



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

Tuesday, December 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, December 12, 2017, at 9:30 a.m. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Janey Dorrell, Don Tibbets, Maggie Blackwell, Gary Morrison, Cash Achrekar, Manuel Armendariz, Reza Bastani, Steve Leonard and Andre Torng

Directors Absent: Pat English

Staff Present: Open Session: Brad Hudson, Chris Spahr, Cheryl Silva and Leslie Cameron

Executive Session: Brad Hudson and Cheryl Silva

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

1. Call meeting to order / Establish Quorum

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

2. Pledge of Allegiance

Director Blackwell led the Pledge of Allegiance.

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 Armendariz made a motion to approve the agenda as corrected. The motion

was seconded by Director Torng and passed unanimously.

5. Approval of Minutes

5a. November 14, 2017 – Regular

Director Leonard moved to approve the minutes as corrected. The motion was seconded by Director Blackwell and passed unanimously.

6. Report of the Chair

President Skillman wished everyone Happy Holidays and reviewed the VMS Board responsibilities and announced that three members will be giving their statements today for the VMS Board opening. The Presidents, 1st Vice Presidents and Treasures of the Boards are informally meeting once a month in closed session to improve communication among the Boards. She talked about the recent fires and the need to have a plan in place on how to handle fire emergencies in Laguna Woods Village. President Skillman introduced Chris Spahr, Director of Resident Services.

6a. Chris Spahr, Director of Resident Services gave a presentation about Resident Services and passed out a flyer. Resident Services is committed to improving customer service, improving communications, training agents to answer questions, and create a call center where residents can dial one number ready to handle all services. The top three maintenance calls are plumbing, landscaping and pest control. Ms. Spahr is meeting with department heads to find ways to minimize these calls.

7. Introduction of Candidates for Appointment to VMS Board (Term Ending 2020) Interview, Secret Ballot and Appointment of a VMS Board Member. Each candidate was given three minutes to present a statement:

- (a) Jack Bassler (327-A) – candidate withdrew
- (b) Barbara Benun (29-H)
- (c) Alan Dale Dickinson (695-C) not present
- (d) Sue Margolis (34-C)
- (e) Dick Rader (270-D)

By secret ballot Dick Rader was elected as the United VMS Board Member by a vote of 8-2 (Sue Margolis 2 votes).

8. Update from VMS - Director Liberatore

Director Liberatore gave an update reviewing the VMS meetings in the month of November. Department heads speak at every meeting; Tim Moy, Director of Security and Community Access, highlighted the Great Shakeout Drill. Chuck Holland briefed the Board on the HRIS System. Chris Spahr, Resident Services, reviewed a handout of statistics for the call center, capturing information on Broadband, Property Services and gate clearance calls. The goal for the call center, at this time, is to attain 90 percent of calls answered in 20 seconds or less, which is currently occurring. Resident Services Communication Meetings are held regularly with General Services,

Landscaping, Plumbing, Security and Moisture Intrusion to discuss information and process improvements. Training for customer service certification is on track with a series of DVDs called Telephone Doctor. Lori Moss, briefed the Board on the strategic plan. Ernesto Munoz, Director of Maintenance and Construction will be briefing the Board on the epoxy waste line progress in the proposed Handyman Program.

The Hoedown held in November was a big hit. Thanks to Heather Rasmussen, the Village launched the club calendar on Friday in the Blast. Several dozen clubs have already submitted events for the events calendar. Get your social calendar up to date by visiting the website.

In January, the VMS Board will elect officers.

9. CEO Report

Mr. Hudson introduced Tim Moy, Director of Security and Community Access.

Chief Moy spoke about the power outage over the weekend and how well our emergency operations plan worked. In case of an emergency and you cannot reach security, always call 911. SCE took responsibility for the outage and was on location until the power was restored. This is a good time to audit our emergency operations plan to make sure no changes are needed. The emergency operations plan will be posted on our website.

