance to reflect anticipated premium increases.

**Line 22: Cost Allocations** increased by \$59,884 or \$0.79 PMPM due to the net result of interdepartmental allocations in 2025 to reflect existing service levels throughout the departments.

**Line 25: Operating (Surplus)/Deficit** increased by \$1,431,132 or \$18.86 PMPM. The 2024 Business Plan included the return of prior years' surplus of \$531,132. The 2025 Business Plan includes a projected deficit of \$900,000 in the current year due to less damage restoration attributable to members than anticipated. A backlog of work was processed but yielded less revenue than originally expected.

**Line 26: Reserve Fund Contribution** increased by \$1,062,264. To adequately plan for future expenditures, the Mutual adopts a 30-Year Funding Plan that projects contributions and disbursements to the Reserve Fund over the next 30 years. A reserve study was conducted by Association Reserves, Inc. Based on the funding plans included in the reserves study, the contribution to reserve funds is proposed to increase from \$171.23 to \$185.23 or \$14.00 PMPM in 2025.

**Line 27: Contingency Fund Contribution** is used for the repair or replacement of mutual assets damaged by uninsured or unexpected disasters in addition to providing for unanticipated significant expenditures not otherwise identified in the business plan. The contribution to contingency funds is proposed to decrease from \$2.00 to \$1.50 PMPM in 2025.

**Line 28: Property Tax Fund** increased by \$1,821,242 and is used for property taxes, which are generally based on the most recent purchase price of the individual manor. Taxes are assessed by the County of Orange, based on the County's calculation of assessed value for each manor. Expenses are billed directly to each manor and vary by manor.

**Line 29-31: GRF Operating, Reserve, and Contingency Contribution** for Version 4, GRF shows an increase of \$755,617 or \$9.97 PMPM. GRF reviewed all aspects of Version 4 of their Business Plan at their meeting September 3, 2024.

In summary, the six items below account for 80% of the total assessment increase.

- Eliminated 2024 Budgeted Operating Surplus & Addition of 2024 Estimated Deficit: this was a one-time occurrence. We had anticipated that 2023 would end the year with a surplus that could be deposited into 2024 budget. Unfortunately, 2023 ended in a deficit and 2024 is estimated to end the year in a deficit of \$900,000 which is budgeted to be recouped in 2025.
- Conclusion of Damage Restoration Backlog Revenue: this was a one-time occurrence, and increases the 2025 assessment as a result of its elimination.
- Addition to Reserve Contributions – The increase of \$14.00 PMPM is consistent with the 30-year plan included in last year's budget. Reserves plan provided by a reserve specialist collaborates the number.
- Utilities increased primarily due to increased rates.
- Increase of Damage Restoration expenses to reflect recent year actual expenses relating to plumbing leaks, plumbing stoppages, and rain leaks.

- Increase in Grounds Maintenance in an effort to achieve two more cycles of shrub bed service in 2025 from four to six.

Chart below demonstrates the financial impact of the six items above to the total budget and the increase to assessments per manor per month.

	<b>Increase \$</b>	<b>PMPM \$</b>
Elimination of 2024 Budgeted Operating Surplus and addition of 2024 Estimated Deficit	\$1,431,132	\$18.86
Conclusion of Damage Restoration Backlog Revenue	\$1,125,000	\$14.83
Addition of RPF Contribution	\$1,062,264	\$14.00
Utilities	\$646,490	\$8.53
Increase in Damage Restoration Expenses	\$540,000	\$7.12
Increase of 2 Shrub Bed Service Cycles	\$485,000	\$6.39
<b>Total</b>	<b>\$5,289,886</b>	<b>\$69.73</b>

**FINANCIAL ANALYSIS**

The financial impact of this proposed business plan would be a United assessment of \$522.83 PMPM, an increase of \$87.07 or 20.0% when compared to current year. Including the GRF contributions, the proposed Total Basic Assessment for United would be \$761.02 PMPM, an increase of \$97.04 or 14.6%.

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

**Reviewed By:** Steve Hormuth, Director of Financial Services

**ATTACHMENTS**

- Attachment 1 – 2025 Business Plan Resolution
- Attachment 2 – 2025 United Business Plan - By Account
- Attachment 3 – 2025 United Business Plan - By Department
- Attachment 4 – 2025 United Budget Comparison Report – Operating Only
- Attachment 5 – 2025 United Budget Comparison Report – by Fund
- Attachment 6 – 2025 Programs Report
- Attachment 7 – Definition of Funds



**RESOLUTION 01-24-XX**

**2025 BUSINESS PLAN RESOLUTION**

**RESOLVED**, September 10, 2025, that the Business Plan of this Corporation for the year 2025 is hereby adopted and approved; and

**RESOLVED FURTHER**, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$58,893,682 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses, reserve contributions, and restricted fund contributions for the year 2025 after adding \$900,000 derived from current years' projected operating deficit. In addition, the sum of \$18,072,039 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2025. Therefore, a total of \$76,965,721 is required to be collected from and paid by the members of the Corporation as monthly assessments; and

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby approves expenditures in the amount of \$16,860,082 from the Reserve Fund and \$14,723,409 from the Property Taxes Fund; and

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2025, inclusive of property taxes and property insurance as filed in the records of the Corporation, and said assessments to be due and payable by the members of this Corporation on the first day of each month; 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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**2025 BUSINESS PLAN - BY ACCOUNT**

DESCRIPTION	2021 ACTUAL**	2022 ACTUAL	2023 ACTUAL	2024 PLAN	2025 PLAN	ASSESSMENT Per Manor Per Month			
						2024	2025	Change	
<b>OPERATING REVENUES</b>									
<b>Non-Assessment Revenues</b>									
1	Merchandise Sales	\$4,910	\$4,300	\$15,078	\$2,858	\$1,715	\$0.04	\$0.02	\$0.02
2	Fees and Charges to Residents	607,598	752,596	467,597	803,858	731,117	10.59	9.64	0.95
2a	Damage Restoration Reimbursement Backlog	0	0	576,467	1,125,000	0	14.83	0.00	14.83
3	Laundry	244,083	233,760	227,041	249,000	237,000	3.28	3.12	0.16
4	Miscellaneous	617,321	636,379	611,344	789,555	719,621	10.41	9.48	0.93
	<b>Total Revenue</b>	<b>\$1,473,912</b>	<b>\$1,627,035</b>	<b>\$1,897,527</b>	<b>\$2,970,271</b>	<b>\$1,689,453</b>	<b>\$39.15</b>	<b>\$22.26</b>	<b>\$16.89</b>
<b>OPERATING EXPENSES</b>									
5	Employee Compensation	\$7,174,365	\$7,196,317	\$7,371,602	\$8,686,509	\$8,881,574	\$114.48	\$117.05	\$2.57
6	Expenses Related to Compensation	2,886,042	2,930,141	3,149,460	3,531,672	3,619,150	46.55	47.70	1.15
7	Material and Supplies	855,418	831,175	830,519	882,415	988,848	11.63	13.03	1.40
8	Electricity	91,483	198,886	224,439	161,117	235,661	2.12	3.11	0.99
9	Sewer	1,911,413	1,611,769	1,569,662	1,625,400	1,899,000	21.42	25.03	3.61
10	Water	2,119,249	1,960,741	1,876,020	2,154,860	2,280,120	28.40	30.05	1.65
11	Trash	448,509	501,908	797,319	1,172,918	1,346,004	15.46	17.74	2.28
12	Telephone	676	592	1,524	780	1,512	0.01	0.02	0.01
13	Legal Fees	170,799	184,179	122,596	183,325	166,660	2.42	2.20	(0.22)
14	Professional Fees	55,905	126,900	86,929	146,548	175,483	1.93	2.31	0.38
15	Equipment Rental	10,010	7,144	7,491	9,540	10,970	0.13	0.14	0.01
16	Outside Services	2,236,325	3,210,571	4,069,539	2,185,613	3,768,291	28.81	49.66	20.85
17	Repairs and Maintenance	34,842	29,964	53,471	41,671	47,307	0.55	0.62	0.07
18	Other Operating	114,556	111,086	104,692	157,045	167,368	2.07	2.21	0.14
19	Income Taxes	8,166	1,116	0	0	0	0.00	0.00	0.00
20	Property Insurance*	3,178,761	3,159,482	3,925,185	5,250,240	4,500,000	*	*	*
21	Insurance	888,271	860,348	1,038,231	1,164,662	1,326,993	15.35	17.49	2.14
22	Cost Allocations	1,109,819	1,160,621	1,128,047	1,296,490	1,356,374	17.09	17.88	0.79
23	Uncollectible Accounts	(16,942)	34,714	1,804	20,000	20,000	0.26	0.26	0.00
24	(Gain)/Loss on Sale	(87)	(86)	(758)	(90)	(100)	0.00	0.00	0.00
	<b>Total Expense</b>	<b>\$23,277,580</b>	<b>\$24,117,568</b>	<b>\$26,357,772</b>	<b>\$28,670,715</b>	<b>\$30,791,215</b>	<b>\$308.68</b>	<b>\$346.50</b>	<b>\$37.82</b>
25	Operating (Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$531,132)	\$900,000	(\$7.00)	\$11.86	\$18.86
	<b>Net Operating Expense</b>	<b>\$21,803,668</b>	<b>\$22,490,533</b>	<b>\$24,460,245</b>	<b>\$25,169,312</b>	<b>\$30,001,762</b>	<b>\$262.53</b>	<b>\$336.10</b>	<b>\$73.57</b>
<b>FUND CONTRIBUTIONS</b>									
26	Reserve Fund	\$10,775,910	\$10,775,910	\$11,854,107	\$12,992,247	\$14,054,511	\$171.23	\$185.23	\$14.00
27	Contingency Fund	758,760	0	75,876	151,752	114,000	2.00	1.50	(0.50)
28	Property Tax Fund*	12,217,207	12,634,138	12,649,183	12,902,167	14,723,409	*	*	*
	<b>Total Fund Contribution</b>	<b>\$23,751,877</b>	<b>\$23,410,048</b>	<b>\$24,579,166</b>	<b>\$26,046,166</b>	<b>\$28,891,920</b>	<b>\$173.23</b>	<b>\$186.73</b>	<b>\$13.50</b>
	<b>TOTAL MUTUAL</b>	<b>\$45,555,545</b>	<b>\$45,900,581</b>	<b>\$49,039,411</b>	<b>\$51,215,478</b>	<b>\$58,893,682</b>	<b>\$435.76</b>	<b>\$522.83</b>	<b>\$87.07</b>
<b>GOLDEN RAIN FOUNDATION</b>									
29	GRF Operating	\$14,158,462	\$14,833,758	\$15,502,302	\$16,026,530	16,782,147	\$211.22	\$221.19	\$9.97
30	GRF Reserve Contributions	1,441,644	1,289,892	1,289,892	1,289,892	1,289,892	17.00	17.00	0.00
31	GRF Contingency Contributions	0	379,380	0	0	0	0.00	0.00	0.00
	<b>Total GRF</b>	<b>\$15,600,106</b>	<b>\$16,503,030</b>	<b>\$16,792,194</b>	<b>\$17,316,422</b>	<b>\$18,072,039</b>	<b>\$228.22</b>	<b>\$238.19</b>	<b>\$9.97</b>
	<b>TOTAL BASIC ASSESSMENT</b>	<b>\$61,155,651</b>	<b>\$62,403,611</b>	<b>\$65,831,605</b>	<b>\$68,531,900</b>	<b>\$76,965,721</b>	<b>\$663.98</b>	<b>\$761.02</b>	<b>\$97.04</b>

\*Indicates an assessment that varies per manor.  
 \*\*2021 actuals were affected by the Covid-19 Pandemic.

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**2025 BUSINESS PLAN - BY DEPARTMENT**

DESCRIPTION	2021 ACTUAL**	2022 ACTUAL	2023 ACTUAL	2024 PLAN	2025 PLAN	ASSESSMENT		
						Per Manor Per Month		
						2024	2025	Change
<b>OPERATING</b>								
Office of the CEO	\$296,799	\$263,803	\$405,929	\$337,045	\$434,259	\$4.44	\$5.72	\$1.28
Information Services	871,999	884,461	656,642	744,370	798,898	9.81	10.53	0.72
General Services	1,051,619	951,403	1,110,728	1,257,827	1,301,786	16.58	17.16	0.58
Financial Services	721,529	776,480	752,281	931,377	998,398	12.27	13.16	0.89
Security Services	156,988	183,594	479,562	477,249	530,056	6.29	6.99	0.70
Landscape Services	4,156,995	4,306,366	4,307,859	4,932,400	5,594,325	65.01	73.73	8.72
Human Resource Services	74,048	56,841	57,493	92,121	89,705	1.21	1.18	(0.03)
Property Insurance*	3,178,761	3,150,019	3,925,185	5,250,240	4,500,000	*	*	*
All Other Insurance	888,271	860,348	1,036,193	1,164,662	1,326,993	15.35	17.49	2.14
Maintenance & Construction	6,109,500	6,920,663	8,110,252	6,826,605	8,025,861	89.97	105.78	15.81
Damage Restoration Reimbursement Backlog	0	0	(576,467)	(1,125,000)	0	(14.83)	0.00	14.83
Non Work Center	4,297,159	4,136,555	4,194,588	4,811,548	5,501,481	63.43	72.50	9.07
<b>Operating Expense</b>	<b>\$21,803,668</b>	<b>\$22,490,533</b>	<b>\$24,460,245</b>	<b>\$25,700,444</b>	<b>\$29,101,762</b>	<b>\$269.53</b>	<b>\$324.24</b>	<b>\$54.71</b>
Operating (Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$531,132)	\$900,000	(\$7.00)	\$11.86	\$18.86
<b>Net Operating Expense</b>	<b>\$21,803,668</b>	<b>\$22,490,533</b>	<b>\$24,460,245</b>	<b>\$25,169,312</b>	<b>\$30,001,762</b>	<b>\$262.53</b>	<b>\$336.10</b>	<b>\$73.57</b>
<b>FUND CONTRIBUTIONS</b>								
Reserve Fund	\$10,775,910	\$10,775,910	\$11,854,107	\$12,992,247	\$14,054,511	\$171.23	\$185.23	\$14.00
Contingency Fund	758,760	0	75,876	151,752	114,000	2.00	1.50	(0.50)
Property Tax Fund	12,217,207	12,634,138	12,649,183	12,902,167	14,723,409	*	*	*
<b>Total Fund Contribution</b>	<b>\$23,751,877</b>	<b>\$23,410,048</b>	<b>\$24,579,166</b>	<b>\$26,046,166</b>	<b>\$28,891,920</b>	<b>\$173.23</b>	<b>\$186.73</b>	<b>\$13.50</b>
<b>TOTAL MUTUAL</b>	<b>\$45,555,545</b>	<b>\$45,900,581</b>	<b>\$49,039,411</b>	<b>\$51,215,478</b>	<b>\$58,893,682</b>	<b>\$435.76</b>	<b>\$522.83</b>	<b>\$87.07</b>
<b>GOLDEN RAIN FOUNDATION</b>								
GRF Operating	\$14,158,462	\$14,833,758	\$15,502,302	16,026,530	\$16,782,147	\$211.22	\$221.19	\$9.97
GRF Reserve Contributions	1,441,644	1,289,892	1,289,892	1,289,892	1,289,892	17.00	17.00	0.00
GRF Contingency Contributions	0	379,380	0	0	0	0.00	0.00	0.00
<b>Total GRF</b>	<b>\$15,600,106</b>	<b>\$16,503,030</b>	<b>\$16,792,194</b>	<b>\$17,316,422</b>	<b>\$18,072,039</b>	<b>\$228.22</b>	<b>\$238.19</b>	<b>\$9.97</b>
<b>TOTAL BASIC ASSESSMENT</b>	<b>\$61,155,651</b>	<b>\$62,403,611</b>	<b>\$65,831,605</b>	<b>\$68,531,900</b>	<b>\$76,965,721</b>	<b>\$663.98</b>	<b>\$761.02</b>	<b>\$97.04</b>

\*Indicates an assessment that varies per manor.  
 \*\*2021 actuals were affected by the Covid-19 Pandemic.

