

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

May 9, 2017

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, May 9, 2017 at 9:30 AM at 24264 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Chair, Janey Dorrell, Don Tibbetts, Pat English, Steve Leonard, Maggie Blackwell, Andre Torng, Gary Morrison, and Prakash (Cash) Achrekar

Directors Absent: None

Staff Present: Open Session: Lori Moss, Leslie Cameron,
Executive Session: Brad Hudson, Leslie Cameron, and Francis Rangel

Others Present: Open Session: VMS Director Mary Stone, Jeffrey Beaumont Esq. of Beaumont Gitlin Tashjian

(1) CALL TO ORDER

Juanita Skillman, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 AM.

(2) PLEDGE OF ALLEGIANCE

Director Don Tibbetts led the Pledge of Allegiance to the Flag.

(3) ACKNOWLEDGEMENT OF MEDIA

A representative of the Laguna Woods Village Globe, and Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

(4) APPROVAL OF AGENDA

Director Skillman removed 14a Select Audit Committee, Director McIntosh removed item 11a 360-A from the consent calendar and placed it as item 12bII. Director Leonard moved to accept the changes to the amended agenda. Seconded by Director Morrison. Without objection the amended agenda was approved.

(5) APPROVAL OF MINUTES

Page 2 of 17 under Item 8, VMS Update, the third bullet point should state "... changes will have to be submitted from the Union prior to November 30, 2018. Page 3 of 17 Waste Management needs to be capitalized and the fifth bullet needs to be deleted. Page 9 of 17 change elected to nominated. Under VMS Update add the following, "Recently Luis Lopez, a landscaper, put his training into action and saved a life of one of our gate ambassadors. In recognition for Employee Excellence, Luis was presented with a citation and received a standing ovation at the GRF meeting. This was the second life-saving event this year." 5a election of officers changed to nominated and Gary Morrison was nominated as Treasurer.

Director Dorrell moved to approve the minutes of April 11, 2017, as amended. Seconded by Director Torng.

By a vote of 9-1-0 (Director English opposed) the minutes of April 11, 2017 were approved as amended.

(6) UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM

United Mutual Members were given the opportunity to speak to items within the jurisdiction of the Board of Directors.

- Michael Landry (693-B) commented that a bush on Aragon located by the stop sign needs to be trimmed.
- Chris Evans representative of the Laguna Village Foundation gave an update on their work with Meals on Wheels and the Alzheimer's program.
- Mary Wall (239-D) Commented on the Monthly Resale Report, a crack in her carport and the United Budget.

(7) RESPONSE TO MEMBER COMMENTS

United Mutual Directors English, Achrekar and McIntosh responded to Member Comments.

(8) REPORT OF THE CHAIR

Chair Juanita Skillman commented on the following:

- Thanked the City of Laguna Woods for the use of their Council Chambers.
- She has received many calls from Members about the Audit report in regard to the net loss. She stated that United was not in the red for its 2016 operations and the net loss is due to more money coming out of reserve than the amount contributed in that particular year. The primary reason for the higher expenditure was the use of accumulated Contingency Funds for the solar project.

(9) Update from VMS Director – Director Liberatore

Director Liberatore, VMS Director,

- An employee recognition event was held where department heads acknowledged their new employees, those that received promotions and those that went above and beyond received award for Recognition of Excellence.
- Delphine Maffey is inspiring everyone, with her breathtaking front counter and Resident Services lobby themes. Staff is also getting a lot of positive feedback from residents on the cookies and water that are provided while they wait. Also appreciated is the comfortable seating, and trained staff at each window. Plus a newly installed TV in Resident Services is making any wait more palatable.
- Our staff continues to get Kudos from residents and board members about the Breeze saying that, "Every Breeze issue is excellent. People like it and read it and appreciate being kept informed."