Brad Hudson, CEO reported that Edison was very cooperative during the power outage. As a result of the power outage, Broadband was affected which interrupted internet service. The Security Committee will follow up on 1) updating equipment 2) testing the back-up generators a couple times a year 3) obtaining power tools to repair equipment 4) conduct red code training 5) train clubhouse supervisors on how to evacuate.

Mr. Hudson reminded that the community that the El Toro project will be starting soon and residents should consider using gates 2, 3 and 6 as an alternative to avoid the work on El Toro Rd. El Toro Water District started the reclaimed water project near gates 9 and 5. The Bandwidth improvement program has increased our communication. In the upcoming months we will improve our television service to the community by switching to digital television. There will be a Town Hall in the Board Room on January 10, 2018, regarding the switch to digital television. The new gate arm technology will soon start at gatehouse 3 and 4. Resident Services is moving forward with one call service and we expect to see a decrease in calls because we are providing a better service. Every call will be recorded so we can track progress and review problem areas. There will be a study done at Clubhouse 1 to determine the long term functionality of this facility. We recently added the events calendar on our website so residents can see clubs and classes on one calendar. Our website is also available in different languages and soon we will be testing pixel air buds that can translate calls into different languages between the residents and resident service agents.

10. Open Forum

Chris Collins (3306-Q) gave an update on the LWV Foundation and how many seniors

have benefitted from donations. The Laguna Woods Village Foundation can be reached at (949) 597-4267 or www.foundationoflagunawoodsvillage.org. Several Members made comments about manor alterations, pickleball project, and landscaping.

11. Responses to Open Forum Speakers

Several Directors responded to Member comments.

12. Consent Calendar

12a. Architectural Control and Standards Committee Recommendations:

The Board upheld the recommendations of the Architectural Control and Standards Committee:

- 449-H (Granada, 10A) - Relocate Closet in Master Bedroom

RESOLUTION 01-17-137 **Variance Request**

WHEREAS, Mr. Cronin of 449-H Avenida Sevilla of United Laguna Woods Mutual, submitted a request for a variance to relocate the closet in the master bedroom; and

WHEREAS, Owners of affected Units were notified by letter on November 2, 2017, and invited to the Architectural Controls and Standards Committee Meeting on November 28, 2017;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit **449-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.
2. A Mutual Consent for Unit Alterations has been granted at **449-H** for **Relocate Closet in Master Bedroom**, 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 449-H and all future Mutual Members at 449-H.
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. 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.
10. 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.
11. 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.
12. 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.
13. 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>.

14. 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.
 15. 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.
 16. 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.
 17. 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.
 18. 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.
 19. 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.
- 271-B (Majorca, Plan 9) - Bathroom Remodel

RESOLUTION 01-17-138
Variance Request

WHEREAS, Mr. Paul Scottberg of 271-B Avenida Sevilla, of United Laguna Woods Mutual, submitted a request for a variance to remodel both bathrooms within his unit; and

WHEREAS, Owners of affected Units were notified by letter on November 3, 2017, and invited to the Architectural Controls and Standards Committee Meeting on November 28, 2017;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit **271-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.

2. A Mutual Consent for Unit Alterations has been granted at **271-B** for **Bathroom Remodels**, 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 271-B and all future Mutual Members at 271-B.
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. 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.

10. 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.
11. **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.
12. Prior to the Issuance of a Mutual Consent for Manor 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 as "United Laguna Woods Mutual Exterior Color Groups," located on ground floor of Community Center.
13. 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>.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.

- 311-B (Cordoba, 1A4) - Room and Window Addition

RESOLUTION 01-17-139
Variance Request

WHEREAS, Ms. Shumen Fine of 311-B Avenida Castilla, of United Laguna Woods Mutual, submitted a request for a variance to install a room addition on the existing front patio and to add a window to the master bedroom; and

WHEREAS, Owners of affected Units were notified by letter on November 6, 2017, and invited to the Architectural Controls and Standards Committee Meeting on November 28, 2017;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit **311-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.
2. A Mutual Consent for Unit Alterations has been granted at **311-B** for **Room and Window 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.
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 311-B and all future Mutual Members at 311-B.
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. 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.
10. 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.
11. 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.
12. 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.