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ATTACHMENT 4

**United Laguna Woods Mutual  
Budget Comparison Report by Account  
12/31/2025**

UNITED LAGUNA WOODS MUTUAL

	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
<b>Non-Assessment Revenues:</b>							
<b>Merchandise Sales</b>							
41501500 - Merchandise Sales - Warehouse	\$4,910	\$4,300	\$15,078	\$2,858	\$1,715	\$1,143	40%
<b>Total Merchandise Sales</b>	<b>4,910</b>	<b>4,300</b>	<b>15,078</b>	<b>2,858</b>	<b>1,715</b>	<b>1,143</b>	<b>40%</b>
<b>Fees and Charges for Services to Residents</b>							
46501000 - Permit Fee	277,451	220,310	241,608	235,895	214,450	21,445	9%
46501500 - Inspection Fee	74,557	58,169	50,245	90,073	163,881	(73,808)	(82%)
46502000 - Resident Maintenance Fee	255,590	474,117	175,744	477,890	352,786	125,104	26%
46502999 - Resident Maintenance Fee Backlog	0	0	576,467	1,125,000	0	1,125,000	100%
<b>Total Fees and Charges for Services to Residents</b>	<b>607,598</b>	<b>752,596</b>	<b>1,044,064</b>	<b>1,928,857</b>	<b>731,116</b>	<b>1,197,741</b>	<b>62%</b>
<b>Laundry</b>							
46005000 - Coin Op Laundry Machine	244,083	233,760	227,041	249,000	237,000	12,000	5%
<b>Total Laundry</b>	<b>244,083</b>	<b>233,760</b>	<b>227,041</b>	<b>249,000</b>	<b>237,000</b>	<b>12,000</b>	<b>5%</b>
<b>Miscellaneous</b>							
46004500 - Resident Violations	8,325	20,100	5,399	67,508	33,857	33,651	50%
44501000 - Additional Occupant Fee	42,700	32,275	41,000	40,000	43,412	(3,412)	(9%)
44501500 - Lease Processing Fee - United	130,740	162,180	168,920	170,255	170,255	0	0%
44502000 - Variance Processing Fee	0	1,650	750	1,500	2,550	(1,050)	(70%)
44503000 - Stock Transfer Fee	7,650	9,950	11,400	25,000	9,667	15,333	61%
44503510 - Resale Processing Fee - United	179,298	152,790	122,640	135,800	135,800	0	0%
44506000 - Photo Copy Fee	0	0	15	0	0	0	0%
44507000 - Golf Cart Electric Fee	53,800	49,117	52,549	56,000	55,000	1,000	2%
44507200 - Electric Vehicle Plug-In Fee	18,114	24,218	35,166	18,000	30,000	(12,000)	(67%)
44507500 - Cartport Space Rental Fee	2,325	1,894	1,800	2,000	2,000	0	0%
47001000 - Cash Discounts - Accounts Payable	0	0	22	0	0	0	0%
47001500 - Late Fee Revenue	56,355	59,680	53,163	53,000	45,000	8,000	15%
47002000 - Collection Administrative Fee	725	0	200	0	0	0	0%
47002010 - Collection Administrative Fee - United	111,080	116,669	90,920	213,492	179,080	34,412	16%
47002500 - Collection Interest Revenue	2,329	207	(74)	3,000	3,000	0	0%
47501000 - Recycling	4,715	4,580	5,792	4,000	10,000	(6,000)	(150%)
49009000 - Miscellaneous Revenue	(835)	1,069	21,683	0	0	0	0%
<b>Total Miscellaneous</b>	<b>617,320</b>	<b>636,379</b>	<b>611,345</b>	<b>789,555</b>	<b>719,621</b>	<b>69,934</b>	<b>9%</b>
<b>Total Non-Assessment Revenue</b>	<b>1,473,911</b>	<b>1,627,035</b>	<b>1,897,527</b>	<b>2,970,270</b>	<b>1,689,451</b>	<b>1,280,818</b>	<b>43%</b>
<b>Expenses:</b>							
<b>Employee Compensation</b>							
51011000 - Salaries & Wages - Regular	2,735,811	2,898,680	3,038,569	3,558,108	3,725,061	166,953	5%
51021000 - Union Wages - Regular	3,263,627	3,162,734	3,134,145	4,043,865	4,108,342	64,478	2%
51041000 - Wages - Overtime	30,468	36,909	33,389	31,493	18,733	(12,760)	(41%)
51051000 - Union Wages - Overtime	135,636	104,755	91,741	54,057	62,491	8,434	16%
51061000 - Holiday & Vacation	695,152	707,790	652,104	641,092	660,587	19,494	3%
51071000 - Sick	201,332	193,565	225,801	261,498	269,450	7,952	3%
51081000 - Sick - Part Time	1	0	0	0	0	0	0%
51091000 - Missed Meal Penalty	5,851	5,838	4,511	3,901	2,163	(1,738)	(45%)
51101000 - Temporary Help	75,706	91,959	173,942	92,495	34,747	(57,748)	(62%)
51981000 - Compensation Accrual	30,781	(5,913)	17,400	0	0	0	0%
<b>Total Employee Compensation</b>	<b>7,174,365</b>	<b>7,196,318</b>	<b>7,371,602</b>	<b>8,686,509</b>	<b>8,881,574</b>	<b>195,065</b>	<b>2%</b>
<b>Compensation Related</b>							
52411000 - F.I.C.A.	522,247	526,988	532,802	646,387	664,801	18,413	3%
52421000 - F.U.I.	6,476	6,357	6,181	8,059	7,898	(161)	(2%)
52431000 - S.U.I.	43,540	31,761	29,570	41,119	40,306	(813)	(2%)
52441000 - Union Medical	1,154,759	1,133,263	1,134,840	1,371,427	1,320,012	(51,415)	(4%)
52451000 - Workers' Compensation Insurance	451,917	502,176	674,839	445,569	543,277	97,708	22%
52461000 - Non Union Medical & Life Insurance	352,403	361,942	362,975	422,486	448,313	25,827	6%
52471000 - Union Retirement Plan	285,979	299,425	316,090	440,370	430,866	(9,504)	(2%)
52481000 - Non-Union Retirement Plan	63,218	69,203	89,914	156,255	163,677	7,422	5%
52981000 - Compensation Related Accrual	5,503	(973)	2,249	0	0	0	0%
<b>Total Compensation Related</b>	<b>2,886,041</b>	<b>2,930,142</b>	<b>3,149,460</b>	<b>3,531,672</b>	<b>3,619,150</b>	<b>87,478</b>	<b>2%</b>
<b>Materials and Supplies</b>							
53001000 - Materials & Supplies	391,947	334,679	415,248	523,443	565,854	42,411	8%
53003000 - Materials Direct	461,185	494,623	412,958	356,568	417,906	61,338	17%
53004000 - Freight	2,286	1,873	2,313	2,404	5,088	2,684	112%
<b>Total Materials and Supplies</b>	<b>855,418</b>	<b>831,175</b>	<b>830,519</b>	<b>882,416</b>	<b>988,848</b>	<b>106,433</b>	<b>12%</b>

OPERATING FUND ONLY

ATTACHMENT 4

**United Laguna Woods Mutual  
Budget Comparison Report by Account  
12/31/2025**

UNITED LAGUNA WOODS MUTUAL

	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
<b>Community Events</b>							
53201000 - Community Events	0	0	0	2,400	1,400	(1,000)	(42%)
Total Community Events	0	0	0	2,400	1,400	(1,000)	(42%)
<b>Utilities and Telephone</b>							
53301000 - Electricity	91,483	198,886	224,439	161,117	235,661	74,544	46%
53301500 - Sewer	1,911,413	1,611,769	1,569,662	1,625,400	1,899,000	273,600	17%
53302000 - Water	2,119,249	1,960,741	1,876,020	2,154,860	2,280,120	125,260	6%
53302500 - Trash	448,509	501,908	797,319	1,172,918	1,346,004	173,086	15%
53304000 - Telephone	676	592	1,524	780	1,512	732	94%
Total Utilities and Telephone	4,571,330	4,273,895	4,468,963	5,115,075	5,762,296	647,222	13%
<b>Legal Fees</b>							
53401500 - Legal Fees	170,799	184,179	133,485	183,325	166,660	(16,665)	(9%)
53401550 - Legal Fees Contra	0	0	(10,889)	0	0	0	0%
Total Legal Fees	170,799	184,179	122,596	183,325	166,660	(16,665)	(9%)
<b>Professional Fees</b>							
53402000 - Audit & Tax Preparation Fees	0	47	3,943	0	0	0	0%
53402010 - Audit & Tax Preparation Fees - United	46,466	42,500	56,778	50,000	54,500	4,500	9%
53403500 - Consulting Fees	627	33,673	3,758	18,548	13,483	(5,065)	(27%)
53403510 - Consulting Fees - United	8,812	50,680	22,450	78,000	107,500	29,500	38%
Total Professional Fees	55,905	126,900	86,929	146,548	175,483	28,935	20%
<b>Equipment Rental</b>							
53501500 - Equipment Rental/Lease Fees	10,010	7,144	7,491	9,540	10,970	1,430	15%
Total Equipment Rental	10,010	7,144	7,491	9,540	10,970	1,430	15%
<b>Outside Services</b>							
53601000 - Bank Fees	32,981	33,237	12,278	0	14,248	14,248	0%
53601500 - Credit Card Transaction Fees	9,888	9,624	10,815	10,000	11,000	1,000	10%
54603500 - Outside Services CC	2,071,426	2,927,446	3,723,399	2,025,139	3,469,166	1,444,028	71%
53704000 - Outside Services	122,030	240,264	323,047	150,474	273,877	123,404	82%
Total Outside Services	2,236,325	3,210,570	4,069,539	2,185,612	3,768,292	1,582,680	72%
<b>Repairs and Maintenance</b>							
53701000 - Equipment Repair & Maint	2,741	1,596	1,438	5,604	5,723	120	2%
53703000 - Elevator /Lift Maintenance	32,101	28,368	52,033	36,067	41,584	5,517	15%
Total Repairs and Maintenance	34,842	29,964	53,471	41,670	47,307	5,637	14%
<b>Other Operating Expense</b>							
53801000 - Mileage & Meal Allowance	2,265	2,476	2,002	6,277	4,960	(1,316)	(21%)
53801500 - Travel & Lodging	26	7	0	774	774	0	0%
53802000 - Uniforms	45,533	45,178	42,973	62,385	67,855	5,470	9%
53802500 - Dues & Memberships	1,650	1,092	788	2,145	2,279	134	6%
53803000 - Subscriptions & Books	2,209	209	692	1,479	1,497	18	1%
53803500 - Training & Education	3,615	2,668	4,575	21,631	27,977	6,346	29%
53903000 - Safety	746	453	168	1,035	1,046	11	1%
54001010 - Board Relations - United	1,717	6,165	7,247	10,000	10,500	500	5%
54001500 - Public Relations	0	(8)	0	0	0	0	0%
54002000 - Postage	56,409	52,598	45,866	48,577	48,670	93	0%
54002500 - Filing Fees / Permits	386	248	382	342	410	68	20%
Total Other Operating Expense	114,554	111,085	104,692	154,645	165,969	11,324	7%
<b>Income, Property, and Sales Tax</b>							
54301000 - State & Federal Income Taxes	8,166	1,116	0	0	0	0	0%
54301500 - State & Local Taxes	235	(3,498)	0	0	0	0	0%
Total Income, Property, and Sales Tax	8,401	(2,382)	0	0	0	0	0%
<b>Insurance</b>							
54401000 - Hazard & Liability Insurance	812,730	773,613	963,145	1,087,661	1,239,408	151,747	14%
54401500 - D&O Liability	70,113	69,055	62,988	73,337	73,337	0	0%
54402000 - Property Insurance	3,178,761	3,159,483	3,925,185	5,250,236	4,500,000	(750,236)	(14%)
54403000 - General Liability Insurance	5,428	17,680	12,098	3,664	14,248	10,585	289%
Total Insurance	4,067,032	4,019,831	4,963,416	6,414,899	5,826,994	(587,905)	(9%)
<b>Cost Allocations</b>							
54602500 - Allocated Expenses	1,109,819	1,160,621	1,128,048	1,296,490	1,356,370	59,880	5%
Total Cost Allocations	1,109,819	1,160,621	1,128,048	1,296,490	1,356,370	59,880	5%

OPERATING FUND ONLY

ATTACHMENT 4

**United Laguna Woods Mutual  
Budget Comparison Report by Account  
12/31/2025**

UNITED LAGUNA WOODS MUTUAL

	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Uncollectible Accounts							
54602000 - Bad Debt Expense	<u>(16,942)</u>	<u>34,714</u>	<u>1,804</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0%</u>
Total Uncollectible Accounts	<u>(16,942)</u>	<u>34,714</u>	<u>1,804</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0%</u>
(Gain)/Loss on Sale or Trade							
54101000 - (Gain)/Loss - Warehouse Sales	<u>(87)</u>	<u>(86)</u>	<u>(758)</u>	<u>(90)</u>	<u>(100)</u>	<u>(10)</u>	<u>(11%)</u>
Total (Gain)/Loss on Sale or Trade	<u>(87)</u>	<u>(86)</u>	<u>(758)</u>	<u>(90)</u>	<u>(100)</u>	<u>(10)</u>	<u>(11%)</u>
Total Expenses	<u>23,277,812</u>	<u>24,114,070</u>	<u>26,357,772</u>	<u>28,670,710</u>	<u>30,791,213</u>	<u>2,120,503</u>	<u>7%</u>
Excess of Revenues Over Expenses	<u>(\$21,803,901)</u>	<u>(\$22,487,035)</u>	<u>(\$24,460,245)</u>	<u>(\$25,700,440)</u>	<u>(\$29,101,762)</u>	<u>\$3,401,321</u>	<u>13%</u>

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**United Laguna Woods Mutual  
Budget Comparison Report by Fund Type  
12/31/2025**

UNITED LAGUNA WOODS MUTUAL

	2025 Budget Operating	2025 Budget Reserves	2025 Budget Restricted	Total
Non-Assessment Revenues:				
Merchandise Sales				
41501500 - Merchandise Sales - Warehouse	\$1,715	\$0	\$0	\$1,715
Total Merchandise Sales	1,715	0	0	1,715
Fees and Charges for Services to Residents				
46501000 - Permit Fee	214,450	0	0	214,450
46501500 - Inspection Fee	163,881	0	0	163,881
46502000 - Resident Maintenance Fee	352,786	0	0	352,786
Total Fees and Charges for Services to Residents	731,116	0	0	731,116
Laundry				
46005000 - Coin Op Laundry Machine	237,000	0	0	237,000
Total Laundry	237,000	0	0	237,000
Investment Income				
49001000 - Investment Income	0	600,000	0	600,000
Total Investment Income	0	600,000	0	600,000
Miscellaneous				
46004500 - Resident Violations	33,857	0	0	33,857
44501000 - Additional Occupant Fee	43,412	0	0	43,412
44501500 - Lease Processing Fee - United	170,255	0	0	170,255
44502000 - Variance Processing Fee	2,550	0	0	2,550
44503000 - Stock Transfer Fee	9,667	0	0	9,667
44503510 - Resale Processing Fee - United	135,800	0	0	135,800
44507000 - Golf Cart Electric Fee	55,000	0	0	55,000
44507200 - Electric Vehicle Plug-In Fee	30,000	0	0	30,000
44507500 - Cartport Space Rental Fee	2,000	0	0	2,000
47001500 - Late Fee Revenue	45,000	0	0	45,000
47002010 - Collection Administrative Fee - United	179,080	0	0	179,080
47002500 - Collection Interest Revenue	3,000	0	0	3,000
47501000 - Recycling	10,000	0	0	10,000
Total Miscellaneous	719,621	0	0	719,621
Total Non-Assessment Revenue	1,689,451	600,000	0	2,289,451
Expenses:				
Employee Compensation				
51011000 - Salaries & Wages - Regular	3,725,061	11,810	0	3,736,871
51021000 - Union Wages - Regular	4,108,342	2,541,550	0	6,649,893
51041000 - Wages - Overtime	18,733	0	0	18,733
51051000 - Union Wages - Overtime	62,491	44,293	0	106,784
51061000 - Holiday & Vacation	660,587	217,307	0	877,893
51071000 - Sick	269,450	88,639	0	358,088
51091000 - Missed Meal Penalty	2,163	51	0	2,214
51101000 - Temporary Help	34,747	0	0	34,747
Total Employee Compensation	8,881,574	2,903,650	0	11,785,223
Compensation Related				
52411000 - F.I.C.A.	664,801	218,737	0	883,538
52421000 - F.U.I.	7,898	2,515	0	10,413
52431000 - S.U.I.	40,306	12,576	0	52,882
52441000 - Union Medical	1,320,012	701,164	0	2,021,176
52451000 - Workers' Compensation Insurance	543,277	263,456	0	806,733
52461000 - Non Union Medical & Life Insurance	448,313	1,515	0	449,828
52471000 - Union Retirement Plan	430,866	228,867	0	659,734
52481000 - Non-Union Retirement Plan	163,677	529	0	164,206
Total Compensation Related	3,619,150	1,429,360	0	5,048,511
Materials and Supplies				

**United Laguna Woods Mutual  
Budget Comparison Report by Fund Type  
12/31/2025**

UNITED LAGUNA WOODS MUTUAL

	2025 Budget Operating	2025 Budget Reserves	2025 Budget Restricted	Total
53001000 - Materials & Supplies	565,854	221,899	0	787,754
53003000 - Materials Direct	417,906	2,731,317	0	3,149,223
53004000 - Freight	5,088	3,454	0	8,543
Total Materials and Supplies	988,848	2,956,671	0	3,945,519
Community Events				
53201000 - Community Events	1,400	0	0	1,400
Total Community Events	1,400	0	0	1,400
Utilities and Telephone				
53301000 - Electricity	235,661	0	0	235,661
53301500 - Sewer	1,899,000	0	0	1,899,000
53302000 - Water	2,280,120	0	0	2,280,120
53302500 - Trash	1,346,004	11,221	0	1,357,225
53304000 - Telephone	1,512	0	0	1,512
Total Utilities and Telephone	5,762,296	11,221	0	5,773,517
Legal Fees				
53401500 - Legal Fees	166,660	0	0	166,660
Total Legal Fees	166,660	0	0	166,660
Professional Fees				
53402010 - Audit & Tax Preparation Fees - United	54,500	0	0	54,500
53403500 - Consulting Fees	13,483	0	0	13,483
53403510 - Consulting Fees - United	107,500	0	0	107,500
Total Professional Fees	175,483	0	0	175,483
Equipment Rental				
53501500 - Equipment Rental/Lease Fees	10,970	37,480	0	48,450
Total Equipment Rental	10,970	37,480	0	48,450
Outside Services				
53601000 - Bank Fees	14,248	0	0	14,248
53601500 - Credit Card Transaction Fees	11,000	0	0	11,000
54603500 - Outside Services CC	3,469,166	9,155,835	0	12,625,001
53704000 - Outside Services	273,877	20,159	0	294,036
Total Outside Services	3,768,292	9,175,994	0	12,944,285
Repairs and Maintenance				
53701000 - Equipment Repair & Maint	5,723	5,986	0	11,710
53703000 - Elevator /Lift Maintenance	41,584	0	0	41,584
Total Repairs and Maintenance	47,307	5,986	0	53,293
Other Operating Expense				
53801000 - Mileage & Meal Allowance	4,960	241	0	5,202
53801500 - Travel & Lodging	774	0	0	774
53802000 - Uniforms	67,855	37,339	0	105,195
53802500 - Dues & Memberships	2,279	82	0	2,361
53803000 - Subscriptions & Books	1,497	0	0	1,497
53803500 - Training & Education	27,977	2,430	0	30,407
53903000 - Safety	1,046	20	0	1,066
54001010 - Board Relations - United	10,500	0	0	10,500
54002000 - Postage	48,670	0	0	48,670
54002500 - Filing Fees / Permits	410	51	0	461
Total Other Operating Expense	165,969	40,163	0	206,132
Income, Property, and Sales Tax				
54301000 - State & Federal Income Taxes	0	6,000	0	6,000
54302000 - Property Taxes	0	0	14,723,409	14,723,409
Total Income, Property, and Sales Tax	0	6,000	14,723,409	14,729,409
Insurance				
54401000 - Hazard & Liability Insurance	1,239,408	0	0	1,239,408

ATTACHMENT 5

**United Laguna Woods Mutual  
Budget Comparison Report by Fund Type  
12/31/2025**

UNITED LAGUNA WOODS MUTUAL

	2025 Budget Operating	2025 Budget Reserves	2025 Budget Restricted	Total
54401500 - D&O Liability	73,337	0	0	73,337
54402000 - Property Insurance	4,500,000	0	0	4,500,000
54403000 - General Liability Insurance	14,248	0	0	14,248
Total Insurance	<u>5,826,994</u>	<u>0</u>	<u>0</u>	<u>5,826,994</u>
Cost Allocations				
54602500 - Allocated Expenses	1,356,370	299,557	0	1,655,927
Total Cost Allocations	<u>1,356,370</u>	<u>299,557</u>	<u>0</u>	<u>1,655,927</u>
Uncollectible Accounts				
54602000 - Bad Debt Expense	20,000	0	0	20,000
Total Uncollectible Accounts	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>20,000</u>
(Gain)/Loss on Sale or Trade				
54101000 - (Gain)/Loss - Warehouse Sales	(100)	0	0	(100)
Total (Gain)/Loss on Sale or Trade	<u>(100)</u>	<u>0</u>	<u>0</u>	<u>(100)</u>
Total Expenses	<u>30,791,213</u>	<u>16,866,081</u>	<u>14,723,409</u>	<u>62,380,703</u>
Excess of Revenues Over Expenses	<u>(\$29,101,762)</u>	<u>(\$16,266,081)</u>	<u>(\$14,723,409)</u>	<u>(\$60,091,252)</u>

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UNITED LAGUNA WOODS MUTUAL  
2025 PLAN  
Programs Report

DESCRIPTION	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 BUDGET	2025 BUDGET	LABOR	MATERIALS	OUTSIDE SERVICES	HOURS	ASSESSMENT INCREASE/(DECREASE) \$	%
<b>OPERATING FUND - MAINTENANCE &amp; CONSTRUCTION</b>											
1 PLUMBING SERVICE	\$1,421,163	\$1,691,127	\$1,738,586	\$1,631,373	\$1,940,829	\$1,201,872	\$168,757	\$570,200	16,025	309,456	19%
2 DAMAGE RESTORATION	1,193,726	1,390,025	2,152,490	905,000	1,445,000	0	4,900	1,445,000	0	540,000	60%
3 CARPENTRY SERVICE	511,314	570,476	656,224	657,845	795,784	658,504	133,180	4,100	8,578	137,939	21%
4 INTERIOR PREVENTIVE MAINTENANCE	258,391	332,939	316,207	341,400	237,278	224,964	12,313	0	0	(104,162)	(31%)
5 ELECTRICAL SERVICE	380,555	393,672	355,639	341,905	284,171	218,900	59,271	6,000	8,111	(57,734)	(17%)
6 APPLIANCE REPAIRS	243,776	278,782	297,746	321,990	361,632	249,557	112,076	0	4,235	39,642	4%
7 PEST CONTROL	100,534	159,053	259,173	270,541	491,804	0	0	491,804	0	221,263	82%
8 COUNTERTOP/FLOOR/TILE REPAIRS	100,579	112,909	109,830	154,355	166,106	132,456	18,650	15,000	1,640	11,751	8%
9 FIRE PROTECTION	26,652	10,110	25,389	37,348	49,916	8,240	15,676	26,000	150	12,568	34%
10 ENERGY PROGRAM	19,060	27,242	23,381	36,000	37,000	0	0	37,000	0	1,000	3%
11 MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES	21,031	13,222	17,194	20,000	25,000	(1,050)	0	26,050	0	5,000	25%
12 GUTTER CLEANING	(30,596)	0	0	0	0	0	0	0	0	0	0%
<b>TOTAL</b>	<b>\$4,342,183</b>	<b>\$4,979,556</b>	<b>\$5,951,857</b>	<b>\$4,717,797</b>	<b>\$5,834,520</b>	<b>\$2,693,443</b>	<b>\$524,823</b>	<b>\$2,621,154</b>	<b>38,739</b>	<b>\$1,116,723</b>	<b>24%</b>

Line 2 includes damage restoration cleanup costs moved from contingency in 2021.