- A resident recently called to give kudos to Ruben and Melissa in Resident Services; she said that they did "a fantastic job". She said she understands we've been going through many changes and is very appreciative of the fact that we still continue to provide great customer service!
- A Member gave recognition to the copy center staff they provide for the services they provide to the Members and clubs.
- The Member at 85-A called in to give kudos to Geovany in Resident Services. She called to say how much she appreciated Geovany's help and that she was very "reassuring" and "attentive". Geovany is a new employee, and a keeper.

(10) REPORT OF CEO

Brad Hudson, CEO, spoke about the following;

- This is a historic day for United as it is the first Granicus agenda and the kickoff for the first Granicus meeting in June. All of the components will come together on June 6, for the GRF meeting in the remodeled boardroom
- Over half of the employees have been to safety and lifesaving training.
- There is a free app where you can listen to a muted TV through your phone. This will be particularly helpful in the Community Center Fitness Center.
- Units along the major roads have received a letter from the city about an upcoming land use application. The current fence is barbed wire and is no longer allowed in the City of Laguna Woods. As the barbed wire wears and becomes beyond repair, metal shepherd hooks will be used. 900 feet of fencing will be replaced annually to keep the permit alive.
- Up to three RFID stickers were supplied at no cost until January 31, 2017. After January 31, 2017, the RFID stickers cost \$25.
- Gate arms for United will be placed at Gates 1-3. Gate 4 possibilities include a slider gate.
- The Men's Golf Club Tournament to benefit the Laguna Woods Foundation is being held on Saturday, May 13.
- The art at the Community Center has been changed out and everyone is welcome to come and see the new art supplied by members of the Art Club.

Director McIntosh commented on the art in the Community Center.

Director Achrekar commented on the letter from the city and that the fence will be increased from six feet to seven feet. Mr. Hudson stated that in some areas the fence height may be increased with the replacement of the barbed wire. Ms. Moss, Community Manager, stated that by Gate 11 there is a sample of the shepherd's hooks.

Director Leonard commented that on the Laguna Woods Village website. Under resident links on the site you can find the tunity app and the link for the teamup calendar,

May 9, 2017

Director English asked if the Ad Hoc and other committees will be put in Granicus. Mr. Hudson stated that it may be a possibility down the road and that the teamup calendar will likely replace the Monday Memo.

Director Tibbetts commented on the barb wire fence.

Director Dorrell commented on the bridge where the creek is and asked if the camera there is working.

Director Skillman commented on the art and the teamup calendar

(11) CONSENT CALENDAR

Director McIntosh moved, seconded by Director Tibbetts, to approve the consent calendar. By a vote of 10-0-0 the motion carried.

(a) Maintenance & Construction Committee Recommendations:

- 587-D Approve relocating front powder room, bathroom to existing enclosed atrium.
- 396-B Approve converting atrium into master bath /closet and add window to master bedroom.
- 2159-D Approve a door addition from enclosed patio to entry way.
- 703-B Approve the extension of kitchen into patio.
- 862-P Approve installing air conditioning unit with copper piping.
- 360-A Approve window addition to previously approved variance room addition in patio.
- 236-B Approve converting enclosed balcony into master bedroom.
- 565-C Approve Removing Existing Steps and Replace with Terraced Steps

RESOLUTION 01-17-43

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. Maganbhai N Patel of 587-D Avenida Majorca to relocate front powder room, bathroom to existing enclosed atrium, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 587-D Avenida Majorca; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be

May 9, 2017

submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, no Neighbor Awareness Forms are required from manor 317-C Avenida Castilla, as the proposed alterations would be installed within a gated and limited access front patio, therefore not visible to neighboring Manors; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

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

RESOLUTION 01-17-44

Variance Request

RESOLVED, May 9, 2017, that the variance request of Ms. Tania Rahmany of 396-B Avenida Castilla to convert atrium into master bath /closet and add window to master bedroom, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 396-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 396-B; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

RESOLVED FURTHER, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan/ Vent Installations, Section 18: Gutters & Downspouts, Section 29: Washer and Dryer Installations, Section 30: Water Heater Relocation Section 31: Windows and Window Attachments; and

