



OPEN MEETING

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

**Tuesday, November 12, 2024 - 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center, 24351 El Toro Road,
Laguna Woods, California**

NOTICE OF MEETING AND AGENDA

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

- 1. Call to Order / Establish Quorum – President Choi Hoe**
- 2. Pledge of Allegiance to the Flag – Director Costello**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. May 23, 2024 - United Budget Report M&C and General Services Review
 - b. June 3, 2024 - United Budget Landscape Review
 - c. July 17, 2024 - United Board Budget 2024 Business Plan Review Version 2
 - d. August 12, 2024 - United Board Budget 2024 Business Plan Review Version 3
 - e. September 10, 2024 – Regular Open Meeting
 - f. September 27, 2024 – Special Open Meeting
 - g. October 4, 2024 – Special Open Meeting
 - h. October 8, 2024 – Annual Meeting
 - i. October 8, 2024 – Organizational Meeting
 - j. October 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 to have your message read during the Open Forum.***
- 8. Responses to Open Forum Speakers**
 - a. Response to open forum speakers

b. Response to past open forum speakers – Director Blackwell

9. VMS Board Update – None

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 August and September 2024, such review is hereby ratified.

b. Recommendation from the Landscape Committee

1. Recommendation to Deny the Request for the Tree Removal and Off-Schedule Trimming of One Podocarpus Tree Located at 303-D Avenida Sevilla
2. Recommendation to Deny the Request to Plant Drought-Tolerant Hedges in the Turf to Conceal the Dumpster at the Southwest Corner of 325-Q Avenida Carmel
3. Recommendation to Approve the Request for the Removal of One Canary Island Pine Tree Located at 463-B Avenida Sevilla
4. Recommendation to Approve the Off-Schedule Trimming of One Aleppo Pine and One Pittosporum Tree Located at 14-C Via Castilla

c. Recommendation from the Architectural Controls and Standards Committee - None

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

e. Recommendation from the Finance Committee

1. Approve a Resolution for Recording a Lien Against Member ID #947-417-22
2. Approve a Resolution for Recording a Lien Against Member ID #947-420-87
3. Approve a Resolution for Recording a Lien Against Member ID #947-400-14

f. Update Committee Assignments

12. Unfinished Business

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

13. New Business

- a. Town Halls (Oral Discussion) – Director Costello
- b. Entertain a Motion to Approve Temporary Borrowing
- c. Entertain a Motion to Approve Walkway Lighting Request Program Revisions (**November initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)
- d. Discuss and Consider Energy Task Force – Director Leonard (Oral Discussion)

14. Directors' Comments (Two minutes per director)

15. United Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Prater. The Committee met on September 24, 2024; next meeting November 26, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer's Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports – September and October
- b. Report of the Architectural Controls and Standards Committee – Director Leonard. The committee met on September 19, 2024; next meeting November 21, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Carlson. The committee met on October 10, 2024; next meeting November 14, 2024, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell.

The committee met on October 17, 2024; next meeting November 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.

- e. Report of the Landscape Committee – Director Quam. The committee met on October 28, 2024; next meeting November 25, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Leonard. The committee met on August 28, 2024; next meeting November 20, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Willis. The committee met on September 12, 2024; next meeting November 14, 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 Carlson. The ad hoc committee met on September 26, 2024; next meeting TBD.

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Choi Hoe. The committee met on October 16, 2024; next meeting December 18, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee – Director Leonard. The committee met on October 10, 2024; next meeting November 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee – Director Quam. The committee met on August 14, 2024; next meeting December 11, 2024, at 1:00 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Maintenance & Construction Committee – Director Carlson. The committee met on September 19, 2024; next meeting December 11, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- (1) Space Planning Ad Hoc Committee – Director Carlson. The ad hoc committee met on May 1, 2024, at 1:30 p.m. in the Board Room; next meeting TBD.
- e. Report of the Media and Communications Committee – Director Blackwell. The committee met on October 30, 2024; next meeting January 20, 2025, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Mobility and Vehicles Committee – Director Carlson. The committee met on November 6, 2024; next meeting February 5, 2025, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Security and Community Access Committee – Director Carlson. The

committee met on October 23, 2024; next meeting February 26, 2025, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Laguna Woods Village Traffic Hearings – Director Blackwell. The Traffic Hearings were held on October 16, 2024; next hearings on November 20, 2024, at 9:00 a.m. in the Board Room.
- (2) Report of the Disaster Preparedness Task Force – Director Willis. The task force met on September 24, 2024; next meeting November 26, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

- h. Report of the Information Technology Advisory Committee – Director Tuning. The committee met on October 18, 2024; next meeting December 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.*

- GRF Board Update
- Approve Walkway Lighting Request Program Revisions

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) September 10, 2024 – Regular Closed Meeting

(b) September 26, 2024 – Special Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

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

**Thursday, May 23, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

DIRECTORS PRESENT: Mickie Choi Hoe – Chair, Alison Bok, Sue Quam, Maggie Blackwell, Nancy Carlson, Anthony Liberatore, Thomas Tuning, Ellen Leonard

DIRECTORS ABSENT: Pearl Lee (excused), Georgiana Willis, Vidya Kale

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Ian Barnette, Baltazar Mejia, Robert Carroll, Laurie Chavarria, Blake Lefante, Ada Sigler, Joana Rocha, Karina Vargas

OTHERS PRESENT: GRF: Juanita Skillman

Call Meeting to Order/ Establish Quorum – Treasurer Mickie Choi Hoe

Director Choie Hoe, Treasurer, chaired the meeting and called it to order at 1:30 p.m. after establishing quorum.

State Purpose of Meeting – Treasurer Choi Hoe

The purpose of the meeting is to review the budget for United Mutual in accordance with civil code 4930 and noticed with civil code 4920.

Approval of Agenda

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

Chair Remarks

Treasurer Choi Hoe briefly mentioned the current state of the reserves highlighting the need to effectively plan the budget for 2025. Treasurer Choi Hoe further stated the intention of the meeting is to review Version 1 of the Maintenance & General Services to provide recommendations to staff to incorporate into future Version of the business plan, the deadline for suggestions is June 24 for Version 2.

Open Forum (Three Minutes per Speaker)

None.

Responses to Open Forum Speakers

None.

Review of the Proposed 2025 Business Plan – Version 1 – Maintenance and General Services Review

Jose Campos, Assistant Director of Financial Services, provided a brief overview of the Budget Calendar and informed that more in depth details would be presented of the programs report by Maintenance & Construction and General Services.

Ian Barnette, Assistant Director of Maintenance and Construction, presented United Mutual Department Budget Review specific to Maintenance and Construction detailing the type of services provided and 2025 budget considerations.

Robert Carroll, Director of General Services, presented the first version of 2024 General Services and answered questions.

A member expressed her concerns over the lack of vegetation and security at Shepherds Crook and a similar scenario occurring to the Gate 5 area.

Adjournment

The meeting adjourned at 3:46 p.m.

Mickie Choi Hoe

Mickie Choi Hoe (Oct 29, 2024 09:09 PDT)

Mickie Choi Hoe, Treasurer
United Laguna Woods Mutual Board of Directors



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

**Monday, June 3, 2024 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

DIRECTORS PRESENT: Mickie Choi Hoe – Chair, Alison Bok, Sue Quam, Maggie Blackwell, Ellen Leonard, Thomas Tuning, Anthony Liberatore

DIRECTORS ABSENT: Pearl Lee (excused), Nancy Carlson, Vidya Kale, Georgiana Willis

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Kurt Wiemann, Ada Sigler, Erika Hernandez, Blake Lefante, Megan Feliz, Karina Vargas

OTHERS PRESENT: VMS – Kathryn Bravata, Cynthia Rupert

Call Meeting to Order/ Establish Quorum – Treasurer Mickie Choi Hoe

Treasurer Choi Hoe, chaired the meeting and called it to order at 9:31a.m. after confirming quorum.

State Purpose of Meeting – Treasurer Choi Hoe

The purpose of this meeting is to review the Landscape Budget in accordance with both civil codes 4930 and 4920.

Approval of Agenda

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

Chair Remarks

Treasurer Choi Hoe emphasized the deadline for recommendations to staff for Version 2 will be June 24th, Version 3 is set for August with the adoption of the final version of the 2025 Budget scheduled for the September Board Meeting.

Open Forum (Three Minutes per Speaker)

None.

Responses to Open Forum Speakers

None.

Review of the Proposed 2025 Business Plan – Version 1 – Landscape Review

Jose Campos, Assistant Director of Financial Services, shared the 2024 Budget Calendar and emphasized June 24th as the deadline for submitting recommendations to staff for future incorporations.

Kurt Wiemann, Director of Landscape Services, presented the first version of the Landscape Budget discussing the type of services provided and budget considerations. Director Quam moved to add 80K for Pine Tree catch up for 2025. The motion failed as it received no second.

Staff informed audience and board that they are committed to providing updated responses to AB1572 for version 3. Kurt Wiemann further clarified that they would provide budgetary numbers for AB1572 compliance that will include design costs and construction costs. Director Alison made a motion to approve staff's response to AB1572. Director Quam seconded. Hearing no objections, the motion was approved unanimously. Questions were addressed and noted by staff.

Adjournment

The meeting adjourned at 10:29 a.m.

Mickie Choi Hoe

Mickie Choi Hoe (Oct 29, 2024 09:10 PDT)

Mickie Choi Hoe, Treasurer
United Laguna Woods Mutual Board of Directors



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

**Wednesday, July 17, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, California
Willow Room/Virtual Meeting**

DIRECTORS PRESENT: Mickie Choi Hoe – Chair, Alison Bok, Nancy Carlson, Anthony Liberatore, Maggie Blackwell, Thomas Tuning, Sue Quam, Ellen Leonard

DIRECTORS ABSENT: Vidya Kale, Georgiana Willis, Pearl Lee

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Jose Campos, Steve Hormuth, Manuel Gomez, Robert Carroll, Kurt Wiemann, Ada Sigler, Erika Hernandez, Laurie Chavarria, Blake Lefante, Karina Vargas

OTHERS PRESENT: VMS – Cynthia Rupert, Kathryn Bravata
GRF – James Hopkins, Juanita Skillman

Call Meeting to Order/ Establish Quorum – Treasurer Mickie Choi Hoe

Treasurer Choi Hoe, called the meeting to order at 1:30 p.m. and confirmed quorum.

State Purpose of Meeting – Treasure Choi Hoe

The purpose of the meeting is to review the 2025 United Budget Version 2.

Acknowledgement of Media

The meeting was streamed via Zoom and Granicus 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.

Chair Remarks

Treasurer Choi Hoe, provided a brief overview of the Budget Calendar emphasizing July 24th as the deadline for submitting changes to staff for inclusion in Version 3, set to be presented on August 12. September 10th is the date scheduled for the final Business Plan proposal to be adopted by United Board. Treasurer Choi Hoe recommends the audience holds all questions until a pausing point is reached by staff so as to continue the flow of the meeting.

Open Forum (Three Minutes per Speaker)

None.

Responses to Open Forum Speakers

None.

Review of the Proposed 2025 United Business Plan – Version 2

Steve Hormuth, Director of Financial Services provided a list of external factors affecting the budget for 2025.

Siobhan Foster, CEO briefly explained the budget developmental process involvement from staff and members further detailing how the adjustments from Version 1 to Version 2 were determined.

Jose Campos, Assistant Director of Financial Services, presented an overview of the proposed 2025 Business Plan Version 2 emphasizing adjustments from recommendations provided to staff between Version 1 to Version 2. Director Leonard made a motion to reduce the turf removal by half. The turf removal budget for 2025 will be reduced from 750K to 375K. President Bok seconded. Discussion ensued, the motion passed with a 6-2 vote with Director Quam and Director Tuning opposing. Questions were addressed and noted by staff. No further action.

Director's Comments

None.

Adjournment

The meeting was adjourned at 3:06 p.m.

Mickie Choi Hoe

Mickie Choi Hoe (Oct 29, 2024 09:02 PDT)

Mickie Choi Hoe, Treasurer

United Laguna Woods Mutual Board of Directors



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

**Monday, August 12, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

DIRECTORS PRESENT: Mickie Choi Hoe – Chair, Alison Bok, Nancy Carlson, Anthony Liberatore, Maggie Blackwell, Thomas Tuning, Sue Quam, Georgiana Willis

DIRECTORS ABSENT: Pearl Lee, Vidya Kale, Ellen Leonard

STAFF PRESENT: Siobhan Foster, Carlos Rojas, Steve Hormuth, Jose Campos, Erika Hernandez, Manuel Gomez, Ian Barnette, Robert Carroll, Kurt Wiemann, Laurie Chavarria, Megan Feliz, Blake Lefante, Ada Sigler, Karina Vargas

OTHERS PRESENT: VMS – Kathryn Bravata

Call Meeting to Order/Established Quorum – Treasurer Mickie Choi Hoe
Treasurer Choi Hoe chaired and called the meeting to order at 1:30 pm.

State Purpose of Meeting – Treasurer Choi Hoe
The purpose of this meeting is to review the 2025 Business Plan version 3.

Acknowledgement of Media
The meeting was made available on Television 6, streamed on Granicus and Zoom for members to participate.

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

Chair Remarks
Treasurer Choi Hoe, provided a brief overview of the Budget process, informed members that upon reviewing Version 3 if changes are needed they will be incorporated into the final version to be presented at the United Mutual Board on September 10 for the Business Plan Adoption.

Open Forum (Three Minutes per Speaker)
None.

Responses to Open Forum Speakers

None.

Review of the 2025 United Business Plan – Version 3

Steve Hormuth, Director of Financial Services provided a brief overview of the Budget developmental process and informed members of the six items that impacted the assessment increases.

Jose Campos, Assistant Director of Financial Services, presented an overview of the proposed 2025 Business Plan Version 3 to gain some direction from the Board. Several questions were asked by Board members. Questions were addressed and noted by staff.

Director Tuning made a motion to remove the increase of 485k for shrub bed maintenance cycle and add the 485K to the reserve fund contribution. Director Bok seconded. Discussion ensued. The motion failed by a 4-4 vote.

Director Carlson made a motion that staff moves forward with some of the revenue generating ideas as proposed by the 90-day United Revenue Ad Hoc Committee. Director Carlson withdrew motion.

Director Liberatore stepped away at 2:59 pm.

Director Quam made a motion to change the existing \$15 contribution PMPM beginning 2026 to \$20 until the balance moves to the yellow. Director Carlson seconded. The motion passed 7-1. Director Liberatore was not present for vote.

Director Tuning amended the motion to change the reserve plan contribution to have the reserve funding match the expenses until the time when the funding gets to the median special assessment risk. President Bok seconded. The motion passed 7-1. Director Liberatore was not present for vote.

Director's Comments

None.

Adjournment

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

Mickie Choi Hoe

Mickie Choi Hoe (Oct 29, 2024 09:05 PDT)

Mickie Choi Hoe, Treasurer
United Laguna Woods Mutual Board of Directors



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, September 10, 2024 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Steve Hormuth, Jose Campos, Allen Grimshaw, Francis Gomez, Kurt Wiemann, Bart Mejia, Carlos Rojas, Eric Nunez

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 9:30 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Blackwell 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. August 13, 2024 – Regular Open Meeting
- b. August 22, 2024 – Agenda Prep Meeting

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

6. Report of the Chair

- Great resident attendance for the 60th Anniversary event held yesterday, September 9th.
- Emphasized the need to vote for the upcoming Annual Election.

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on an issue with asbestos and expressed concerns on lack of follow up and communication from staff.
- A member commented on the Foundation of Laguna Woods Village.
- A member inquired if the community has a plan of action in case a fire occurs, similar to one that is currently happening near Rancho Santa Margarita.
- A member commented on compliance concerns and alleged abuse towards seniors from the Board and staff.
- A member thanked the Board for taking care of the community, and commented on turf reduction.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- CEO Siobhan Foster ensured residents that there are emergency plans in place with the Orange County Fire authority.

b. Response to Past Open Forum Speakers – Director Carlson

Director Carlson provided updates to the previous Open Forum speakers from the August Board meeting.

9. VMS Board Update – Director Rupert

Director Rupert discussed the following items:

- Working on ideas to avoid high employee turnover
- Escrow timeframe is currently 25 days for United Mutual
- Updates on a Benchmarking report

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Campaign to Keep Your DMV
- Clubhouse 1 Reopening Status
- Attend United ACSC on September 19, 2024
- Attend the upcoming Disaster Preparedness Task Force meetings/events on October 8, 2024, and the Great Shake Out that will occur on October 17, 2024.
- Kudos Cards, is a great way for residents to acknowledge VMS staff who have provided excellent customer service
- ITAC/ERP Update mock go-live was completed last Tuesday, September 3rd.
- County Registrar of Voters will be on Saturday, November 2nd at the Performing Arts Center parking lot.

