



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

September 12, 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, September 12, 2017, at 9:30 AM at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Janey Dorrell, Don Tibbets, Maggie Blackwell, Pat English (arrived late), Cash Achrekar, Steve Leonard (arrived late), Jack Bassler, Maxine McIntosh, Gary Morrison, and Andre Torng

Directors Absent: None

Staff Present: Open Session: Brad Hudson, Lori Moss, Cheryl Silva and Chuck Holland

Executive Session: Brad Hudson and Cheryl Silva

Others Present: Jeffrey Beaumont Esq. of Beaumont Gitlin Tashjian, Dick Rader, VMS and Mary Stone, VMS

1. Call meeting to order / Establish Quorum

Juanita Skillman, President called the meeting to order at 9:31 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance – Director Steve Leonard

Director Achrekar led the Pledge of Allegiance for Director Leonard.

3. Acknowledge Media

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

4. Approval of Agenda

Director Blackwell made a motion to approve the agenda as corrected. The motion was seconded by Director McIntosh and passed unanimously.

5. Approval of Minutes

5a. August 8, 2017 - Regular Open Session

Director Morrison made a motion to approve the minutes as presented. The motion was seconded by Director McIntosh and passed unanimously.

6. Report of the Chair

President Skillman announced the use of speaker cards if Members wish to speak during Member comments or on an agenda item. She announced some important dates including September 27, 2017 which is the last day to drop off ballots. The Annual Meeting will be held on October 12, 2017 at 9:30 a.m. in the Board Room. There will be a Regular Meeting to handle unfinished business on October 17, 2017 at 9:30 a.m. in the Board Room.

7. Update from VMS – Director Dick Rader

Director Rader, VMS Board, provided a presentation on the role of the VMS Board; he discussed what occurs at the bi-monthly meetings; strategic plan; cost reductions; reports from different department heads; and more specifically landscaping staff issues, handyman services, and the employee referral program. The VMS Board, management, and staff are diligently working to contain costs, improve services and respond to the needs of the community.

The next VMS Board Meeting will be held on September 20, 2017.

8. CEO Report

CEO Hudson reported that this is a busy time of the year with elections and the finalization of the 2018 budget. The new website has been launched. The slurry seal and paving project is almost finished. Carport cleaning is now being done by General Services who acquired a mobile vacuum. Several residents responded to the handyman service survey and the results will soon be available. Waste Management has started steam cleaning trash enclosures. Please do not leave bulky items at the trash enclosures, call Resident Services to schedule an in home bulky pick-up provided by Waste Management.

8a. Website Update – Chuck Holland

Mr. Chuck Holland gave a brief presentation on the new Laguna Woods Website and showed how to navigate the site.

9. Open Forum

- Vasu Karmarkar (100-A) commented on the bus service and asked if the transportation department could stagger the routes times to shorten the wait time.
- Gayle McDaniel(540-A) commented on the need for better communications after a service order is requested through Resident Services and also that she hadn't received feedback after applying to be a Gate Ambassador.
- Betty Sehi (541-H) commented about landscaping issues. She is unhappy about the blowers that just blow the leaves to another area and feels that there is a need for better customer service.
- Tony Dauer (96-C) asked for a permanent pass for family Members, the need for a dog park, the need for a billiard room at Clubhouse 3 and the senior games.
- Maxine McIntosh (68-C) commented that this was her last United Board Meeting; and commented that she has enjoyed serving her community. She commented that the Board Members are respectful of one another, the staff is helpful and Juanita Skillman is a wonderful President.
- Mary Stone (356-C) suggested that we should have a list of definitions used in the Bylaws; i.e. units instead of manor.
- Manny Armendariz (917-D) commented about landscaping issues. The slope behind the Animal Hospital is covered by dry brush and at Gate 7 there is an overgrowth problem.

10. Responses to Open Forum Speakers

Directors Blackwell and McIntosh responded to the landscaping issues. The Landscaping Department has information on the website that addresses how staff is handling landscaping problems in the community.

Director Achrekar commented that all residents have five guest passes for their friends and family.

Directors Tornig and Morrison commented about the lack of response residents receive once service is requested.

CEO Hudson commented that GRF and Third Mutual own the dog park land. Public access is a legal issue. Staff is working on an agreement with the City of Laguna Woods to allow public access to the dog park. He encouraged residents to attend the next GRF Mobility & Vehicles Committee on October 2, 2017 at 1:30 p.m. for information about Village bus service.

President Skillman commented that the slope behind the Animal Hospital belongs to the City of Laguna Woods not Laguna Woods Village.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- 105-A: A motion was made and the Committee unanimously voted to recommend that the Board approve the request for a Room Addition in the Den.

RESOLUTION 01-17-95
Variance Request

RESOLVED, September 12, 2017, that the variance request of Ms. Peggy A Simmons of 150-A Avenida Majorca – Room Addition in Den, is hereby approved; and

RESOLVED FURTHER, no improvement shall be installed, constructed, modified or altered at Unit **150-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval; and

RESOLVED FURTHER, a Mutual Consent for Unit Alterations has been granted at **150-A** for a **Room Addition**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member; and

RESOLVED FURTHER, Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 150-A and all future Mututal Members at 150-A; and

RESOLVED FURTHER, Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval; and

RESOLVED FURTHER, Member acknowledges and agrees that all such persons are

his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith; and

RESOLVED FURTHER, Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees; and

RESOLVED FURTHER, Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property; and

RESOLVED FURTHER, Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number; and

RESOLVED FURTHER, A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks; and

RESOLVED FURTHER, Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of **unit specific plans** prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement as well as dimensions of all proposed windows and doors; and

RESOLVED FURTHER, Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements; and

RESOLVED FURTHER, Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber,

to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified at Community Center (First Floor – Resident Services); and

RESOLVED FURTHER, All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>; and

RESOLVED FURTHER, During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times; and

RESOLVED FURTHER, During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division; and

RESOLVED FURTHER, It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor; and

RESOLVED FURTHER, The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted; and

RESOLVED FURTHER, Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy; and

RESOLVED FURTHER, Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same; 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.