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, the Mutual Member shall request a Broadband infrastructure inspection to assure that mutual property cable and utility wiring is appropriately addressed during construction; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, all drainage modifications associated with the alterations are to be completed by the Maintenance Division at the expense of the Mutual member(s) at Manor 396-B. All gutter drainage shall be directed away from structures, free-standing walls, foundations, and pedestrian walkways; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed

May 9, 2017

offsite by the contractor. Violation of this condition may result in disciplinary action; and

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

RESOLUTION 01-17-45

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. Suk Soo Kim of 360-A Avenida Castilla to replace existing entry steps with a ramp, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 360-A must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 360-A; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 360-A; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code; and

May 9, 2017

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 360-B, 359-B, 359-C and 318-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and any applicable city building permits must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

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

RESOLUTION 01-17-46

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. Suk Soo Kim of 360-A Avenida Castilla - Window Addition to previously approved Variance Room Addition, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 360-A; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

May 9, 2017

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 31: Windows and Window Attachments; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

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

RESOLUTION 01-17-47

Variance Request

RESOLVED, May 9, 2017, that the variance request of Ms. May Lan of 2159-D Via Mariposa East - door addition from enclosed patio to entry way, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2159-D; and

RESOLVED FURTHER, existing Mutual Consent 170197 (Door Revision from Bedroom to Patio) must be approved prior to completion; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Laguna Woods Mutual Standards Section 11: Doors, Exterior; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

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

RESOLUTION 01-17-48

Variance Request

RESOLVED, May 9, 2017, that the variance request of Mr. John Lavinio of 703-B Avenida Sevilla - extension of kitchen into patio, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 703-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 703-B; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

May 9, 2017

RESOLVED FURTHER, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent; and

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 703-B; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors, Exterior and Section 31: Window and Window Attachments, Section 17: Patio Gates and Courtyard Doors and Section 8: Patio Block Walls; and

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 703-A, 704-B and 704-C. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Member must provide a report from a Certified Plumber confirming waste lines have been inspected with a camera and show no signs of repair needed; and

RESOLVED FURTHER, During construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

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

RESOLUTION 01-17-49

Variance Request

May 9, 2017

RESOLVED, May 9, 2017, that the variance request of Ms. Sharon J. Ballantyne of 862-P Ronda Mendoza, Install Air Conditioning Unit with Copper Piping, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 862-P; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 862-P; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 6: Air Conditioning Units/Heat Pumps; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

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

RESOLUTION 01-17-50

Variance Request

May 9, 2017

RESOLVED, May 9, 2017, that the variance request of Mr. Thomas L Skaggs of 236-B Calle Aragon – convert enclosed balcony into master bedroom, is hereby approved; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 236-B; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

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

RESOLUTION 01-17-51

Variance Request

RESOLVED, May 9, 2017, that the variance request of Ms. Shirley A Macy of 565-C Avenida Sevilla to remove existing steps and replace with terraced steps, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 565-C must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline,

Community Services Manager, the "Recordable Common Area Agreement" for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 565-C; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits; and

RESOLVED FURTHER, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at Manor 565-C; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code; and

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a "Recordable Common Area Agreement" must be filed with the County Clerk; and

RESOLVED FURTHER, prior to the issuance of a mutual consent for manor alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 561 D, 561-Q and 566-D. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and any applicable city building permits must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

May 9, 2017

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.