Line 5 includes Manor Preventive Maintenance (moved from line 4 in 2025).

Line 6 includes Laundry Program Maintenance (moved from line 4 in 2025).

Line 12 was moved to General Services in 2020.

<b>OPERATING FUND - GENERAL SERVICES</b>											
13 CONCRETE SERVICE	\$396,868	\$341,500	\$389,970	\$421,764	\$445,989	\$392,250	\$53,739	\$0	5,505	\$24,225	6%
14 JANITORIAL SERVICE	369,411	369,344	381,532	524,467	519,479	510,564	8,916	0	11,503	(4,988)	(1%)
15 GUTTER CLEANING	152,886	129,493	138,233	169,679	178,683	49,917	2,766	126,000	700	9,004	5%
16 WELDING	105,816	94,606	99,843	126,053	140,769	114,001	9,068	17,700	1,600	14,716	12%
17 TRAFFIC CONTROL	14,467	13,484	15,018	15,863	16,865	15,698	1,168	0	245	1,002	6%
<b>TOTAL</b>	<b>\$1,039,449</b>	<b>\$948,426</b>	<b>\$1,024,596</b>	<b>\$1,257,826</b>	<b>\$1,301,785</b>	<b>\$1,082,430</b>	<b>\$75,657</b>	<b>\$143,700</b>	<b>19,553</b>	<b>\$43,959</b>	<b>3%</b>

<b>OPERATING FUND - LANDSCAPE SERVICES</b>											
18 LANDSCAPE ADMINISTRATION	\$224,189	\$240,721	\$255,873	\$352,686	\$371,149	\$371,149	\$0	\$0	0	18,463	5%
19 NURSERY & COMPOSTING	179,886	168,001	181,423	176,054	118,012	111,451	6,562	0	1,766	(58,042)	(33%)
Nursery	141,671	111,937	116,063	109,461	74,079	69,960	4,119	0	1,109	(35,382)	(32%)
Composting	38,215	56,150	65,360	66,593	43,933	41,491	2,443	0	657	(22,660)	(34%)
20 GROUNDS MAINTENANCE	2,533,632	2,586,468	2,684,640	3,064,085	3,555,733	3,020,901	49,833	485,000	53,180	491,648	16%
Shrub-Bed Maintenance	1,692,520	1,808,828	1,867,493	2,156,202	2,123,959	2,093,335	30,624	0	36,844	(32,243)	(1%)
Turf Maintenance	510,587	405,810	456,311	609,759	1,041,000	541,933	14,067	485,000	9,540	431,241	71%
Miscellaneous Tasks	318,462	343,196	336,868	289,240	376,325	373,347	4,978	0	6,576	89,085	31%
Slope Maintenance	12,063	28,634	23,968	8,885	12,449	12,286	164	0	220	3,564	40%
21 IRRIGATION	728,291	798,217	737,370	808,269	973,338	827,971	145,367	0	9,477	165,069	20%
22 SMALL EQUIPMENT REPAIR	215,076	215,897	169,025	212,462	217,518	217,518	0	0	2,196	5,056	2%
23 PEST CONTROL	275,162	282,425	283,478	318,843	358,577	309,797	48,780	0	3,788	39,734	12%
24 IMPROVEMENT & RESTORATION	(5,312)	13,101	7,045	0	0	0	0	0	0	0	0%
25 TREE MAINTENANCE	5,974	2,095	11,592	0	0	0	0	0	0	0	0%
<b>TOTAL</b>	<b>\$4,156,996</b>	<b>\$4,306,366</b>	<b>\$4,330,446</b>	<b>\$4,932,399</b>	<b>\$5,694,327</b>	<b>\$4,858,787</b>	<b>\$250,542</b>	<b>\$485,000</b>	<b>70,407</b>	<b>\$661,928</b>	<b>13%</b>

UNITED LAGUNA WOODS MUTUAL  
2025 PLAN  
Programs Report

DESCRIPTION	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 BUDGET	2025 BUDGET	LABOR	MATERIALS	OUTSIDE SERVICES	HOURS	ASSESSMENT INCREASE/(DECREASE) \$	%
<b>RESERVE FUND - MAINTENANCE &amp; CONSTRUCTION</b>											
26 BUILDING STRUCTURES	\$97,064	\$1,051,258	\$1,538,475	\$1,634,468	\$2,193,638	\$187,142	\$359,746	\$1,646,750	2,880	\$559,170	34%
27 CDS SIGNAGE	0	0	0	0	0	0	0	0	0	0	0%
28 ELECTRICAL SYSTEMS	418,938	628,037	471,797	524,435	524,435	0	0	524,435	0	0	0%
29 EXTERIOR WALKWAY LIGHTING	30,711	46,046	38,574	64,760	63,180	5,541	5,639	52,000	100	(1,580)	(2%)
30 FOUNDATIONS	18,910	49,387	31,407	43,436	43,436	0	0	43,436	0	0	0%
31 GUTTER REPLACEMENT	68,558	52,874	100,248	116,486	125,171	61,496	13,675	50,000	800	8,685	7%
32 PAINT - EXTERIOR	1,635,609	1,466,877	1,512,411	1,749,510	1,821,439	1,511,510	282,179	27,750	26,900	71,929	4%
33 PLUMBING REPLACEMENT	276,852	344,352	384,056	345,510	410,373	233,978	56,395	120,000	3,120	64,863	19%
34 PRIOR TO PAINT	701,954	731,374	967,571	1,033,447	1,183,812	913,237	205,575	65,000	11,900	150,365	15%
35 PAVING	510,630	379,026	389,696	394,207	700,506	0	0	700,506	0	306,299	78%
36 ROOFS	841,632	1,013,167	1,041,550	1,318,468	1,687,619	0	0	1,687,619	0	369,151	28%
37 WALLS	27,928	30,944	34,257	35,000	56,786	0	0	56,786	0	21,786	62%
38 WASTE LINE REMEDIATION	2,502,222	2,153,854	2,587,567	2,300,000	2,300,000	0	0	2,300,000	0	0	0%
39 WATER LINE - COPPER PIPE REMEDIATION	62,049	71,652	101,807	100,000	100,000	0	0	100,000	0	0	0%
40 WINDOW/SLIDING SCREEN DOOR	108,699	94,609	109,548	151,910	146,181	57,731	63,450	25,000	750	(5,729)	(4%)
<b>APPLIANCE AND FIXTURES:</b>											
41 COOKTOPS	58,719	89,574	142,437	69,996	70,635	13,438	41,763	15,434	200	639	1%
42 DISHWASHERS	66,351	93,120	151,180	97,499	99,932	32,065	55,967	11,900	480	2,433	2%
43 FIXTURES - BASINS/FAUCETS/SINKS/TOILETS	155,000	185,741	183,148	238,752	250,829	75,387	175,443	0	998	12,077	5%
44 GARBAGE DISPOSALS	115,475	113,801	127,313	125,123	127,368	59,961	67,408	0	800	2,245	2%
45 HOODS	18,470	20,790	20,032	39,610	40,083	12,798	22,985	4,300	190	473	1%
46 KITCHEN/BATH COUNTERS, FLOORS, MISC.	878,164	1,039,632	1,060,396	1,561,145	1,389,139	458,949	546,190	384,000	5,685	(172,006)	(11%)
47 OVENS	116,546	135,988	266,742	137,036	251,505	14,824	199,835	36,846	220	114,469	84%
48 RANGES	8,907	8,896	14,990	12,389	13,314	6,719	3,295	3,300	100	925	7%
49 REFRIGERATORS	158,863	171,606	219,490	222,337	224,079	47,086	133,593	43,400	700	1,742	1%
50 WATER HEATERS & PERMITS	479,830	526,556	855,895	759,990	959,079	316,857	580,222	62,000	4,226	199,089	26%
51 DRYERS - LAUNDRY	9,151	8,831	7,194	38,163	38,276	3,360	34,916	0	50	113	0%
52 WASHING MACHINES - LAUNDRY	42,691	44,215	74,610	91,112	91,404	8,052	83,352	0	120	292	0%
<b>TOTAL APPLIANCE AND FIXTURES</b>	<b>\$2,108,168</b>	<b>\$2,438,752</b>	<b>\$3,123,426</b>	<b>\$3,393,152</b>	<b>\$3,555,643</b>	<b>\$1,049,496</b>	<b>\$1,944,969</b>	<b>\$561,180</b>	<b>13,769</b>	<b>\$162,491</b>	<b>5%</b>
<b>TOTAL</b>	<b>\$10,291,951</b>	<b>\$10,552,208</b>	<b>\$12,432,390</b>	<b>\$13,204,789</b>	<b>\$14,912,219</b>	<b>\$4,020,131</b>	<b>\$2,931,628</b>	<b>\$7,960,462</b>	<b>60,219</b>	<b>\$1,707,430</b>	<b>13%</b>

Line 26 includes major damage restoration construction costs moved from contingency in 2021.

Line 33 was moved from operations in 2021.

UNITED LAGUNA WOODS MUTUAL  
2025 PLAN  
Programs Report

DESCRIPTION	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 BUDGET	2025 BUDGET	LABOR	MATERIALS	OUTSIDE SERVICES	HOURS	ASSESSMENT INCREASE/(DECREASE) \$	%
<b>RESERVE FUND - GENERAL SERVICES</b>											
53 PRIOR TO PAINT - WELDING	\$8,350	\$8,119	\$9,043	\$10,933	\$11,602	\$10,708	\$893	\$0	150	\$669	6%
54 PAVING	61,713	52,252	52,874	55,590	58,585	53,376	5,208	0	750	2,995	5%
55 WALLS	0	0	0	15,400	7,700	0	0	7,700	0	(7,700)	(50%)
<b>TOTAL</b>	<b>\$70,063</b>	<b>\$60,371</b>	<b>\$61,917</b>	<b>\$81,923</b>	<b>\$77,887</b>	<b>\$64,084</b>	<b>\$6,101</b>	<b>\$7,700</b>	<b>900</b>	<b>(\$4,036)</b>	<b>(5%)</b>
<b>RESERVE FUND - LANDSCAPE SERVICES</b>											
56 SLOPE RENOVATION	\$160,582	\$100,652	\$93,113	\$109,792	\$99,907	\$12,532	\$2,194	\$85,182	143	(\$9,885)	(9%)
57 IMPROVEMENT & RESTORATION	273,458	167,701	132,560	195,857	661,012	276,367	9,645	375,000	4,502	465,155	190%
58 TREE MAINTENANCE	764,125	857,213	839,698	1,065,281	1,109,057	377,895	3,671	727,491	3,788	43,776	4%
<b>TOTAL</b>	<b>\$1,198,165</b>	<b>\$1,125,565</b>	<b>\$1,065,371</b>	<b>\$1,370,930</b>	<b>\$1,869,976</b>	<b>\$666,794</b>	<b>\$15,510</b>	<b>\$1,187,673</b>	<b>8,433</b>	<b>\$499,046</b>	<b>30%</b>
<b>PROPERTY TAXES FUND - NON WORK CENTER</b>											
59 PROPERTY TAXES	\$12,323,498	\$13,164,598	\$14,151,681	\$13,427,890	\$14,723,409	\$0	\$0	\$0	0	\$1,295,519	10%
<b>TOTAL</b>	<b>\$12,323,498</b>	<b>\$13,164,598</b>	<b>\$14,151,681</b>	<b>\$13,427,890</b>	<b>\$14,723,409</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$1,295,519</b>	<b>10%</b>

Line 59 was moved from operations in 2022. Expenses are billed directly to each manor and vary by manor. 2021 Actuals are included above to provide history.

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## DEFINITION OF FUNDS

### RESERVE FUND

This fund was established at the original construction of the mutuals. The purpose of the reserve fund is to provide for repair, restoration, replacement or maintenance of structural elements and mechanical equipment within the mutual, including, but not limited to, replacement of designated appliances, roofs, paving, laundry equipment, walls, vertical lifts and windows.

Year	Beginning Balance	Investment Income	Contributions	Assessment PMPM	Planned Expenditures*	ENDING BALANCE
2024	\$ 15,267,296	\$ 622,930	\$ 12,992,247	\$ 171.23	\$ (14,476,835)	\$ 14,405,638
<b>2025</b>	<b>\$ 14,405,638</b>	<b>\$ 328,822</b>	<b>\$ 14,054,511</b>	<b>\$ 185.23</b>	<b>\$ (16,860,079)</b>	<b>\$ 11,928,892</b>
2026	\$ 11,928,892	\$ 269,947	\$ 15,192,651	\$ 200.23	\$ (17,700,998)	\$ 9,690,492
2027	\$ 9,690,492	\$ 218,935	\$ 16,330,791	\$ 215.23	\$ (18,396,744)	\$ 7,843,474
2028	\$ 7,843,474	\$ 181,563	\$ 17,468,931	\$ 230.23	\$ (18,796,486)	\$ 6,697,483
2029	\$ 6,697,483	\$ 199,447	\$ 18,607,071	\$ 245.23	\$ (16,228,294)	\$ 9,275,707

\* Planned expenditures may differ from the contracted reserve study based on budget submitted and projections

### RESTRICTED FUNDS

#### Contingency Fund

This fund is used for the repair or replacement of mutual assets damaged by uninsured or unexpected disasters in addition to providing for unanticipated significant expenditures not otherwise identified in the business plan. This fund may also be used for write-offs of uncollectible accounts according to original definition of the general operating fund. This fund is not required by civil code and is not included in the reserve plan calculations.

Year	Beginning Balance	Investment Income	Contributions	Deficit Recovery*	Assessment PMPM	Operating Fund Transfer	Planned Expenditures	ENDING BALANCE
2024	\$ 1,189,647	\$ 0	\$ 151,752		\$ 2.00	\$ (742,441)	\$ 0	\$ 598,958
<b>2025</b>	<b>\$ 598,958</b>	<b>\$ 0</b>	<b>\$ 114,000</b>	<b>\$ 900,000</b>	<b>\$ 1.50</b>	<b>\$ (900,000)</b>	<b>\$ 0</b>	<b>\$ 712,958</b>
2026	\$ 1,612,958	\$ 0	\$ 227,628		\$ 3.00		\$ 0	\$ 940,586
2027	\$ 1,840,586	\$ 0	\$ 303,504		\$ 4.00		\$ 0	\$ 1,244,090
2028	\$ 2,144,090	\$ 0	\$ 379,380		\$ 5.00		\$ 0	\$ 1,623,470
2029	\$ 2,523,470	\$ 0	\$ 455,256		\$ 6.00		\$ 0	\$ 2,078,726

\* Planned deficit recovery as included in the 2025 Business Plan



**Property Taxes Fund**

This fund is used for property taxes, which are generally based on the most recent purchase price of the individual manor, and includes the annual increase set by the County of Orange. Taxes are assessed by the County of Orange, based on the county's calculation of assessed value for each manor. Expenses are billed directly to each manor and vary by manor. The fund was established in 2021 and is not required by civil code and is not included in the reserve plan calculations.

<i>Year</i>	<i>Contributions</i>	<i>Assessment PMPM</i>	<i>Planned Expenditures</i>
2024	\$ 12,902,167	Varies	\$ (12,902,167)
<b>2025</b>	<b>\$ 14,723,409</b>	<b>Varies</b>	<b>\$ (14,723,409)</b>
2026	\$ 15,017,877	Varies	\$ (15,017,877)
2027	\$ 15,318,235	Varies	\$ (15,318,235)
2028	\$ 15,624,599	Varies	\$ (15,624,599)
2029	\$ 15,937,091	Varies	\$ (15,937,091)



## STAFF REPORT

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**DATE:** September 10, 2024  
**FOR:** Board of Directors  
**SUBJECT:** 2025 Reserve Funding Plan – Version 4

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### **RECOMMENDATION**

Staff recommends the Board approve the 2025 Reserves Funding Plan Resolution (Attachment 1).

### **BACKGROUND**

Reserves provide the funding necessary to maintain, repair, replace, or restore major common-area components. Civil Code § 5570 requires specific reserve funding disclosure statements for associations. United contracts with a vendor to conduct a reserve study and provide required disclosures.

### **DISCUSSION**

As part of the reserve study, assessments and other contributions to replacement reserves were projected to ensure balances will be sufficient at the end of each year to meet the association's obligations for repair and/or replacement of major components during the next 30 years. A reserve study was conducted and the attached reserve funding plan meets the requirements.