13. 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>.
 14. 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.
 15. 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.
 16. 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.
 17. 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.
 18. 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.
 19. 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.
- 312-C (Cordoba, 1A6) - Remodel Enclosed Atrium

RESOLUTION 01-17-140
Variance Request

WHEREAS, Mr. Dan Sparks of 312-C Avenida Castilla, of United Laguna Woods Mutual, submitted a request for a variance to remodel his enclosed atrium; and

WHEREAS, Owners of affected Units were notified by letter on November 2, 2017, and invited to the Architectural Controls and Standards Committee Meeting on November 28, 2017;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit **312-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.
2. A Mutual Consent for Unit Alterations has been granted at **312-C** for **Remodel Enclosed Atrium**, 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 312-C and all future Mutual Members at 312-C.
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. 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.
10. 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.
11. 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.
12. Prior to the Issuance of a Mutual Consent for Unit Alternations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
13. 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>.
14. 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.
15. 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.
16. 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.

17. 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.
18. 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.
19. 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.

- 557-P (Cadiz, 6A) - Retain Unapproved Door and Window Conversion on Balcony

RESOLUTION 01-17-141
Variance Request

WHEREAS, Douglas and Shoojen Broughton of 557-P Avenida Sevilla, of United Laguna Woods Mutual, submitted a request for a variance to retain an unapproved removal of door and window to door conversion on the balcony of their unit; and

WHEREAS, Owners of affected Units were notified by letter on November 1, 2017, and invited to the Architectural Controls and Standards Committee Meeting on November 28, 2017;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **557-P**, ("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 ("Members") 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 Manor Alterations has been granted at **557-P** for **Retain Unauthorized Door Removal and Window to Door Conversion on Balcony**, 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 557-P and all future Mutual members at 557-P.
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, 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. 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 Manor 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.

10. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed 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.
11. Prior to the Issuance of a Mutual Consent for Manor 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.
12. 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>.
13. 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.
14. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
15. 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.
16. The Mutual Consent for Manor 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.
17. 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.
18. 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.
19. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

- 2047-A (Valencia, FG04) -Room Addition, Bathroom Split, Window to Door Conversion, Window and Doors Addition to Atrium

RESOLUTION 01-17-142
Variance Request

WHEREAS, Ms. Deborah C. Lacombe of 2047-A Via Mariposa E., of United Laguna Woods Mutual, submitted a request for a variance to install a room addition on the existing front patio and to perform a non-standard bathroom split, convert an existing window between the master bedroom and the patio to French doors and add a window and French doors to the atrium; and

WHEREAS, Owners of affected Units were notified by letter on November 1, 2017, and invited to the Architectural Controls and Standards Committee Meeting on November 28, 2017;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit 2047-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.
2. A Mutual Consent for Unit Alterations has been granted at **2047-A for a Room Addition, Bathroom Split, Window to Door Conversion, Window and Doors Addition to Atrium**, 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 2047-A and all future Mutual Members at 2047-A.
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. 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.
10. 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.
11. **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.
12. 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.
13. 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.

14. Prior to the Issuance of a Mutual Consent for Manor 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 as "United Laguna Woods Mutual Exterior Color Groups," located on ground floor of Community Center.
 15. 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>.
 16. 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.
 17. 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.
 18. 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.
 19. 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.
 20. 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.
 21. 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.
- 2054-F (Coronado, PP08) - Appeal of Board Denial to Retain Unapproved Pergola on Front Patio

RESOLUTION 01-17-143
Variance Request Denial

WHEREAS, Mr. Danny Yeam of 2054-F of United Laguna Woods Mutual, submitted an appeal of the Board's decision to deny his request to Retain an Unapproved Pergola on his Front Patio;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors hereby denies the appeal; and

RESOLVED FURTHER, due to a pre-existing Mutual Standard for patio covers being available that sets out materials and color schemes to be used, Staff recommends denial of the request and removal within 30 days;

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.