CEO Foster answered questions from the board.

11. Consent Calendar

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

a. **Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of 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**

RESOLUTION 01-24-93

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.

2. **Recommendation to Approve the Request for the Removal of One Canary Island Pine Tree Located at 312-A Avenida Castilla**

RESOLUTION 01-24-94

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.

3. Recommendation to Approve the Request for One Bench to be Placed at CDS 40

RESOLUTION 01-24-95

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.

c. Recommendation from the Architectural Control and Standards Committee

1. Recommendation to Approve the Variance Request to Change Color of Front Door at Manor 532-E Via Estrada

RESOLUTION 01-24-96

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.

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

e. Recommendation from the Finance Committee – None

f. Update Committee Assignments

RESOLUTION 01-24-97

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.

RESOLUTION 01-24-98

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.

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

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

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

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)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-99

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 Revise Standard 18: Gutters and Downspouts. Director Liberatore seconded.

Discussion ensued among the Board.

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

b. Disciplinary Update Report

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

13. New Business

a. United Mutual Town Hall

Director Choi Hoe discussed what will be discussed at the upcoming town hall this Friday, September 13, 2024 located at Clubhouse 3/Performing Arts Center.

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)

Director Blackwell read the following resolution:

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.

Director Blackwell made a motion to approve the resolution for Revision to Standard 20: Atrium Coverings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe 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 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)**

Director Blackwell read the following resolution:

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.

Director Blackwell made a motion to approve the resolution for Revision to Standard 34: Patio and Balcony Coverings for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

- d. **Entertain a motion to Rescind Standard 39: Patio and Balcony Enclosures (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Blackwell read the following resolution:

RESOLUTION 01-24-XX

Rescind Standard 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.

Director Blackwell made a motion to approve the resolution for Revision to Standard 39: Patio and Balcony Enclosures for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Quam seconded.

Discussion ensued among the Board.

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

e. 2025 Business Plan

1. Entertain a Motion to Approve 2025 United Business Plan

Director Blackwell read the following resolution.

RESOLUTION 01-24-100

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.

Director Blackwell made a motion to approve 2025 United Business Plan. Director Choi Hoe seconded.

Director Tuning made an amendment to remove the \$485,000 increase to the line item in the Business Plan regarding shrub beds, resulting in a savings of \$6.39 per manor, per month. Director Carlson seconded.

Discussion ensued among the Board.

A few residents commented and provided their stance on the amendment.

There being no changes, the amendment was called to a vote and passed 9-2-0. Directors Quam and Blackwell opposed.

Discussion ensued among the Board.

Director Carlson made amendment to the motion to move the \$6.39 per manor, per month line item from the Operating Fund to the Reserve Funds. Director Tuning seconded. The second amendment was called to a vote and passed unanimously.

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

2. Entertain a Motion to Approve 2025 United Reserves Funding Plan

Director Blackwell read the following resolution.

RESOLUTION 01-24-101

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.

Director Blackwell made a motion to approve 2025 United Reserves Funding Plan. Director Choi Hoe seconded.

Director Tuning made amendment to the motion to move add the \$6.39 per manor, per month line item from the Operating Fund to the Reserve Funds. Director Carlson seconded.

Discussion ensued among the Board.

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

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

14. Directors' Comments (Two minutes per director)

- Director Choi Hoe commemorated the hard work from staff, the Finance Committee, and Board Directors on the 2025 Budget.
- Director Liberatore commented on his stance of the results from the recent Special Open Corporate Members meeting that had occurred on September 5, 2024.
- Director Blackwell additionally commented on her stance regarding the results from recent Special Open Corporate Members.
- President Bok commented on the Reserves Fund, and the importance of setting money aside to place into the Reserves Fund.
- Director Willis commented on the importance of having a local DMV.
- Director Tuning thanked the Landscape Committee for their cooperation in regards to the Budget, and continuously proposing solutions.

CEO Foster shared a slide on Fire update resources, and where to obtain fire alerts.

The Board took a 5-minute recess at 11:37 a.m. and resumed the meeting at 11:42 a.m.

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 – 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 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 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

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

The meeting recessed at 12:00 p.m. into the Closed Session.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) 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 Matter

19. Adjourn

The meeting was adjourned at 1:55 p.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

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OPEN MEETING

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

**Friday, September 27, 2024, at 1:30 p.m.
24351 El Toro Road, Laguna Woods, California**

The purpose of this meeting is to tabulate the ballots for the United Annual Election to elect four board members: four terms ending in 2027 at the annual election in accordance with Civil Code §5110

Directors Present: Alison Bok, Mickie Choi Hoe, Thomas Tuning, Sue Quam, Ellen Leonard, Pearl Le, Nancy Carlson, Georgiana Willis

Directors Absent: Vidya Kale

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

Others Present: Catherine and Andrew Burkhardt, Inspectors of Election

Candidates Present: Maggie Blackwell, Pardiss Broomand, Marie Collins, Jeanne Costello, Alan Dickinson, Anthony Liberatore, Abbas Mohammadi, Charles Prater

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

President Bok called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. State Purpose of Meeting – President Bok

President Bok indicated the purpose of the meeting is to count the ballots for the United Board Annual Election to elect four board members: four terms ending in 2027 at the annual meeting.

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

3. Acknowledgement of Inspectors of Election – Catherine and Andrew Burkhart, UniLect Election Services

President Bok introduced the Inspectors of Elections. Catherine and Andrew Burkhart, UniLect Election Services explained the counting of the ballot process.

Catherine Burkhart announced that 6,253 ballots were sent to United Mutual residents. 1,951 signed ballots were returned. A total of 2 envelopes were empty, with no ballots, thus ineligible. A total of 21 secret ballot envelopes returned, that had no identifying information. There was a total of 19 unsigned returned envelopes, and thus ineligible. There was 1 duplicate ballot received.

Andrew Burkhart performed a Logic and Accuracy Test at 2:55 p.m. and described the process.

4. Counting of the 2024 Ballots for the United Board Openings (Four 3-year terms ending in 2027 at the annual meeting)

At 3:03 p.m. the Inspectors of Elections started counting the ballots for United Mutual. The counting of the ballot process can be watched live through the Laguna Woods Village website and Zoom webinar.

At 3:10 p.m. the Inspector of Elections announced ballots were not filled in correctly and ballots that were damaged. These ballots were recreated so they can be counted by the ballot counting machine. Catherine additionally displayed the ballots that had light markings and filled them in properly.

5. Announcement of Ballot Results – Catherine Burkhart, UniLect Election Services

At 3:43 p.m. the Inspectors of Election announced the results of the United Board of Directors election:

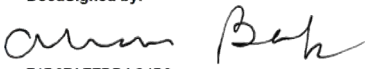
Maggie Blackwell	997	15.12%
Pardiss Broomand	616	9.34%
Marie Collins	851	12.90%
Jeanne Costello	1,296	19.65%
Alan Dickinson	608	9.22%
Anthony Liberatore	632	9.58%
Abbas Mohammadi	482	7.31%
Charles Prater	1,113	16.88%

1,951 total ballots were counted.

6. Member Comments - None

7. **Adjournment**

The meeting was adjourned at 3:47 p.m.

DocuSigned by:

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Alison Bok, President of the Board
United Laguna Woods Mutual

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SPECIAL OPEN MEETING

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

**Friday, October 4, 2024, at 1:30 p.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Vidya Kale

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

Candidates Present: Ellen Leonard, Martin Roza

Candidates Absent: Sue Quam

Others Present: GRF – Juanita Skillman, Joan Milliman
GRF Candidate – Alison Bok
United Elected – Charles Prater, Marie Collins

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

Second Vice President Lee called the meeting to order at 1:30 p.m. and acknowledged that a quorum was present.

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

Second Vice President Lee stated the purpose of the meeting is to elect a United Representative to serve on the GRF Board with a term ending in 2027.

3. Approval of Agenda

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

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

Hearing no changes or objections, the amended agenda was approved 5-2. Director

Liberatore and Blackwell opposed.

4. Introduction of GRF/United Candidates

Second Vice President Lee introduced the following candidates and acknowledged that Sue Quam is away and will not be attending today's meeting;

- Ellen Leonard
- Sue Quam
- Martin Roza

5. Candidate Opening Statements

Each candidate was given 2 minutes to give an opening statement.

6. Candidate Interviews

Each candidate was given 1-2 minutes to answer questions from the board.

7. Candidate Closing Statements

Each candidate was given 2 minutes to give a closing statement.

8. Entertain a Motion to Commence Balloting

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

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

9. Entertain a Motion to Cease Balloting

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

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

10. Tabulation of Ballots and Announce Results

The Corporate Secretaries tabulated the ballots and announced the results.

- Ellen Leonard – 5 votes
- Sue Quam – 0 votes
- Martin Roza – 2 Votes
- Withhold – 0 Votes

Ellen Leonard was elected to a 3-year term ending in 2027.

11. Members' Comments

- A member commented on their concerns of the structure of the agenda and why Members' comments was done after the tabulation
- Multiple Directors commented on the structure of election meetings

12. Directors Comments

- Chair Lee commented that we had wonderful candidates, Directors, and members

this afternoon

- Director Liberatore commented on what's permitted in closed session and also discussed the budget process
- Director Willis commented on documents
- Director Blackwell commented on utilizing the website to learn information pertaining to governing documents

13. Adjournment

The meeting was adjourned at 2:34 p.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

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OPEN SESSION

**MINUTES OF THE 49th ANNUAL MEETING OF THE UNITED LAGUNA WOODS
MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT
CORPORATION**

**Tuesday, October 8, 2024 - 9:30 a.m.
Laguna Woods Village Board Meeting
24351 El Toro Road
Laguna Woods, California**

The purpose of this meeting the annual meeting in accordance with the United Bylaws Section 5.2

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

New Directors: Charles Prater, Marie Collins, Jeanne Costello

Directors Absent: None

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

Others Present: None

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

President Bok called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Pledge of Allegiance to the Flag

President Bok led the Pledge of Allegiance to the Flag.

3. Acknowledge Media

President Bok acknowledged the media and the Village Television camera crew.

4. Approval of the Agenda

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

5. Minutes for Reference

a. October 10, 2023, 48th Annual Meeting Minutes

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

6. President's Remarks

President Bok commented on the following:

- Thanked Pearl Lee and Anthony Liberatore for their hard work on the Board, and additionally thanked the continuing directors on the Board.
- Additionally, thanked VMS staff and resident members.

7. Introduction of Directors with Expired Terms – President, Alison Bok

- Alison Bok
- Maggie Blackwell
- Pearl Lee
- Anthony Liberatore

8. Introduction of Continuing Directors – Treasurer, Choi Hoe

- Tom Tuning (*term expires 2025*)
- Vidya Kale (*term expires 2025*)
- Ellen Leonard (*term expires 2025*)
- Sue Quam (*term expires 2026*)
- Mickie Choi Hoe (*term expires 2026*)
- Nancy Carlson (*term expires 2026*)
- Georgiana Willis (*term expires 2026*)

9. Introduction of Newly Elected Directors for Three-year Term - Treasurer, Choi Hoe

- Maggie Blackwell (*term expires 2027*)
- Marie Collins (*term expires 2027*)
- Jeanne Costello (*term expires 2027*)
- Charles Prater (*term expires 2027*)

10. Members Comments

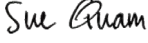
- A member commented on politics that occurs in Board meetings, and to ensure that the Directors hold the highest ethical standards.
- A member welcomed the new directors onto the Board.
- A member commented on their concerns regarding the increase in association fees.

11. Responses to Members Speakers – None

12. Adjournment

Treasurer, Mickie Choi Hoe adjourned the meeting at 9:45 a.m.

ORGANIZATIONAL MEETING: Immediately following the Annual Meeting

DocuSigned by:

Sue Quam, Secretary of the Board
United Laguna Woods Mutual

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OPEN SESSION

MINUTES OF THE 49th ORGANIZATIONAL MEETING OF THE UNITED LAGUNA WOODS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**Tuesday, October 8, 2024
Immediately Following the Annual Meeting
Laguna Woods Village Board Room
24351 El Toro Road
Laguna Woods, California**

The purpose of this meeting to select board officers in accordance with the United Bylaws Article IX Section 2

Directors Present: Tom Tuning, Maggie Blackwell, Nancy Carlson, Georgiana Willis, Mickie Choi Hoe, Vidya Kale, Ellen Leonard, Jeanne Costello, Marie Collins, Charles Prater, Sue Quam (joined via Zoom)

Directors Absent: None

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen

Others Present: None

1. **Call meeting to Order / Establish Quorum – Treasurer, Mickie Choi Hoe**
Treasurer, Choi Hoe called the meeting to order at 9:50 a.m. and established that a quorum was present.
2. **Approval of the Agenda**
Director Blackwell made a motion to approve the agenda. Director Kale seconded.

Hearing no changes or objections, the motion to approve the agenda was approved unanimously.
3. **Approval of Minutes**
 - a. **October 10, 2023 48th Organizational Meeting Minutes**
Director Blackwell made a motion to approve the minutes. Director Tuning seconded.

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

4. Election of Officers by Opening Nominations, Closing Nominations, and Vote

Director Blackwell made a motion to open up nominations. Director Leonard seconded.

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

- **President**

Treasurer Choi Hoe opened the floor for nominations for President.

Director Leonard made a motion to nominate Nancy Carlson for President of the Board. Director Carlson accepted the nomination.

Director Blackwell made a motion to nominate Choi Hoe for President of the Board. Director Choi Hoe accepted the nomination.

Hearing no other nominations, the board voted by secret ballot. Assistant Corporate Secretary, Paul Nguyen, tallied the vote and announced that Director Choi Hoe was elected President of the Board by a vote of 6-5.

- **First Vice President**

President Choi Hoe opened the floor for nominations for First Vice President.

Director Tuning made a motion to nominate Jeanne Costello for First Vice President of the Board. Director Costello accepted the nomination.

Director Leonard made a motion to nominate Sue Quam for First Vice President of the Board. Director Quam accepted the nomination.

Hearing no other nominations, the board voted by secret ballot. Assistant Corporate Secretary, Paul Nguyen, tallied the vote and announced that Director Costello was elected First Vice President of the Board by a vote of 6-5.

- **Second Vice President**

President Choi Hoe opened the floor for nominations for Second Vice President.

Director Tuning made a motion to nominate Marie Collins for Second Vice President of the Board. Director Collins accepted the nomination.

Director Carlson made a motion to nominate Georgiana Willis for Second Vice President of the Board. Director Willis accepted the nomination.

Hearing no other nominations, the board voted by secret ballot. Assistant Corporate Secretary, Paul Nguyen, tallied the vote and announced that Director Collins was

elected Second Vice President of the Board by a vote of 6-4-1.

- **Secretary**

President Choi Hoe opened the floor for nominations for Secretary.

Director Tuning made a motion to nominate Sue Quam for Secretary. Director Quam accepted the nomination.

Director Leonard made a motion to nominate Maggie Blackwell for Secretary. Director Blackwell accepted the nomination.

Hearing no other nominations, the board voted by secret ballot. Assistant Corporate Secretary, Paul Nguyen, tallied the vote and announced that Director Quam was elected Secretary of the Board by a vote of 6-5.

- **Treasurer**

President Choi Hoe opened the floor for nominations for Treasurer.

Director Tuning made a motion to nominate Nancy Carlson for Treasurer. Director Carlson did not accept the nomination.

Director Collins made a motion to nominate Charles Prater for Treasurer. Director Prater accepted the nomination.

Hearing no other nominations, the Board elected Director Prater as Treasurer of the Board.

5. Entertain a Motion to Close Nominations

Director Blackwell made a motion to close nominations. Director Tuning seconded.

Hearing no objections, the motion to close nominations was approved by unanimous consent.

6. Announcement of the Ex Officio Officers

Siobhan Foster, Vice President ex Officio, Carlos Rojas Assistant Secretary ex Officio and Steve Hormuth, Assistant Treasurer ex Officio.

7. Entertain a Motion to Approve Resolution for Election of Board Officers

RESOLUTION 01-24-102

APPOINTMENT OF OFFICERS

RESOLVED, on October 8, 2024, pursuant to United Laguna Woods Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the

election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Mickie Choi Hoe	President
Jeanne Costello	1 st Vice President
Marie Collins	2 nd Vice President
Sue Quam	Secretary
Charles Prater	Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Siobhan Foster	Vice President ex Officio
Carlos Rojas	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 01-23-55, adopted October 10, 2023, is hereby superseded and cancelled; and

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

President Choi Hoe asked for a motion to approve the resolution for appointment of board officers.

Director Blackwell made a motion to approve the resolution for appointment of board officers. Director Tuning seconded.