### **FINANCIAL ANALYSIS**

To adequately plan for future expenditures, the Board should adopt the attached 30-Year Funding Plan that projects contributions and disbursements to the Reserve Fund over the next 30 years. Based on the funding plans included in the reserves study, the contribution to the Reserve Fund is proposed to increase from \$171.23 to \$185.23 or \$14.00 per manor per month in 2025.

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

**Reviewed By:** Steve Hormuth, Director of Financial Services

### **ATTACHMENTS**

Attachment 1 – United 2025 Reserves Funding Plan Resolution

Attachment 2 – Contracted Reserve Study Dated September 4, 2024 – Excerpts

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**RESOLUTION 01-24-XX**

**2025 RESERVE FUND RESOLUTION**

**WHEREAS**, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments;

**WHEREAS**, planned assessment or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years; and

**NOW THEREFORE BE IT RESOLVED**, September 10, 2024, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) for fiscal year 2025; 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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**30-Year Reserve Plan Summary (Alternate Funding Plan)**

**Report # 36560-5  
No-Site-Visit**

Fiscal Year Start: 2025

**Interest:**

2.50 %

**Inflation:**

3.00 %

**Reserve Fund Strength: as-of Fiscal Year Start Date**

**Projected Reserve Balance Changes**

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2025	\$14,405,638	\$48,370,261	29.8 %	High	\$14,054,511	\$0	\$328,822	\$16,860,079
2026	\$11,928,892	\$51,065,585	23.4 %	High	\$15,192,651	\$0	\$269,947	\$17,700,998
2027	\$9,690,492	\$54,882,702	17.7 %	High	\$16,330,791	\$0	\$218,935	\$18,396,744
2028	\$7,843,474	\$58,207,675	13.5 %	High	\$17,468,931	\$0	\$181,563	\$18,796,486
2029	\$6,697,483	\$58,654,824	11.4 %	High	\$18,607,071	\$0	\$199,447	\$16,228,294
2030	\$9,275,707	\$61,903,075	15.0 %	High	\$19,745,211	\$0	\$282,692	\$15,939,208
2031	\$13,364,402	\$66,092,644	20.2 %	High	\$20,883,351	\$0	\$397,370	\$16,185,193
2032	\$18,459,930	\$70,729,518	26.1 %	High	\$22,021,491	\$0	\$529,970	\$17,027,404
2033	\$23,983,986	\$75,214,530	31.9 %	Medium	\$22,417,878	\$0	\$669,711	\$17,420,133
2034	\$29,651,441	\$80,014,749	37.1 %	Medium	\$22,821,400	\$0	\$783,171	\$20,185,274
2035	\$33,070,738	\$82,706,057	40.0 %	Medium	\$23,232,185	\$0	\$868,892	\$20,655,221
2036	\$36,516,594	\$82,511,985	44.3 %	Medium	\$23,650,365	\$0	\$993,515	\$18,108,996
2037	\$43,051,478	\$85,495,312	50.4 %	Medium	\$24,076,071	\$0	\$1,144,455	\$19,666,976
2038	\$48,605,028	\$87,538,226	55.5 %	Medium	\$24,509,441	\$0	\$1,266,939	\$21,520,495
2039	\$52,860,913	\$88,325,353	59.8 %	Medium	\$24,950,610	\$0	\$1,383,153	\$21,282,395
2040	\$57,912,281	\$89,991,151	64.4 %	Medium	\$25,399,721	\$0	\$1,519,944	\$21,015,762
2041	\$63,816,184	\$92,609,662	68.9 %	Medium	\$25,856,916	\$0	\$1,645,380	\$23,360,363
2042	\$67,958,117	\$93,538,739	72.7 %	Low	\$26,322,341	\$0	\$1,749,335	\$23,888,063
2043	\$72,141,730	\$94,618,516	76.2 %	Low	\$26,796,143	\$0	\$1,860,194	\$23,961,560
2044	\$76,836,508	\$96,341,334	79.8 %	Low	\$27,278,474	\$0	\$1,956,964	\$26,180,180
2045	\$79,891,765	\$96,511,503	82.8 %	Low	\$27,769,486	\$0	\$2,065,756	\$24,177,571
2046	\$85,549,436	\$99,476,830	86.0 %	Low	\$28,269,337	\$0	\$2,087,680	\$34,258,867
2047	\$81,647,587	\$92,896,569	87.9 %	Low	\$28,778,185	\$0	\$2,060,529	\$29,111,342
2048	\$83,374,959	\$92,788,434	89.9 %	Low	\$29,296,192	\$0	\$2,074,299	\$31,995,031
2049	\$82,750,420	\$90,519,544	91.4 %	Low	\$29,823,524	\$0	\$2,085,513	\$30,386,406
2050	\$84,273,051	\$90,676,541	92.9 %	Low	\$30,360,347	\$0	\$2,112,488	\$31,835,123
2051	\$84,910,764	\$90,208,252	94.1 %	Low	\$30,906,833	\$0	\$2,120,248	\$33,043,339
2052	\$84,894,505	\$89,369,500	95.0 %	Low	\$31,463,156	\$0	\$2,133,819	\$32,493,855
2053	\$85,997,625	\$89,986,242	95.6 %	Low	\$32,029,493	\$0	\$2,180,896	\$31,543,181
2054	\$88,664,834	\$92,542,811	95.8 %	Low	\$32,606,024	\$0	\$2,259,737	\$31,218,783



**Reserve Study Executive Summary**

**No-Site-Visit**

**United Laguna Woods Mutual**

Laguna Woods, CA

Level of Service: **Update "No-Site-Visit"**

Report #: **36560-5**

# of Units: 6,323

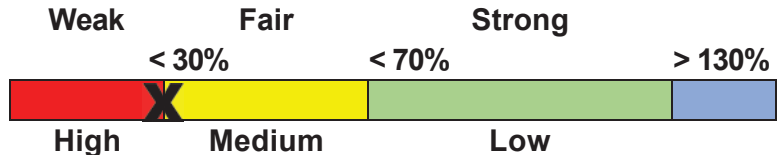
**January 1, 2025 through December 31, 2025**

**Findings & Recommendations**

**as of January 1, 2025**

Projected Starting Reserve Balance .....	\$14,405,638
Current Full Funding Reserve Balance .....	\$48,370,261
Average Reserve Deficit (Surplus) Per Unit .....	\$5,372
Percent Funded .....	29.8 %
Recommended 2025 "Annual Full Funding Allocation" .....	\$15,460,000
Alternate minimum allocations to keep Reserve above \$0 .....	\$14,054,511
Most Recent Reserve Allocation Rate .....	\$14,948,084
Annual Deterioration Rate .....	\$37,202,386

**Reserve Fund Strength: 29.8%**



**Risk of Special Assessment:**

**Economic Assumptions:**

Net Annual "After Tax" Interest Earnings Accruing to Reserves ..... **2.50 %**

Annual Inflation Rate ..... **3.00 %**

This is an Update "No-Site-Visit", and is based on a prior Report prepared by Association Reserves. No site inspection was performed as part of this Reserve Study.

This Reserve Study was prepared by a credentialed Reserve Specialist, Sean Erik Andersen, PRA, RS #68.

The Reserve Fund is below the 30% funded level at **29.8 % funded**, which is a weak position for the fund to be in. This means that the mutual's special assessment & deferred maintenance risk is currently high. The objective of this multi-year Funding Plan is to Fully Fund Reserves and ultimately achieve a position of strength in the fund, where the mutual will enjoy a low risk of Reserve cash flow problems.

The Deterioration rate for your Reserve Components is **\$37,202,386**.

Based on this starting point, your annual deterioration rate, your anticipated future expenses, and your historical Reserve allocation rate, our recommendation is to **increase** your Reserve allocations to **\$15,460,000**.

\*The Alternative Allocation rate, also called Baseline Funding will keep the Reserve Funds above \$0. This figure for your association is \$14,054,511.

To receive a copy of the full Reserve Study, contact the Association.

## Executive Summary Table

Report # 36560-5  
No-Site-Visit

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
<b>Paving</b>				
2220	(2025) Asphalt - Resurface	25	0	\$348,000
2220	(2026) Asphalt - Resurface	25	1	\$362,804
2220	(2027) Asphalt - Resurface	25	2	\$360,672
2220	(2028) Asphalt - Resurface	25	3	\$300,204
2220	(2029) Asphalt - Resurface	25	4	\$383,125
2220	(2030) Asphalt - Resurface	25	5	\$354,517
2220	(2031) Asphalt - Resurface	25	6	\$446,715
2220	(2032) Asphalt - Resurface	25	7	\$348,775
2220	(2033) Asphalt - Resurface	25	8	\$363,055
2220	(2034) Asphalt - Resurface	25	9	\$391,539
2220	(2035) Asphalt - Resurface	25	10	\$351,598
2220	(2036) Asphalt - Resurface	25	11	\$338,155
2220	(2037) Asphalt - Resurface	25	12	\$332,395
2220	(2038) Asphalt - Resurface	25	13	\$360,041
2220	(2039) Asphalt - Resurface	25	14	\$297,230
2220	(2040) Asphalt - Resurface	25	15	\$370,351
2220	(2041) Asphalt - Resurface	25	16	\$302,089
2220	(2042) Asphalt - Resurface	25	17	\$322,643
2220	(2043) Asphalt - Resurface	25	18	\$221,249
2220	(2044) Asphalt - Resurface	25	19	\$285,126
2220	(2045) Asphalt - Resurface	25	20	\$240,913
2220	(2046) Asphalt - Resurface	25	21	\$179,437
2220	(2047) Asphalt - Resurface	25	22	\$145,213
2220	(2048) Asphalt - Resurface	25	23	\$96,999
2220	(2049) Asphalt - Resurface	25	24	\$224,108
2220	(2050) Asphalt - Resurface	25	25	\$333,251
2220	(2051) Asphalt - Resurface	25	26	\$223,448
2220	(2052) Asphalt - Resurface	25	27	\$371,000
2220	(2053) Asphalt - Resurface	25	28	\$371,000
2220	(2054) Asphalt - Resurface	25	29	\$286,540
2230	Annual Asphalt - Repair/Seal	1	0	\$42,935
<b>Asphalt &amp; Concrete Repair/Replace</b>				
2033	(2025) Concrete & Paving - R/R	20	0	\$58,584
2033	(2026) Concrete & Paving - R/R	20	1	\$484
2033	(2027) Concrete & Paving - R/R	20	2	\$1,112
2033	(2028) Concrete & Paving - R/R	20	3	\$978
2033	(2029) Concrete & Paving - R/R	20	4	\$643

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
2033	(2030) Concrete & Paving - R/R	20	5	\$1,895
2033	(2031) Concrete & Paving - R/R	20	6	\$7,440
2033	(2032) Concrete & Paving - R/R	20	7	\$11,522
2033	(2033) Concrete & Paving - R/R	20	8	\$12,372
2033	(2034) Concrete & Paving - R/R	20	9	\$6,274
2033	(2035) Concrete & Paving - R/R	20	10	\$11,914
2033	(2036) Concrete & Paving - R/R	20	11	\$53,051
2033	(2037) Concrete & Paving - R/R	20	12	\$50,290
2033	(2038) Concrete & Paving - R/R	20	13	\$90,779
2033	(2039) Concrete & Paving - R/R	20	14	\$72,594
2033	(2040) Concrete & Paving - R/R	20	15	\$58,197
2033	(2041) Concrete & Paving - R/R	20	16	\$48,213
2033	(2042) Concrete & Paving - R/R	20	17	\$46,950
2033	(2043) Concrete & Paving - R/R	20	18	\$69,408
2033	(2044) Concrete & Paving - R/R	20	19	\$33,890
2033	(2045) Concrete & Paving - R/R	20	20	\$21,367
2100	Concrete - Repair/Replace	1	0	\$309,571
<b>Roofs - Built-Up</b>				
1302	(2025) Built-Up/PVC - Replace	1	0	\$1,019,609
1302	(2026) Built-Up/PVC - Replace	1	1	\$1,002,629
1302	(2027) Built-Up/PVC - Replace	1	2	\$1,006,635
1302	(2028) Built-Up/PVC - Replace	1	3	\$996,418
1302	(2029) Built-Up/PVC - Replace	1	4	\$865,672
2465	(2034) PVC Cool Roof - Replace	25	9	\$1,522,396
2465	(2035) PVC Cool Roof - Replace	25	10	\$1,541,344
2465	(2036) PVC Cool Roof - Replace	25	11	\$1,849,879
2465	(2037) PVC Cool Roof - Replace	25	12	\$2,565,659
2465	(2038) PVC Cool Roof - Replace	25	13	\$3,207,913
2465	(2039) PVC Cool Roof - Replace	25	14	\$2,865,069
2465	(2040) PVC Cool Roof - Replace	25	15	\$2,222,793
2465	(2041) PVC Cool Roof - Replace	25	16	\$1,554,591
2465	(2042) PVC Cool Roof - Replace	25	17	\$1,618,875
2465	(2043) PVC Cool Roof - Replace	25	18	\$1,958,270
2465	(2044) PVC Cool Roof - Replace	25	19	\$1,035,438
2465	(2045) PVC Cool Roof - Replace	25	20	\$813,757
2465	(2046) PVC Cool Roof - Replace	25	21	\$1,044,900
2465	(2047) PVC Cool Roof - Replace	25	22	\$1,158,446
2465	(2048) PVC Cool Roof - Replace	25	23	\$875,847
2465	(2049) PVC Cool Roof - Replace	25	24	\$834,956
2465	(2050) PVC Cool Roof - Replace	25	25	\$1,019,137
2465	(2051) PVC Cool Roof - Replace	25	26	\$1,013,983
2465	(2052) PVC Cool Roof - Replace	25	27	\$1,018,034

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
2465	(2053) PVC Cool Roof - Replace	25	28	\$1,007,702
2465	(2054) PVC Cool Roof - Replace	25	29	\$875,475
2466	Emergency Roof Repairs - Annual	1	0	\$102,817
2467	Annual Preventative Roof Repairs	1	0	\$84,104
2468	Flat Roofs Debris Cleanup	1	0	\$73,059
<b>Roofs - Comp Shingle</b>				
2450	(2025) Comp Shingle Roof - Replace	40	0	\$408,030
2450	(2041) Comp Shingle Roof - Replace	40	16	\$1,662,036
2450	(2042) Comp Shingle Roof - Replace	40	17	\$1,471,126
2450	(2043) Comp Shingle Roof - Replace	40	18	\$980,287
2450	(2044) Comp Shingle Roof - Replace	40	19	\$1,869,858
2450	(2045) Comp Shingle Roof - Replace	40	20	\$1,055,156
2450	(2046) Comp Shingle Roof - Replace	40	21	\$4,670,601
2450	(2047) Comp Shingle Roof - Replace	40	22	\$2,342,551
2450	(2048) Comp Shingle Roof - Replace	40	23	\$3,420,198
2450	(2049) Comp Shingle Roof - Replace	40	24	\$2,046,751
2450	(2050) Comp Shingle Roof - Replace	40	25	\$1,654,708
2450	(2051) Comp Shingle Roof - Replace	40	26	\$2,201,325
2450	(2052) Comp Shingle Roof - Replace	40	27	\$1,278,296
2450	(2053) Comp Shingle Roof - Replace	40	28	\$546,661
<b>Roofs - Tile</b>				
2400	(2044) Tile Roof - Replace	40	19	\$481,666
2400	(2046) Tile Roof - Replace	40	21	\$959,978
2400	(2047) Tile Roof - Replace	40	22	\$560,492
2400	(2048) Tile Roof - Replace	40	23	\$602,372
2400	(2049) Tile Roof - Replace	40	24	\$622,748
2400	(2050) Tile Roof - Replace	40	25	\$603,049
2400	(2051) Tile Roof - Replace	40	26	\$603,049
2400	(2052) Tile Roof - Replace	40	27	\$603,049
2400	(2053) Tile Roof - Replace	40	28	\$647,379
2400	(2054) Tile Roof - Replace	40	29	\$499,075
<b>Infrastructure/Buildings</b>				
151	Manor Interior Damage Restoration	1	0	\$922,797
2480	Gutter System - New Install	1	0	\$50,000
2481	(2025)Gutter/Downspouts - Repair/Replace	1	0	\$75,171
2481	Gutter/Downspouts - Repair/Replace	1	1	\$63,230
2510	(2032) Balcony Inspections	9	7	\$150,000
2510	(2033) Balcony Inspections	9	8	\$150,000
2621	(2025) Sliding Screen Doors	1	0	\$25,000
2621	Sliding Screen Doors - Annual	1	1	\$29,565
2740	Window Repair/Replace - Annual	1	0	\$121,181
4525	(2026) Vertical Lifts - R & R	20	1	\$737,000

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
4525	(2027) Vertical Lifts - R & R	20	2	\$147,400
4525	(2028) Vertical Lifts - R & R	20	3	\$73,700
4525	(2029) Vertical Lifts - R & R	20	4	\$73,700
4525	(2030) Vertical Lifts - R & R	20	5	\$294,800
4525	(2032) Vertical Lifts - R & R	20	7	\$221,100
4525	(2033) Vertical Lifts - R & R	20	8	\$73,700
4525	(2034) Vertical Lifts - R & R	20	9	\$73,700
4525	(2038) Vertical Lifts - R & R	20	13	\$147,400
<b>Carport Siding Renovation</b>				
1112	(2027) Carport Renovations	6	2	\$2,600
1112	(2028) Carport Renovations	6	3	\$5,200
1112	(2029) Carport Renovations	6	4	\$7,800
1112	(2030) Carport Renovations	6	5	\$10,400
1112	(2031) Carport Renovations	6	6	\$13,000
1112	(2032) Carport Renovations	6	7	\$15,600
1112	(2033) Carport Renovations	6	8	\$54,600
<b>Manor Components</b>				
3001	(2025) Fixtures & Faucets	1	0	\$147,727
3001	Fixtures & Faucets - Annual	1	1	\$98,769
3005	(2025) Manor Sinks & Fixture	1	0	\$34,000
3005	Manor Sinks & Fixture - Annual	1	1	\$69,933
3006	Fixtures - Toilets	1	0	\$26,805
3009	Bathroom Counter - Inspections	1	0	\$15,000
3009	Bathroom Counters - Replace	1	0	\$167,230
3009	Kitchen Countertop - Inspection	1	0	\$70,000
3009	Kitchen Countertops - Replace	1	0	\$346,783
3010	(2025) Bathroom Tile - Replace/Abatement	1	0	\$206,034
3010	Bathroom Tile - Replace/Abatement	1	1	\$146,615
3011	(2025) Bath Mirror Replacements	1	0	\$33,624
3011	Bath Mirror Replacements - Annual	1	1	\$42,423
3012	(2025) Shower/Tub Enclosures	1	0	\$254,906
3012	Shower/Tub Enclosures - Annual	1	1	\$117,928
3014	(2025) Bath Basins, Faucets, Counter	1	0	\$29,545
3014	Bath Basins, Faucets, Counter - Annual	1	1	\$33,499
3050	Floor Replacement - Abatement	1	0	\$175,000
3051	Bathroom Floors - Wk Cntr #910	1	0	\$12,000
3051	Bathroom Floors - Wk Cntr #917	1	0	\$49,959
3052	Kitchen Floors - Wk Cntr #910	1	0	\$12,000
3053	Kitchen Floors - Wk Cntr #917	1	0	\$33,792
3321	Ranges - Reimbursements	1	0	\$3,300
3321	Ranges - Replace	1	0	\$10,014
3322	Refrigerators - Reimbursements	1	0	\$43,400