(b) Landscape Committee Recommendations:

- 621-B Approve request for tree removal (see Agenda Item 12(c) page 2)
712-C Deny request for drainage addition (see Agenda Item 12(c) page 2)

(c) Finance Committee Recommendations:

None

(d) Approve changing the Name of the Executive Hearing Committee to Member Hearings Committee

RESOLUTION 01-17-52

**Change the Name of the Executive Hearing Committee to
Member Hearings Committee**

WHEREAS, due to the length of the regularly scheduled board meetings and the number of disciplinary hearings to be heard each month, the Board established an Executive Committee on February 10, 2015 as a Committee of three or more Directors for the sole purpose of hearing disciplinary hearing matters; and

WHEREAS, due to the confusion of the name, the Board recommends to change the name to fit the purpose of the Committee;

NOW THEREFORE BE IT RESOLVED, May 9, 2017, that the Board of Directors hereby agrees to change the name of the Executive Hearing Committee to the Member Hearings Committee; 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.

(e) Approve Red Curb Request Procedures

RED CURB REQUEST PROCEDURE

1. Any request from a resident to have curbs painted red shall be reviewed and decided on by VMS Maintenance & Construction Division Staff. Denials may be appealed to the Maintenance and Construction Committee. Staff shall provide a report with a recommendation for action to the Maintenance & Construction Committee on all appeals.

May 9, 2017

2. Staff shall only recommend approval of such a request if:

A. Legal requirements imposed on the Mutual such as Fire Lanes, etc. require a red curb.

Or

B. A finding is made from an engineering study that such red curb is needed for safety reasons.

RESOLUTION 01-17-53

RED CURB REQUEST PROCEDURES

WHEREAS, available parking has become a premium in the Mutual; and

WHEREAS, the Board of Directors wishes to prevent any parking space from being eliminated without sufficient justification; and

WHEREAS, there is currently no policy regarding the painting of roadway curbs in the community red; and

WHEREAS, the Maintenance and Construction committee recommends that the Board of Directors of United Laguna Woods Mutual ("Board") establish policy and procedures for Red Curb Requests in the community; and

WHEREAS, such procedure allows staff to approve painting red curbs only when required by statute, or when a safety issue has been identified by a formal study, with appeals going to M&C; and

NOW THEREFORE BE IT RESOLVED, May 9, 2017, that the Board of Directors of the Corporation hereby approve the Red Curb Request Procedures; 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.

WHEREAS, such procedure allows staff to approve painting red curbs only when required by statute, or when a safety issue has been identified by a formal study, with

12) COMMITTEE REPORTS

(a) Finance Report

Director English reported from the Finance Committee, gave the United Mutual financial update, and commented on the Resale Activities Report.

(b) Maintenance and Construction Committee

Director Tibbetts and Director Leonard reported from the Maintenance and Construction Committee.

I. Entertain a Motion to Establish a Committee and Charter for the United Architectural Control and Standards Committee – **Resolution**

Secretary of the Board, Director Blackwell, read the following resolution:

RESOLUTION 01-17-54

**UNITED LAGUNA WOODS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS
COMMITTEE CHARTER**

RESOLVED, that pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Architectural Control and Standards Committee is hereby established as a standing committee of this Corporation; and

RESOLVED FURTHER, May 9, 2017, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of the Architectural Control and Standards Committee of the Corporation as follows:

1. The Architectural Control and Standards Committee shall have the responsibility to recommend approval or denial of all requests for nonstandard alterations and modifications, or alterations that have generated neighbor objection. Final recommendations shall be noted on the Mutual's monthly Board meeting Agenda Consent Calendar.
2. In their decision, the Committee shall consider the following criteria:
 - A. Compliance with existing standards
 - B. Aesthetic effect
 - C. Cost impact on the Mutual
 - D. Conformity with Local and State Building Codes
 - E. Compliance with applicable law
 - F. Value impact
3. The Board may choose to become involved in a Member's appeal of the Committee's decision. Should the Board become involved, prior to the review of the appeal, the Committee will document justification of their decision. If necessary, the Committee has the authority to consult with the Mutual Legal Counsel for advice.
4. The Committee shall have the authority to recommend new Architectural Standards or any revisions of all Mutual Architectural Standards. Final approval will rest with the Mutual Board.