- 172-H: A motion was made and the Committee unanimously voted to recommend that the Board approve the request to Replace the Double Entry Door with a Single Door.

RESOLUTION 01-17-96
Variance Request

RESOLVED, September 12, 2017, that the variance request of Ms. Constance C. Seger of 172-H Avenida Majorca - Replace Double Entry Door with Single, is hereby approved; and

RESOLVED FURTHER, no improvement shall be installed, constructed, modified or altered at Unit **172-H**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval; and

RESOLVED FURTHER, a Mutual Consent for Unit Alterations has been granted at **172-H** for **Replacing Entry Double Doors with Single Door**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member; and

RESOLVED FURTHER, Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 172-H and all future Mututal Members at 172-H; and

RESOLVED FURTHER, Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her

invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith; and

RESOLVED FURTHER, Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees; and

RESOLVED FURTHER, Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property; and

RESOLVED FURTHER, parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number; and

RESOLVED FURTHER, a City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified at Resident Services, located on the ground floor of the Community Center; and

RESOLVED FURTHER, all improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>; and

RESOLVED FURTHER, during construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division; and

RESOLVED FURTHER, it is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor; and

RESOLVED FURTHER, the Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted; and

RESOLVED FURTHER, violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy; and

RESOLVED FURTHER, Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same; 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.

- 178-B: A motion was made and the Committee unanimously voted to recommend that the Board approve a Bedroom Window Addition.

RESOLUTION 01-17-97
Variance Request

RESOLVED, September 12, 2017, that the variance request of Ms. Sheila Kernell of 178-B Avenida Majorca – Bedroom Window Addition, is hereby approved; and

RESOLVED FURTHER, no improvement shall be installed, constructed, modified or altered at Unit **178-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval; and

RESOLVED FURTHER, a Mutual Consent for Unit Alterations has been granted at **178-B** for **Window Addition in Bedroom #2**, subject to the attached plans stamped

approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member; and

RESOLVED FURTHER, Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 178-B and all future Mutual Members at 178-B; and

RESOLVED FURTHER, Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith; and

RESOLVED FURTHER, Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees; and

RESOLVED FURTHER, Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property; and

RESOLVED FURTHER, parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number; and

RESOLVED FURTHER, a City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Unit Alterations, a

complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications (**such as alternative to existing let-in bracing**) ensuring the structural integrity of the building is maintained upon completion of the proposed improvement; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified at Resident Services, located on ground floor of Community Center; and

RESOLVED FURTHER, all improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>; and

RESOLVED FURTHER, during construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division; and

RESOLVED FURTHER, it is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor; and

RESOLVED FURTHER, the Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted; and

RESOLVED FURTHER, violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy; and

RESOLVED FURTHER, Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same; 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.

September 12, 2017

- 442-C: A motion was made and the Committee unanimously voted to recommend that the Board to approve Repurposing of the Enclosed Atrium.

RESOLUTION 01-17-98
Variance Request

RESOLVED, September 12, 2017, that the variance request of Ms. Joy C. Liang of 442-C Avenida Sevilla – Repurpose Enclosed Atrium, is hereby approved; and

RESOLVED FURTHER, no improvement shall be installed, constructed, modified or altered at Unit **442-C**, (“Property”) within the United Laguna Woods Mutual (“Mutual”) without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. (“VMS, Inc.”), Manor Alterations Division (“Division”), or, in the event of a Variance from the Mutual’s Alteration Standards, the Architectural Control and Standards Committee (“ACSC”). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s (“Member ”) agrees to comply with the Mutual’s Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval; and

RESOLVED FURTHER, a Mutual Consent for Unit Alterations has been granted at **442-C** for **Repurpose Atrium Enclosure**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member; and

RESOLVED FURTHER, Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property’s Member at 442-C and all future Mututal Members at 442-C; and

RESOLVED FURTHER, Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual’s Governing documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such

persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith; and

RESOLVED FURTHER, Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees; and

RESOLVED FURTHER, Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property; and

RESOLVED FURTHER, parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number; and

RESOLVED FURTHER, a City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement; and

RESOLVED FURTHER, all improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>; and

RESOLVED FURTHER, during construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division; and

RESOLVED FURTHER, it is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor; and

RESOLVED FURTHER, the Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted; and

RESOLVED FURTHER, violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy; and

RESOLVED FURTHER, mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same; 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.

- 599-F: A motion was made and the Committee unanimously voted to recommend that the Board approve an update to the Atrium Enclosure with Room Repurposing.

RESOLUTION 01-17-99
Variance Request

RESOLVED, September 12, 2017, that the variance request of Mr. Bill Murawski of 599-F Avenida Majorca – Atrium Enclosure with Room Repurposing, is hereby approved; and

RESOLVED FURTHER, existing drain opening in Atrium must be relocated to the new open atrium; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Unit Alteration Permit, a Neighbor Awareness Form showing approval of the proposed 28" space between Atrium enclosure and common wall must be obtained from the affected neighbor(s) at 599-C; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member(s) at 599-F; and

RESOLVED FURTHER, a required Mutual Consent for a Unit 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 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, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and Architectural Standard Section 232-1 and 232-2; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Unit 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 to the owner; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

RESOLVED FURTHER, Member execute the City's Non-Sleeping Room Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms; 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.

- 607-A: Director Dorrell made a motion to pull 607-A and send this variance request back to the Committee so the amended plans could be reviewed.
- 2054-F: A motion was made and the Committee unanimously voted to recommend that the Board deny the request for Retaining an Unapproved Pergola on the Front Patio.
- 2160-A: A motion was made and the Committee unanimously voted to recommend that the Board approve the request for a Bathroom Addition.