#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
3322	Refrigerators - Replace	1	0	\$180,678
3323	Cooktops - Reimbursed	1	0	\$15,434
3323	Cooktops - Replace	1	0	\$55,201
3324	Dishwashers - Reimbursement	1	0	\$11,900
3324	Dishwashers - Replace	1	0	\$88,033
3326	Ovens - Reimbursement	1	0	\$36,846
3326	Ovens - Replace	1	0	\$214,659
3327	(2025) Garbage Disposals	1	0	\$115,368
3327	(2025) Garbage Disposals & Counters	1	0	\$12,000
3327	Garbage Disposals - Annual	1	1	\$100,440
3328	Manor Hoods - Reimbursements	1	0	\$4,300
3328	Manor Hoods - Replace	1	0	\$35,783
4570	(2025) Water Heaters & Permits	1	0	\$956,525
4570	Water Heater & Permits - Annual	1	1	\$1,174,075
4570	Water Heater Replace - Annual	1	1	\$1,038,643
4621	(2025) Heat Pumps - Replace	1	0	\$5,640
4621	Heat Pumps - Replace	1	1	\$5,700
4622	Wall Heater - Replace	1	0	\$3,795
<b>Lighting &amp; Electrical</b>				
4650	(2027-2034) Solar Systems -Replace	1	2	\$14,448
4650	(2037-2044) Solar Systems -Replace	1	12	\$14,448
4650	(2047-2054) Solar Systems -Replace	1	23	\$301,948
4655	Solar Invertors - Replace	1	2	\$3,272
6971	(2025) Pushmatic Panels- Upgrade	50	0	\$500,000
6971	(2026) Pushmatic Panels- Upgrade	50	1	\$500,000
6971	(2027) Pushmatic Panels- Upgrade	50	3	\$500,000
6971	(2028) Pushmatic Panels- Upgrade	50	4	\$500,000
6972	Electrical Panel Maintenance	1	0	\$15,000
6973	Exterior Lighting (Consultant)	1	0	\$15,000
6974	Walkway Lights - Additional New	1	0	\$48,180
<b>Laundry Rooms</b>				
3720	(2025) Laundry Room Sinks - Replace	1	0	\$12,753
3720	(2026) Laundry Room Sinks - Replace	1	1	\$12,549
3720	(2027) Laundry Room Sinks - Replace	1	2	\$2,670
3720	(2028) Laundry Room Sinks - Replace	30	3	\$5,340
3720	(2047) Laundry Room Sinks - Replace	25	22	\$11,748
3720	(2048) Laundry Room Sinks - Replace	25	23	\$10,947
3720	(2049) Laundry Room Sinks - Replace	25	24	\$12,015
3720	(2050) Laundry Room Sinks - Replace	25	25	\$12,015
3725	(2025) Laundry Room Counters - Replace	1	0	\$12,812
3725	Laundry Room Counters - Replace	1	1	\$12,610
3735	(2025) Washer Replacements	1	0	\$91,404

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
3735	Washer Replacements - Annual	1	1	\$101,640
3740	(2025) Dryers - Replace	1	0	\$38,275
3740	Dryer Replacements - Annual	1	1	\$42,172
3750	(2025-2032) Laundry Water Heaters	1	0	\$2,554
3750	Laundry Water Heaters - Annual	1	7	\$10,152
<b>Off Cycle Decking</b>				
150	Off Cycle Deck Top Coat - Annual	1	0	\$66,748
152	Off Cycle Common Decks - Annual	1	0	\$115,958
153	Off Cycle Balcony Decks - Annual	1	0	\$18,404
<b>Prior To Painting</b>				
2356	Lead - Testing PTP - Annual	1	0	\$5,000
2357	(2025) Asbestos - Testing PTP	1	0	\$60,000
2357	Asbestos - Testing PTP - Annual	1	1	\$33,372
2522	(2025) Full Cycle Dry Rot PTP	1	0	\$794,764
2522	Full Cycle Dry Rot PTP - Annual	1	1	\$723,064
6341	(2025) Full Cycle Decking Repairs	1	0	\$122,938
6341	Full Cycle Decking Repairs - Annual	1	1	\$136,427
6343	(2025) Full Cycle Balcony Dry Rot	1	0	\$11,602
6343	Full Cycle Balcony Dry Rot - Annual	1	1	\$7,346
6345	Dry Rot Roof PTP - Annual	1	0	\$10,000
<b>Interior &amp; Exterior Painting</b>				
2330	Interior Paint Touch-up - Annual	1	0	\$88,768
2331	(2025) Exterior Paint Touch-Up	1	0	\$175,157
2331	Exterior Paint Touch-Up - Annual	1	1	\$124,061
2355	(2025) Full Cycle Exterior Paint	1	0	\$1,469,375
2355	Full Cycle Exterior Paint - Annual	1	1	\$1,070,429
2356	(2025) Lead Testing and Abatement	1	0	\$5,250
2356	Lead Testing and Abatement - Annual	1	1	\$5,000
2356	Paint Touch-up Lead Abatement - Annual	1	0	\$2,500
2506	(2025) Deck Top Coat Reseal	1	0	\$50,388
2506	Deck Top Coat Reseal - Annual	1	1	\$31,483
2725	(2025) Building Signage	1	0	\$30,000
2725	Building Signage - Annual	1	1	\$43,495
<b>Walls, Fencing, Railings &amp; Gates</b>				
5501	Annual Perimeter Block Walls	1	0	\$4,000
5502	Annual Walls - Common Area Block	1	0	\$3,700
5525	Annual Perimeter Shepherds Crook	1	0	\$56,786
<b>Grounds &amp; Miscellaneous</b>				
1007	Turf Reduction Irrigation - Annual	1	0	\$14,725
7000	(2025) Trees - Trim/Maintain	1	0	\$1,109,057
7000	Trees - Trim/Maintain - Annual	1	1	\$1,153,032
7011	Plant Material for Landscape Restoration	1	0	\$78,659

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
7012	(2025) Landscape Improve/Restoration	1	0	\$582,352
7012	(2026) Landscape Improve/Restoration	1	1	\$1,696,525
7012	(2027) Landscape Improve/Restoration	1	2	\$2,928,443
7012	(2028) Landscape Improve/Restoration	1	3	\$2,928,443
7012	(2029) Landscape Improve/Restoration	1	4	\$196,525
7012	Landscape Improve/Restore - Annual	1	1	\$196,525
7014	Slope Maint & Renovations	1	0	\$85,182
<b>Building Structures</b>				
2001	(2025) Bldg. Structures, Projects	1	0	\$50,000
2001	Bldg. Structures, Projects - Annual	1	1	\$134,880
2001	Building Structures Dry Rot Repairs	1	0	\$5,250
2002	(2025) Bldg. Structures Maint Ops Annual	1	0	\$700,000
2002	Bldg. Structures Maint Ops Annual	1	1	\$300,000
2003	(2025) Building Structures Carpentry	1	0	\$124,161
2003	Building Structures Carpentry	1	1	\$195,000
2004	(2025) Smoke Alarms - Replace	10	0	\$375,929
2004	(2034) Smoke Alarms - Replace	10	9	\$375,936
2006	(2025) Building Foundations - Repair	1	0	\$43,436
2006	Building Foundations - Repair	1	1	\$45,500
2356	Lead Testing and Abatement	1	0	\$5,500
<b>Plumbing</b>				
4590	Plumbing - Repair/Replace, Annual	1	0	\$410,373
4591	Copper Water Lines Re-Pipe - Annual	1	0	\$100,000
4594	(2025-2035)Waste Line Epoxy Re-Line	1	0	\$2,300,000
4596	Waste Lines Repair - Annual	1	11	\$50,000

**256 Total Funded Components**

Note 1: Yellow highlighted line items are expected to require attention in this initial year.



**Budget Summary**

**Report # 36560-5  
No-Site-Visit**

	Useful Life		2025 Rem. Useful Life		Estimated Replacement Cost in 2025	2025 Expenditures	01/01/2025 Current Fund Balance	01/01/2025 Fully Funded Balance	Remaining Bal. to be Funded	2025 Funding
	Min	Max	Min	Max						
Paving	1	25	0	29	\$9,355,127	\$390,935	\$42,935	\$4,507,079	\$9,312,192	\$172,635
Asphalt & Concrete Repair/Replace	1	20	0	20	\$967,528	\$368,155	\$309,571	\$539,320	\$657,957	\$142,318
Roofs - Built-Up	1	25	0	29	\$36,755,407	\$1,279,589	\$1,279,589	\$11,685,278	\$35,475,818	\$2,665,898
Roofs - Comp Shingle	40	40	0	28	\$25,607,584	\$408,030	\$0	\$11,814,952	\$25,607,584	\$266,040
Roofs - Tile	40	40	19	29	\$6,182,857	\$0	\$0	\$2,430,854	\$6,182,857	\$64,234
Infrastructure/Buildings	1	20	0	13	\$3,429,444	\$1,194,149	\$1,194,149	\$2,699,724	\$2,235,295	\$586,945
Carport Siding Renovation	6	6	2	8	\$109,200	\$0	\$0	\$8,667	\$109,200	\$7,563
Manor Components	1	1	0	1	\$6,235,306	\$3,407,281	\$3,407,281	\$3,407,281	\$2,828,025	\$2,591,173
Lighting & Electrical	1	50	0	23	\$2,412,296	\$578,180	\$78,180	\$1,998,180	\$2,334,116	\$187,958
Laundry Rooms	1	30	0	25	\$391,656	\$157,798	\$157,798	\$165,370	\$233,858	\$141,973
Off Cycle Decking	1	1	0	0	\$201,110	\$201,110	\$201,110	\$201,110	\$0	\$83,574
Prior To Painting	1	1	0	1	\$1,904,513	\$1,004,304	\$1,004,304	\$1,004,304	\$900,209	\$791,448
Interior & Exterior Painting	1	1	0	1	\$3,095,906	\$1,821,438	\$1,821,438	\$1,821,438	\$1,274,468	\$1,286,549
Walls, Fencing, Railings & Gates	1	1	0	0	\$64,486	\$64,486	\$64,486	\$64,486	\$0	\$26,798
Grounds & Miscellaneous	1	1	0	4	\$10,969,468	\$1,869,975	\$1,869,975	\$1,869,975	\$9,099,493	\$4,558,524
Building Structures	1	10	0	9	\$2,355,592	\$1,304,276	\$928,347	\$1,341,870	\$1,427,245	\$697,697
Plumbing	1	1	0	11	\$2,860,373	\$2,810,373	\$2,046,475	\$2,810,373	\$813,898	\$1,188,670
					<b>\$112,897,853</b>	<b>\$16,860,079</b>	<b>\$14,405,638</b>	<b>\$48,370,261</b>	<b>\$98,492,215</b>	<b>\$15,460,000</b>

**Percent Funded: 29.8%**



## Treasurer's Report for September 10, 2024 Board Meeting

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**SLIDE 1** – Through the reporting period of **July 31, 2024**, total revenue for United was \$32.2M compared to expenses of \$31.8M, resulting in net revenue of \$335K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows a deficit of (\$166K) through the reporting period. This table shows how much of our revenue went into operations, with \$14.7M coming in from assessments and \$994K coming from non-assessment revenue. This is compared to operating expenditures of \$15.8M (without Depreciation).

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

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

**Employee Compensation \$1.1M:** 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.

**Outside Services \$421K:** Favorable variance primarily due to the timing of work in the M&C programs which include roof replacements (PVC cool roofing) and paving (parkway concrete repairs). The unfavorable variance is partially offset due to more damage restoration events that occurred through the reporting period than anticipated.

**Insurance \$263K:** 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 June 1, 2024, United will see a savings in Property Insurance through the end of 2024.

**Fees and Charges for Services to Residents (\$660K):** 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).



## **Treasurer's Report for September 10, 2024 Board Meeting**

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**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$1.3M. 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 \$1.3M 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 \$31.8M, 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 \$31.8M 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 July 31, 2024 was \$1.3M. Contributions collected totaled \$88K with no expenditures to date. The Reserve Fund balance on July 31, 2024 was \$15.7M. Contributions and investment revenue collected totaled \$7.9M while expenditures were \$7.5M.

**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 July 31, 2024, United resales totaled 215, which is 18 resales higher than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$390K, which is \$44K more than the prior year for the same time period.

# Financial Report

Preliminary as of July 31, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$30,833
Non-assessment Revenue	\$1,348
Total Revenue	\$32,181
Total Expense	\$31,846
Net Revenue/(Expense)	\$335

# Financial Report

Preliminary as of July 31, 2024



OPERATING ONLY INCOME STATEMENT <sup>1</sup> (in Thousands)	ACTUAL
Assessment Revenue	\$14,682
Non-assessment Revenue	\$994
Total Revenue	\$15,676
Total Expense <sup>1</sup>	\$15,842
Operating Surplus/(Deficit)	(\$166)

1) Excludes depreciation



# Financial Report

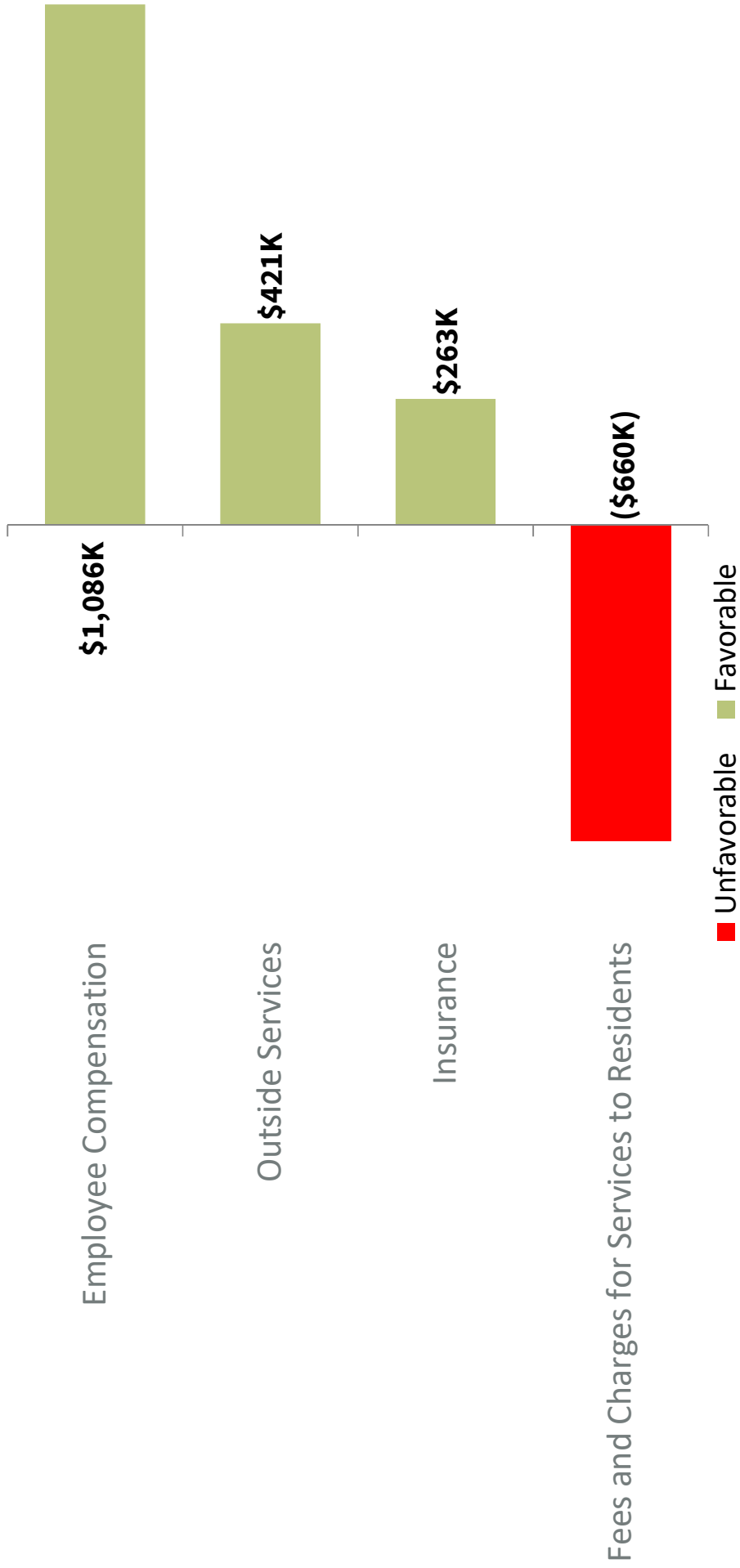
Preliminary as of July 31, 2024



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$30,833	\$29,876	\$957
Non-assessment Revenue	\$1,348	\$2,082	(\$734)
Total Revenue	\$32,181	\$31,958	\$223
Total Expense	\$31,846	\$32,941	\$1,095
Net Revenue/(Expense)	\$335	(\$983)	\$1,318