May 9, 2017

5. The Committee shall require Neighbor Awareness and Approval forms for all alteration requests including requests that appear to conform to standards.
6. The Committee shall review advancements in technology and methods that could result in increased efficiencies and/or cost savings to the Mutual.
7. The Committee may impose contingencies upon approvals to ensure the structural, architectural, or common area integrity of the Members' request.
8. The Committee shall insure that all structural alterations, including any internal and external physical changes, performed or caused to be performed by a Member, shall not be performed without prior written consent of the Mutual. Consent is given either by proper processing of approved alteration standard, or use of the variance request process. The Committee will recommend a Disciplinary Hearing for all alterations preceding approval or deviation from approved changes.
9. The intended activities of the Committee may include but may not be limited to meeting when necessary, meeting on a monthly basis, reviewing staff recommendations regarding compliance with architectural standards or variance requests, conducting tours, and providing communications to the Community.
10. This committee shall exist and function in accordance with United Laguna Woods Mutual Bylaws and Occupancy Agreement.
11. This Committee shall be comprised of no more than five Directors.
12. This committee may appoint up to three non-voting advisors, subject to the approval of the Board.

NOW THEREFORE BE IT RESOLVED, 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, seconded by Director Leonard, to approve the Committee and Charter for the United Architectural Control and Standards Committee as presented.

Director Bassler and Director English commented on items 11 and 12 and stating that there should be no more than three committee members.

Director Blackwell and Director Dorrell stated that they do not agree to voting advisors and to replace it with non-voting advisors.

Director Leonard stated that it says no more than five Directors but it can be three and agrees to make the advisors non-voting and that it is unusual to have more advisors than committee members.

Director Blackwell moved to amend No. 12 to non-voting advisors. Second by Director McIntosh, motion carried unanimously.

By way of a unanimous vote the motion carried to approve the resolution.

Director English moved, to keep No. 11 as presented. Seconded by Director Bassler, the motion carried unanimously.

II. 360-A Approve replacing existing entry steps with ramp

Director Blackwell made a motion to accept the resolution as presented, seconded by Director Tibbetts, discussion ensued. Directors Blackwell and Tibbetts withdrew their motion. Director McIntosh and Torng commented in opposition of the ramp.

Mary Stone (356-C) asked for an additional whereas with the rationale of having a ramp in regards to ADA Compliance.

Dick Rader (270-D) commented on the ramp being on common property and if it is not a medical necessity it would not be allowed.

This matter will be moved to new business under 14b in the closed session.

(c) Landscape Committee

Director Blackwell reported from the Landscape Committee.

Director Blackwell read the city code on barbeques specifically that only small propane bottles and electric grills are allowed. Charcoal grills and open pits are not permitted.

(d) Governing Documents Review Committee

Director Skillman reported from the Governing Documents Review Committee.

- The committee discussed the Damage Restoration hearings Letter and the breakdown of the damage costs. The Committee asked that the letter calling the Member to the hearing have the cost breakdown of the charges to the member for costs incurred for work done.
- The Committee discussed a resolution for United Mutual receiving permission to turn off cable TV.
- The Committee discussed a hot tub resolution that will go to the M&C Committee and then brought to the June Board meeting.
- The Committee discussed the 90 Day Letter and how to send out the updated Bylaws.

(e) Report of the Communications Committee

Director Blackwell reported from the Communications Committee.

Director Blackwell discussed the items that are allowed at the dumpsters for disposal. The information will be placed in an e-mail blast.

(f) Laguna Woods Village Traffic Hearings

Director Tibbetts reported from the Laguna Woods Village Traffic Hearings.

An expired registration sticker was the number one violation, followed by speeding and driving with no license.

(g) Report of the Preparedness Disaster Ad-Hoc Committee

Director Torng reported from the Report of the Preparedness Disaster Committee.

(h) Report on Disciplinary Cases

Director Skillman provided an update on the Disciplinary cases.