RESOLUTION 01-17-100
Variance Request

RESOLVED, September 12, 2017, that the variance request of Mr. and Mrs. Glyn and Kathryn Jones of 2160-A Via Mariposa East – Bathroom Addition, is hereby approved; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Unit Alterations and upon completion of the Bathroom Addition alteration, a CAD plan showing the plumbing work performed is to be provided to the Manor Alterations Division for record retention; and

RESOLVED FURTHER, no improvement shall be installed, constructed, modified or altered at Unit **2160-A**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval; and

RESOLVED FURTHER, a Mutual Consent for Unit Alterations has been granted at **2160-A** for a **Bathroom Addition**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached

plans are not allowed and could result in a stop work notice and/or severe fines to the Member; and

RESOLVED FURTHER, Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2160-A and all future Mutual Members at 2160-A; and

RESOLVED FURTHER, Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith; and

RESOLVED FURTHER, Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees; and

RESOLVED FURTHER, Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property; and

RESOLVED FURTHER, parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number; and

RESOLVED FURTHER, a City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community

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Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Unit Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review; and

RESOLVED FURTHER, all improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>; and

RESOLVED FURTHER, during construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division; and

RESOLVED FURTHER, it is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor; and

RESOLVED FURTHER, the Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted; and

RESOLVED FURTHER, violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy; and

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RESOLVED FURTHER, Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same; 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.

- 2004-D: A motion was made and the Committee unanimously voted to recommend that the Board approve the request for Removing/Adding Windows, Repurposing Existing Room Addition, and Replacing Double Entry Doors with Single Door.

RESOLUTION 01-17-101
Variance Request

RESOLVED, September 12, 2017, that the variance request of Ms. Beth A. Page of 2004-D Via Mariposa W – Non-Standard Atrium Enclosure, is hereby approved; and

RESOLVED FURTHER, no improvement shall be installed, constructed, modified or altered at Unit **2004-D**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval; and

RESOLVED FURTHER, a Mutual Consent for Unit Alterations has been granted at **2004-D** for **Removing/Adding Windows, Repurposing Existing Room Addition, Replace Double Entry Doors with Single Door**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member; and

RESOLVED FURTHER, Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement

installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 2004-D and all future Mutual Members at 2004-D; and

RESOLVED FURTHER, Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith; and

RESOLVED FURTHER, Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees; and

RESOLVED FURTHER, Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property; and

RESOLVED FURTHER, parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number; and

RESOLVED FURTHER, a City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks; and

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified at Resident Services, located on ground floor of Community Center; and

RESOLVED FURTHER, all improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>; and

RESOLVED FURTHER, during construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

RESOLVED FURTHER, during construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division; and

RESOLVED FURTHER, it is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor; and

RESOLVED FURTHER, the Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted; and

RESOLVED FURTHER, violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy; and

RESOLVED FURTHER, mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same; 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.

765-A: A motion was made and the Committee unanimously voted to recommend that the Board deny the request for Retaining Unapproved Patio Room Addition, Window Addition and Window Resizing.

11b. Landscape Committee Recommendations

The Board upheld the Recommendations of the Landscape Committee to:

- 497-D Deny Appeal for Tree Removal Request (Agenda Item 14d, Page 2)
- 714-C Deny Request for Tree Removal (Agenda Item 14d, page 2)
- 2085-D Deny Request for Tree Removal (Agenda Item 14d, Page 3)
- 32-C Deny request for Landscape Design Alteration (Agenda Item 14d, Page 3)

11c. Finance Committee Recommendations

The Board upheld the recommendations of the Finance Committee to:

- Approval of Resolution to Record Lien against Member ID: 947-455-38

RESOLUTION 01-17-102 **Recording of a Lien**

WHEREAS, Member ID 947-455-38; 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, September 12, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-455-13 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.

- Approval of Resolution to Record Lien against Member ID: 947-363-14

RESOLUTION 01-17-103
Recording of a Lien

WHEREAS, Member ID 947-363-14; 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, September 12, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-363-14 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 English made a motion to accept the Consent Calendar with the exception of 607-A which will go back to the next Architectural Control and Standards Committee. The motion was seconded by Director Blackwell and passed by a vote of 9-0-1 (Director Achrekar Abstained).

12. Unfinished Business

12a. Entertain a Motion to Approve Implementing Fees for Missed Maintenance Appointments - Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution approving Implementing Fees for Missed Maintenance Appointments.

RESOLUTION 01-17-104
Implementing Fees for Missed Maintenance Appointments

WHEREAS, the Board adopted to establish a "Chargeable Maintenance Services Policy" by way of Resolution 01-04-28; and amended it on June 12, 2007 to remove single fixture stoppages as a chargeable service; and

WHEREAS, missed maintenance appointments use up valuable staff time and delay scheduled repairs. In order to discourage residents from missing scheduled appointments, a Missed Maintenance Appointment Fee will be implemented; and

NOW THEREFORE BE IT RESOLVED, September 12, 2017, the Board of Directors of this Corporation hereby establishes a charge of \$50.00 for a Missed Maintenance Appointment charged to residents who are a no-show during their

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scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

RESOLVED FURTHER, Resolution 01-04-28, adopted February 10, 2004 to establish the Board's "Chargeable Maintenance Services Policy", is hereby amended to add a Missed Maintenance Appointment Fee; and

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

AUGUST Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

Director McIntosh made a motion to amend the Resolution to change the Missed Maintenance Appointment Fee from \$50 to \$10. The motion failed due to a lack of a second.

Director Blackwell made a motion to approve Implementing Fees for Missed Maintenance Appointments Resolution. The motion was seconded by Director English and passed by a vote of 7-2-1 (Directors Torng and McIntosh Opposed; Director Bassler abstained).

12b. Entertain a Motion to Approve Standard Manor Alteration Conditions - Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution approving Standard Manor Alteration Conditions.