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

8. Adjournment

President Choi Hoe adjourned the meeting at 10:31 a.m.

DocuSigned by:

Sue Quam

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Sue Quam, Secretary of the Board
United Mutual Laguna Woods



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**

**Tuesday, October 22, 2024, at 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
WILLOW ROOM/VIRTUAL MEETING**

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

Directors Present: Mickie Choi Hoe, Jeanne Costello, Marie Collins, Ellen Leonard, Nancy Carlson, Georgiana Willis, Tom Tuning, Maggie Blackwell, Sue Quam

Directors Absent: Vidya Kale, Charles Prater

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

Others Present: None

1. Call Meeting to Order / Establish Quorum – President Choi Hoe

President Choi Hoe called the meeting to order at 9:30 a.m., and established that a quorum was present.

2. Approval of the Agenda

President Choi Hoe called for an approval of the agenda.

Director Leonard requested adding Discussion of Energy Task Force to the agenda.

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

3. Discussion of Committee Appointments

The Board discussed and went over committee assignments for both United and GRF.

Director Carlson made a motion to have a chair on the resident advisory committee. Director Collins seconded.

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

4. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on November 12, 2024

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

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

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

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

5. Discussion of Selecting a Date to fill One (1) United Laguna Woods Mutual Board of Director Vacancy

President Choi Hoe discussed selecting a date to fill Director Leonard's vacancy and discussion ensued among the Board.

Staff was given a directive to hold the meeting on November 18, 2024, at 1:30 p.m. in the Board Room. Nominations would open October 25th and close November 8th.

6. Reminder: Agenda Prep on Thursday, November 28, 2024, Rescheduled to Monday, December 2, 2024

President Choi Hoe reminded the Board of the meeting date change in November due to it falling on Thanksgiving.

7. Director Comments

- Director Collins inquired about the purpose of the VMS Board, to gain a better understanding of the various Boards.

8. Adjournment

President Choi Hoe adjourned the meeting at 11:54 a.m.

DocuSigned by:

Sue Quam

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Sue Quam, Secretary of the
United Mutual Laguna Woods



RESOLUTION 01-24-XX

Deny Removal and Off-Schedule Trimming of One Podocarpus Tree 303-D 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 October 28, 2024, the Landscape Committee reviewed a request from the Member at 303-D to remove or off-schedule trimming of one Podocarpus tree the reasons cited leaf debris and uplifting of the entry sidewalk; 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, due to the lifting of the adjacent sidewalk staff recommends grinding of the concrete edge to prevent potential trip hazard; 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 and off-schedule trimming one Podocarpus tree located at 303-D Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, November 12, 2024, the Board of Directors denies the request for the removal and off-schedule trimming of one Podocarpus tree located at 303-D; and

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

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RESOLUTION 01-24-XX

**Deny the Landscape Request for Hedges
325-Q Avenida Carmel**

WHEREAS, on October 28, 2024, the Landscape Committee reviewed a request to plant drought-tolerant hedges in the turf to camouflage the dumpsters at the SW corner of 325-Q; and

WHEREAS, the resident request states the dumpsters are an eyesore in the surrounding area; and

WHEREAS, staff inspected the area and found there is not adequate space next to the sidewalk to place the hedges; these hedges would complicate mowing and maintenance operations; and

WHEREAS, the committee is recommending accepting the Staff's recommendation to deny the planting of drought-tolerant hedges; and

WHEREAS, there is ample space to accommodate a tree, and the committee approved planting a tree from the 2024 budget in lieu of the resident request; and

NOW THEREFORE BE IT RESOLVED, November 12, 2024, the Board of Directors denies the request to plant drought-tolerant hedges at SW corner 325-Q and authorizes planting of a tree at the location; 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 Tree 463-B Avenida Sevilla

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 October 28, 2024, the Landscape Committee reviewed the request from the Member at 463-B, to remove one Canary Island Pine tree; and

WHEREAS, the reasons cited by the resident for the removal are structural damage and potential pedestrian hazard; and

WHEREAS, staff inspected the condition of the tree and found to be in good health growing in a location too small for its size; 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 463-B Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, November 12, 2024, the Board of Directors approves the request for the removal of one Canary Island Pine tree located at 463-B; and

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

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RESOLUTION 01-24-XX

Approve Off-Schedule Trimming of One Aleppo Pine and One Pittosporum Trees 14-C Via Castilla

WHEREAS, on September 23, 2024, the Landscape Committee reviewed a request for the off-schedule trimming of one Aleppo Pine and one Pittosporum trees received from the Member at 14-C, who cited the reasons being tree litter; and

WHEREAS, staff inspected the condition of the tree and found the Aleppo Pine tree extends out over the roof and crown thinning of the trees to avoid conflict with the roof and rebalancing the canopy shape would effectively reduce potential future tree-related liabilities; and

WHEREAS, staff inspected the condition of the tree and found the Pittosporum tree has a small amount of deadwood in canopies and no decay present; trimming of both trees would prevent tree crown competition; and

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

NOW THEREFORE BE IT RESOLVED, November 12, 2024, the Board of Directors approve the off-schedule trimming of the one Aleppo Pine and One Pittosporum trees at 14-C Via Castilla; and

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

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Sublease Review Confirmation Checklist

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

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

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

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

UNITED LAGUNA WOODS MUTUAL

Signature M R Blackwell
Print Name Maggie Blackwell
Title Secretary
Date Oct 2, 2024

UNITED LAGUNA WOODS MUTUAL

Signature Anthony M. Liberatore
Print Name ANTHONY M. LIBERATORE
Title DIRECTOR
Date 10/02/2024

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 September 30, 2024.

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

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

UNITED LAGUNA WOODS MUTUAL

Signature Maggie Blackwell
Print Name Maggie Blackwell
Title Secretary
Date Oct 2, 2024

UNITED LAGUNA WOODS MUTUAL

Signature Anthony M. Liberatori
Print Name Anthony M. Liberatori
Title DIRECTOR
Date 10/02/2024

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 October 31, 2024.

_____ Sublease application
_____ Sublease agreement between landlord and tenant
_____ Credit report, FICO score
_____ Background check
_____ Emergency Contact form
_____ Criminal record
_____ Age verification

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

UNITED LAGUNA WOODS MUTUAL

Signature M A Blackwell

Print Name M A Blackwell

Title United Director

Date Nov 4, 2024

UNITED LAGUNA WOODS MUTUAL

Signature Sue Ellen Quam

Print Name Sue Ellen Quam

Title United Director - Secretary

Date Nov 4, 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 October 31, 2024.

- _____ Staff report
- _____ Attorney opinion letter
- _____ Membership certificate; death certificate (if applicable)
- _____ Emergency Contact form
- _____ 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 MA Blackwell
Print Name MA Blackwell
Title Director United
Date Nov 4, 2024

UNITED LAGUNA WOODS MUTUAL

Signature Sue Ellen Quam
Print Name Sue Ellen Quam
Title Director United - Secretary
Date Nov 4, 2024



RESOLUTION 01-24-XX

Recording of a Lien

WHEREAS, Member ID 947-417-22; 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, November 12, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-417-22; and

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

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RESOLUTION 01-24-XX

Recording of a Lien

WHEREAS, Member ID 947-420-87; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, November 12, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-420-87; and

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

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RESOLUTION 01-24-XX

Recording of a Lien

WHEREAS, Member ID 947-400-14; 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, November 12, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-400-14; and

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

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RESOLUTION 01-24-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, November 12, 2024, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

~~Anthony Liberatore (Chair)~~

Maggie Blackwell (~~Chair~~), ~~Alternate~~

Georgiana Willis

Sue Quam

~~Ellen Leonard~~

Vidya Kale, Alternate

Finance Committee

Charlie Prater (Chair)

Mickie Choi Hoe (~~Chair~~)

Thomas Tuning

Marie Collins, Alternate

~~Ellen Leonard~~

~~Anthony Liberatore, Alternate~~

Non-Voting Advisors: Robert Tucker, Eric Carlson, Ken Benson

Governing Documents Review Committee

Maggie Blackwell (Chair)

~~Anthony Liberatore~~

Vidya Kale

Nancy Carlson

Tom Tuning, Alternate

Non-Voting Advisors: Dick Rader, Juanita Skillman

Landscape Committee

Sue Quam (Chair)

~~Anthony Liberatore~~

Marie Collins

Jeanne Costello

Vidya Kale, Alternate

Non-Voting Advisors: Ann Beltran, Mary Sinclair

Maintenance and Construction Committee

Mickie Choi Hoe (Chair)

~~Ellen Leonard~~
Nancy Carlson
Sue Quam, ~~Alternate~~
Charlie Prater, Alternate
Non-Voting Advisors: Ralph Magid

Members Hearing Committee

Nancy Carlson (Chair)
~~Ellen Leonard~~
Jeanne Costello
Maggie Blackwell
Vidya Kale, Alternate

New Resident Orientation

Maggie Blackwell ~~(Chair)~~
Jeanne Costello (Chair)
Sue Quam
Mickie Choi Hoe, Alternate
~~Anthony Liberatore~~

Resident Advisory Committee

~~Anthony Liberatore (Chair)~~
Georgina Willis (Chair)
Rotating Monthly Selection

Revenue Ad Hoc Committee

~~Anthony Liberatore~~
Mickie Choi Hoe (Chair)
Nancy Carlson
~~Vidya Kale~~
Jeanne Costello
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 01-24-97, adopted September 10, 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, November 12, 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

~~Jeanne Costello~~

GRF Finance

Thomas Tuning

~~Charlie Prater~~

Marie Collins, Alternate

~~Mickie Choi Hoe~~

~~Ellen Leonard, Alternate~~

GRF Landscape Committee

Sue Quam

~~Anthony Liberatore~~

Marie Collins

Maggie Blackwell, Alternate

GRF Maintenance & Construction

Mickie Choi Hoe

~~Tom Tuning~~

~~Ellen Leonard, Alternate~~

Nancy Carlson

Sue Quam, Alternate

Clubhouses & Facilities Renovation Ad Hoc Committee

~~Anthony Liberatore~~

~~Alison Bok~~

GRF Media and Communications Committee

Maggie Blackwell

~~Georgiana Willis~~

Jeanne Costello

Sue Quam, Alternate

GRF Mobility and Vehicles Committee

~~Ellen Leonard~~
Nancy Carlson
Maggie Blackwell, ~~Alternate~~
Marie Collins, Alternate

GRF Security and Community Access

~~Maggie Blackwell~~
Mickie Choi Hoe
Nancy Carlson
Vidya Kale, Alternate

Disaster Preparedness Task Force

~~Anthony Liberatore~~
Georgiana Willis
Charlie Prater
Vidya Kale, Alternate

Laguna Woods Village Traffic Hearings

Vidya Kale, ~~Alternate~~
Maggie Blackwell

Information Technology Advisory Committee

~~Ellen Leonard~~
Tom Tuning
Sue Quam, ~~Alternate~~
Jeanne Costello, Alternate

Broadband Ad Hoc Committee

Sue Quam
Tom Tuning
Mickie Choi Hoe, Alternate

~~Website Ad Hoc Committee~~

~~Anthony Liberatore~~
~~Mickie Choi Hoe~~

Space Planning Ad Hoc Committee

Tom Tuning
Nancy Carlson
~~Ellen Leonard, Alternate~~
Mickie Choi Hoe, Alternate

RESOLVED FURTHER, that Resolution 01-24-98, adopted September 10, 2024, is hereby superseded and canceled.

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

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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

DATE: November 12, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 20: Balcony, Patio and Atrium Covers

RECOMMENDATION

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

BACKGROUND

The ACSC initiated a review of 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

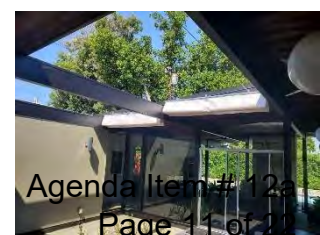
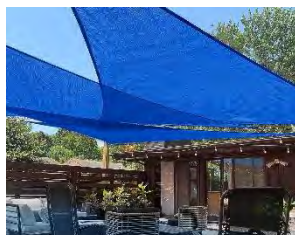
~~2.1 Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.~~

~~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 ~~C~~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

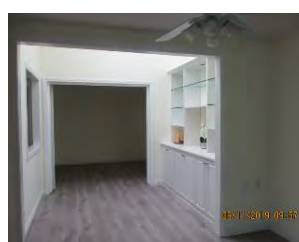
SEE STANDARD 1: GENERAL REQUIREMENTS

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

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ENDORSEMENT (to Board)

Revision to Standard No. 34 – 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

DATE: November 12, 2024
FOR: Board of Directors
SUBJECT: Revision to Standard 34: Patio and Balcony Awnings

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

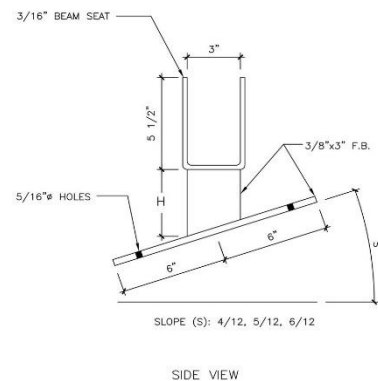
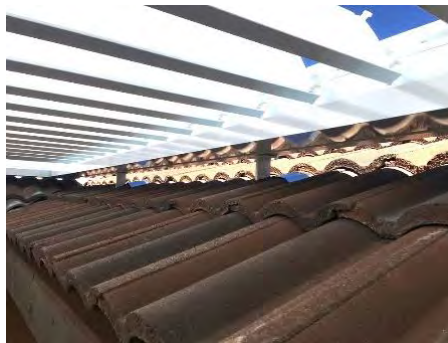
4.1 All coverings must not alter existing roofing eaves or perimeters.

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

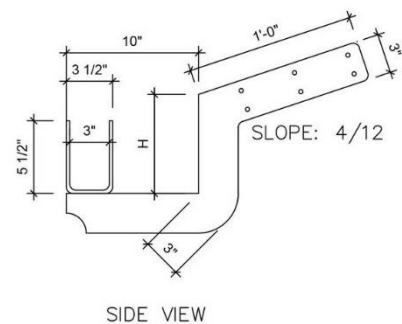
4.3 Attachment to building for all roof components will be per one of the following options:

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 # 12b

~~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.

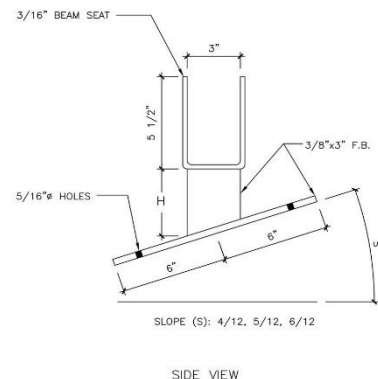
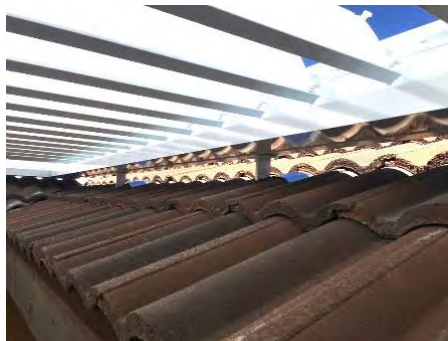
3.3 **PATIO & BALCONY ENCLOSURES**

- 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.

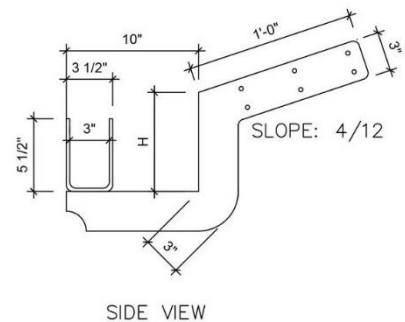
- H. Balconies will require inspection and certification by a licensed architect or structural engineer for structural integrity prior to enclosure installation per California Balcony Law (SB-326) unless there is evidence of pre-existing compliance.
 - 1. The member is responsible for any and all costs 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: 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied.