# Financial Report

Preliminary as of July 31, 2024

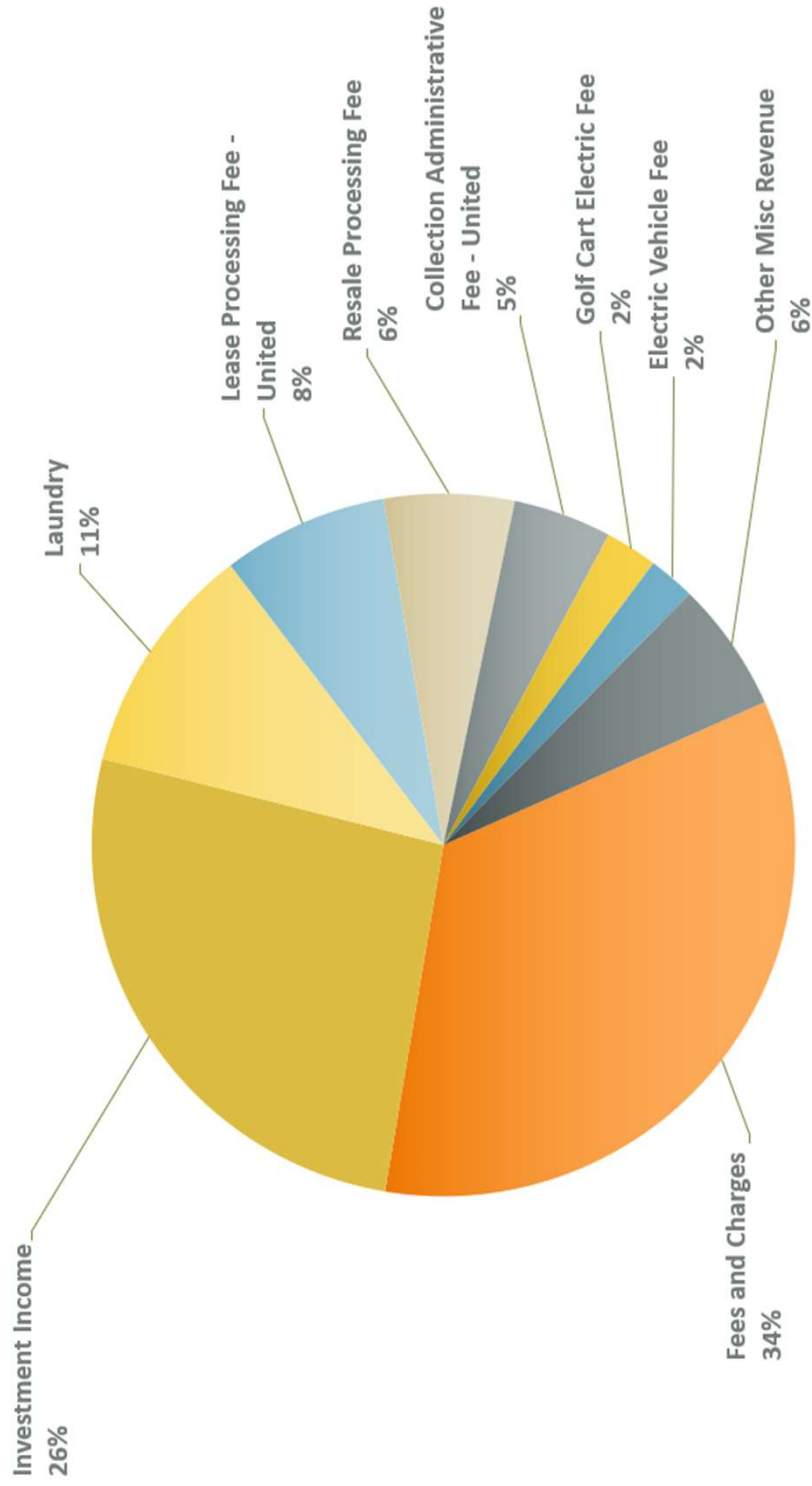


# Financial Report

Preliminary as of July 31, 2024



**Total Non Assessment Revenues \$1,347,765**



# Financial Report

Preliminary as of July 31, 2024



Category (in Thousands)	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Investment Income	\$393	\$354	\$352	\$2	\$603
Resident Maintenance Fee*	\$175	\$333	\$932	(\$599)	\$1,603
Sales and Leasing Fees**	\$170	\$220	\$231	(\$11)	\$396
All Other Revenues	\$490	\$441	\$567	(\$126)	\$972
<b>Total Non-Assessment Revenues</b>	<b>\$1,228</b>	<b>\$1,348</b>	<b>\$2,082</b>	<b>(\$734)</b>	<b>\$3,574</b>

\*Includes damage restoration backlog revenue

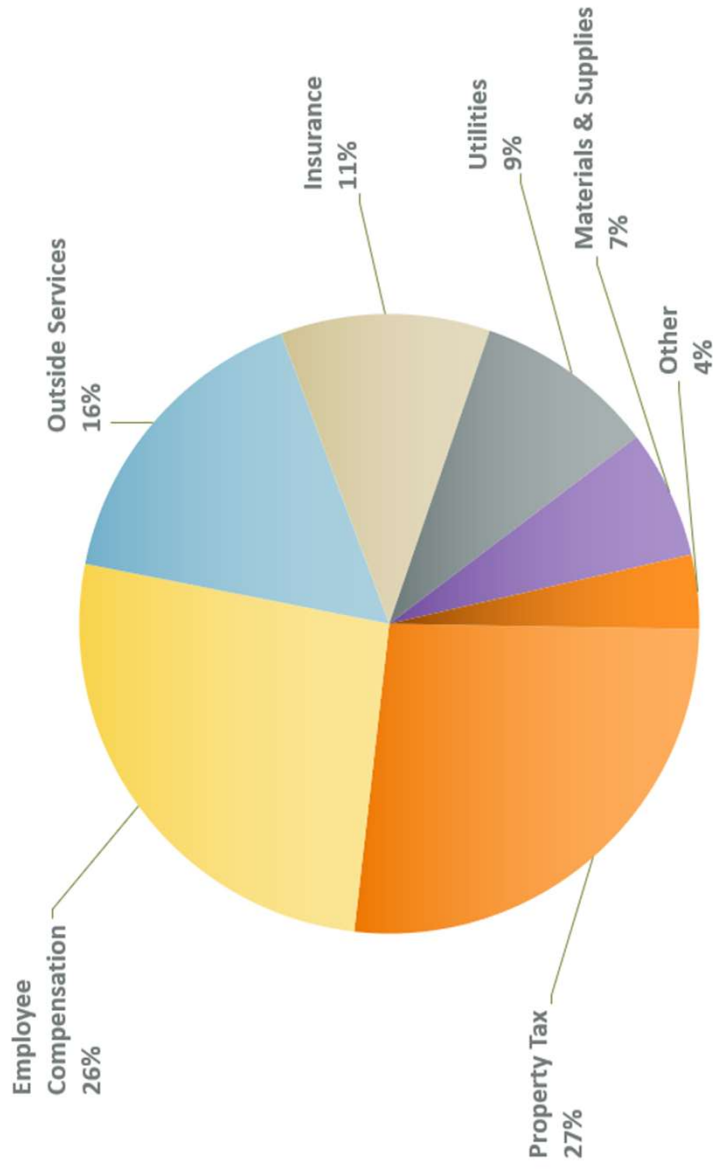
\*\*Includes lease processing fee, resale processing fee, inspection fee revenue

# Financial Report

Preliminary as of July 31, 2024



**Total Expenses \$31,845,742**



# Financial Report

Preliminary as of July 31, 2024



Category (in Thousands)	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$7,958	\$8,375	\$9,461	\$1,086	\$16,236
Outside Services*	\$5,107	\$5,222	\$5,676	\$454	\$9,933
Insurance	\$2,639	\$3,479	\$3,742	\$263	\$6,415
All Other Expenses	\$13,689	\$14,770	\$14,062	(\$708)	\$24,311
<b>Total Expenses</b>	<b>\$29,393</b>	<b>\$31,846</b>	<b>\$32,941</b>	<b>\$1,095</b>	<b>\$56,895</b>

\*Includes professional fees

# Financial Report

Preliminary as of July 31, 2024



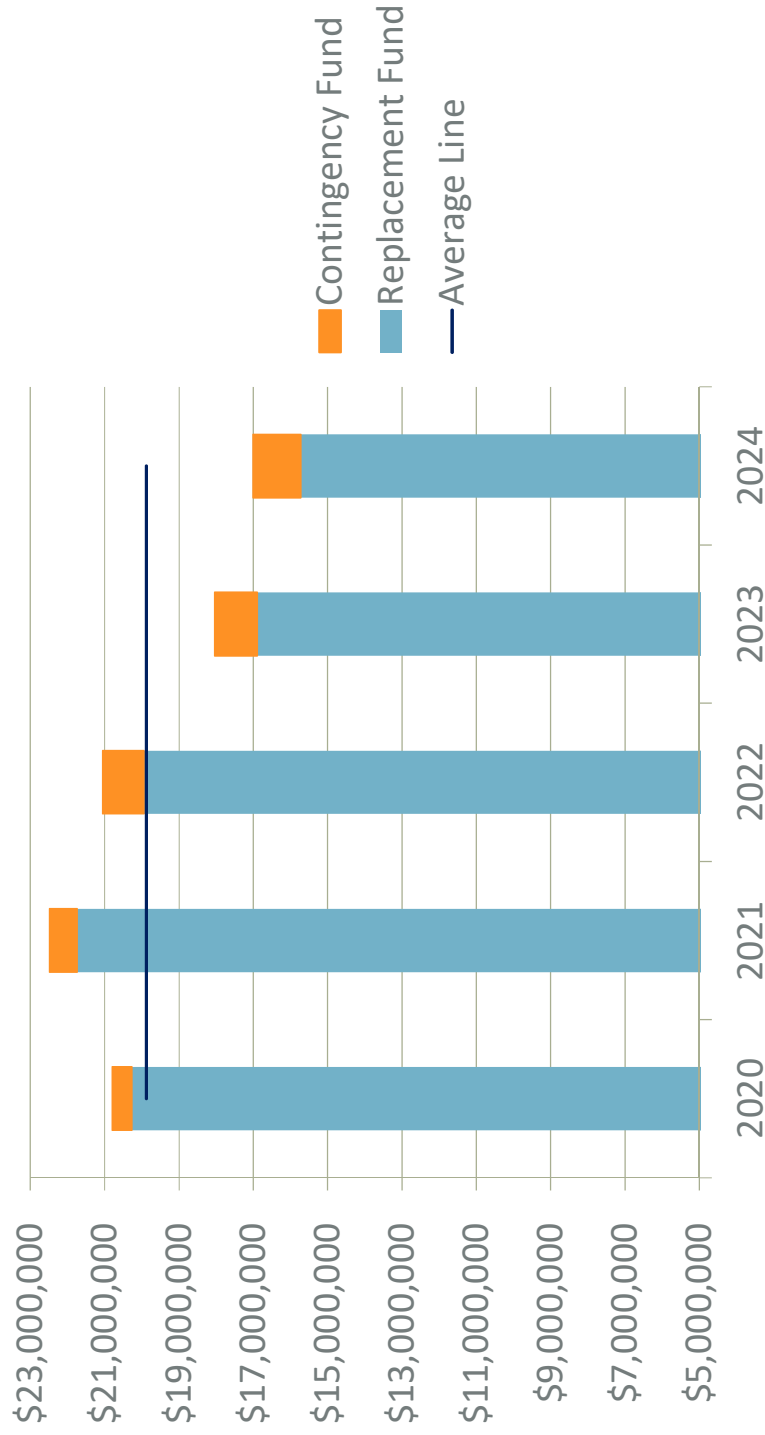
NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE
Beginning Balances: 1/1/24	\$1,190	\$15,267
Contributions & Interest	\$88	\$7,933
Expenditures	\$0	\$7,476
Current Balances: 7/31/24	\$1,278	\$15,724

# Financial Report

Preliminary as of July 31, 2024



## FUND BALANCES – United Mutual





# Financial Report

As of September 3, 2024



## Temporary Borrowing – On Track

Period Ending	Outstanding Balance	Planned Installment	Actual Installment
June 1, 2024	\$6,500,000	-	-
June 11, 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)	(\$1,000,000)
September 30, 2024	\$1,000,000	(\$3,500,000)	-
October 31, 2024	-	(\$1,000,000)	-
November 30, 2024	-	-	-
December 31, 2024	-	-	-

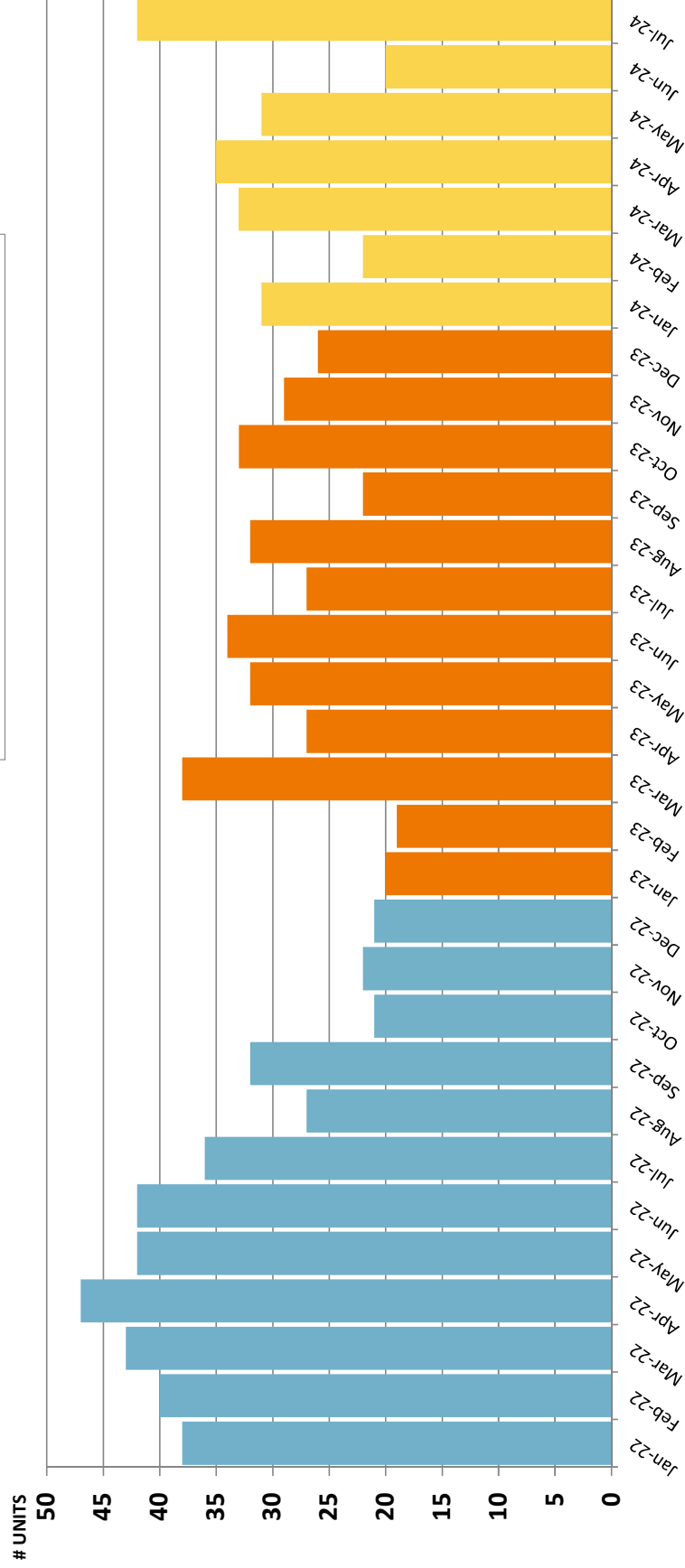
\*Additional temporary borrowing of \$1.0M approved by Board resolution 01-24-65 dated June 11, 2024.

# Financial Report

Preliminary as of July 31, 2024

## RESALE HISTORY – United Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	288	\$345,830
YTD 2023	197	\$346,090
YTD 2024	215	\$389,830





**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.

**Mickie Choi Hoe**

[Mickie Choi Hoe \(Aug 7, 2024 14:21 PDT\)](#)

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Mickie Choi Hoe, Chair

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# Monthly Resale Report

PREPARED BY  
**Community Services Department**

MUTUAL  
**United**

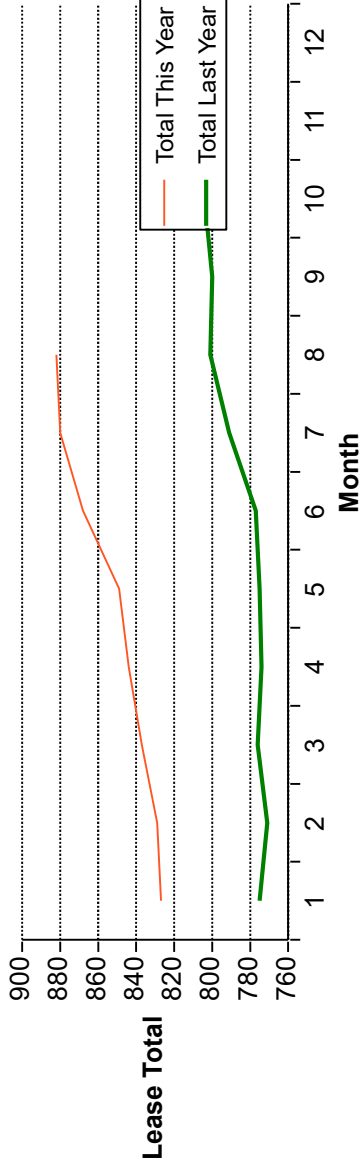
REPORT PERIOD  
**August, 2024**

MONTH	NO. OF RESALES		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	30	32	\$12,658,800	\$12,026,800	\$421,960	\$375,838
September		*		*		*
October		*		*		*
November		*		*		*
December		*		*		*
<b>TOTAL</b>	245.00	229.00	\$96,814,338	\$80,722,986		
<b>ALL TOTAL</b>	245.00	340.00	\$96,814,338	\$122,256,460		
<b>MON AVG</b>	30.00	28.00	\$12,101,792	\$10,090,373	\$393,846	\$349,808
<b>% CHANGE - YTD</b>	7.0%		19.9%		12.6%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Monthly Active Leasing Report 2024 Period 8 (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	121	659	827	775	13.1	12.3	0.8	53	18
2024	February	22	28	129	650	829	771	13.1	12.2	0.9	29	27
2024	March	16	27	152	642	837	776	13.2	12.3	0.9	36	26
2024	April	13	27	176	628	844	774	13.3	12.2	1.1	48	38
2024	May	14	22	198	615	849	775	13.4	12.3	1.1	52	25
2024	June	26	23	209	610	868	777	13.7	12.3	1.4	81	29
2024	July	36	22	221	601	880	791	13.9	12.5	1.4	55	18
2024	August	33	23	235	591	882	801	13.9	12.7	1.2	47	42
2024	September						800					
2024	October						804					
2024	November						815					
2024	December						821					





**OPEN MEETING**

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

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

**REPORT**

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

**COMMITTEE MEMBERS ABSENT:** Anthony Liberatore (Excused), Ellen Leonard (Excused)

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

**1. Call Meeting to Orders**

Director Blackwell called for a short recess at 9:30 a.m.

Director Quam entered the meeting at 9:34 a.m.

Director Blackwell called the meeting to order at 9:34 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 July 18, 2024**

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

**5. Chair's Remarks**

Director Blackwell reiterated that quorum was reached and work could commence.

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

None.

**7. Division Manager Update**

None.

**8. Consent**

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

a. None.

**9. Variance Requests**

a. 532-E: Variance to Change Color on Front Door

Director Blackwell asked for approval of the variance.

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

Hearing no objection, the variance to change color on front door was approved by unanimous consent.

**10. Items for Discussion and Consideration**

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

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

Hearing no objection, the motion to recommend the revised Standard 20: Balcony, Patio and Atrium Covers was approved by unanimous consent.

b. Revision to Standard 34: Patio and Balcony Awnings

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

Hearing no objection, the motion to recommend the revised Standard 34: Patio and Balcony Awnings was approved by unanimous consent.

c. Rescind Standard 39: Balcony and Patio Enclosures

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

Hearing no objection, the motion to recommend rescinding Standard 39: Balcony and Patio Enclosures was approved by unanimous consent.