12b. Landscape Committee Recommendations

None

12c. Finance Committee Recommendations

The Board upheld the recommendations of the Finance Committee to:

RESOLUTION 01-17-144
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, December 12, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-455-38 and;

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

RESOLUTION 01-17-145
Recording of a Lien

WHEREAS, Member ID 947-453-87; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, December 12, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-453-87 and;

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

RESOLUTION 01-17-146
Recording of a Lien

WHEREAS, Member ID 947-377-87; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, December 12, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-377-87 and;

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

RESOLUTION 01-17-147
Recording of a Lien

WHEREAS, Member ID 947-377-35; 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, December 12, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-377-35 and;

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

RESOLUTION 01-17-148
Recording of a Lien

WHEREAS, Member ID 947-405-86; 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, December 12, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-405-86 and;

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

Director Leonard made a motion to accept the Consent Calendar as presented. Director Tibbetts the motion and it passed by a vote of 9-1-0 (Director Bastani opposed).

13. Unfinished Business

13a. Entertain a Motion to Adopt a Resolution for Fee Schedule for Unit Alterations

Secretary of the Board, Maggie Blackwell read the following Resolution adopting a Fee Schedule for Unit Alterations:

RESOLUTION 01-17-149
Proposed Fee Schedule for Manor Alterations

WHEREAS, variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

WHEREAS, in order to offset administrative costs associated with processing variance requests, which is often followed by an appeal of the Board's decision as mandated in accordance with Resolution 01-09-101; and

WHEREAS, the Mutual currently charges a \$100 fee to offset administrative costs associated with processing variance requests; and

WHEREAS, the Board realizes the fee should be non-refundable;

December 12, 2017

NOW THEREFORE BE IT RESOLVED, December 12, 2017, that in order to partially further offset administrative costs associated with processing variance requests, which may be followed by an appeal of the Board's decision as permitted in accordance with Resolution 01-09-101, the Board of Directors of this Corporation hereby sets the variance request processing fee at \$150; and

RESOLVED FURTHER, that Resolution 01-16-113 adopted December 13, 2016 is hereby superseded and cancelled; and

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

OCTOBER Initial Notification

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

Director Blackwell made a motion to adopt a Fee Schedule for Unit Alterations. The motion was seconded by Director Dorrell.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed by a vote of 8-2-0 (Directors Torg and Bastani opposed).

13b. Entertain a Motion to Adopt a Resolution for a Conformance Deposit for Unit Alterations

Secretary of the Board, Maggie Blackwell read the following Resolution approving proposed fee schedule for Manor Alterations:

RESOLUTION 01-17-150
Proposed Conformance Deposit

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that have damaged Mutual Property or violated Mutual Policies such as illegally throwing away construction debris in Mutual dumpsters or not following the proper protocol for regulated materials; and

WHEREAS, the Mutual currently does not require any conformance deposit fee capture; and

WHEREAS, the Mutual desires to enact a one-year pilot program, beginning January 1, 2018, to study the effectiveness of the conformance deposit.

WHEREAS, the fee will be required for all construction with a value of \$500 or greater and be refundable given that the contractor or resident performing the alteration conforms to all Mutual rules and Standards;

NOW THEREFORE BE IT RESOLVED December 12, 2017, that in order to partially further offset Mutual costs associated with contractors and residents performing alterations to their manor, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; and

RESOLVED FURTHER, that Resolution 01-17-105 adopted September 12, 2017, is hereby superseded and cancelled; and

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

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

Director Blackwell made a motion to approve a Conformance Deposit for Unit Alterations. Director Tibbetts seconded the motion.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed by a vote of 8-2-0 (Directors Tornø and Bastani opposed).