Resolution 01-17-105
Standard Manor Alteration Conditions

WHEREAS, staff has experienced several issues with Unit alterations including illegal dumping in Village dumpsters, excessive noise and smoking by contractors, parking in resident spaces by contractors, damage to mutual property during construction, and working after permitted work hours; and

WHEREAS, the standard Unit Alteration Conditions impose requirements, in order to protect the Mutual and neighbors, on Members who wish to conduct alterations; and

NOW THEREFORE BE IT RESOLVED, on September 12, 2017, as part of the Conditions of Approval a Conformance Deposit (Good Faith Deposit) is being required, which will be held until the project is finalized by both the Manor Alterations Division and City of Laguna Woods; and

RESOLVED FURTHER, that for all Alterations, exceeding a total of \$5,000,

a 10 percent deposit is required. Conformance Deposit will be held to assure no damages to Mutual property occurs during construction, including, but not limited to, Internet/TV, landscaping, or exterior walls/roof, and that no violations of rules occur during construction; and

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

AUGUST Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to approve the Standard Unit Alteration Conditions Resolution as amended to add "Units" to the Resolution to be consistent with the Bylaws. The motion was seconded by Director Arhrekar and passed unanimously.

12c. Entertain a Motion to Approve a Resolution Regarding Use of Common Area for Certain Improvements – Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution approving Use of Common Area for Certain Improvements.

Resolution 01-17-81

Use of Common Area for Certain Improvements

WHEREAS, United Laguna Woods Mutual ("United") is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative non-profit basis pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

WHEREAS, United, through its volunteer Board of Directors ("Board"), is responsible for management, maintenance and administration of a residential stock cooperative common interest development under United's governing documents (which include, without limitation, the Articles of Incorporation, Bylaws, Occupancy Agreement, operating rules and Board resolutions), which grant United the authority to manage and govern the affairs of the properties within United;

WHEREAS, under the governing documents, the prior written consent of United is required before a Member may perform any alteration to a building;

WHEREAS, United's Architectural Alteration Standards address, among other things, the installation, alteration, and modification of utility fixtures, components and lines, such as, but not limited to, "Air Conditioning Units/Heat Pumps," "Solar Panels," "Soft Water Units", "Exhaust Fan/Vent Installations", "Water Heater Relocation", etc.;

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WHEREAS, the Board desires to allow requesting Members to install certain utility appliances in the common area, provided: the appliances are those customary and standard for the use and enjoyment of the Unit; the installation does not unreasonably impair United's ability to maintain the common area; the installation does not unreasonably impair the Members' right to use and enjoy the common area; and the requesting Member otherwise complies with the provisions of the Architectural Alteration Standards regarding alterations;

WHEREAS, before any Member will be permitted to install a utility appliance in the common area, the Member shall enter into a covenant and agreement, to be recorded against the Member's Unit in the Orange County Clerk-Recorder's Office, wherein the Member agrees to maintain the utility appliance and indemnify, defend and hold United harmless, in a form to be provided by United through management;

WHEREAS, any utility installation shall not be permitted to create a nuisance or otherwise unreasonably interfere with the quiet enjoyment of a neighboring resident; and

NOW THEREFORE, BE IT RESOLVED, September 12, 2017, that the Board of Directors hereby adopts the following resolution:

Placement of certain utility appliances will be permitted in common area, provided: the appliances are those customary and standard for the use and enjoyment of the Unit ; the installation does not unreasonably impair United's ability to maintain the common area; the installation does not unreasonably impair the Members' right to use and enjoy the common area; and the requesting Member otherwise complies with the provisions of the Architectural Alteration Standards regarding alterations, including, without limitation, seeking and obtaining the prior written consent of the Board of Directors.

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

JULY Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Blackwell moved to approve Use of Common Area for Certain Improvements as amended by adding the last Resolution paragraph. The motion was seconded by Director Dorrell and passed by a vote of 9-0-1 (Director Torng abstained)

12d. Entertain a Motion to Approve a Resolution to Remove Standard Specifications for Atrium Enclosures Between Common Walls - Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution to Remove Standard Specifications for Atrium Enclosures between Common Walls.

RESOLUTION 01-17-82

Variance Requirement for Common Wall Enclosure of Atrium

WHEREAS, United Laguna Woods Mutual ("United") is a non-profit mutual benefit corporation, existing under and by virtue of the laws of the State of California, organized for the purpose of providing its Members with housing on a cooperative non-profit basis pursuant to the provisions set forth in its Articles of Incorporation and Bylaws;

WHEREAS, United, through its volunteer Board of Directors ("Board"), is responsible for management, maintenance and administration of a residential stock cooperative common interest development under United's governing documents (which include, without limitation, the Articles of Incorporation, Bylaws, Occupancy Agreement, operating rules and Board resolutions), which grant United the authority to manage and govern the affairs of the properties within United;

WHEREAS, under the governing documents, the prior written consent of United is required before a Member may perform any alteration to a building;

NOW THEREFORE BE IT RESOLVED, September 12, 2017, that the Board of Directors hereby rescinds Resolution 01-10-170 that atrium enclosures on Granada and Valencia style manors can be issued a Mutual Consent for Unit Alterations without Board approval; and

RESOLVED FURTHER, the Board of Directors of this Corporation require that any future Atrium Enclosures on Barcelona, Granada and Valencia style manors will require Board approval of a variance before a Mutual Consent for Unit (Manor) Alterations can be issued; and

RESOLVED FURTHER, the Mutual continues to require a non-sleeping certificate from the City of Laguna Woods; and

RESOLVED FURTHER, the Mutual require a Neighborhood awareness notice of hearing on alterations at Unit; and

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

JULY Initial Notification

30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Blackwell moved to approve the Resolution to Remove Standard Specifications for Atrium Enclosures between Common Walls. The motion was seconded by Director Achrekar and passed by a vote of 9-0-0 (Director English was absent for the vote)

**12e. Entertain a Motion to Approve a Proposed Hot Tub Standard Policy -
Resolution**

Secretary of the Board, Maggie Blackwell read the following Resolution approving Hot Tub Standards Policy.