**11. Items for Future Agendas**

- Revision to Standard 36: Ramps


**12. Concluding Business**

a. Committee Member Comments

- Directors made comments on the need to update standards for the welfare of the community.
- Director Quam asked staff to consider conferring with the mutual attorney about whether members should be required to take out their ramp when reviewing Standard 36: Ramps.

b. Date of Next Meeting: Thursday, September 19, 2024 at 9:30 a.m.

c. Adjournment: The meeting was adjourned at 10:14 a.m.

  
Anthony Liberatore, Chair

*A. secretary I replaced for 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, August 15, 2024 – 1:30 p.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road, Laguna Woods, CA 92637

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

MEMBERS ABSENT: None

ADVISORS PRESENT: Juanita Skillman and Dick Rader

ADVISORS ABSENT: None

STAFF PRESENT: Francis Gomez 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 and amended the agenda to include ‘Board of Directors Handbook’ as agenda item 7 and ‘Resale Documents’ as agenda item 8.

By unanimous consent, the agenda was approved as amended.

**3. APPROVAL OF REPORTS**

The Committee reviewed the report for June 20, 2024.

Without objection, the report for June 20, 2024 was approved as presented.

**4. CHAIR’S REMARKS**

Chair Blackwell stressed her intent to reorganize and document the current governing documents.

**5. MEMBER COMMENTS**

None.

## **ITEMS FOR DISCUSSION**

### **6. Membership Election & Voting Policy**

Chair Blackwell presented the Membership Election & Voting Policy, specifically regarding Term Limits for the Committee to consider and review. The Committee discussed the matter.

Director Carlson elected to correct minor Scribner's errors. Director Liberatore seconded the motion.

By unanimous consent, the motion passed.

### **7. Board of Director's Handbook**

Chair Blackwell presented the Director's Handbook for consideration and review. The Committee discussed the matter.

The Committee elected to update the document with minor changes for clarity.

Staff was directed to update the document with the minor requested changes.

## **Concluding Business**

### **8. Committee Member Comments**

Director Carlson expressed her interest in restating the Operating Rules for further review and membership clarification.

Advisor Skillman stressed the importance of the Election Rules, rather the boards solely do so. Director Liberatore reiterated the boards role in the election rules, Chair Blackwell agreed. Director Carlson also reminded the board of the Davis-Sterling civil code and its alignment with the Election Rules.

The Committee discussed the board candidate application and package in great detail. Staff was directed to consult with legal counsel regarding the availability of the board candidate application and availability both to prospective candidate and whomever requests completed applications to the membership. Staff was also directed to consult with legal counsel regarding election and voting rules being distributed amongst the membership.

A member made a comment regarding the availability of the board of director's candidate package and application.

Advisor Rader recommended the audience attend the United Laguna Woods Mutual Revenue Ad Hoc Committee Meeting scheduled later that day.

### **9. Future Agenda Items**

- a. Resale Policy

### **10. Date of Next Meeting**

The next meeting is scheduled for Thursday, September 19, 2024 at 1:30 p.m. in the Board Room.

### **11. Adjournment**

With no further business, Chair Blackwell adjourned the meeting at 2:22 p.m.

## **DRAFT-COPY**

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Maggie Blackwell, Chair  
United Laguna Woods Mutual  
Governing Documents Review Committee

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

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

**REPORT**

<b>COMMITTEE MEMBERS PRESENT:</b>	Sue Quam – Chair, Anthony Liberatore, Maggie Blackwell
<b>COMMITTEE MEMBERS ABSENT:</b>	Vidya Kale
<b>OTHERS PRESENT:</b>	Ellen Leonard, Georgiana Willis
<b>ADVISORS PRESENT:</b>	Mary Sinclair
<b>STAFF PRESENT:</b>	Kurt Wiemann, Megan Feliz

**1. Call to Order**

Chair Quam called the meeting to order at 1:33 p.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Chair Quam asked for the chair's remarks to be moved after the department head update. Director Blackwell made a motion to accept the agenda with changes; Director Liberatore seconded the motion. Hearing no objection, the agenda was approved unanimously.

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

The committee unanimously approved the meeting report

## **5. Department Head Update**

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

Mr. Wiemann notified the committee that turf reduction is completed, and waiting for final inspection. He met with Monarch today and the mapping is completed, they are now working on slopes in United. Mr. Wiemann explained that AB1572 plan is on hold at this time until the new board of directors is elected. The slope and tree schedules are both on track.

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

The committee asked questions and Mr. Wiemann answered.

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

None

## **6. Chair's Remarks**

Chair Quam informed everyone about the ETWD mailing list for informational purposes. She also explained AB1572 and how the board has decided to put everything on hold for this item until the new board is voted in. Chair Quam notified everyone she was aware of the tree limbs down this weekend and was in contact with the landscape department regarding this.

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

- One member suggested reminding the residents of policies as they constantly change.
- One member commented on CH 3 irrigation, asked if the quality control inspector has been announced, and asked about CDS 9 passive park cost and AB 1572 bottom-line savings.
- One member complained about the Crape Myrtle suckers by her unit, no edging of the grass, and asked if picnic tables around the creek are missing.
- One member complained about blowing debris onto the patio after mowing and the tree in their courtyard needing to be trimmed.
- One member commented, asking about the vegetable plants and who is responsible for removing them, asked for a rebate column on the project log, and the blower's constant oversight.
- One member complained about the slope not being maintained around CDS 16.

- One member complained about coyotes and who has control over them.
- One member commented on turf reduction options and a cheaper alternative and asked for the projected cost of the project
- One member announced the corporation meeting being held on September 5 and advised residents to attend the budget meeting if they want an increase in services.
- One member's email was provided to the committee.

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

Mr. Wiemann and the Chair responded to member comments.

## **Items for Discussion and Consideration**

### **9. 471-E 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 approve the tree removal request; Director Blackwell seconded the motion. Hearing no objections, the motion passed unanimously.

### **10. 312-A Tree Removal Request**

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

Chair Quam moved to accept the staff's recommendation to approve the tree removal request; Director Blackwell seconded the motion. Hearing no objections, the motion passed unanimously.

### **11. CDS 40 Bench Request**

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

Chair Quam moved to accept the staff's recommendation to approve the bench request; Director Blackwell seconded the motion. Hearing no objections, the motion passed unanimously.

## 12. CDS 16 Bench Request

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

Director Blackwell moved to hold over this item indefinitely until the board decides about AB1572 turf; Chair Quam seconded the motion. Hearing no objections, the motion passed unanimously.

## 13. AB 1572 Education

None

## 14. Clipping Ticket Pilot

Mr. Wiemann presented an alternative option to the plastic bin for the clipping pilot program. Questions were asked and answered. Director Blackwell made a motion to approve the pilot program with the grow bags for clipping pick-ups. Chair Quam 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.*

## Concluding Business

## 15. Committee Member Comments

Various comments were made.

## 16. Date of Next Meeting – September 23, 2024 at 1:30 p.m.

## 17. Adjournment at 3:05 p.m.

  
Sue Quam (Sep 4, 2024 08:32 PDT)

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Sue Quam, Chair

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



**OPEN MEETING**

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

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

**REPORT**

**MEMBERS PRESENT:** Alison Bok – Chair, Ellen Leonard, Maggie Blackwell (in for Pearl Lee)

**OTHERS PRESENT:** **United** – Mickie Choi Hoe  
**GRF** – Juanita Skillman, Martin Roza

**MEMBERS ABSENT:** Pearl Lee

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director,  
Bart Mejia - Maintenance & Construction Assistant  
Director, 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 9:30 a.m.

**2. Acknowledgement of Media**

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

**3. Approval of Agenda**

Director Leonard requested adding Investigate Addition of Budget Line Item for Cleaning Building Fascia to Items for Future Agendas. Mr. Gomez requested moving Solar Production Maintenance Process from Department Head Update and add as Agenda Item #9d.

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

#### **4. Approval of Meeting Report from July 29, 2024**

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

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

Chair Bok remarked on the contract work being done in the village.

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

- A member commented on new building number signs on their building, the presence of construction pods and a dumpster in their cul-de-sac and the effect on the bus system in the cul-de-sac.
- A member commented on exterior lighting near buildings 2154 and 2141.

Staff responded to the comments and will follow up with the appropriate work centers.

#### **7. Department Head Update**

##### CDS 55 Trash Enclosure Trellis Update

Mr. Gomez provided an update to the committee regarding the request for a trellis over the trash enclosure in CDS55 and answered questions from the committee. Staff was directed to provide cost estimates at a future committee meeting for options to improve the aesthetics of the trash enclosure, including screening, relocation and a custom trellis/ pergola.

##### SCE Community Fund Solar Program

Mr. Gomez informed the committee that after submitting United's common area electrical accounts to the program for review, it was determined that United Mutual does not have enough qualifying SCE accounts to make participation in the program cost effective. Staff will work with the CEOs office to bring awareness of the program to residents should they wish to conduct their own research and apply for individual accounts.

##### Building Paint Colors Update

Mr. Gomez clarified the process by which the building paint color options would be updated and asked the committee for direction. The committee recommended the

suggested new paint color options be presented at the United ACSC for review and recommendation to the board.

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. Mr. Gomez informed the committee that the building paint program has encountered a large amount of dry rot repairs which has impacted the schedule for completing all buildings that were planned for this year and some areas will most likely be deferred to 2025. A revised schedule will be provided to the committee at the next meeting. Staff answered questions from the committee and was requested to explore if a project location map can be included with the Project Log showing the location for larger projects.

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

9. **Items for Discussion and Consideration**

a. Walkway Lighting Request Program Revisions

Mr. Gomez presented suggested revisions to the Walkway Lighting Request Form which would no longer require a member to gather neighbors' signatures or provide a map when requesting additional lighting. A motion was made and passed unanimously to recommend the board accept the revised form and updated resolution.

b. Epoxy Lining Program Update

Mr. Aldaz provided an overview of the epoxy lining program via PowerPoint and answered questions from the committee. Staff was directed to continue educating the members about non-flushable materials and to draft a flyer that could be delivered by plumbers when service is provided.

c. Electric Vehicle Charging in Carports

Mr. Mejia provided an overview of the mutual's current practices and policies and answered questions from the committee. Discussion ensued regarding the increase in the number of EVs within the mutual, the increase in the number of service calls to reset breakers, the standard for installation of member-owned charging stations, charging fees, and other options for EV and golf cart charging.

Director Leonard made a motion to recommend the board discontinue the option of allowing EVs to charge in carports after their current charging permit expires. There was no second and the motion failed.

d. Solar Production Maintenance Process

Mr. Mejia provided an overview of the solar power production process via PowerPoint and answered questions from the committee. Discussion ensued regarding the ROI and details of the vendor contract.

Director Leonard made a motion to create an Energy Task Force comprised of mutual directors and residents. Chair Bok responded that the suggestion to create a task force should be brought to the board for discussion.

**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
- Moisture Intrusion Dry Down Services In-house vs Contracting
- Investigate Addition of Line Item to Budget Regarding Cleaning Building Fascia

Concluding Business:

**11. Committee Member Comments**

- Chair Bok thanked the committee and staff for their work and support as she ends her term as committee Chair.

**12. Date of Next Meeting:** Wednesday, October 23, 2024 at 9:30 a.m.

**13. Adjournment:** The meeting was adjourned at 11:38 a.m.



Alison Bok, Chair

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





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

Thursday, August 15, 2024 –4:30 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**

Director Anthony Liberatore, chaired and called the meeting to order 4: 30 p. m. 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 August 1, 2024**

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

**Chair Remarks**

Director Liberatore thanked everyone for their ideas and noted that today's meeting would be brief. He also mentioned that at item # 7, members can share their input, and emphasized tracking all ideas, with only the most meaningful ones to be brought to the board.

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

A member suggested that instead of starting the bingo research from scratch, they reach out to an existing organization that already hosts bingo for guidance.

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

- a) Review previously submitted Revenue Generating Ideas - Director Liberatore informed members that while researching he managed to consolidate item numbers 2, 7 and 11. He distributed his Bingo findings to members and staff, the document details the startup cost as well as all the possible operating expenses. Advisor Rader briefly commented on the infrastructure fees.
  
- b) Discuss New Ideas- Director Liberatore stated that at this time there is no need for any new ideas.

### **Future Agenda Items**

- *Management Company for United Co Op Rentals - Follow up Required*
- *Infrastructure Fee - Follow up Required*
- *Foundation - Further Research Required*

### **Committee Member Comments**

Director Carlson proposes that Director Liberatore reach out to Director Kale as a follow up on the Foundations to be presented at the subsequent meeting. She further requested that Director Alison Bok reach out to corporate counsel for resolution on the three areas of focus: 1) Management Company for United Co Op Rentals, 2) Infrastructure Fee, 3) Foundation.

### **Date of Next Meeting**

Thursday, August 29, 2024 at 1:30 p m.

### **Adjournment**

The meeting was adjourned at 5:21 p.m.

**DRAFT**

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Anthony Liberatore, Chair



FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

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

**DIRECTORS PRESENT:** William Cowen – Chair, Martin Roza, Mickie Choi Hoe, Sue Stephens (Alternate), Donna Rane-Szostak

**DIRECTORS ABSENT:** Nathaniel Lewis, Thomas Tuning (Excused), Moon Yun, Brad Rinehart

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Steve Hormuth, Jose Campos, Jennifer murphy, Alison Giglio, Laura Cobarrubiaz, Erika Hernandez, Blake Lefante, Ada Sigler, Karina Vargas

**OTHERS PRESENT:**

VMS – Kathryn Bravata,  
GRF – Juanita Skillman, James Hopkins, Yvonne Horton  
United – Georgiana Willis, Ellen Leonard, Nancy Carlson, Maggie Blackwell

**Call to Order**

Director William Cowen, chaired and called the meeting to order at 1:33 p.m.

**Acknowledgement of Media**

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

**Approval of the Agenda**

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

**Approval of Meeting Report for July 29, 2024**

Director Rane-Szostak made a motion to approve the committee report as presented. Director Choi Hoe seconded. Hearing no objections, the report was approved by consensus.

**Chair's Remarks**

Director Cowen expressed his gratitude to staff for all their hard work.

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

A resident asked about the 2024 budget, the number of financial statements across all mutual highlighting the Towers and VMS. She also inquired why other banking options hadn't been explored and if the franchise fee paid to the city had been reviewed. Staff explained that the 2024 Budget is located on page 3 of the Green book, available online for residents. This years Budget was set at \$122 million. Staff further clarified that there are three financial statements, one each for GRF, United, Third, while the Towers finances are handled by a separate management company. VMS Financials mainly cover payroll for all three organizations. Regarding the banking option, the current choice was made for its strong security feature. Staff informed that at this time the franchise fee contract is currently in the middle of its five-year contract.

A member asked to clarify the administrative fee located under the recreation department. Staff informed that they are unable to provide price breakdown for certain positions in an open session however the financial statements are located in the Greenbook for each of those facilities, under employee compensation.

A member inquired on what the shared cost under the administrative fee entail, Staff stated that the fees she is referring to is for the administrative offices.

### **Department Head Update**

Steve Hormuth, Director of Financial Services, reported favorable financial highlights for period ending in July 31, 2024 He also noted that the final version of the 2025 Business Plan will be presented to the Board for approval on September 3, following the televised version 3 review that occurred on August 5.

### **Preliminary Financial Statements dated July 31, 2024**

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

### **Equestrian Center Cost Analysis**

Steve Hormuth, Director of Financial Services, presented a staff report on expenses associated with the Equestrian Center. The report detailed the annual budget having increased by \$232K from 2023 to 2024. The last fee review was in March 2023 under the resolution 09-23-46, a subsequent meeting will be scheduled to recommend adjustments to the fees. Staff provided an oral presentation in response to some member inquiries.

### **Investment Advisory Services**

Staff provided an oral update recommending the Committee evaluate the current investment advisor. Director Cowen agreed to the recommendation. No further action needed.

### **Endorsement from Standing Committees**

Community Activities Committee- Director of Recreation and Special Events, Alison Giglio presented a staff report recommending that the Board of Directors approve a supplemental appropriation from the Facilities Fund in the amount of \$45,000. This funding would be allocated for a feasibility study to develop and review options for building a new pickleball facility.

Jeanne Costello, member of the Pickleball Club, presented a proposal to inform staff and members of the rising need for a new pickleball facility. The presentation detailed how the current pickleball courts can only accommodate a certain volume of members at a time with the demand for play times steadily increasing with its rising popularity.

Director Choi Hoe moved to endorse staff recommendation with an amended amount of up to 45K for the Pickleball Feasibility Study. Director Rane-Szostak seconded. Discussion ensued. Director Cowen proposed amending the resolution proposed to specify the funds be used to develop and review options for providing appropriate pickleball facilities instead of options for building a new pickleball facility. Director Choi Hoe accepted the friendly amendment. The motion passed with a 4-1 vote to be presented at the following Board meeting.

### **Future Agenda Items**

- RV Fee Recommendations

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Wednesday, October 16, 2024 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed to closed session at 3:47 p.m.

**DRAFT**

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William Cowen, Chair

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## **OPEN MEETING**

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

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

**MEMBERS PRESENT:** Yvonne Horton, Chair, Joan Milliman, Reza Karimi, Alison Bok, Sue Quam, Sue Stephens, S.K. Park, Ajit Gidwani, Dennis Boudreau, Elsie Addington

**MEMBERS ABSENT:** Cush Bhada, Ellen Leonard, Peter Sanborn, all excused

**OTHERS PRESENT:** Juanita Skillman, Steve Leonard

**STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Tom McCray, Jackie Chioni, Steve Hormuth, Sean Anthony

#### **Call to Order**

Chair Horton called the meeting to order at 1:36 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

Chair Horton made a motion to approve the agenda with addition under Recreation Request Forms to become agenda item number 9a. Director Quam seconded.

Motion passed unanimously.

#### **Approval of Committee Report for July 11, 2024**

Chair Horton made a motion to approve the report. Director Park seconded.

Motion passed unanimously.

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

Chair Horton stated "trust gives GRF authority to make decisions regarding all of our amenities. At a recent GRF Finance Committee meeting where golf fees were discussed, knowing it is a sensitive subject, a director stated four to five directors board horses at the Equestrian Center. That statement is a fabrication as no directors, nor any personal friends of directors, have horses boarded at the Equestrian Center. I believe the statement was

strategic and inflammatory. Also, at the GRF meeting, directors wrote a letter in the open forum stating that the community has concerns about the operating expenses at the Equestrian Center. I haven't heard this complaint except for the letter writer. I repeat myself that the GRF board makes all the decisions when it comes to the amenities. Another question that was raised was the new vaulting program. This program is like yoga on horseback and it is age appropriate. A volunteer walks the horse around while the rider sits on the horse and does upper body stretches much like chair yoga. The person that gives the lesson has insurance and pays a stipend to the Equestrian Center. This is all GRF business." Chair Horton stated "this explanation was necessary as there is too much misinformation in the Village. The GRF board and our great staff work diligently to provide activities and entertainment at a reasonable price which is shared cost."