(13) UNFINISHED BUSINESS

(a) Entertain a Motion to Approve the United Mutual Committee Appointments

Secretary of the Board, Director Blackwell, read the following resolution:

RESOLUTION 01-17-55

United Laguna Woods Mutual Committee Appointments

RESOLVED, May 9, 2017, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Communications Committee

~~Jan LaBarge, Chair~~

~~Maggie Blackwell, Co-Chair~~

Maxine McIntosh

Executive Hearings Committee

~~Juanita Skillman, Chair~~

~~Lenny Ross, Co-Chair~~

~~Janey Dorrell, Co-Chair~~

Steven Leonard

Cash Achrekar

Finance Committee

~~Pat English, Chair~~

~~Gary Morrison, Co-Chair~~

~~Juanita Skillman~~

~~Andre Torng~~

~~Non-voting Advisors: Cynthia Statsmann, ***Manuel Armanderiz***~~

Governing Documents Review Committee

~~Juanita Skillman, Chair~~

~~Maggie Blackwell, Co-Chair~~

~~Steve Leonard~~

~~Non-voting Advisor: Bevan Strom, Mary Stone, Barbara Copley~~

Laguna Canyon Foundation

~~TBD~~

Laguna Woods Village Traffic Hearings

Don Tibbetts – Morning

~~Lenny Ross – Afternoon~~

Jack Bassler – Afternoon Session

Landscape Committee

Maggie Blackwell, Chair

~~Juanita Skillman, Co-Chair~~

Maxine McIntosh

Andre Torng

Non-voting Advisors: Pamela Grundke, Barbara Copley, ***Kay Anderson***

Maintenance and Construction Committee

Don Tibbetts, Chair

Steve Leonard, Co-Chair

~~Jan LaBarge~~

Janey Dorrell

Pat English

Jack Bassler

Non-voting Advisor: Del Ng

New Resident Orientation

Per Rotation List

Preparedness for Disaster

Andre Torng, Chair

Gary Morrison

Cash Achrekar

~~Janey Dorrell, Co-Chair~~

Non-voting Advisors: Kathleen Matthews, Kay Anderson

Resident Advisory Committee

Maxine McIntosh, Chair

Janey Dorrell

Juanita Skillman, Chair

~~Andre Torng, Co-Chair~~

Non-voting Advisors: Kay Anderson, Nancy Lannon

Architectural Control and Standards Committee

Jack Bassler, Chair

Don Tibbetts

Steve Leonard

Janey Dorrell

Non-Voting Advisor: Reza Bastani

May 9, 2017

RESOLVED FURTHER, that Resolution 01-17-30, adopted February 14, 2017 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 the purpose of this resolution.

Director Blackwell moved, seconded by Director Dorrell, to approve the United Committee Appointments as presented. By way of a unanimous vote the motion carried.

Director English moved to amend the motion to make Jack Bassler the chair of the ACAS Committee. Seconded by Director Tibbetts.

By way of an unanimous vote the amended motion carried.

(b) Entertain a Motion to Approve the GRF Mutual Committee Appointments

Secretary of the Board, Director Blackwell, read the following resolution:

RESOLUTION 01-17-56

Golden Rain Foundation Committee Appointments

RESOLVED, May 9, 2017, 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:

Business Planning

Pat English

Lenny Ross

Juanita Skillman

Community Activities

Jan LaBarge

Janey Dorrell

Maxine McIntosh

Finance

Pat English

Lenny Ross

Juanita Skillman

Financial Reporting Study Group

Pat English

Lenny Ross

Landscape Committee

Juanita Skillman

May 9, 2017

Maggie Blackwell
Maxine McIntosh

Maintenance & Construction

Don Tibbetts
~~Steve Leonard~~

Jack Bassler

Media and Communications Committee

Jan LaBarge
~~Juanita Skillman~~

Maggie Blackwell

Steve Leonard

Mobility and Vehicles Committee

Janey Dorrell
~~Steve Leonard~~

Andre Torng

Security and Community Access

Gary Morrison
~~Andre Torng~~
Cash Achrekar

Town Hall Meetings

Per Rotation

RESOLVED FURTHER, that Resolution 01-17-31, adopted February 14, 2017, is hereby superseded and cancelled.