13c. Entertain a Motion to Approve Policy for the Handling and destruction of Recordings for Board and Committee Meetings

Secretary of the Board, Maggie Blackwell read the following Resolution approving a Policy for the Handling and destruction of Recordings for Board and Committee Meetings.

Resolution 01-17-151
**Policy for the Handling and Destruction of Recordings for
Board and Committee Meetings**

WHEREAS, United Laguna Woods Mutual ("United") contracts with Village Management Services, Inc. ("VMS") for management services pursuant to the terms of a Management Agreement; and

WHEREAS, United's Board holds regular board meetings during which minutes are taken in accordance with United's Bylaws and the Management Agreement;

December 12, 2017

WHEREAS, committees appointed by the Board also hold meetings during which minutes are taken in accordance with United's Bylaws and the Management Agreement; and

WHEREAS, United desires to strengthen procedures with respect to documenting and maintaining meeting minutes;

NOW, THEREFORE, BE IT RESOLVED, December 12, 2017, United's Board of Directors of this Corporation hereby establishes the following policy with respect to the handling and destruction of recordings from Board and committee meetings:

- (1) The recording secretary will cause the Board and committee meetings to be audibly recorded to facilitate efficient and accurate taking of meeting minutes;
- (2) The recording secretary will maintain custody and control of all such audio recordings;
- (3) All such recordings are not subject to inspection by Members of United, only the Board Directors and VMS staff will be provided access to such audio recordings; and
- (4) All such audio recordings will be destroyed following the approval of the meeting minutes by the Board or committee in question;

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

OCTOBER Initial Notification

30-day notifications to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to approve policy for the handling and destruction of recordings for Board and Committee Meetings. The motion was seconded by Director Dorrell.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed unanimously.

13d. Entertain a Motion to Approve Revisions to the United Mutual's Standard 31: Windows and Window Attachments

Secretary of the Board, Director Blackwell read the following resolution approving revisions to United Mutual's Standard 31: Windows and Window Attachments:

RESOLUTION 01-17-152

REVISION OF SECTION 31 WINDOWS AND WINDOW ATTACHMENTS

WHEREAS, United Laguna Woods Mutual established rules related to window modifications and installations through its Alteration Standards and Standard Plans, specifically Section 31 Windows and Window Attachments; and

WHEREAS, approval of non-standard window modifications and installations have been handled through the Variance Request process; and

WHEREAS, United Laguna Woods Mutual recognizes VMS Manor Alterations staff is qualified to determine whether a proposed alteration meets the architectural and aesthetic requirements for the Community;

NOW THEREFORE BE IT RESOLVED, on December 12, 2017, the Board of Directors of United Laguna Woods Mutual hereby revises Section 31 Windows and Window Attachments, Subsection 2.0, Applications with the following requirements:

- 2.1. Retrofit windows shall be defined as those installations where the original window frame is not removed
- 2.2. Window modifications shall be defined as those installations which alter the width or height of an existing window. All window modifications shall comply with the requirements of this Standard and the principles of Standard Plans.
- 2.3. New windows shall be defined as those installations that include installation of a new window in a location that did not previously contain a window. All new windows shall comply with the requirements of this Standard and the principles of the Standard Plans.
- 2.4. Window modifications and new windows shall not adversely affect the structural integrity or aesthetics of the Manor or the surrounding Manors.
- 2.5. Top of window heights shall match those of existing windows on the same side of the building.
- 2.6. Size and location of windows shall be as per Standard Plans.
- 2.7. Windows frames must be white vinyl only. Window frames and glazing shall match existing windows in all aspects and shall comply with the requirements set forth in this Standard.

RESOLVED FURTHER, the member is required to comply with all of the contingencies typically required for a Mutual Consent; and

RESOLVED FURTHER, that Resolution 01-16-08, adopted January 12, 2016, is hereby amended; and

December 12, 2017

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

OCTOBER 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 revisions to the United Mutual's Standard 31: Windows and Window Attachments. Director Archrekar seconded the motion.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed by a vote of 9-1-0 (Director Bastani opposed).