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ENDORSEMENT (to Board)

Rescind 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

DATE: November 12, 2024
FOR: Board of Directors
SUBJECT: Rescind Standard 39: Balcony and Patio Enclosures

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

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STAFF REPORT

DATE: November 12, 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 August to October, 2024:

Type of Allegation	Aug	Sep	Oct
Abandoned Vehicle:	10	10	11
Alteration Maintenance:	12	15	15
Alteration Standards:	24	17	15
Animal Nuisance:	24	37	38
Clutter:	197	207	211
<i>Balcony Clutter:</i>	23	24	24
<i>Breezeway Clutter:</i>	40	37	40
<i>Carport Clutter:</i>	50	46	48
<i>Common Area Clutter:</i>	47	55	51
<i>Interior Clutter:</i>	11	12	13
<i>Patio Clutter:</i>	26	33	35
Delinquencies:	43	38	32
Illegal Occupancy:	33	43	40
Landscape:	21	17	17
Maintenance:	22	29	28
Nuisance:	27	25	22
Real Estate Signage:	10	3	4
Smoking Policy:	7	7	6
Traffic Violations:	7	12	9
Vehicle Oil:	1	3	4
Total Number of Cases:	438	463	452

Prepared By: Francis Gomez, Operations Manager

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STAFF REPORT

DATE: November 12, 2024
FOR: Board of Directors
SUBJECT: Temporary Borrowing

RECOMMENDATION

Staff recommends the Board approve the temporary borrowing of \$3,200,000 by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from a combination of prepaid property insurance and a prior year operating loss. The temporarily borrowed funds will be used to pay for property taxes due in December. Payback of the borrowed monies to the advancing fund is planned for three months but is not to exceed one year from the date of approval (ATT1).

GOVERNING AUTHORITY

California Civil Code § 5510 Expenditure of Reserve Accounts

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

California Civil Code § 5515 Borrowing from Reserve Accounts

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

of the initial transfer, except that the board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interest of the common interest development, temporarily delay the restoration.

BACKGROUND

Approximately \$3,200,000 of operating funds needed for the December property tax payment will be tied up in property insurance prepayments and prior year losses by the time payment is required:

Property Insurance Prepayments

To receive the most advantageous pricing for property insurance and avoid financing fees, United prepays 12 months of property insurance at the time of renewal for the period of June through May of the following year. In June 2024, the prepayment amounted to approximately \$3,747,000. By the time property taxes are due for payment in December 2024, seven months of expense will have been incurred leaving a balance of \$1,561,250 as Prepaid Property Insurance.

June 2024 Prepayment	\$3,747,000	
June – December Expense	<u>2,185,750</u>	(\$312,250 Monthly Expense x 12)
Remaining Prepayment	\$1,561,250	

Additionally, approximately \$643,000 is owed to United from the previous property insurance company. This receivable owed to United was created when the prior property insurance contract was cancelled (to take advantage of lower rates by combining with Third) and several months remained on the prepayment.

Prior Year Loss

In 2023, operating expenses exceeded revenues resulting in a loss of approximately \$900,000. While this loss amount is budgeted to be recovered through assessments in 2025, United is operating with less cash than required in 2024.

DISCUSSION

Consistent with prior years and permissible under California Civil Code (Davis Stirling), staff recommends temporarily borrowing reserve fund monies to pay for imminent operating fund activities, specifically the \$7,512,000 property tax payment due in December. At the time the payment is due, staff anticipates approximately \$4,385,000 (ATT2) being available in the Operating Bank Account. With a temporary transfer of \$3,200,000 (made up of the items discussed above and presented in the table below), staff anticipates sufficient funds to be available to pay the \$7,512,000 property tax bill:

Prepayments and Other	
Prepaid Property Insurance	\$1,561,250
Property Insurance Receivable	643,000
2023 Loss	<u>900,000</u>
Total	\$3,104,250
Available Funds	\$4,385,000
Temporary Borrowing	<u>3,200,000</u>
Adjusted Total Available	\$7,585,000

FINANCIAL ANALYSIS

To maintain transparency and meet California Civil Code requirements, staff is requesting approval from the board of directors for a temporary borrowing of \$3,200,000 from Reserves. This recommended transfer in December 2024 will allow United to meet its upcoming cash flow requirements, is anticipated to be repaid in full within 3 months and will not require any special assessment.

Prepared By: Steve Hormuth, Director of Financial Services

Reviewed By: Jose Campos, Assistant Director of Financial Services

Attachment(s):

Attachment 1: Cash Forecast

Attachment 2: Resolution 01-24-XX

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Operating Bank Account				Reserve Bank Account				Borrowing
Date	Amount	Description	Rolling Balance	Date	Amount	Description	Rolling Balance	Rolling Balance
10/31/2024		Month End Balance	585,050	10/31/2024		Month End Balance	(196,714)	-
11/7/2024	(150,000)	Weekly AP Checkrun	435,050	11/7/2024	(100,000)	Weekly AP Checkrun	(296,714)	-
11/14/2024	(150,000)	Weekly AP Checkrun	285,050	11/14/2024	(100,000)	Weekly AP Checkrun	(396,714)	-
11/21/2024	(150,000)	Weekly AP Checkrun	135,050	11/21/2024	(100,000)	Weekly AP Checkrun	(496,714)	-
11/25/2024	1,800,000	Monthly GRF Interco Transfer	1,935,050	11/25/2024	1,082,687	Monthly GRF Interco Transfer	585,974	-
11/25/2024	400,000	Monthly Transfer from Reserve	2,335,050	11/25/2024	(400,000)	Monthly Transfer to Operating	185,974	-
11/28/2024	(150,000)	Weekly AP Checkrun	2,185,050	11/28/2024	(100,000)	Weekly AP Checkrun	85,974	-
11/30/2024		Month End Balance	2,185,050	11/30/2024		Month End Balance	85,974	-
12/1/2024	1,800,000	Monthly GRF Interco Transfer	3,985,050	12/3/2024	1,082,687	Monthly GRF Interco Transfer	1,168,661	-
12/3/2024	-	-	3,985,050	12/3/2024	1,500,000	Investment Maturity	2,668,661	-
12/3/2024	400,000	Monthly Transfer from Reserve	4,385,050	12/3/2024	(400,000)	Monthly Transfer to Operating	2,268,661	-
12/3/2024	3,200,000	Additional Temporary Borrowing	7,585,050	12/3/2024	(3,200,000)	Additional Temporary Borrowing	(931,339)	3,200,000
12/4/2024	(7,512,000)	December Property Tax Payment	73,050	12/4/2024	1,000,000	Investment Maturity	68,661	3,200,000
12/5/2024	(150,000)	Weekly AP Checkrun	(76,950)	12/5/2024	(100,000)	Weekly AP Checkrun	(31,339)	3,200,000
12/12/2024	(150,000)	Weekly AP Checkrun	(226,950)	12/12/2024	(100,000)	Weekly AP Checkrun	(131,339)	3,200,000
12/19/2024	(150,000)	Weekly AP Checkrun	(376,950)	12/19/2024	(100,000)	Weekly AP Checkrun	(231,339)	3,200,000
12/26/2024	(100,000)	Weekly AP Checkrun	(476,950)	12/26/2024	(100,000)	Weekly AP Checkrun	(331,339)	3,200,000
12/31/2024	-	Transfer to Pay Borrowing	(476,950)	12/31/2024	-	Transfer to Pay Borrowing	(331,339)	3,200,000
12/31/2024		Month End Balance	(476,950)	12/31/2024		Month End Balance	(331,339)	3,200,000
1/2/2025	1,000,000	Monthly GRF Interco Transfer	523,050	1/2/2025	1,221,098	Monthly GRF Interco Transfer	889,759	3,200,000
1/2/2025	(150,000)	Weekly AP Checkrun	373,050	1/2/2025	(100,000)	Weekly AP Checkrun	789,759	3,200,000
1/3/2025	643,000	Receipt of Property Ins Refund	1,016,050	1/3/2025	-	-	789,759	3,200,000
1/9/2025	(150,000)	Weekly AP Checkrun	866,050	1/9/2025	(100,000)	Weekly AP Checkrun	689,759	3,200,000
1/16/2025	(150,000)	Weekly AP Checkrun	716,050	1/16/2025	(100,000)	Weekly AP Checkrun	589,759	3,200,000
1/23/2025	(150,000)	Weekly AP Checkrun	566,050	1/23/2025	(100,000)	Weekly AP Checkrun	489,759	3,200,000
1/25/2025	400,000	Monthly Transfer from Reserve	966,050	1/25/2025	(400,000)	Monthly Transfer to Operating	89,759	3,200,000
1/25/2025	875,000	Monthly GRF Interco Transfer	1,841,050	1/25/2025	-	-	89,759	3,200,000
1/30/2025	(150,000)	Weekly AP Checkrun	1,691,050	1/30/2025	(100,000)	Weekly AP Checkrun	(10,241)	3,200,000
1/31/2025	(1,200,000)	Transfer to Pay Borrowing	491,050	1/31/2025	1,200,000	Transfer to Pay Borrowing	1,189,759	2,000,000
1/31/2025		Month End Balance	491,050	1/31/2025		Month End Balance	1,189,759	2,000,000
2/6/2025	(150,000)	Weekly AP Checkrun	341,050	2/6/2025	(100,000)	Weekly AP Checkrun	1,089,759	2,000,000
2/13/2025	(150,000)	Weekly AP Checkrun	191,050	2/13/2025	(100,000)	Weekly AP Checkrun	989,759	2,000,000
2/20/2025	(150,000)	Weekly AP Checkrun	41,050	2/20/2025	(100,000)	Weekly AP Checkrun	889,759	2,000,000
2/25/2025	400,000	Monthly Transfer from Reserve	441,050	2/25/2025	(400,000)	Monthly Transfer to Operating	489,759	2,000,000
2/25/2025	1,875,000	Monthly GRF Interco Transfer	2,316,050	2/25/2025	1,221,098	Monthly GRF Interco Transfer	1,710,856	2,000,000
2/27/2025	(150,000)	Weekly AP Checkrun	2,166,050	2/27/2025	(100,000)	Weekly AP Checkrun	1,610,856	2,000,000
2/28/2025	(1,000,000)	Transfer to Pay Borrowing	1,166,050	2/28/2025	1,000,000	Transfer to Pay Borrowing	2,610,856	1,000,000
2/28/2025		Month End Balance	1,166,050	2/28/2025		Month End Balance	2,610,856	1,000,000
3/6/2025	(150,000)	Weekly AP Checkrun	1,016,050	3/6/2025	(100,000)	Weekly AP Checkrun	2,510,856	1,000,000
3/13/2025	(150,000)	Weekly AP Checkrun	866,050	3/13/2025	(100,000)	Weekly AP Checkrun	2,410,856	1,000,000
3/20/2025	(150,000)	Weekly AP Checkrun	716,050	3/20/2025	(100,000)	Weekly AP Checkrun	2,310,856	1,000,000
3/27/2025	(150,000)	Weekly AP Checkrun	566,050	3/27/2025	(100,000)	Weekly AP Checkrun	2,210,856	1,000,000
3/26/2025	400,000	Monthly Transfer from Reserve	966,050	3/26/2025	(400,000)	Monthly Transfer to Operating	1,810,856	1,000,000
3/26/2025	1,875,000	Monthly GRF Interco Transfer	2,841,050	3/26/2025	1,221,098	Monthly GRF Interco Transfer	3,031,954	1,000,000
3/31/2025	(1,000,000)	Transfer to Pay Borrowing	1,841,050	3/31/2025	1,000,000	Transfer to Pay Borrowing	4,031,954	-
3/31/2025		Month End Balance	1,841,050	3/31/2025		Month End Balance	4,031,954	-

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RESOLUTION 01-24-XX

Temporary Borrowing

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

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

WHEREAS, it has become necessary to temporarily transfer monies from the reserve fund to the operating fund to meet cashflow needs due to (1) timing differences in when property insurance premiums are paid versus when they are collected from residents through monthly assessments, (2) the operating loss occurring in 2023; and

WHEREAS, the amount of funds needed to be temporarily transferred from the operating fund to the reserve fund has been determined to be \$3,200,000 and the repayment plan is scheduled for three months but may not exceed the maximum period of one year from the date of approval; and

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the operating fund from resident assessments to repay the borrowed moneys to the reserve fund, therefore a special assessment will not be needed; and

NOW THEREFORE BE IT RESOLVED, November 12, 2024 that the transfer of \$3,200,000 as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay within three months but no later than one year from this date, is hereby authorized; and

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

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ENDORSEMENT (to Board)

Approve Revised Walkway Lighting Request Program Revisions

Mr. Gomez presented the current resolution and walkway lighting request form with suggested changes. The prior version was adopted in 2011 and the suggested edits eliminate the requirement for the requesting party to obtain signatures of all neighbors affected by the request.

A motion was made and unanimously approved to recommend the United board adopt the revised walkway lighting request form.

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STAFF REPORT

DATE: November 12, 2024
FOR: Board of Directors
SUBJECT: Walkway Lighting Request Program Revisions

RECOMMENDATION

Approve a resolution revising the Walkway Lighting Request Form and Program Criteria.

BACKGROUND

The current Walkway Lighting Request Form and Program Criteria was approved by the Board of Directors on March 8, 2011 via Resolution 01-11-47 (Attachment 1).

On July 29, 2024, the M&C Committee directed staff to review the current resolution and bring back any suggested revisions for review by the committee.

On August 28, 2024, the M&C committee unanimously approved the suggested revisions (as depicted in Attachment 2 and 3) to the Walkway Lighting Request Form and Program Criteria.

DISCUSSION

Staff has reviewed the current Resolution and accompanying Walkway Lighting Request Form and program criteria. Suggested revisions for consideration by the board are included in Attachment 2 and 3.

The recommended revisions to the Resolution consist of clean-up language only. The program criteria remain the same. The recommended revision to the Request Form eliminates the requirement for the requesting party to obtain signatures of all neighbors affected by the request. This task will now be performed by staff, when necessary.

FINANCIAL ANALYSIS

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

Prepared By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENTS

Attachment 1 – Current Walkway Lighting Resolution 01-11-47 and Request Form
Attachment 2 – Proposed New Walkway Lighting Resolution 01-24-XX
Attachment 3 – Proposed Revised Walkway Lighting Request Form

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CURRENT RESOLUTION

RESOLUTION 01-11-47

WHEREAS, in 2002, by way of Resolution U-02-156, the Board approved the Common Area Lighting Request Form which sets out the criteria, based on a 2002 Lighting Study, to approve a request for common area lighting; and

WHEREAS, since the 2002 Lighting Study is considered outdated due to multiple installations in the eight years since the study, and the Maintenance and Construction Committee is reviewing a more updated lighting system report, the Committee recommends that use of the 2002 Lighting Study be discontinued and new criteria be established;

NOW THEREFORE BE IT RESOLVED, March 8, 2011, that the Board of Directors of this Corporation hereby discontinues the criteria set out in the Common Area Lighting Request Form for decisions regarding walkway lighting, and hereby approves the following criteria as a standard to consider additional walkway lighting:

- The location is not within 20 feet of another light source, including lights on buildings, laundries, carports, and/or walkways; and
- The location is a change in direction (either a T-intersection of walkways or a significant abrupt turn in the walkway); and/or
- The location is at an abrupt change in elevation (specifically a step or stairs in the walkway).

RESOLVED FURTHER, that the Board of Directors hereby authorizes use of the existing general maintenance operating budget in the amount of \$4,200 to install 6 new walkway lights; and

RESOLVED FURTHER, that reference to Common Area Lighting will be more appropriately called Walkway Lighting and a Walkway Lighting Request Form shall be created accordingly; and

RESOLVED FURTHER, that Resolution U-02-156, adopted November 12, 2002 is hereby amended as to the Walkway Lighting Request Form; 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.



WALKWAY LIGHTING REQUEST FORM

Walkway lighting is intended to indicate changes in direction or elevation on a walkway—not illuminate a walkway. Requests for additional walkway lighting are considered only at locations where a walkway directional change or elevation change is presently not illuminated. Such requests are submitted for review by Maintenance Services. **Prior to submittal of any such request, this form must be completed in its entirety, including signatures and the appropriate statement of position checked, by all owners of any manor affected by the additional lighting. A map identifying the location of the proposed lighting also must be attached (contact Manor Alterations for a map of your area or you may use Google maps).**

Call Maintenance Services at 949-597-4645 for additional information.

REQUESTER (MUST BE OWNER) _____

ADDRESS _____ DATE _____

SPECIFIC REQUEST _____

SPECIFIC LOCATION _____

REASON _____

Please obtain signatures of all neighbors affected by this request.

SIGNATURES (MUST BE OWNER)	UNIT NO.	STATEMENT OF POSITION	
		FOR	AGAINST
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE MAIL COMPLETED REQUEST TO

Resident Services
PO Box 2220
Laguna Hills, CA 92654

Updated 01/13/2022



RESOLUTION 01-24-XX

Walkway Lighting Request Program Revisions

WHEREAS, on March 8, 2011, by way of Resolution 01-11-47, the Board of Directors approved the United Mutual Walkway Lighting Request Form; and

WHEREAS, the Board also approved the following criteria as a standard to consider for installing additional new walkway lighting:

- The location is not within 20 feet of another light source, including lights on buildings, laundries, carports, and/or walkways; and
- The location is a change in direction (either a T-intersection of walkways or a significant abrupt turn in the walkway); and/or
- The location is at an abrupt change in elevation (specifically a step or stairs in the walkway); and

WHEREAS, the Board of Directors wishes to revise the United Mutual Walkway Lighting Request Form to streamline the process for member requests for new lighting;

NOW THEREFORE BE IT RESOLVED, on December 10, 2024, the Board of Directors of this Corporation hereby approves a revised United Mutual Walkway Lighting Request Form as attached to the meeting minutes; and

RESOLVED FURTHER, that Resolution 01-11-47, adopted March 8, 2011, is hereby rescinded; 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.