Resolution 01-17-80
Hot Tub Standard

WHEREAS, in United Mutual, no standard exists for hot tubs; and

WHEREAS, the City of Laguna Woods has no standards for the installation and use of hot tubs; and

WHEREAS, it is in the best interests of United Mutual and its Members to adopt standards regulating the installation and use of hot tubs; and

WHEREAS, the Board of Directors has consulted with staff, the Governing Document Review Committee and legal counsel to develop a standard for the installation and use of hot tubs;

WHEREAS, the standard specifically prohibits hot tubs in atriums with common walls and on balconies. Additionally the standard requires that hot tubs be portable, drain only in the sanitary sewer, not create a nuisance or otherwise create an unreasonable interference with another resident's use and enjoyment of their Unit (Manor), and obtain a Mutual Consent for Unit (Manor) Alterations; and

WHEREAS, the requesting Member is required to provide proof of personal liability insurance with limits of at least \$200,000 per occurrence with an insurer with an AM Best rating or A-VIII or higher and to name United Laguna Woods Mutual and VMS, Inc. as additionally named insured; and

WHEREAS, a hot tub must be covered and may require a lock when not in use, subject to the California Building Code; and

NOW THEREFORE BE IT RESOLVED, that on September 12, 2017, the Board of Directors of this Corporation hereby approves a Hot Tub Standard; and

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

AUGUST Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Blackwell moved to approve the Resolution to Approve Hot Tub Standard Policy as amended by striking out the word "exterior" from the Resolution. The motion was seconded by Director Bassler and passed by a vote of 8-2-0 (Directors Achrekar and McIntosh opposed)

12f. Entertain a Motion to Approve the 2018 United Business Plan – Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution approving the 2018 United Business Plan.

RESOLUTION 01-17-106
2018 BUSINESS PLAN

RESOLVED, September 12, 2017, that the Business Plan of this Corporation for the year 2018 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 \$38,353,089 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses and reserve contributions for the year 2018. In addition, the sum of \$15,066,311 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 2018. Therefore, a total of \$53,419,400 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 from reserves in the sum of \$13,141,205, of which \$11,958,326 is planned from the Reserve Fund and \$1,182,879 from the Contingency Fund; and

RESOLVED FURTHER, that all sums paid into the Reserve Fund shall be used for capital expenditures only and shall be credited on the books of account of the Corporation to Paid-In Surplus as a capital contribution; 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 2018 and as filed in the records of the Corporation, said assessments to be due and payable by the Members of this Corporation on the first day of each month for the year 2018; 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 12, 2017

Director Blackwell made a motion to approve the 2018 United Business Plan Resolution. The motion seconded by Director English and passed by a vote of 10-1-0 (Director Torng opposed).

12g. Entertain a Motion to Approve the 2018 United Reserves Funding Plan - Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution approving the 2018 United Reserves Funding Plan.

RESOLUTION 01-17-107
2018 RESERVE FUNDING PLAN

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

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;

NOW THEREFORE BE IT RESOLVED, September 12, 2017, that the Board has developed and hereby adopts the Reserve 30-Year Funding Plan (attached) with the objective of maintaining reserve fund balances at or above a threshold of \$10,400,000, while meeting its obligations to repair and/or replace major components; 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 2018 United Reserves Funding Plan Resolution. The motion seconded by Director McIntosh and passed unanimously.

13. New Business

13a. Entertain a Motion to Suspend Cable/Internet in the Event of Disciplinary Action - Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution to Suspend Cable/Internet in the Event of Disciplinary Action.

RESOLUTION 01-17-XX
Deactivation of Cable Service at a Delinquent Member's (Shareholder's) Unit

WHEREAS, United Laguna Woods Mutual desires to strengthen delinquency collection procedures; and

WHEREAS, the Collection and Lien Enforcement Policy And Procedures For Assessment Delinquencies states "Until the Shareholder has paid all amounts due, including delinquent assessments, late charges, interest and fees and costs of collection, including attorneys' fees, the Board of Directors may suspend the Shareholder's right to vote, and suspend the Shareholder's right to use United's recreational facilities and/or the facilities or services provided by the Golden Rain Foundation of Laguna Woods after providing the Shareholder with a duly noticed hearing pursuant to Civil Code Section 5855"; and

WHEREAS, the GRF Board previously adopted Resolution 90-15-09 which authorizes GRF, at the request of the Mutual, to take disciplinary or suspension action against a Mutual Member which includes, but is not limited to, the suspension of the Mutual Member's right to use the cable TV system; and

WHEREAS, on February 14, 2017, United's Board of Directors approved deactivation of cable service at a delinquent Member's unit when an assessment amount is 60 days or more past due and after providing the Member with an opportunity to be heard, except when a Member's payment plan is approved by the Board and remains current; and

WHEREAS, on September 5, 2017 the GRF Board adopted Resolution 90-17-xx, resolving that the GRF Board of Directors and the Board of Directors for each of the Mutuals, including, United, each possess the power to take disciplinary action against their respective Mutual Members, including, but not limited to, the suspension of cable television and internet services; and

NOW THEREFORE, BE IT RESOLVED, October 17, 2017, the United Board of Directors may suspend cable television and internet services provided by the Golden Rain Foundation of Laguna Woods after providing the Mutual Member with a duly noticed hearing pursuant to Civil Code Section 5855; and

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

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Blackwell moved to approve the Resolution to Suspend Cable/Internet in the Event of Disciplinary Action. The motion was seconded by Director Tibbetts and passed unanimously.

13b. Entertain a Motion to Approve Golf Cart Parking Policies and Procedures - Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution approving the Golf Cart Parking Policies and Procedures.

RESOLUTION 01-17-XX
Golf Cart Policy and Procedures

WHEREAS, the Corporation assesses a \$50 fine for vehicles that use the common electricity without a permit; and

WHEREAS, cords, plugs and charging devices running through the property create a trip hazard and cause the property to otherwise be in an unsafe condition; and

WHEREAS, the safety risks associated with this conduct expose the Corporation to a risk of liability and expose any persons present on the property to risk of personal injury; and

NOW THEREFORE BE IT RESOLVED, October 17, 2017 in the interest of safety, unattended extension cords may not be used in United for any purpose; and

NOW THEREFORE BE IT RESOLVED, all golf cart battery chargers must be elevated a minimum of six inches from the floor; and

NOW THEREFORE BE IT RESOLVED, in the interest of safety, residents found with unattended extension cords and/or golf cart chargers that are not a minimum of six inches above the floor will be subject to fines; and

NOW THEREFORE BE IT RESOLVED, fines for violations of unattended extension cords and battery chargers are as follows:

- First Offense: \$50
- Second Offense: \$100
- Each Subsequent Offense: \$150

NOW THEREFORE BE IT RESOLVED, October 17, 2017, that the Corporation's staff is authorized to take action to enforce this Resolution by citing occupants and/or their guests and unplug any electric vehicles found in violation.