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

Ms. Giglio reported the following Recreation Department highlights: Summer Splash Day at pool 2 sold out on July 19 with 67 grandkids in attendance; all Recreation facilities located within Gate 12, including Clubhouse 2, Golf facilities, the 19 Restaurant, pool 2, lawn bowling and pickleball, will be closed Monday, August 12 for slurry coat seal in the parking lot; the process of hiring a new ceramic technician will occur in the near future; the Clubhouse 5 BBQ buffet in July had 182 in attendance; the hearing loop installation at Clubhouse 6 encountered a few issues and should be officially completed by the end of next week; landscape work will be done in the front of Clubhouse 6 over the next few weeks; Library volunteers worked 826 hours to support 2,374 visitors in July with 37 residents signed up for catalogue access and 2,957 items circulated through the desk; the number of residents using Library services was higher this month than any other month since the winter with usage of all items up, except CD books.

Ms. Giglio stated the parking lot will be closed on August 17 at Clubhouse 1 and the Library/History Center due to necessary slurry seal coat; Bocce will be closed for the day and the library is considering closing as well due to limited street parking; on Monday, August 12 there will be some prep work of asphalt slot patches that may impact the parking, but no full closure of the facilities.

Ms. Giglio reported the following Clubhouse 1 renovation update: the beautification of Clubhouse 1 remains on schedule for assumed completion by August 31, 2024. Recreation staff will plan to start transitioning back into the facility on September 3 after Memorial Day with an estimated soft opening of Monday, September 16. The transition plan includes moving furniture out of storage, hanging signs, flyer holders, rebuilding pool tables, completing minor projects that couldn't be achieved during construction (i.e. painting in areas that weren't included in the project scope), contacting clubs and rentals with move back days, transitioning staff from other clubhouses back to Clubhouse 1 as reservations are still at Clubhouse 6 and transitioning lifeguards to pool 1. Staff will strive to open pool 1 and the mini-gym earlier, but all will be contingent upon project items completion.



Ms. Giglio reported the following GRF board meeting update: The Korean American Association's request to donate cups was denied due to logo inclusion which is against the donation policy and would require an exception to be made; the Pickleball Club was approved to use the pickleball courts and parking lots at the Performing Arts Center and Clubhouse 5 for Laguna Woods Foundation's Good Neighbor Program events which are open to all residents. These events are the result of a contest which awarded funding to five recipients to host such events for community building.

Ms. Murphy stated the following: Clubhouse 2 will host a free patio concert on Saturday, August 24 from 4 to 6 p.m.; the free Monday movies, *What Happens Later* on August 19 and *A Haunting in Venice* on August 26, will be held at 2 and 7 p.m. at the Performing Arts Center; Clubhouse 5 will host an Italian buffet on August 26 at 5 p.m.; The Performing Arts Center will host the Bob Newhart Button Down Concert reshooting event on September 5 at 7 p.m.; Grandparents Fun Day will be hosted at Clubhouse 5 on September 7 from 11 a.m. to 2 p.m.; registration starts now at the Community Center Fitness Center for the annual Village Games starting October 7 with the closing ceremony at Clubhouse 5 on October 31; the Performing Arts Center will host Micky Dolenz of the Monkees on October 11 at 7:30 p.m.

Mr. McCray stated the following: the golf course remains very busy; El Toro Water District (ETWD) shut off the reclaimed water used for watering the greens for 48 hours; staff was able to work with ETWD to rectify the issue and the greens will recover from not being watered; the second new golfer orientation was held which was very successful; the Sunday twilight event hosted about 44 attendees; the fitting event hosted today was well received as usual; Garden Center plot rentals are full and staff is monitoring those which are not in compliance; Garden Center 2 volunteers are overseeing projects to beautify the areas that are neglected; the discussion of Garden Center club access to each center is ongoing.

Discussion ensued.

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

No members were present for Member Comments.

### **CONSENT**

Chair Horton made a motion to approve the consent calendar. No second was recorded.

Motion passed unanimously.

### **REPORTS**

**Recreation Committee Request Forms** – Members were called to speak regarding use of the multi-purpose room in the Community Center on December 20, 2024 from 5 to 9 p.m. as part of 90th birthday celebration; regarding security of the table tennis room with uninvited non-resident players mostly in evenings and weekends and would like to request a card reader installation for both entries of the table tennis room.

Director Bok made a motion to proceed to GRF board with resident plan to use MPR for birthday celebration in conjunction with the Table Tennis Club for table tennis access and to work with staff regarding suitable financial arrangements. Director Milliman seconded.

Motion passed 6-1. Director Park abstained.

Director Milliman made a motion to approve the recommendation of Resident offer to establish card readers at the exit and entrance of the table tennis room. Director Bok seconded.

Motion passed unanimously.

Staff was directed to create a staff report regarding the installation of card readers at both entries of the table tennis room in the Community Center and present to CAC in September.

**Recreation Supervisor Introduction**– Sean Anthony, head golf professional, introduced himself while stating his past experience and celebrating five years of being a staff member at Golf Operations.

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

**Golf Fee Recommendation** – Mr. Hormuth presented golf fee options and recommendations.

Director Park made a motion to recommend option B revised. Director Milliman seconded.

Discussion ensued.

Motion passed 6-1. Director Stephens opposed.

**Pickleball Facility Request** – Jeanne Costello presented the Pickleball Club request for a feasibility study for a dedicated pickleball facility.

Director Quam made a motion to recommend that the Board of Directors approve a supplemental appropriation from the Facilities Reserve Fund in the amount of \$45,000 for a Pickleball Feasibility Study to develop and review options for building a new pickleball facility and to report back to CAC for action. Director Park seconded.

Discussion ensued.

Motion passed 6-1. Director Stephens 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**

Director Park requested the pickleball court lights be turned off when play is completed.

Director Milliman stated good meeting and a lot to think about.

Director Quam inquired as to the addition of a future agenda item regarding clubs having signs in the PAC and would like a system, maybe use of existing marquees, to inform community of club information. Director Milliman inquired as to putting a message board on all marquee devices. Ms. Murphy stated the marquees are used for GRF Recreation activities/classes and staff can inquire with Village TV about adding the message board; she stated all free avenues for clubs to inform community of activities, including flyers, poster at the Performing Arts Center or Clubhouse 5 if event at said facility, website calendar, club website, Village TV, the Globe newspaper.

Director Stephens stated the pickleball facility feasibility study should include a rough cost estimate of each option and staff is to confirm if corporate member approval is necessary.

#### **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, September 12, 2024.

#### **Adjournment**

There being no further business, the Chair adjourned the meeting at 4:01 p.m.

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

Yvonne Horton, Chair

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**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE  
WEDNESDAY, August 14, 2024 – 1:30 P.M.  
BOARD ROOM / VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Cush Bhada, Donna Rane-Szostak, S.K. Park, Reza Karimi, Anthony Liberatore, Glenn Miller, Maggie Blackwell (substitute)

**COMMITTEE MEMBERS ABSENT:** Sue Quam

**OTHERS PRESENT:** Juanita Skillman (zoom)

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

- 1. Call Meeting to Order**  
Chair Bhada called the meeting to order at 1:33 p.m.
- 2. Acknowledgment of Media**  
No formal press was present.
- 3. Approval of the Agenda**  
Director Szostak moved to approve the agenda, and Director Liberatore seconded it. The agenda was approved without objection.
- 4. Approval of the Meeting Report for February 14, 2024**  
Director Miller moved to approve the agenda, and Director Liberatore seconded it. The report was approved without objection.
- 5. Chair Remarks**  
Chair Bhada acknowledged it was a lovely day. He passed his time over to Director Szostak; she updated everyone on the ETWD Community Advisory Group meeting she attended.

**6. Guest Speaker- Matt Davenport, Monarch Environmental Inc.**

Mr. Wiemann introduced Mr. Davenport and explained how the landscape performance review started. Mr. Davenport gave a brief overview of his background and the review he is conducting. Questions were asked and answered.

**7. Department Head Update**

**a. CH 6 Update**

Mr. Wiemann informed the committee that the staff had begun turf reduction on the slope by CH 6. It is a steep slope that the mower slides down when being mowed. This project is being completed for safety, it will be going full force over the next few weeks. Mr. Wiemann let the committee know they are refurbishing the front as well, to present a new look.

**b. Aliso Creek Report**

Mr. Wiemann notified everyone that the creek permit was expiring. The staff has already stated that they are working on a new license, which is pending. The clean-up was completed on Friday, and Mr. Wiemann will bring the report to the next meeting.

**c. Charging Wall Update**

Mr. Wiemann presented a PowerPoint presentation on the finished charging station. Questions were asked and answered.

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

- Member commented about moving the Willow trees by Aliso Creek and meeting report reflecting member comments.
- A member commented about the Willow trees blocking the creek view, the change in the material of the Aliso Creek bridge, and the creek needing heavier clean-up.
- A member commented on east end of the bridge and Weeping Willow, how the grass has become dead, the weeds are overgrowing, and how often the creek is cleaned up.
- A member commented on who is responsible for the landscape at the post office annex in the CH3 parking lot, asked the committee if they check the building, and asked the committee to give the landscape a grade for quality.
- A member commented that the landscape is dying at CH 1 and asked who is feeding the koi fish.
- A member commented, asking questions about Aliso Creek supervision period and the recurrence of the permits.

**9. Response to Member's Comments**

Mr. Wiemann responded to the member's comments.

Items for Discussion and Consideration

**10. Concept Entry Gate Design**

Mr. Wiemann presented the concept drawing to the committee and apologized as some arrived late yesterday. He asked the committee to take them home and review them. If they have any comments or suggestions, please email Mrs. Feliz no later than Monday, August 19, 2024. Mr. Wiemann stated that the staff has already rejected the lantana, and the designer will go with a different plant.

Future Agenda Items:

- Aliso Creek Summary

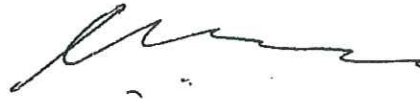
Concluding Business:

**11. Committee Member Comments**

Various committee comments made.

**12. Date of Next Meeting – Wednesday, November 13 at 2:30 p.m.**

**13. Adjournment at 3:00 p.m.**



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Cush Bhada, Chair

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

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**OPEN MEETING**

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

**Wednesday, August 14, 2024 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Yvonne Horton – Chair, Gan Mukhopadhyay, Alison Bok, Sue Stephens

**MEMBERS ABSENT:** SK Park, Pearl Lee

**OTHERS PRESENT:** **GRF:** Juanita Skillman, Steve Leonard  
**Advisors:** Bill Walsh, Ajit Gidwani

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

**1. Call to Order**

Chair Horton called the meeting to order at 9:34 a.m.

**2. Acknowledgement of Media**

Chair Horton noted that no media was present.

**3. Approval of the Agenda**

A motion was made and duly seconded to move item 9 to the consent calendar. The agenda was approved, with this change, without objection.

**4. Approval of Meeting Report from June 12, 2024**

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

**5. Chair's Remarks**

No remarks were made.

**6. Department Head Update**

Mr. West gave an update on the Clubhouse 1 parking lot seal coat work.

**7. Member Comments**

No member comments.

Consent:

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

The consent calendar was approved unanimously.

**8. ChargePoint Summary**

**9. Project Log**

Items for Discussion and Consideration:

**10. Clubhouse 1 Update**

Mr. West provided a PowerPoint presentation to give an overview of the Clubhouse 1 Renovation project with current photos of progress. The project is scheduled to be completed in August.

**11. Clubhouse 1 Pool Plaster Update**

Mr. West provided a PowerPoint presentation with an overview of the Clubhouse 1 Pool Plastering project with photos of current progress.

**12. Clubhouse 1 Pool Chemical Distribution Update**

Mr. West provided a PowerPoint presentation with an overview of the Clubhouse 1 Pool Chemical Distribution project with photos of current progress. Discussion ensued regarding the prospect of this project being funded in future years for other pools.

### **13. Beam Replacement Update**

Mr. West provided a PowerPoint presentation with an overview of the Clubhouse 1 Beam Replacement project with photos of current progress.

### **14. Hearing Loop Update**

Mr. West provided a verbal update of the scope and progress of this project.

### **15. Welding Shop Update**

Mr. West provided a PowerPoint presentation with an overview of the Welding Shop replacement project with photos of current progress.

### **16. Repair Shop Electrical Update**

Mr. West provided a PowerPoint presentation with an overview of the Repair Shop Electrical Upgrade project with photos of current progress. Discussion ensued regarding the budget of this project.

### **17. Building C Roof Replacement Update**

Mr. West provided a PowerPoint presentation with an overview of the Building C Roof Replacement project with photos of current progress.

### **18. Par 3 Canopy Options**

Mr. West opened discussion with the report for this project. Discussion ensued. A motion was made to select option 1 and to add solar panel options for a shade structure as a future agenda item. The motion passed by a 4/0/0 vote.

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:

### **19. Committee Member Comments**

No committee member comments.

**20. Date of Next Meeting: Wednesday, October 9, 2024 at 9:30 a.m.**

**21. Recess – The meeting was recessed at 10:44 a.m.**

*DRAFT*

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Yvonne Horton, Chair

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



**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:** Jenning 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, August 07, 2024 – 1:30 p.m.**  
**Laguna Woods Village Community Center Board Room**  
**24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Steve Leonard Chair, Cush Bhada, Alison Bok,  
Nancy Carlson, SK Park, Juanita Skillman,  
Sue Stephens, Moon Yun, Vashti Williams (Advisor)

**OTHERS PRESENT:**

**STAFF PRESENT:** Robert Carroll, Francisco Perez, 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 May 15, 2024**

The meeting report for May 15, 2024, was unanimously approved as written.

**5. Chair's Remarks**

Chair Steve Leonard introduced himself as the new chair of the Mobility and Vehicles Committee. He thanked everyone for the opportunity and gave a short background on the many committees he has worked with.

**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 Bok asked about the definition of trips by route, the cost per user and per trip for the fixed route service, and whether the paratransit program is subsidized. Mr. Carroll explained and promised to address these topics in the following agenda item. Director Bok also inquired about potential subsidies for the paratransit program.
- Director Carlson said that the program being mentioned is an advantage program for people who get Medicare; it is delivered through insurance companies
- Director Skillman inquired about whether an individual had applied for transportation coverage. Do we need to keep track of the ridership to bill Medicare? Director Carlson mentioned that this is solely between the individual and the insurance. This is nothing the village has to do from an accounting standpoint

A brief discussion followed between the committee.

### **Items for Discussion**

#### **9. Transportation Budget by Program – Presentation**

Mr. Carroll gave a presentation on the transportation budget by program. He reviewed the cost per program per manor per month and covered the benefits of our Transportation system. A discussion followed about other transportation possibilities.

### **Items for Future Agendas**

None

### **Concluding Business:**

**Committee Member Comments** - None

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

**Adjournment** - The meeting was adjourned at 2:58 p.m.

**DRAFT**

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Steve Leonard, Chair

Steve Leonard, Chair  
Robert Carroll, Staff Officer  
Telephone: 949-597-4242



**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 Portuquez** 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.

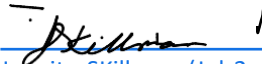
## **Concluding Business**

### **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.**

  
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, July 30, 2024 - 9:30 A.M.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room/Virtual Meeting**

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Directors Present: Rick Kopps, Moon Yun, Gan Mukhopadhyay, S.K. Park, Juanita Skillman, Sue Stephens, Donna Rane-Szostak, Georgina Willis

Directors Absent: Anthony Liberatore

Staff Present: Eric Nuñez, Dan Lurie, Carmen Aguilar, Alycia Magnuson

Others Present: None

**1. Call to Order**

Chair Eric Nuñez called the meeting to order at 9:32 a.m.

**2. Acknowledgment of Press**

There was no media present.

**3. Approval of the Agenda**

Chair Eric Nuñez 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 May 28, 2024, were approved by unanimous consent.

**5. Co-Chair's Remarks**

Co-Chair Director Skillman spoke on the following items:

- Memorial Care event held on Monday, July 29 at Clubhouse 2 was good however, notification was a little late to residents.
- There were DPFT volunteer applications left for those who wish to sign up.
- There should be better communication on attendance for Radio Drill.

## **6. Members' Comments**

- A member commented on Antenna installation has taken long time.
- A member commented on residents being properly trained on disaster preparedness.
- A member suggested DPTF should have an office a least 5 days week to answer questions and to promote trainings within the community.
- A member commented on proper procedure renting a room out under a company department (no fee) example, Security Department, the proper procedure is for the resident to contact the Admin / Coordinator for that department with date, time and location of Clubhouse. This way the resident renting the room representing a department can be assisted with any question's residents may have.

## **Reports**

**7. GRF Board-** None

**8. United Board-** None

**9. Third Board-** None

**10. Towers Board-** None

**11. Pet Evacuation Sub Committee-** None

## **Items for Discussion and Consideration**

### **12. Antenna Project**

Dan Lurie informed the committee all of the approvals have been met. The equipment will be handed off to contractor, next week there is an anticipated pre-scheduled meeting with contractor and Project Manager to discuss:

- Sequence of installation
- Starting and finishing dates for each location
- Coordination needed with Projects staff for inspections or follow-up

### **13. DPTF Expo info**

The event is scheduled for Tuesday, October 8, 2024 at clubhouse 5 (tentatively from 10:00 a.m. to 1:00 p.m.)

We are currently in the organization stage with clubhouse 5 vendors, Earthquake simulator, OCSD, Memorial Care, OCSD and many more.

### **14. Jacob Green and Associates**

William Simmons Presented the DRAFT GAP Analysis to the committee requesting input. He introduced Planning Organization, Equipment, Training Exercising (POETE)



- He recommends updating the Emergency Operations Plan and Continuity of Operations Plan to outline what the community needs in an emergency.
- The current plans currently overpromise the community involvement during an emergency.
- The goal is not to duplicate City's efforts and responsibility when an emergency is presented.

**ITEMS FOR FUTURE AGENDAS:**

**15. To Be Determined**

- New draft GAP Analysis presented at the next DPTF meeting.
- An Antenna installation plan has been requested to be presented at the next DPTF meeting.

**Concluding Business**

**16. Committee Member Comments**

- Director Donna Rane-Szostak commented she is excited about all the new talent.
- Director Juanita Skillman commented her disappointment in the Radio Drill this morning.

**17.** Date of Next Meeting will be held both in the board room and virtually via the zoom platform at 9:30 A.M. Tuesday, September 24, 2024.

**18. Adjournment 11:25 a.m.**

Eric R. Nuñez

Eric R. Nuñez (Aug 13, 2024 15:33 PDT)

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Eric R. Nuñez, Chair  
Security and Community Access  
Committee

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