NOVEMBER 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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WALKWAY LIGHTING REQUEST FORM

Requests for additional new walkway lighting are considered only at locations where a walkway directional change or elevation change is presently not illuminated. Such requests are submitted for review by Maintenance Services.

This form must be completed in its entirety, by the United Mutual member(s) requesting the additional new walkway lighting.

A map or sketch identifying the location of the proposed lighting also must be attached. Contact Manor Alterations at 949-597-4616 or email alterations@vmsinc.org for a map of your area or you may use Google maps.

Call Maintenance Services at 949-268-2068 for additional information or assistance.

REQUESTER (MUST BE OWNER) _____

ADDRESS _____ DATE _____

REQUESTER (MUST BE OWNER) _____

ADDRESS _____ DATE _____

SPECIFIC REQUEST _____

SPECIFIC LOCATION _____

REASON _____

PLEASE MAIL COMPLETED REQUEST TO

Resident Services PO Box 2220

Laguna Hills, CA 92654

or email to: residentservices@vmsinc.org

Updated December 2024

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Treasurer's Report for November 12, 2024 Board Meeting

SLIDE 1 – Through the reporting period of **September 30, 2024**, total revenue for United was \$41.3M compared to expenses of \$41M, resulting in net revenue of \$344K.

SLIDE 2 – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows a surplus of \$297K through the reporting period. This table shows how much of our revenue went into operations, with \$18.9M coming in from assessments and \$1.2M coming from non-assessment revenue. This is compared to operating expenditures of \$19.8M (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 \$1.9M when combining all funds.

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

Employee Compensation \$1.3M: 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.

Insurance \$469K: 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.

Utilities and Telephone \$209K: Favorable variance in water expense due to the timing of billing. The August water bill was not yet received as of the reporting period. Once the bill is received and posted, the variance will be minimal.

Outside Services \$165K: Favorable variance primarily due to the timing of work in the M&C programs such as roof replacements (PVC cool roofing) and paving (major asphalt repairs). The favorable variance is partially offset due to more damage restoration events that occurred through the reporting period than anticipated.



Treasurer's Report for November 12, 2024 Board Meeting

Fees and Charges for Services to Residents (\$881K): 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; the actual cost per incident was lower than the sample data represented. Additionally, the majority of these cases were completed in 2023.

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$1.7M. 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 \$1.7M 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 \$41M, 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 \$41M of expense 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 September 30, 2024 was \$561K. The ending balance for the period is inclusive of the 2023 operating deficit transfer from the Contingency Fund to the Operating Fund. Contributions collected totaled \$114K with no expenditures to date. The Reserve Fund balance on September 30, 2024 was \$15.2M. Contributions and investment revenue collected totaled \$10.2M while expenditures were \$10.2M.

SLIDE 10 – We compare this to historical fund balances for the past five years on this chart, which have averaged \$19.6 Million.

SLIDE 11 – This table illustrates a schedule of repayment of the temporary borrowing from the Reserve Fund. United has kept a close eye on the repayment of borrowed monies to the Reserve Fund and has paid the balance in full as of October 31, 2024.

SLIDE 12 – We have a table here to show resale history from 2022 - 2024. Through September 30, 2024, United resales totaled 270, which is 19 resales higher than the prior year for the same time period. The average YTD resale price for a United Mutual manor was \$397K, which is \$46K more than the prior year for the same time period.

Financial Report

Preliminary as of September 30, 2024



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$39,642
Non-assessment Revenue	\$1,698
Total Revenue	\$41,340
Total Expense	\$40,996
Net Revenue/(Expense)	\$344

Financial Report

Preliminary as of September 30, 2024



OPERATING ONLY INCOME STATEMENT ¹ (in Thousands)	ACTUAL
Assessment Revenue	\$18,877
Non-assessment Revenue	\$1,242
Total Revenue	\$20,119
Total Expense ¹	\$19,822
Operating Surplus/(Deficit)	\$297

1) Excludes depreciation

Financial Report

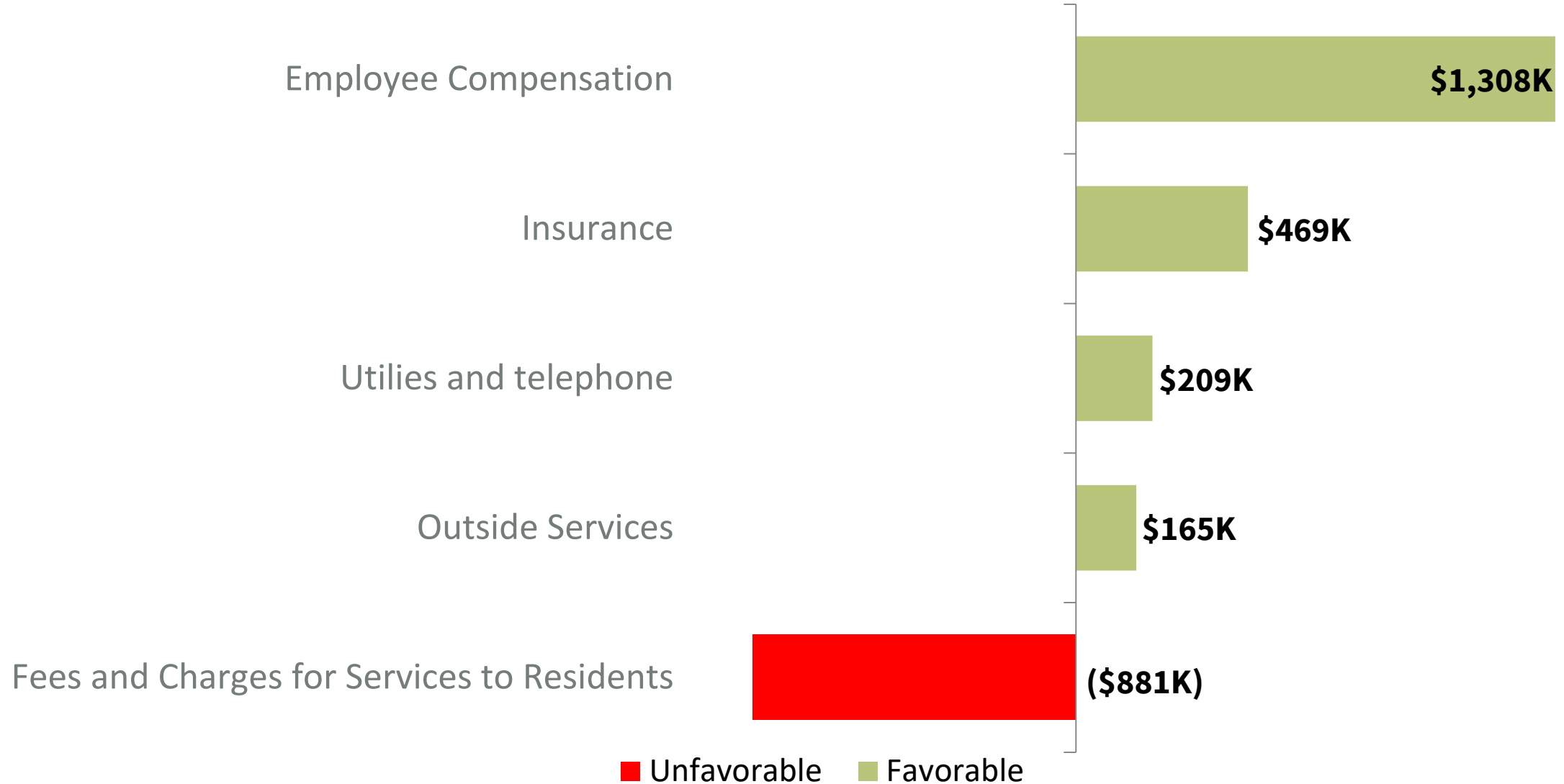
Preliminary as of September 30, 2024



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$39,642	\$38,412	\$1,230
Non-assessment Revenue	\$1,698	\$2,678	(\$980)
Total Revenue	\$41,340	\$41,090	\$250
Total Expense	\$40,996	\$42,599	\$1,603
Net Revenue/(Expense)	\$344	(\$1,509)	\$1,853

Financial Report

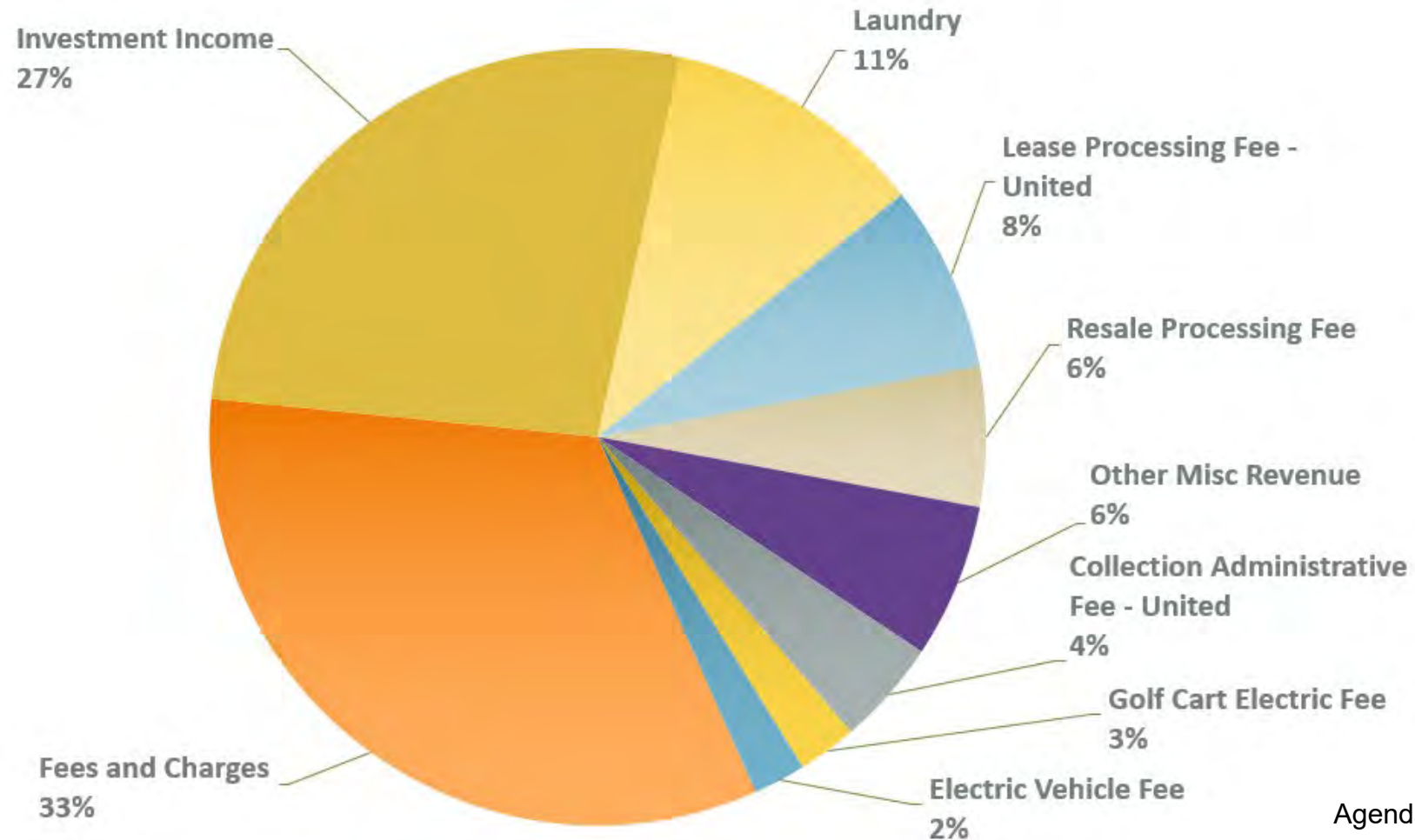
Preliminary as of September 30, 2024



Financial Report

Preliminary as of September 30, 2024

Total Non Assessment Revenues \$1,697,841



Financial Report

Preliminary as of September 30, 2024



Category (in Thousands)	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Investment Income	\$501	\$456	\$452	\$4	\$603
Resident Maintenance Fee*	\$235	\$379	\$1,201	(\$822)	\$1,603
Sales and Leasing Fees**	\$259	\$293	\$297	(\$4)	\$396
All Other Revenues	\$589	\$570	\$729	(\$159)	\$972
Total Non-Assessment Revenues	\$1,584	\$1,698	\$2,679	(\$981)	\$3,574

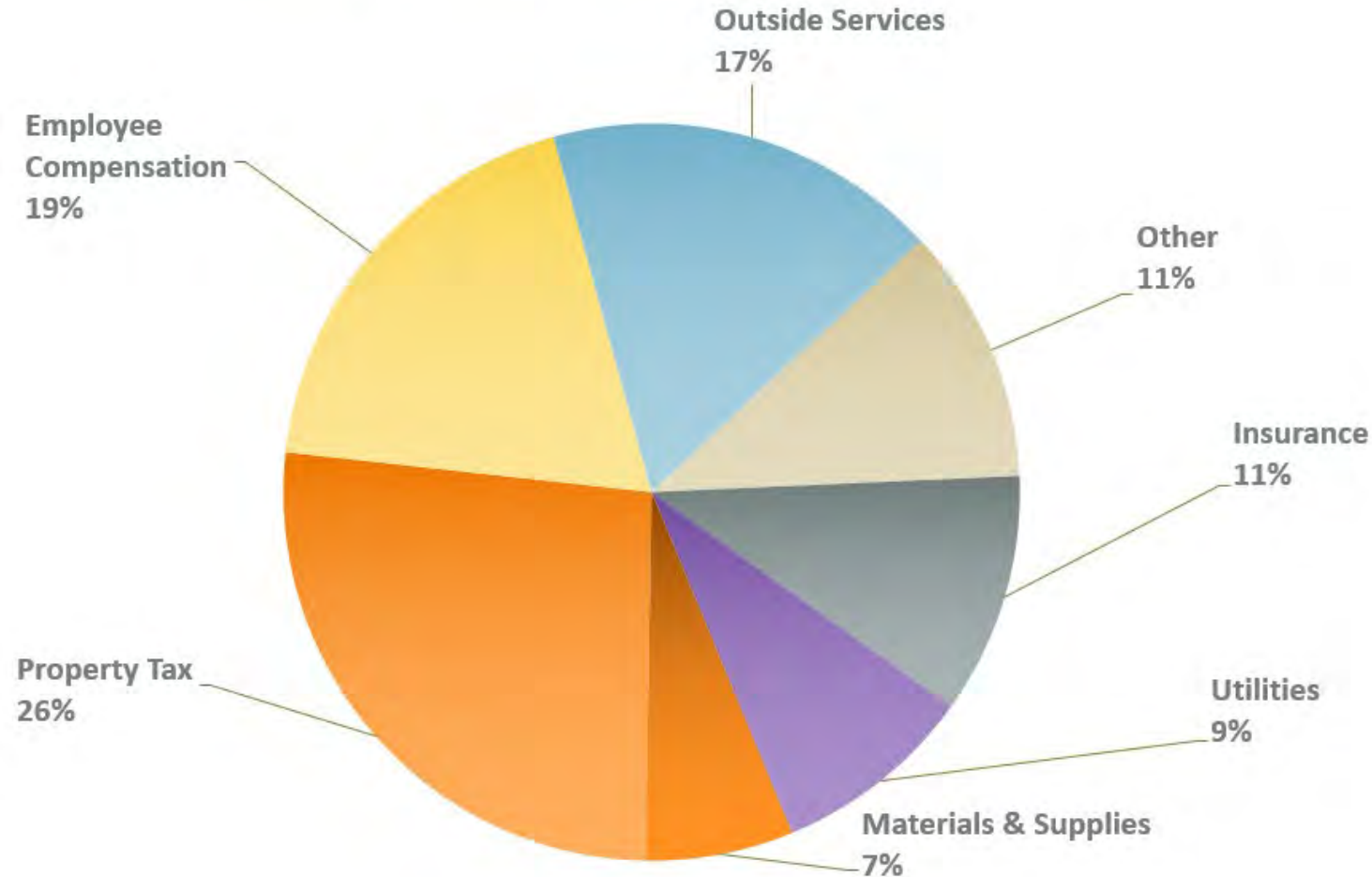
*Includes damage restoration backlog revenue