BE IT FURTHER RESOLVED, that the officers, directors and agents of this Corporation are authorized to carry out this Resolution.

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Blackwell moved to approve the Resolution to establish Golf Cart Policies and Procedures including establishment of fines for unattended cords and noncompliant battery chargers. The motion was seconded by Director Morrison and passed by a vote of 8-1-1 (Director Torng opposed, Director Archrekar abstained)

13c. Entertain a Motion to Approve the 2018 Collection and Lien Enforcement Policy

Secretary of the Board, Maggie Blackwell read the following Resolution approving the 2018 Collection and Lien Enforcement Policy.

RESOLUTION 01-17-xx
2018 Collection & Lien Enforcement Policy

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

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and recommends some clarifying language and the late charge is proposed to increase from a flat fee of \$20 to \$50 per month per delinquency, pursuant to Civil Code Section 5650(b)(2) which allows the association to recover a late charge not exceeding 10 percent of the delinquent assessment;

NOW THEREFORE BE IT RESOLVED, October 17, 2017, that the Board of Directors hereby adopts the 2018 United Laguna Woods Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to Members in November 2017 as part of the Annual Policy Statement.

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

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Blackwell moved to approve the Resolution to establishing the 2018 Collection and Lien Enforcement Policy. The motion was seconded by Director Morrison and passed unanimously.

13d. Entertain a motion to Approve Amendments to the Financial Qualifications Policy for Consistency with the Bylaws—Resolution

Secretary of the Board, Maggie Blackwell read the following Resolution approving Amendments to the Financial Qualifications Policy for Consistency with the Bylaws.

FINANCIAL QUALIFICATIONS POLICY-UNITED

Revised August 8, 2017

Resolution 01-17-XX

Prospective shareholders of units in (United) are required to meet minimum financial requirements for Membership as set forth below. All income and assets claimed must be verified by presenting documentation acceptable to the Mutual Board of Directors.

All applicants shall submit the most recent year's Federal income tax return, signed and dated, including Schedules A and B, in addition to other verification documents. If income is derived from an owned business, the appropriate business tax schedules and a profit and loss statement are required.

Where there is more than one prospective shareholder, income and assets can be calculated collectively, if each is eligible to reside.

Once a Shareholder/Member has qualified within United, said shareholder need not re-qualify for purchase of a replacement unit as long as the person or persons in whose name the Membership Stock Certificate remains the same.

Guarantor's assurances cannot be transferred. A shareholder will be required to obtain a new guarantor's qualification, if needed.

Membership applicants to United are required to submit a completed Financial Statement/Credit Information form, together with satisfactory verification of identity, income and assets.

ASSET REQUIREMENT

The prospective Shareholder shall submit satisfactory verification of assets equal to the purchase price of the unit plus \$125,000. Prospective transferees (i.e., outside escrow) are required to demonstrate a minimum asset base of \$125,000 only.

Acceptable assets will be those that are considered to be liquid, marketable or income producing. Only aged accounts (180 days) will be considered. Acceptable assets include, among others:

- Equity in U.S. residential property
- Savings accounts in U.S. financial institutions
- Cash value life insurance

- Certificates of deposit, money market accounts in U.S. financial institutions.
- IRA, SEP, 401(k) and Keogh accounts
- US, state or municipal government bonds - valued at current market prices
- American traded investments, (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
- Mortgages and promissory notes, provided that interest is reported on the applicant's tax return
- Equity in U.S. income producing real estate

Excluded from consideration are the following, among others:

- Mobile Homes
- Recreational vehicles, boats and trailers
- Vacant land
- Automobiles
- Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
- Term life insurance
- Annuity funds, which cannot be withdrawn in lump sum
- Anticipated bequests or inheritances
- Promissory Notes whose income is not reported on the prospective transferee tax return
- Community property

INCOME REQUIREMENTS

Prospective shareholders shall submit from a recognized Credit Reporting Agency (e.g. Equifax, TransUnion, Experian), a full credit report and FICO score dated within 60 days of application.

Prospective shareholders and transferees must provide satisfactory verification of income of at least \$36,000 per year at the time of purchase.

1. Acceptable verifications include, among others:

- The most recent Federal Tax returns
- W - 2 Forms or paycheck stubs
- Bank, credit union or investment account statements
- Letters from bankers
- Notices of annuities and Social Security payments
- Pensions
- Trust income
- Disability income
- Residential/commercial property rental income

2. Unacceptable income verifications include, among others:

- Letters from employers, accountants, bookkeepers and attorneys
- Income not reported on Federal income tax returns
- Funds held outside US borders

GUARANTORS

United may permit the prospective shareholder who does not meet the financial requirements to have a Guarantor. The Guarantor shall provide satisfactory verification of annual income of at least \$90,000 and marketable or income producing assets of at least \$250,000 plus the unit purchase price. Guarantors may guarantee the financial obligation of only one Membership.

Shareholder Financial Requirements for the shareholder occupant(s) when they have a Guarantor include the following:

- Minimum Annual Income - \$24,000
- Minimum Verifiable Liquid, Marketable and/or Income Producing Assets - \$75,000

The income and assets of the Guarantor are in addition to the minimum income and assets needed by the prospective shareholder occupant(s).

OWNERSHIP OF MULTIPLE MEMBERSHIPS

United does not permit ownership of more than one cooperative Membership, except under an interim dual Membership agreement which is issued for six months.

FINANCIAL QUALIFICATION WAIVERS

Shareholders who purchase a replacement unit do not have to re-qualify financially for Membership, if there is no change to the Membership vesting and the dual interim agreement is in effect.

Current Members of one Mutual who wish to purchase in another Mutual are required to meet the financial requirements of the Mutual in which they are purchasing.