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

Director Blackwell moved, to approve the GRF Committee Appointments as presented. Seconded by Director Achrekar. By way of a unanimous vote the motion carried.

Director English moved to amend the motion and to replace Director Skillman on the GRF Finance Committee with Director Morrison. Discussion ensued and by a vote of 6-4-0 (Directors McIntosh, Leonard, Blackwell and Dorrell opposed) the motion carried.

(c) Entertain a Motion to refer the Drone Policy back to Security and Community Access

Director Blackwell made a motion, seconded by Director English, to approve sending the Drone Policy back to Security and Community Access.

Nancy Lannon (669-N) commented in favor of sending the Drone back to the SCAC.

May 9, 2017

Director Torng commented on a survey he took on the Drones.

By way of a unanimous vote the motion carried.

(d) Entertain a Motion to Approve Director's Code of Conduct

Secretary of the Board, Director Blackwell, read the following resolution:

RESOLUTION 01-17-57

Directors Code of Conduct

WHEREAS, pursuant to California's Common Interest Development Meeting Act (California *Civil Code* § 1363.05) and the governing documents of United Laguna Woods Mutual ("United"), United's Board of Directors (the "Board") is required to hold meetings in open session and executive session, as may be applicable, to deliberate and act upon the business and affairs of United; and

WHEREAS, the Board believes that efficient Board meetings are not possible unless those meetings are conducted in a professional, orderly and timely fashion; and

WHEREAS, the Board wishes to promote such professionalism, order and timeliness, and regulate Board meeting time in an even and consistent fashion; and

WHEREAS, the Board believes that in order to effectuate the items described above, each Board member should execute the "Code of Conduct"; and

NOW THEREFORE BE IT RESOLVED, on May 9, 2017 that Resolution 01-10-265 adopted November 15, 2010 is hereby superseded and cancelled; and

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

Director Blackwell made a motion, seconded by Director Tibbetts, to approve the Directors Code of Conduct as presented.

By a vote of 8-2-0 (Directors McIntosh and English opposed) the motion carried.

(e) Entertain a Motion to Approve Revisions to the Parking Decal Policy

**United Laguna Woods Mutual, Laguna Woods California
VEHICLE, TRAFFIC, AND PARKING RULES
Resolutions 01-14-154, 01-15-45, 01-15-91, 01-16-32**

May 9, 2017

PROPOSED 2017 VEHICLE DECAL LIMIT

5.5 RESIDENT VEHICLE DECAL LIMIT

Each MANOR is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom MANOR up to 1 decal
- 2 Bedroom MANOR up to 2 decals

Decals may be issued in any combination to eligible motor vehicles, golf carts and golf cars, up to the total authorized per Manor for new residents.

Decal counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area. At least one vehicle must park in the carport.

A variance request for additional decals, at a cost of \$25 per variance request, must be submitted for review and approval. An RFID sticker may be required at an additional cost.

Secretary of the Board, Director Blackwell, read the following resolution:

RESOLUTION 01-17 58

United Laguna Woods Mutual Traffic Rules and Regulations – Vehicle Decal Limit

WHEREAS, the Traffic Rules and Regulations are intended to mirror the California Vehicle Code and to adhere to the Davis-Stirling Act; and

WHEREAS, the Parking Committee of this Corporation recognizes the need to amend a portion of the Mutual Traffic Rules and Regulations to accommodate for parking; and

WHEREAS, each manor is allowed to receive a certain number of GRF parking decals; and

WHEREAS, new residents will be issued one decal per bedroom; and

WHEREAS, residents may apply for a variance for a \$25 fee;

NOW THEREFORE BE IT RESOLVED, May 9, 2017, that the Board of Directors of this Corporation hereby adopts the revised United Laguna Woods Mutual Traffic Rules and Regulations, as attached to the minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-16-32 adopted April 12, 2016 is hereby superseded and cancelled; and

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

Director Blackwell made a motion, seconded by Director Leonard, to approve the resolution as presented.