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

Financial Report

Preliminary as of September 30, 2024

Total Expenses \$40,996,131



Financial Report

Preliminary as of September 30, 2024



Category (in Thousands)	2023 YTD Actual	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	2024 Total Budget
Employee Comp & Related	\$10,268	\$10,858	\$12,165	\$1,307	\$16,236
Outside Services*	\$7,733	\$7,167	\$7,388	\$221	\$9,933
Insurance	\$3,388	\$4,342	\$4,811	\$469	\$6,415
All Other Expenses	\$17,513	\$18,629	\$18,236	(\$393)	\$24,311
Total Expenses	\$38,902	\$40,996	\$42,600	\$1,604	\$56,895

*Includes professional fees

Financial Report

Preliminary as of September 30, 2024



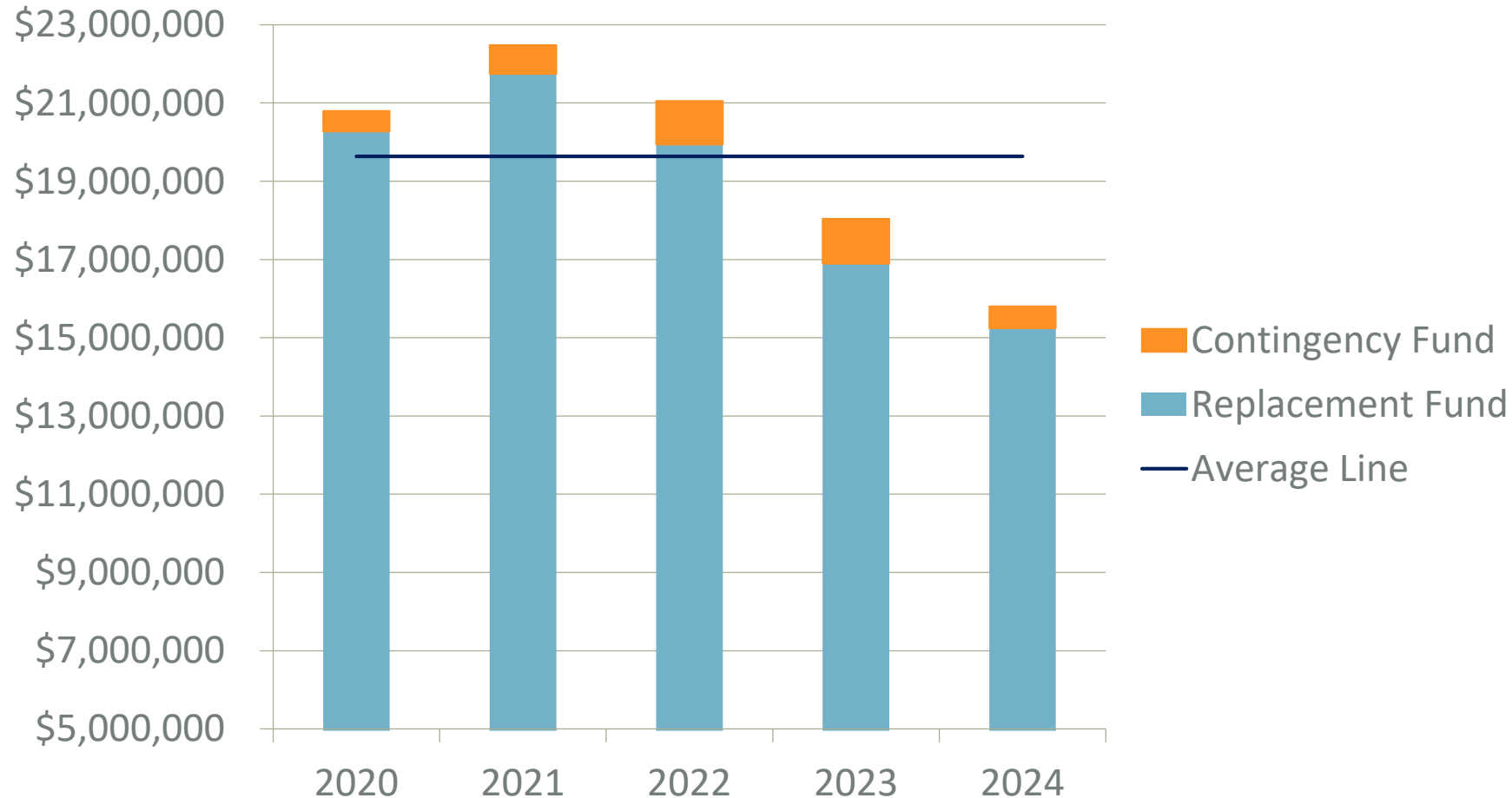
NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY*	RESERVE
Beginning Balances: 1/1/24	\$1,190	\$15,267
Contributions & Interest	\$114	\$10,200
Expenditures	\$0	\$10,224
Current Balances: 9/30/24*	\$561	\$15,243

*Fund balance is net of the 2023 operating deficit transfer of \$742,441 to the Operating Fund.

Financial Report

Preliminary as of September 30, 2024

FUND BALANCES – United Mutual



Financial Report

As of September 30, 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)	(\$3,500,000)
October 31, 2024	-	(\$1,000,000)	(\$1,000,000)
November 30, 2024	-	-	-
December 31, 2024	-	-	-

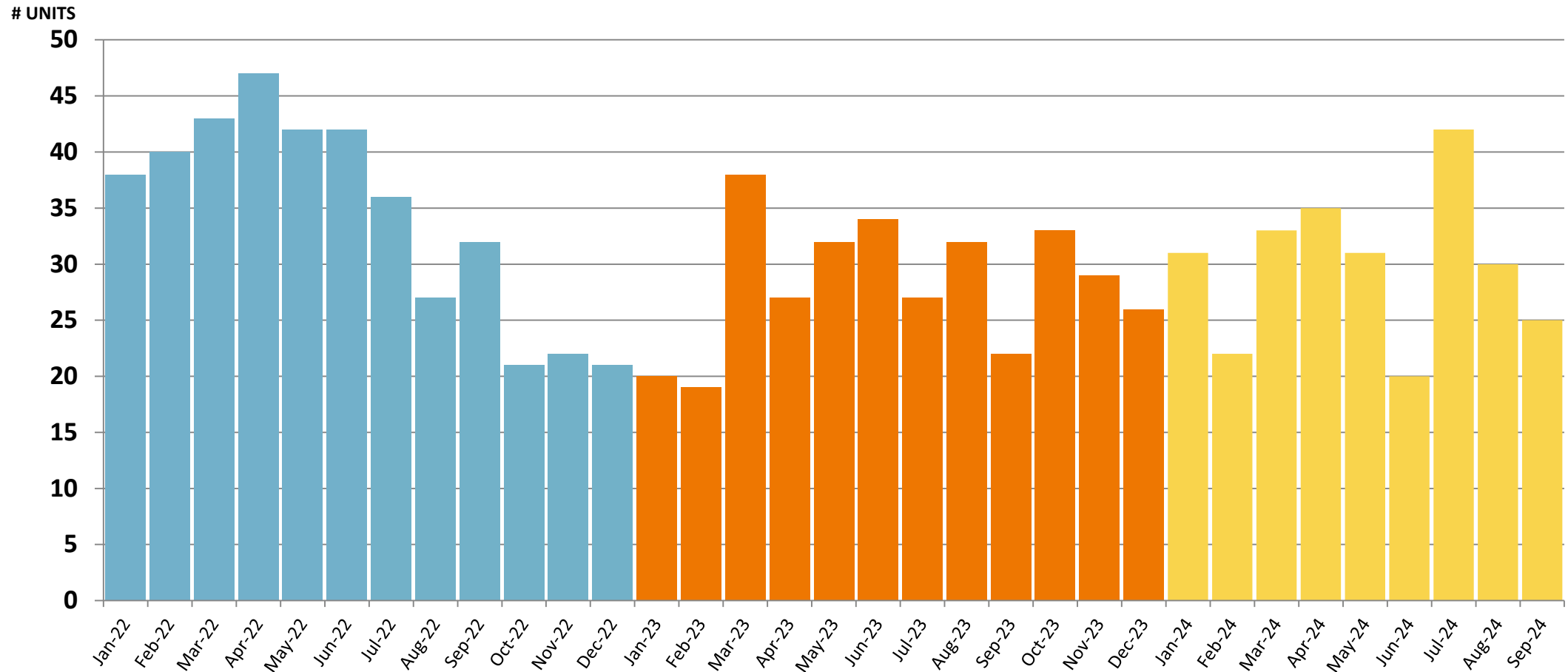
*Additional temporary borrowing of \$1.0M approved by Board resolution 01-24-65 dated June 11, 2024.

Financial Report

Preliminary as of September 30, 2024

RESALE HISTORY – United Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2022	347	\$354,911
YTD 2023	251	\$350,931
YTD 2024	270	\$397,214





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

Tuesday, September 24, 2024 – 1:30 p.m.
Hybrid Meeting

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

DIRECTORS ABSENT: None

ADVISORS PRESENT: None

STAFF PRESENT: Steve Hormuth, Jose Campos, Siobhan Foster, Pam Jensen, Karina Vargas, Laurie Chavarria, Erika Hernandez, Blake Lefante, Ada Sigler

OTHERS PRESENT: VMS – Kathryn Bravata
United – Maggie Blackwell, Sue Quam, Nancy Carlson, Alison Bok

Call to Order

Director 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 July 30, 2024

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

Chair Remarks

Director Choi Hoe reminded members and staff that the current Finance Committee would hold its last meeting of the year with its current members, with new members to be re-elected on Friday, September 27th, and the committee reorganized. She further thanked advisors, members, and staff for their continued participation.

Member Comments (Items Not on the Agenda)

None.

Report of United Finance Committee Regular Open Meeting

September 24, 2024

Page 2 of 2

Department Head Update

Steve Hormuth, Director of Financial Services, provided a brief overview on the current state of the budget and further reported the temporary borrowing is on track for repayment. Staff informed the business plan was adopted by the board with a 14 percent increase from 2024 to 2025. The notifications per civil code to be sent to owners late November, early December for the upcoming year.

Review Preliminary Financial Statements dated August 31, 2024

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated August 31, 2024. Questions and comments were addressed and noted by staff.

Purchasing Policy

Steve Hormuth, Director of Financial Services, presented a staff report detailing the proposed changes for the Purchasing Policy from the latest Third Finance Committee. Third suggested these changes be brought to United and GRF for consideration as both mutual's share the same policy. Discussion ensued, no action was taken.

Items for Future Agendas

United Annual Policy Review

- a) Finance Committee Charter
- b) Investments

Committee Member Comments

Director Tuning thanked President Bok and Treasurer Choi Hoe for their contributions to the committee. Director Choi Hoe expressed her appreciation for staff and committee members during this transitional election period.

Date of Next Meeting

Tuesday, November 26, 2024 at 1:30 p.m.

Recessed to Closed Session

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

DRAFT

Mickie Choi Hoe, Chair

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

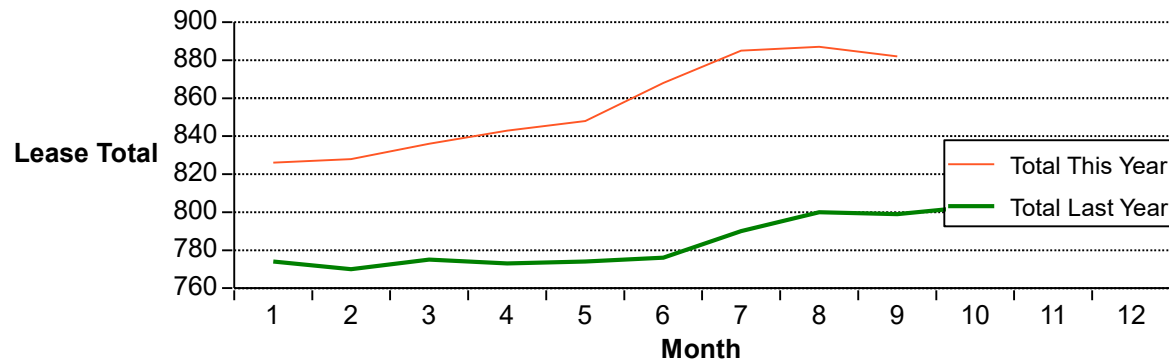
September, 2024

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	25	22	\$10,603,900	\$7,918,186	\$424,156	\$359,918
October		* 33		* \$13,198,400		* \$399,952
November		* 30		* \$10,874,388		* \$362,480
December		* 26		* \$9,542,500		* \$367,019
TOTAL	270.00	251.00	\$107,418,238	\$88,641,172		
ALL TOTAL	270.00	340.00	\$107,418,238	\$122,256,460		
MON AVG	30.00	27.00	\$11,935,360	\$9,849,019	\$397,214	\$350,931
% CHANGE - YTD	7.6%		21.2%		13.2%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2024 Period 9 (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	% Leased Last Year	% Change	Total Renewals	Total Expirations
2024	January	23	24	104	675	826	774	13.1	12.2	0.9	53	18
2024	February	22	28	112	666	828	770	13.1	12.2	0.9	29	27
2024	March	16	27	135	658	836	775	13.2	12.3	0.9	36	26
2024	April	13	27	159	644	843	773	13.3	12.2	1.1	48	38
2024	May	14	22	181	631	848	774	13.4	12.2	1.2	52	24
2024	June	26	23	193	626	868	776	13.7	12.3	1.4	81	25
2024	July	36	22	207	620	885	790	14.0	12.5	1.5	55	18
2024	August	33	23	221	610	887	800	14.0	12.7	1.3	47	32
2024	September	23	20	237	602	882	799	13.9	12.6	1.3	76	27
2024	October						803					
2024	November						814					
2024	December						820					

Monthly Resale Report

PREPARED BY

MUTUAL

REPORT PERIOD

Community Services Department

United

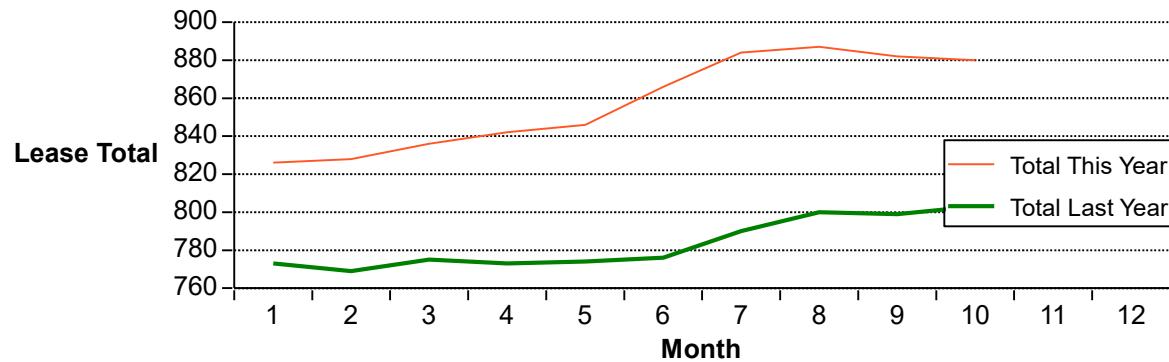
October, 2024

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	31	20	\$11,406,900	\$5,864,000	\$367,965	\$293,200
February	22	19	\$7,804,900	\$6,223,400	\$354,768	\$327,547
March	33	38	\$12,370,400	\$12,609,900	\$374,861	\$331,839
April	35	27	\$13,583,750	\$9,637,487	\$388,107	\$356,944
May	31	32	\$13,174,800	\$11,772,700	\$424,994	\$367,897
June	21	34	\$8,546,000	\$11,988,900	\$406,952	\$352,615
July	42	27	\$17,268,788	\$10,599,799	\$411,162	\$392,585
August	30	32	\$12,658,800	\$12,026,800	\$421,960	\$375,838
September	25	22	\$10,603,900	\$7,918,186	\$424,156	\$359,918
October	29	33	\$10,870,700	\$13,198,400	\$374,852	\$399,952
November		*		\$10,874,388		* \$362,480
December		*		\$9,542,500		* \$367,019
TOTAL	299.00	284.00	\$118,288,938	\$101,839,572		
ALL TOTAL	299.00	340.00	\$118,288,938	\$122,256,460		
MON AVG	29.00	28.00	\$11,828,894	\$10,183,957	\$394,978	\$355,833
% CHANGE - YTD	5.3%		16.2%		11.0%	

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2024 Period 10 (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	% Leased Last Year	% Change	Total Renewals	Total Expirations
2024	January	23	24	91	688	826	773	13.1	12.2	0.9	53	18
2024	February	22	28	99	679	828	769	13.1	12.2	0.9	29	28
2024	March	16	27	123	670	836	775	13.2	12.3	0.9	36	26
2024	April	13	27	146	656	842	773	13.3	12.2	1.1	48	38
2024	May	14	22	167	643	846	774	13.4	12.2	1.2	52	24
2024	June	26	23	179	638	866	776	13.7	12.3	1.4	81	24
2024	July	36	22	194	632	884	790	14.0	12.5	1.5	55	17
2024	August	31	24	209	623	887	800	14.0	12.7	1.3	47	32
2024	September	21	21	225	615	882	799	13.9	12.6	1.3	76	24
2024	October	10	24	236	610	880	803	13.9	12.7	1.2	58	34
2024	November						814					
2024	December						820					



OPEN MEETING

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

**Thursday, September 19, 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),
Ellen Leonard, Sue Quam

COMMITTEE MEMBERS ABSENT: Anthony Liberatore (Excused)

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Ian Barnette – Maintenance & Construction
Assistant Director, Alan Grimshaw – Manor
Alterations Manager, Adam Feliz – Maintenance
Operations Manager, Laurie Chavarria – Senior
Management Analyst, Josh Monroy – Administrative
Assistant, Manor Alterations

1. Call Meeting to Orders

Director Blackwell called the meeting to order at 9:30 a.m.