A former Member may obtain a waiver of financial qualifications if the replacement Membership is purchased within 90 days of the closing of the sale of the previously owned Membership, and vesting in the new unit is exactly the same as the vesting in the unit previously owned.

DISCRETIONARY AUTHORITY

United Board of Directors may, but is not obligated to, deny or approve applications for Membership based on the conditions herein. The Board of Directors, exercising prudent business judgement, may also deny or approve, in its sole and absolute discretion, applications based on other material factors, such as, but not limited to, history of

bankruptcy, excess liabilities, or history of non-compliance as a Member in United, GRF, or other Mutuals in Laguna Woods Village.

MEMBERSHIP

Membership in United is created, and starts, with the later occurring of the following:

- Written approval of Membership by the United Mutual Board of Directors;
- Issuance of a Membership Stock Certificate; and
- The signing of an Occupancy Agreement.

Upon Membership approval the Occupancy Agreement entitles the Member to occupy the unit for three years, which is automatically renewed for three-year terms per Article 4 of the Occupancy Agreement, unless terminated by transfer or United's non-renewal or termination by the Board of Directors.

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Blackwell made a motion to approve the Amendment to the Financial Qualifications Policy for Consistency with the Bylaws with the Resolution to be included at the next meeting. The motion was seconded by Director McIntosh.

Director English amended the motion to send the document back to the Finance Committee. The motion was seconded by Director Torng and passed by a vote of 6-3-0 (Directors Leonard, Dorrell and Blackwell opposed, Director Bassler was absent for the vote).

14. Committee Reports –

14a. Report of the Financial Committee / Financial Report – Gary Morrison

Director Morrison gave the United Financial Report including an overview of delinquencies, resale report, and leasing activity. Alteration permits must be posted in window; as alteration progress, alteration permits are required in unit re-sale paperwork. The next meeting will be on September 26, 2017 at 2:00 p.m.

14b. Report of the Architectural Control and Standards Committee - Janey Dorrell

Director Dorrell reported from the ACSC. The next meeting will be on September 26, 2017 at 9:30 a.m.

- 14c. Report of the Maintenance & Construction Committee – Don Tibbets**
Director Tibbets reported from the M&C Committee. Epoxy waste line work continues and is increasing since plumbing alteration permits require inspection prior to work. Pathway lighting is low and for safety on the path only. The next regular meeting will be on October 25, 2017 at 9:00 a.m.
- 14d. Report of Landscape Committee - Maggie Blackwell**
Director Blackwell reported from the Landscape Committee. Outside factors effect landscape scheduling. As more labor becomes available, landscape rotations will resume regularity. Turf reduction projects continue. Pathway and seating areas are considered upon neighborhood requests. The next meeting will be on October 13, 2017 at 9:00 a.m.
- 14e. Report of the Laguna Woods Village Traffic Hearings - Don Tibbetts**
Director Tibbetts reported from the Village Traffic Hearings. Videos are made of violations, most numerous are running stop signs and speeding. Unlicensed drivers/vehicles are reported to the DMV. The next meeting will be on October 25, 2017.
- 14f. Report of the Communications Committee - Maggie Blackwell**
Director Blackwell reported from the Communications Committee. Board announcements and notices appear on television and media. A list of chores is being created for a yearly handyman plan.
- 14g. Report of the Governing Documents Review Committee - Juanita Skillman**
President Skillman reported from the Governing Documents Committee. Current reports being reviewed/created are for unoccupied units, resales, guarantors, financial qualifications for buyers and sub-lessors. The next meeting will be on September 25, 2017.
- 14h. Report of the Preparedness for Disaster Task Force - Andre Torng**
Director Torng reported from the Preparedness for Disaster Task Force. Good Neighborhood Captain (GNC) barbeque was successful; more events will follow as GNC sign-ups and training continues. The next meeting will be on September 18, 2017. The Great Shake Out will be held on October 19, 2017.
- 14i. Report of the Disciplinary Cases - Juanita Skillman**
President Skillman reported on the Disciplinary Cases. Cases are increasing as neighbors are stepping up to make reports of violations. The next meeting will be on October 26, 2017.
- 14j. Report of the Parking Task Force – Maxine McIntosh**
Director McIntosh reported on the Parking Task Force. No parking spaces have been taken away; availability varies by CDS. Please rent out your unused carport.

15. GRF Committee Highlights

- 15a. Report of the Community Activities Committee (CAC)**
Director McIntosh reported from the CAC. Next meeting will be November 9, 2017.
- 15b. Report of the Finance Committee**
Directors English reported from the Finance Committee. The next regular meeting will be October 24, 2017.
- 15c. Report of the Landscape**
Director Blackwell reported from the Landscape Committee. Next meeting will be on September 21, 2017.
- 15d. Report of the Maintenance & Construction Committee**
Director Tibbetts reported from the Maintenance & Construction Committee. The next meeting will be on September 18, 2017.
- 15e. Report of the Media and Communication Committee**
Director Blackwell reported from the Media and Communication Committee. The next meeting will be on October 23, 2017.
- 15f. Report of the Mobility and Vehicles Committee**
Director Torng reported from the Mobility and Vehicles Committee. The next meeting will be on October 2, 2017.
- 15g. Report of the Security and Community Access Committee**
Director Achrekar reported from the Security and Community Access Committee. The next meeting will be on October 26, 2017.

16. Future Agenda Items

- 16a.** Develop a Master Plan for Sewer and Water Infrastructure Upgrade.

17. Director's Comments

Director McIntosh commented that the renovation of Performing Arts Center will eliminate other activities at this venue

Director Arhrekar commented that it is everyone's responsibility to keep our community clean.

Director Blackwell commented that this has been a year of transition and asked residents to be patient because changes are being done gradually. Let us continue to make Laguna Woods a wonderful place to live.

September 12, 2017

Director Tibbetts commented that our Landscape Department is doing a wonderful job.

Director English asked how we can shorten the Board Meetings.

Director Leonard wished everyone a Happy National Chocolate Milk Shake Day.

Director Tornig reminded residents to become involved in the community neighborhood captain program.