- Director Achrekar suggested the decal limit should be by the number of people in the manor and not by bedrooms.
- Director English asked for 1 bedroom manor up to two decals, one decal for a vehicle and a second decal for a golf cart.
- Director Leonard commented on passing the decal limit today and to then revisit the decal based on the number of occupants and to bring it back to the Board.
- Director Morrison commented on creating storage where golf carts can be stored with charging stations.
- Director McIntosh commented on the cul-de-sacs and carports without parking issues and gave a handout to the Board.
- Director Morrison commented on younger seniors moving in and still working along with the potential hardship of selling manors due to the decal limitations.
- Director Blackwell commented in favor of the policy and that the variance is for those extra cars.
- Director English suggested sending the policy back to the Committee
- Director Dorrell spoke up with concern in regard to variances not being approved for extra decals.
- Mary Stone (356-C) stated that the Board did not have all of the facts
- Dick Rader (270-D) Commented on the parking issue
- Barbara Copley (410-D) agrees with the parking revisions and commented on using the revised policy as a test.
- Nancy Chamberlain (699-B) agreed with the decal policy revisions and is not worried about sales of the unit.
- Director McIntosh commented that there was no parking reports presented to the Board.
- Director Leonard stated that reports were requested by staff and gave statistics from the reports.

Director Skillman moved to stop debate.

By a vote of 8-2-0 (Directors Torng and McIntosh opposed) the motion carried.

By a vote of 4-6-0 (Directors Leonard, Tibbetts, English and Dorrell approved) the motion failed.

(14) NEW BUSINESS

(a) None

(15) GRF COMMITTEE HIGHLIGHTS

- Director Achrekar attended the Security and Community Access Committee meeting and they discussed dwelling live and gate control.

(16) DIRECTOR'S FORUM

- Director McIntosh asked when a corporate members meeting would be scheduled for GRF projects.
- Director English commented on having a good meeting.
- Director Tibbetts commented on taking the parking committee out of M&C.
- Director Dorrell thanked the city for the use of the council chambers.
- Director Blackwell asked the community to read the Breeze and e-blasts,
- Director Achrekar stated that he would take up the parking committee.

(17) MEETING RECESS

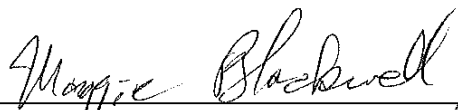
The Regular Open Session Meeting recessed for lunch at 1:01 PM and reconvened into the Regular Executive Session at 1:30 PM.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 4:21 PM.

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

During the April 11, 2017, Regular Executive Session meeting the Board reviewed and approved the following minutes; March 14, 2017 Regular Executive Session and March 29, 2017, Special Executive Session. The Board held zero Disciplinary Hearings; discussed and considered Member Disciplinary matters; discussed and considered Member matters; discussed and considered Contractual matters; and discussed and considered Litigation matters.



Maggie Blackwell, Secretary
United Laguna Woods Mutual

**United Laguna Woods Mutual, Laguna Woods California
VEHICLE, TRAFFIC, AND PARKING RULES
Resolutions 01-14-154, 01-15-45, 01-15-91, 01-16-32**

PROPOSED 2017 VEHICLE DECAL LIMIT

5.5 RESIDENT VEHICLE DECAL LIMIT

Each MANOR is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom MANOR up to 1 decal
- 2 Bedroom MANOR up to 2 decals

Decals may be issued in any combination to eligible motor vehicles, golf carts and golf cars, up to the total authorized per Manor for new residents.

Decal counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area. At least one vehicle must park in the carport.

A variance request for additional decals, at a cost of \$25 per variance request, must be submitted for review and approval. An RFID sticker may be required at an additional cost.