2. Acknowledgment of Media

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

3. Approval of the Agenda

The agenda was amended. The following item was added to the agenda 10b. *Communication to Members, Regarding: Color Selection*. Hearing no objection, the agenda was approved as amended.

4. Approval of the Meeting Report for August 15, 2024

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

5. Chair's Remarks

Director Blackwell informed members that the committee would decide on the color palette, however the members of each building would have the opportunity to approve or deny the recommendation of color(s) selected by the painting foreman.

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. None.

10. Items for Discussion and Consideration

a. Revise the Exterior Paint Color Palette

Director Quam made a motion to adopt the new color palette. Director Blackwell seconded.

Several members commented on the adoption of the new color palette and staff responded.

Hearing no objection, the motion to recommend the adoption of the new color palette was approved by a vote of 2/1/0 (Director Leonard, opposed)

b. Communication to Members, Regarding: Color Selection

Maintenance Operations Manager Adam Feliz informed the committee that the members in each building are notified by mail of the painting foreman's color recommendation 5 weeks prior to paint.

11. Items for Future Agendas

- Publication of SCAQMD Questions and Answers

- Revision to Standard 35: Solar Panels, One-Story Buildings and Buildings with Unshared Roof Space
- Revision to Standard 36: Ramps
- Revise Interior Flooring Policy

12. Concluding Business

a. Committee Member Comments

- Director Quam advised members that the decision made by the ACSC is only a recommendation, members are encouraged to attend the next United Board meeting.

b. Date of Next Meeting: Thursday, November 21, 2024 at 9:30 a.m.

c. Adjournment: The meeting was adjourned at 10:44 a.m.

M A Blackwell
M A Blackwell (Oct 3, 2024 02:13 PDT)
Maggie Blackwell, Director

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, October 17, 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 Mickie Choi Hoe

MEMBERS ABSENT: None

ADVISORS PRESENT: Juanita Skillman (via Zoom) 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 1:33 p.m.

2. APPROVAL OF THE AGENDA

Chair Blackwell made a motion to approve the agenda as provided. Director Carlson seconded the motion.

By unanimous consent, the agenda was approved.

3. APPROVAL OF REPORTS

Director Carlson made a motion to approve the report for September 19, 2024. Chair Blackwell seconded the motion.

Without objection, the report for September 19, 2024 was approved as presented.

4. CHAIR'S REMARKS

Chair Blackwell stressed her intent to locate the current Board of Director's Handbook and Committee charters in a more accessible area on the website; thanked the individuals who participated in the Committee; and commented developing email guidelines for consistency.

5. MEMBER COMMENTS

None.

ITEMS FOR DISCUSSION

6. Committee Charters

The Committee reviewed the Committee Charters for the purpose of having it more accessibly on the website. The Committee also discussed the Ad Hoc Revenue and Reserves Committee and the New Resident Orientation Committee.

Concluding Business

7. Committee Member Comments

Director Carlson requested the addition of the restriction of Director's using personal emails for board correspondence to be considered as a Future Agenda Item.

Director Hoe proposed the idea of an Ad Hoc Committee and reminded members of the Resident Advisory Committee to direct members with specific Committees to relay their concerns too. Advisor Rader made a comment regarding the naming of the Resident Advisory Committee and its lack of promotion amongst members.

Advisor Rader made another comment regarding election rules for potential candidates speaking at open Committee meetings. Ms. Gomez advised the Committee the matter will be addressed at a future meeting.

8. Future Agenda Items

- a. Board of Director's Social Media/ Email Address Policy
- b. Operating Rules Guidebook
- c. Bylaws
- d. Membership Election and Voting Policy

9. Date of Next Meeting

The next meeting is scheduled for Thursday, November 21, 2024 at 1:30 p.m. in the Board Room.

10. Adjournment

With no further business, Chair Blackwell adjourned the meeting at 2:09 p.m.

Maggie Blackwell

Maggie Blackwell (Nov 4, 2024 10:37 PST)

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



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

**Monday, October 28, 2024 – 1:30 P.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

COMMITTEE MEMBERS PRESENT:	Sue Quam – Chair, Marie Collins, Maggie Blackwell
COMMITTEE MEMBERS ABSENT:	Vidya Kale
OTHERS PRESENT:	Mickie Choi Hoe
ADVISORS PRESENT:	Mary Sinclair, Ann Beltran
STAFF PRESENT:	Kurt Wiemann, Megan Feliz

1. Call to Order

Chair Quam called the meeting to order at 1:32 p.m.

2. Approval of the Agenda

The committee unanimously approved the agenda.

3. Approval of the Meeting Report for September 23, 2024

The committee unanimously approved the meeting report.

4. Chair's Remarks

Chair Quam welcomed everyone and announced how great it was to attend the H2O for HOA seminar. She loved seeing Mr. Wiemann and Matt Davenport from Monarch Environmental as a panelist.

5. Department Head Update

6a. Project Log

Mr. Wiemann extensively went over each line item on the project log. Questions were asked and answered.

6b. Water Use Comparison Chart

Mr. Wiemann explained that water use increased in August due to the heat. It should begin to start dropping with the fall and winter seasons.

6c. Tree Work Status Report

None

6d. Orange QC Report

Mr. Wiemann gave a brief overview of the quality control report.

6e. KPI

Mr. Wiemann presented a PowerPoint in detail regarding key performance indicators of the landscape. Questions were asked and answered.

6. Member Comments (Items not on the agenda)

- One member complained about the “land grabbing” around the Mutual with people taking over the common area for private use.
- One member asked for the status of netting around CDS 27.
- One member complained about watering inconsistency on the slope and planting areas.

7. Response to Member Comments

Mr. Wiemann and the Chair responded to member comments.

Items for Discussion and Consideration

8. 302-B Off-Schedule Tree Trimming Request

Mr. Wiemann presented a brief overview of the recommendation. Questions were asked and answered.

Director Blackwell moved to accept the staff's recommendation to deny the off-schedule trim request; Chair Quam seconded the motion. Hearing no objections, the motion passed unanimously.

9. 303-D Tree Removal or Off-Schedule Trimming Request

Mr. Wiemann presented a brief overview of the recommendation. Questions were asked and answered.

Director Blackwell moved to accept the staff's recommendation to deny the off-schedule trimming and tree removal request; Chair Quam seconded the motion. Hearing no objections, the motion passed unanimously.

10. 463-B Tree Removal Request

Mr. Wiemann presented a brief overview of the recommendation. Questions were asked and answered.

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. 325-Q Landscape Alteration

Mr. Wiemann presented a brief overview of the recommendation. The resident spoke on her behalf of the request. Questions were asked and answered.

Director Blackwell moved to accept the staff's recommendation to deny the landscape alteration request for drought-tolerant hedges. Director Blackwell made a motion to recommend that staff plant a small tree from the nursery; if the resident wants a larger tree, they will have to pay for it. Chair Quam seconded the motion. Hearing no objections, 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

12. Committee Member Comments

Various comments were made.

13. Date of Next Meeting – November 25, 2024 at 1:30 p.m.

14. Recess at 3:04 p.m.

_____DRAFT_____

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

DIRECTORS PRESENT: Anthony Liberatore – Chair, Nancy Carlson
DIRECTORS ABSENT: Vidya Kale
ADVISORS PRESENT: Richard Rader
STAFF PRESENT: Siobhan Foster, Steve Hormuth, Karina Vargas
OTHERS PRESENT: United – Mickie Choi Hoe

Call Meeting to Order/Establish Quorum – Director Anthony Liberatore

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

Acknowledgment of Media

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

Approval of the Agenda

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

Approval of Meeting Report for September 11, 2024

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

Chair Remarks

Director Liberatore highlighted the intention of the Ad Hoc Committee is to generate revenue for United while keeping same levels of services to its members.

Member Comments (Items not on the Agenda)

A member expressed gratitude for all the effort put into the United Revenue Ad Hoc Committee.

Items for Discussion and Consideration

Director Liberatore stated that a 10 minutes recess would be provided to allow the review of the Staff Report.

Report of United Revenue Ad Hoc Committee Open Meeting

September 26, 2024

Page 2 of 2

The meeting was called back to order at 1:45 p. m.

- a) Revenue Generating Ideas Recommendation – Committee members submitted Revenue generating ideas. Staff was directed to provide guestimates of revenue potential for several ideas. Steve Hormuth, Director of Financial Services, presented Staff's rough estimates. After discussion, it was agreed four options shall be brought to the board for discussion – Infrastructure Fee, Rental Fee, United Foundation, and Bingo.

Committee Member Comments

None.

Date of Next Meeting

None, end of 90-day duration.

Adjournment

The meeting was adjourned at 2:05 p. m.

Nancy Carlson

Nancy Carlson (Oct 25, 2024 05:50 PDT)

Nancy Carlson, Director



FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION

Wednesday, October 16, 2024 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Donna Rane-Szostak – Chair, Mickie Choi Hoe, Thomas Tuning, Moon Yun, Juanita Skillman (substitute), Craig Wayne

DIRECTORS ABSENT: Peter Sanborn (excused)

ADVISORS PRESENT: None.

STAFF PRESENT: Siobhan Foster, Steve Hormuth, Jose Campos, Alison Giglio, Blake Lefante, Erika Hernandez, Karina Vargas, Pam Jensen, Tom Siviglia

OTHERS PRESENT: VMS – Kathryn Bravata, Cynthia Rupert
GRF – Steven Leonard, Juanita Skillman, Egon Garthoffner, Cush Bhada, Martin Roza
United – Ellen Leonard
Third – Reza Karimi

Call to Order

Director Rane-Szostak, chaired the meeting and called it to order at 1:45pm after an initial postponement of 15 minutes to allow sufficient time for committee members and residents in attendance to review the agenda packet distributed at 1:30.

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 objections, the motion to approve the agenda passed unanimously.

Approval of Special Meeting Report for September 18, 2024

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

Chair's Remarks

Director Rane-Szostak provided an update on the Finance Department's transition to the new ERP system. The chair further explained that September was the first month the new system came online and due to staff's learning curve and real time trouble shooting, the full agenda packet was not available for review by members until the start of the Finance Committee meeting. Director Rane-Szostak also informed members of the \$9.97 per manor per month assessment increase for 2025 with respects to GRF.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services provided an overview on the current state of the budget and reported that the GRF Board adopted the budget for 2025 during their September meeting. The annual notifications are scheduled to be sent to owners depending on the preferred method of delivery in late November and available for viewing on the Laguna Woods Village website as well. Staff further thanked everyone for their patience and understanding in providing the delayed financial statements.

Preliminary Financial Statements dated September 30, 2024

Jose Campos, Assistant Director of Financial Services, presented Preliminary Financial Statements dated September 30, 2024. Questions and comments were addressed and noted by staff.

RV Storage Fee Recommendation

Steve Hormuth, Director of Financial Services, presented a staff report recommending the Committee endorse an increase in the annual RV Storage Fee from \$320 to \$450 effective January 1, 2025. Staffs recommends 100% of the expenses from the RV Storage Lot be recovered through annual fees with a 0% shared cost.

Director Choi Hoe moved to endorse staff's recommendation. Director Wayne seconded. Discussion ensued. Director Thomas Tuning made a motion to amend the existing motion to maintain the 0% to 100% cost recovery calculation with the vacancy rate not to exceed 10% until modified by the GRF Board of Directors. Director Yun seconded. The called the question and the amendment was approved by a vote of 6-0.

The chair then called the question to the amended motion and the amended motion passed by a vote of 6-0.

A member expressed their concern over the rise in cost from the previous years for RV storage fees in conjunction to vacancies and suggested staff looks into the vacancy rate. Staff informed the member that the vacancy rate was not directly caused by the increase from 2017 and instead was attributed to a disconnect to whom the spaces belonged to.

A member recommended staff further analyze the costs associated to custodial, trash, and security pertaining to the RV lot. Staff informed the member the order of which information is presented and that a response to the question posed will be provided either in the upcoming SCAC meeting or when it is brought before the board.

A member emphasized the deal associated with storing an RV for a year, the breakdown for storing a vehicle comes down to \$8.65 weekly.

Class fee Cost Analysis

Steve Hormuth, Director of Financial Services, presented a staff report on the expenses associated with the Recreation Class Fee as noted in resolution 90-23-46 to be reviewed every two years per the GRF Board. The report detailed the annual budget revenue offsetting the costs with no shared cost by members. The Class Fee Cost Analysis was to be conducted in two parts, however due to the Committee agreeing to no changes there will be no subsequent recommendation this year, follow up to be scheduled for 2026.

Bridge Room Guest Fee Cost Analysis

Steve Hormuth, Director of Financial Services, provided a staff report on the expenses associated with Bridge Room Guest Fees. The report details the annual budget for Clubhouse 7 having increased by \$143K from 2019 to 2025 impacting the shared costs currently set at an 85/15 split. The last fee review was in 2019 via resolution 90-19-62, a subsequent meeting will be scheduled to recommend adjustments to the fees.

Future Agenda Items

- Bridge Room Guest Fee Recommendation

Committee Member Comments

Director Tuning wanted to extend his gratitude to the Finance Department Staff for their continued efforts during this new system transitional period as well as for all their hard work. Director Choi Hoe echoed her gratitude towards staff and informed the audience

that she is stepping away from this committee but will continue her communication with staff. Director Skillman thanked staff and by extension the ITAC committee for building the foundation for the new system as well as all the phases leading up to the full launch. Director Rane- Szostak welcomed the new Treasurer for Third Mutual, Craig Wayne and also thanked staff for all their hard work. Director Wayne echoed Director Tunings message.

Date of Next Meeting

Wednesday, December 18, 2024 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:30 p.m.

DRAFT

Donna Rane- Szostak Chair

OPEN MEETING

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

Thursday, October 10, 2024 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Cush Bhada, Acting Chair, Joan Milliman, Robert Mutchnick, Sue Quam, Ellen Leonard, Moon Yun, Sue Stephens, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: Elsie Addington, Peter Sanborn

OTHERS PRESENT: Reza Karimi, Maggie Blackwell, Mickie Choi, Jeanne Costello, Egon Garthoffner, Charles Prater

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Steve Hormuth, William Arceo

Call to Order

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

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Mutchnick made a motion to remove item number 11 and approve agenda as edited. Director Leonard seconded.

Motion passed unanimously.

Approval of Committee Report for September 12, 2024

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

Motion passed 4-1. Director Mutchnick abstained.