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.*

The meeting recessed at 1:38 p.m. into the Executive Session

Closed Executive Session Agenda - *Approval of Agenda Approval of the Following Meeting Minutes;*

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) August 8, 2017 - Regular Executive Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. **Adjourn**



Maggie Blackwell, Secretary
United Laguna Woods Mutual

**UNITED LAGUNA WOODS MUTUAL
SUMMARY OF CHARGEABLE MAINTENANCE SERVICES**

The following are examples of the most common items in/around **United Laguna Woods Mutual** manors that occasionally require repair or replacement. The Mutual may perform certain repair services in addition to those provided under the General Conditions of the Occupancy Agreement. Some repair services are performed by the Mutual that are the responsibility of the Mutual member will be charged to the Mutual member. **The charge for the service will include a \$10 service charge; the cost of direct materials used, and prorated labor.**

Please note: there will be a \$50 Missed Maintenance Appointment Fee charged to residents who are a "no-show" during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment.

Please contact **Resident Services at 597-4600** with specific questions or in regard to areas not addressed in the following document.

Party responsible for repair or replacement under normal conditions:

MUTUAL	MEMBER	APPLIANCES
The Mutual will install and maintain major appliances in accordance with Resolution 01-03-43		
X		Major Standard appliances [oven, range/cooktop, hood, refrigerator and dishwasher]
	X	Dishwashers not of Mutual record
	X	Upgraded appliance features
	X	Appliance pans and rings
	X	Appliance alterations
MUTUAL	MEMBER	ELECTRICAL
X		Radiant heat (except when damaged by member)
X		Thermostat
X		Electrical fixtures (outlets, switches, panels, breakers, starters, transformers)
X		Doorbells
X		Original installation fans and wall heaters
X		Interior duplex plates, damaged, cracked
	X	Ceiling light chrome rings <i>(for cosmetic reasons)</i>
X		Temp tray
	X	Resident controlled light bulbs
	X	Dimmer switch
	X	Electrical alteration
MUTUAL	MEMBER	CARPENTRY
X		Roof (excluding alterations)
X		Flashing, gutters, downspouts (original)
X		Window screens (non-alteration)
X		Main entry door locks
X		Storage cabinets, built into patios (original)
	X	Storage cabinets, free standing (not original)
	X	Rekeying of locks (entry, mail box)
	X	Dead bolts
	X	Entry door peep holes, mail slots and entry door screen doors
X		Sliding screen doors (original)
X		Broken or cracked windows (unknown cause)

**UNITED LAGUNA WOODS MUTUAL
SUMMARY OF CHARGEABLE MAINTENANCE SERVICES**

MUTUAL	MEMBER	CARPENTRY (continued)
	X	Broken or cracked windows (resident cause)
X		Wall cracks
	X	Wall holes – from picture hangers
X		Bath accessories (soap dish, glass holder, etc.)
X		Built in clothes hamper
X		Closet poles and brackets (non-alteration)
X		Replacement of medicine cabinet
X		Shower and tub enclosures
X		Kitchen cabinets, building movement only
X		Carport cabinets (original)
	X	Carport condensation panels
X		Towel bars, repair of (non-alteration)
	X	Towel bars, replacement
	X	Grab bars
X		Interior doors and locks
	X	Size interior doors for new flooring
	X	Door bumpers/stops
X		Ceramic tile tub (non-alteration)
X		Shower door sweep
X		Wardrobe doors
X		Hinges, catches
X		Chop board/breadboard
	X	Diffuser light panel
X		Tile (non-alteration)
X		Baseboards and moldings (non-alteration)
X		Countertops and floors (non-alteration)
X		Drawer guides
X		Structural repairs
	X	Alterations
MUTUAL	MEMBER	PAINT
X		Entry doors (on program)
	X	Entry doors (by request, off program)
X		Plumbing leak damage
X		Rain leak damages
X		Appliance leak damage (Mutual owned appliances)
X		Building exterior
MUTUAL	MEMBER	PLUMBING
X		Faucets (non-alteration, non-upgraded)
X		Kitchen sinks, fittings, traps, etc. (non-alteration)
X		Toilets, fittings, traps, etc. (non-alteration)
X		Bath tubs and fittings (non-alteration)
	X	Shower head
X		Water heaters & fittings
X		Stoppers, tub and basin
X		Garbage disposals (non-alteration)
	X	Toilet seats

**UNITED LAGUNA WOODS MUTUAL
SUMMARY OF CHARGEABLE MAINTENANCE SERVICES**

MUTUAL	MEMBER	PLUMBING (continued)
	X	Stoppages caused by resident
X		Stoppages (multi, main line or lateral)
X		Stoppages (single fixture)
X		Water leaks (in wall, below slab, under fixture)
	X	Plumbing alterations
PAVING		

The Mutual is responsible for the maintenance, repair and replacement of concrete and asphalt within the Mutual, except for alterations. VMS staff may provide services for non-Mutual items as a charge to the Mutual member.

RESPONSIBILITIES SUBJECT TO CHANGE PER BOARD RESOLUTION

Resolution 01-17-105

Standard Unit Alteration Conditions

1. No improvement shall be installed, constructed, modified or altered at Unit _____, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Unit Alterations has been granted at xxx for _____, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at xxx and all future Mututal Members at xxx.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of

equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division 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 improvement.

12. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
13. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.
14. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
15. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
16. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
17. Prior to the Issuance of a Mutual Consent for Unit Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified on Attachment _____.
18. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit for all improvements exceeding a total of \$5000, a 10

percent Deposit is require. Conformance Deposit will be held until both a Final Mutual Consent for Unit Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
21. Any remaining Conformance Deposit is refundable if the Member notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member's address of record with the Mutual. Under no circumstances shall Member be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
22. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.

23. Paver install must be set in compacted subgrade.
24. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
25. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
26. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
27. A dumpster is approved for placement at the location identified on Attachment _____. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
28. A portable bathroom is approved for placement at the location identified on Attachment _____.
29. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
30. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
31. Mutual Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Member's improvements and installation, construction, design and maintenance of same.

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