Chair's Remarks

Acting Chair Bhada stated today is a sad day as the community lost the chairman of India conglomerate, TATA Group. Acting Chair Bhada welcomed the new committee members. Acting Chair Bhada stated Clubhouse 1 is in full operation with striking changes in billiards room including an updated kitchenette and soundproofing with the previous billiards room

updated to be an MPR for rental space. There are many updates to the facility and he thanked staff for the Clubhouse 1 renovation project. Acting Chair Bhada stated he is looking forward to a productive meeting today.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 1 staff is working on unfinished project details and will be ordering new furnishings; the community patience is appreciated as staff works diligently on finishing the minor Clubhouse 1 renovation project items; at Clubhouse 2, the carpet was cleaned in the Grevillea, Los Olivos and card room and the parking lot concrete repairs were completed; Clubhouse 4 staff is preparing for the annual Arts & Crafts Bonanza with over 100 vendors ready to sell their handcrafted wares; the steak dinner at Clubhouse 5 had 126 in attendance and the Village Bazaar sold out in 15 minutes; the HVAC was recently repaired and the floor maintenance was completed at Clubhouse 7; approximately 300 were in attendance at the Equestrian Center Taste of Country event last weekend; there are 410 participants entered for the Village Games sports including archery, basketball, bicycling, billiards, bocce, progressive bridge, equestrian, golf, lawn bowling, volleyball, mahjong, petanque, pickleball, poker, shuffleboard, swimming, table tennis, target shooting and tennis; Village Games events began on October 7 and the closing ceremony for participants will be hosted at Clubhouse 5 on October 31; attendance is increasing at the Clubhouse 1 Fitness Center and circuit classes are either selling out or filling up quickly; Library volunteers worked 729 hours to support 2,160 visitors in September; new resident signups have been consistent month to month with material usage slightly lower except for the puzzles as they are at all-time high; DVD and CD book usage is still provided as a service to those who aren't quite ready to transition to streaming; new changes were implemented this year including going paperless with emailing checkout receipts; additional shelves were installed for puzzles and magazines (including a magazine rack for the patio); removal of the plexiglass was completed; new keyboards and volunteer labeled series books were added; Mr. McCray's report includes the completion of the aerification with courses returning to optimal conditions in a few weeks; a new golfer orientation was held on October 1 with 10 new resident golfers in attendance; tennis court 7 was recently repaired and cleaned after badminton returned to Clubhouse 1; three Garden Center plots are open to date with active tours occurring leading to successful rental of released plots; Garden Center volunteers will be planting a new pollinator garden near the Garden Center 2 entrance.

Ms. Giglio reported the following GRF board meeting update: approval of a share cost percentage of 35/65 percent (35% covering total expense for golf maintenance and operations including depreciation and 65% of total costs to be recovered through golf facility use fees) including a \$10 increase to all guest green fees above the current rate and a new fee schedule will go into effect January, 2025; an additional hour to keep Pool 5 open until 7 p.m. in October was approved; new contracts were approved for outsourcing golf course maintenance and the Performing Arts Center sound system;

Ms. Murphy stated the following: a new class, Dance Moves, with Laura Freeman will begin on Thursdays at Clubhouse 5 in the fitness classroom; the free Monday movie at the Performing Arts Center, *Ghostbusters: Frozen Empire*, will be held on October 21 at 2 and 7 p.m.; the fall Village Bazaar will be hosted at Clubhouse 5 in the main lounge on October 26, 10 a.m. to 2 p.m.; the annual Arts & Crafts Bonanza will be held at Clubhouse 4 on November 2, 9 a.m. to 4 p.m. and November 3, 10 a.m. to 3 p.m.; the annual Thanksgiving Buffet will be hosted at Clubhouse 2 and 5 on November 28 with tickets sales starting on November 4.

Member Comments (Items Not on the Agenda)

None.

CONSENT

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

Discussion ensued.

Motion passed unanimously.

REPORTS

Recreation Supervisor Introduction— William Arceo, Recreation Generalist, introduced himself while stating his Laguna Woods Village work history.

Discussion ensued.

Garden Center Access Discussion —Ms. Giglio stated the Garden Center access discussion regarding unrestricted access to Garden Club officers and requested input from CAC.

Discussion ensued.

The Committee does not recommend unrestricted access to the Garden Centers and directed staff to comply with current policy.

ITEMS FOR DISCUSSION AND CONSIDERATION

California Club Rollover Exception Request – This item was rescinded by the requestor.

Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show— Ms. Murphy stated the staff report.

Director Milliman made a motion to recommend the poster policy exception to post an 11x17 poster at all Clubhouses and as an annual exception. Director Leonard seconded.

Discussion ensued.

Motion passed 5-1-1. Director Quam was absent. Director Yun abstained.

Director Milliman made a motion to recommend Pool 1 closure from August 11 to 18, 2025. Director Leonard seconded.

Member was called to speak regarding changing the rules so no exceptions are necessary. Discussion ensued.

Motion passed 4-1-2. Director Quam opposed. Director Mutchnick and Director Yun abstained.

Director Milliman made a motion to provide staff support including ticket sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services. Director Mutchnick seconded.

Discussion ensued.

Motion passed 5-1-1. Director Leonard opposed. Director Yun abstained.

Director Milliman made a motion to have poster policy exception, staff support and pool 1 closure for 8 days annually for the Aquadette Follies. Director Stephens seconded.

Discussion ensued.

Motion passed 4-2-1. Director Leonard and Director Mutchnick opposed. Director Yun abstained.

Equestrian Fee Recommendation – Mr. Hormuth stated the staff report.

Director Leonard made a motion to recommend 70/30% shared cost for 2025 and use Option 2 proposed fees and provide a monthly budget analysis to GRF Finance Committee. Director Stephens seconded.

Discussion ensued.

Members were called to speak regarding the following: in support of the Equestrian Center; support of fair costs for all amenities; raise lesson fees; not in support of comparing the Laguna Woods Village Equestrian Center to other centers; good attendance of club BBQs at the Equestrian Center; support of equine therapy; many volunteers at the Equestrian

Center; nominal rate increase; consider input from current Equestrian Senior Supervisor with regards to raising revenue; evaluate negative consequences to any changes to an amenity as all must be considered equally; regarding affordability of the EQ center; all members agreed to shared cost when moving into Laguna Woods Village; all amenities increase at the same rate.

Motion failed 2-5. Acting Chair Bhada, Director Milliman, Director Quam, Director Mutchnick, Director Yun opposed.

Director Milliman made a motion to recommend option 1 for Equestrian Fees with bi-monthly budget review to be presented at CAC. Director Mutchnick seconded.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules Review – The committee stated all edits.

Director Mutchnick made a motion to accept the Recreation and Special Events operating rules. Director Stephens seconded.

Discussion ensued.

No vote occurred.

Director Leonard made a motion to keep the minimum of 10 years of age for guests at the Equestrian Center. Director Milliman seconded.

Motion passed 5-1-1. Director Quam opposed. Director Mutchnick abstained.

Director Mutchnick exited the meeting at 4:30 p.m.
Director Stephens exited the meeting at 4:45 p.m.

Director Leonard made a motion to recommend Recreation and Special Events operating rules with corrections. Director Milliman seconded.

Motion passed 4-3. Director Quam, Director Mutchnick and Director Stephens absent.

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.

CONCLUDING BUSINESS

Committee Member Comments

Director Yun stated the discussion at the beginning of the meeting did not include information on the screens or hardcopy and the information did not correspond to the information in the agenda packet. Staff confirmed the information discussed did correspond with the agenda packet.

Advisor Gidwani thanked staff for putting the packet together and thanked committee members for volunteering time to make the community better.


Director Bhada thanked all in attendance.

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, November 14, 2024.

Adjournment

There being no further business, the Acting Chair adjourned the meeting at 5:02 p.m.



Cush Bhada, Acting Chair



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.



Cush Bhada, Chair

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

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SPECIAL OPEN SESSION**REPORT OF THE SPECIAL MEETING OF THE
GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Wednesday, September 19, 2024 – 3:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom

REPORT

MEMBERS PRESENT: Juanita Skillman – Chair, Gan Mukhopadhyay, Steve Leonard, Thomas Tuning, Reza Karimi, Sue Stephens

MEMBERS ABSENT: Mickie Choi Hoe, Brad Rinehart

OTHERS PRESENT: **GRF:** Martin Roza, Joan Milliman, Donna Rane-Szostak, Steve Leonard
United: Georgiana Willis
Advisors: Bill Walsh, Ajit Gidwani

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Drew Anastasio – Senior Clubhouse Technician, Heather Ziemba – Projects Administrative Coordinator

1. Call to Order

Chair Skillman called the meeting to order at 3:32 p.m.

2. Acknowledgement of Media

Chair Skillman noted that no media was present.

3. Approval of the Agenda

A motion was made and duly seconded to approve the agenda as written.

4. Chair's Remarks

Chair Skillman commented on the information to be presented in the meeting.

5. Department Head Update

None.

6. Member Comments

A member commented on the potential closure dates of the PAC Theater.

Consent:

None

Items for Discussion and Consideration:

7. PAC Sound System

Mr. West discussed the staff report and provided a presentation to show the scope of work for this project. Discussion ensued. Mr. West and Mr. Gomez answered questions from the committee. Mr. Anastasio answered technical questions from staff and the committee. Member comments were heard.

Concluding Business:

8. Committee Member Comments

No committee member comments.

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

10. Recess – The meeting was recessed at 4:31 p.m.

DRAFT

Juanita Skillman, Chair

Juanita Skillman, 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: Jennings Lai, Catherine Laster, Susan Logan-McCracken, Ellyce Rothrock, Chuck Holland

1. Call to Order

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

2. Acknowledgement of Media

None present.

3. Approval of Agenda

Approved by unanimous consent.

4. Approval of Report for April 15, 2024

Approved by unanimous consent.

5. Chair's Remarks

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

6. Member Comments

There were no member comments.

Items for Discussion

7. Urban Insight Website Presentation – Chuck Holland

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

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

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

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

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

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

Committee questions and discussions that ensued included:

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

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

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

8. Media and Communications Report – Ellyce Rothrock

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

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

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

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

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

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

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

Items for Future Agendas

None

Concluding Business

Committee Member Comments

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

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

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

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

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

Ms. McCracken thanked everyone for their input.

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

Chair Milliman thanked everyone for their efforts.

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

Adjournment

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

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

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

Wednesday, 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 Steve Leonard 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 pm

Steven Leonard

Steven Leonard (Oct 10, 2024 07:32 PDT)

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, October 23, 2024 - 1:30 P.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room/Virtual Meeting**

Directors Present: Chair: Juanita Skillman, Maggie Blackwell, Nancy Carlson, Reza Karimi, Sue Stephens, Craig Wayne, Dick Radar, Jules Zalon

Directors Absent: Steven Leonard

Staff Present: Carmen Aguilar, Aaron Kennedy, 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 approval of the agenda October 23, 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 August 28, 2024, were approved with pending correction by unanimous consent.

5. Chair's Remarks

Chair Skillman spoke on the following items:

- This is Director Skillman last SCAC meeting. She did state, she is satisfied of all the achievements accomplished.

6. Members' Comments

- Member spoke on bringing awareness to Compliance and Security Departments regarding resident to resident gun violence and treating matters. Member was referencing to a disruptive behavior incident at Clubhouse one earlier this month.
- Member had questions on agenda item # 8 regarding car being non-operational and parked in a carport space. This matter will be addressed by Security.

Agenda Item # 16g

Page 1 of 4

Reports:

7. Update on Jacob and Green and Associates

Chief Nuñez commented on the following:

- The GAP analysis will move forward not suggestions or objections were given by directors. The SCAC committee was emailed the final GAP Analysis version.

8. Security Statistics Update

The following security statistics updates were discussed:

- RV Lot
 - There is currently one prospect.
- Notice of Violations
 - The stats continue to show S-Code 0610 (FAILURE TO OBEY STOP SIGN) - is 50% of all the citations written.
- Orange County Sheriff Department
 - Total of 21 violations in the community the information was obtained via
 - Phase 4 and 5 did not have any crimes reported at this time.
 - The information was collected on www.occrimemapping.com
- Compliance Notice of Violation stats
 - Had a total of 924 citation with delinquencies being the highest.
- Self-Initiated Supervisor Foot Patrol
 - Light request makes 45% of the foot patrol. Our Supervisors are making sure the lights are working properly during the night in breezeways, and around the community.
 - 29% is made up of other requests- suspicions activity, patrolling their assigned sector.
- Social Services
 - There is an average of 22 calls for per day for OCFA coming into the community. Social Services Lourdes Oseguera is the new Social Services Manager and will be attending the next SCAC meeting on February 26, 2024.

9. Noteworthy Incidents

- None to report

10. Traffic Fees Recommendation

- On October 1, 2024 GRF Board meeting passed the topic and will be in effect Jan 1, 2025.

11. Vehicle, Traffic and Parking Rules

- On October 1, 2024 GRF Board meeting passed the topic and will be in effect Jan 1, 2025.

Items for Discussion and Consideration:

12. RV Storage Fee Recommendation-

- Steve Hormuth, Director of Financial Services, presented a staff report recommending the Committee endorse an increase in the annual RV Storage Fee from \$320 to \$370 effective January 1, 2025. Staff recommends 100% of the expenses from the RV Storage Lot be recovered through annual fees with a 0% shared cost.
- Director Karimi moved to endorse staff's recommendation. Director Stephens seconded. Discussion ensued. The Chair called the question and the motion passed by unanimous vote.

13. To Be Determined

- Use of RV lots for Resident vacation or long-term parking. Director Reza motioned for Director of Security Eric Nuñez to research and work with Director of Finance and Director Blackwell seconded.

Items for Future Agendas:

14. Smart I.D. - a possible discussion at the AD-Hoc committee to work with IT department generating smart I.D. and incorporate new features and accessibility throughout the community.


Concluding Business:

15. Committee Member Comments

- Director Stephens congratulated Director Skillman for all the work she has accomplished on this committee.

16. The next meeting will be held both in the board room and virtually via the zoom platform at 1:30 p.m. on Wednesday. February 26, 2025.

17. Adjournment 2:52 p.m.


Juanita Skillman (Oct 25, 2024 19:49 PDT)

Juanita Skillman, Chair
Security and Community Access
Committee

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OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
DISASTER PREPAREDNESS TASK FORCE**

**Tuesday, September 24, 2024 - 9:30 A.M.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room/Virtual Meeting**

Directors Present: S.K. Park, Juanita Skillman, Sue Stephens, Donna Rane-Szostak, Anthony Liberatore

Directors Absent: Georgina Willis, Gan Mukhopadhyay, Moon Yun

Staff Present: Chair: Eric R. Nuñez, Aaron Kennedy, Carmen Aguilar, Alycia Magnuson

Others Present: None

1. Call to Order

Chair Eric Nuñez called the meeting to order at 9:31 a.m. and proceeded to recognize and thank Director Juanita Skillman for her 14 years serving as a director.

2. Acknowledgment of Press

There was no media present.

3. Approval of the Agenda

Chair Eric Nuñez requested an approval of the agenda. Future date for Meeting for November was corrected from "Wednesday" to the correct day Tuesday, November 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 July 30, 2024, were approved by unanimous consent.

5. Co-Chair's Remarks

Co-Chair Director Skillman mentioned this will be her last DPTF meeting since her term is ending next month in October. She is pleased to know things that she initiated are moving forward.

6. Members' Comments

- A member stated Juanita Skillman is fantastic and she will be missed as director.
- A member requested clubhouse coordinators be involved in the functionality testing of the Radios.

Reports

7. GRF Board- None

8. United Board- None

9. Third Board- Juanita will be missed. Thank you

10. Towers Board- President Sue Stephens said, there are so many good things about Juanita.

11. Pet Evacuation Sub Committee- Sandy Benson mentioned, she will be attending gate 11 meeting and she will be having a booth at the Quake Heroes Expo on October, 8, 2024 at clubhouse five.

Items for Discussion and Consideration

12. Antenna Project

Aaron Kennedy presented work status report on the Emergency Radio Equipment Installation. The Emergency Radio Equipment Installation project aims to enhance communication capabilities during disasters, ensuring rapid and effective response by the Laguna Woods Village Security Department, task force and local emergency services.

- As of today, 75% of the radio equipment has been installed at pre-determined key locations. Clubhouses 1, 2, 3, 4, 5, and 7 have been completed, with Clubhouse 6 and the Par 3 Golf Course to be completed in the near future.
- Testing of installed units is in the scheduling process, with preliminary checks indicating successful connectivity and functionality.

Final Testing and Verification:

- Full-scale testing of all units will be scheduled in the near future, in collaboration with the Amateur Radio Club. This will include scenario-based drills to ensure readiness.

13.DPTF Expo info

The event is scheduled for Tuesday, October 8, 2024 at clubhouse 5 from 10:00 a.m.- 1:00 p.m., Quake Heroes movie will be shown at 10:15 a.m. residents will be able to ride an earthquake simulator. We are drill and excited that the event is coming along and we have confirmation of various vendors confirming their participation.

14. Jacob Green and Associates

William Simmons was not able to attend the DPTF meeting however, he submitted the final version of the GAP Analysis. He introduced Planning Organization, Equipment, Training Exercising (POETE)

- ☐ 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

- ☐ GAP timeline

Concluding Business

16. Committee Member Comments

- Director S.K. Park- expressed is contentment for the antenna project being up and running.
- Director Anthony Liberatore mentioned, it's critically important that Laguna Woods Village EOP is seamless.
- Director Juanita Skillman expressed, there should be a city liaison from DPTF to continuously work with the city, to coordinate and plan training for Laguna Woods Village Residents.

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, November 26, 2024.

18.Adjournment 10:06 a.m.


Eric R. Nuñez 2024 09-35 PDF

Eric R. Nuñez, Chair
Security and Community Access
Committee

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