13e. Entertain a Motion to Adopt the Amended Financial Qualification Policy

Secretary of the Board, Director Blackwell, read the following resolution adopting the amended Financial Qualification Policy:

RESOLUTION 01-17-134

FINANCIAL QUALIFICATIONS POLICY

WHEREAS, it is in the best interest of the Corporation to protect and preserve the financial integrity of the Corporation;

NOW THEREFORE BE IT RESOLVED, December 12, 2017, that the minimum financial requirements for membership are adopted per the United Laguna Woods Mutual Financial Qualifications Policy (attached):

RESOLVED FURTHER, that Staff is hereby directed to disseminate this information to the realty community serving Laguna Woods Village; and

RESOLVED FURTHER, that Resolution 01-17-93, adopted August 8, 2017, is hereby superseded and canceled; and

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

OCTOBER Initial Notification

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

Director Blackwell made a motion to approve amendments to the Financial Qualification Policy. Director Tibbitts seconded the motion.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed by a vote of 8-2-0 (Directors Tornig and Bastani opposed).

14. New Business

14a. Entertain a Motion to Introduce a Resolution Approving Modifications to Financial Qualifications Policy

Secretary of the Board, Director Blackwell, read the following resolution introducing modifications to the Financial Qualification Policy:

RESOLUTION 01-17-XX **FINANCIAL QUALIFICATIONS POLICY**

WHEREAS, it is in the best interest of the Corporation to protect and preserve the financial integrity of the Corporation;

WHEREAS, selling prices within the Village are within the County's affordable housing limits; and,

WHEREAS, guarantors in the committee have increased and some have been allowed to guarantee multiple units with the same sources of income and asset requirements.

NOW THEREFORE BE IT RESOLVED, December 12, 2017 that the Board of Directors of this Corporation hereby introduces amendments to Financial Qualifications Policy including the minimum income requirement for prospective Shareholders and transferees is increased from \$36,000 to \$40,000; and the ability to qualify in United with a guarantor is eliminated.

RESOLVED FURTHER, that Staff is hereby directed to disseminate this information to the realty community serving Laguna Woods Village; and

RESOLVED FURTHER, that Resolution 01-17-134, is hereby superseded and canceled; and

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

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 introduce this resolution. Discussion ensued among the Directors.

Director Leonard made an amendment to table action on the item to give the Board time to consult with Legal Counsel about this modification and the bylaws. Director Morrison seconded the motion.

President Skillman called for a vote and the motion passed unanimously.

14b. Entertain a Motion to Introduce a Resolution Establishing an Anti-Discrimination Policy

Secretary of the Board, Director Blackwell, read the following resolution establishing an Anti-Discrimination Policy:

RESOLUTION 01-17-XXX

Anti-discrimination Policy

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 senior housing on a cooperative non-profit basis pursuant to the provisions set forth in its Occupancy Agreement, Articles of Incorporation and Bylaws;

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

WHEREAS, California Civil Code Section 4760(a)(2) provides in part that a member may modify his or her separate interest, at his or her expense, to facilitate access for persons who are blind, visually handicapped, deaf, or physically disabled, or to alter conditions which could be hazardous to these persons. These modifications may also include modifications of the route from the public way to the door of the separate interest;

WHEREAS, federal law prohibits discrimination in housing based on race, color, religion, sex, national origin, familial status and disability;

WHEREAS, federal law also provides that discrimination includes a refusal to permit, at the expense of the handicapped person, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises;

WHEREAS, California law prohibits the owner of any housing accommodation to discriminate against or harass any person because of the race, color, religion, sex, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information of that person;

WHEREAS, California law also prohibits (i) the owner of any housing accommodation to make or to cause to be made any written or oral inquiry concerning the race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, disability, or genetic information of any person seeking to purchase, rent, or lease any housing accommodation; (ii) any person to make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a housing accommodation that indicates any preference, limitation, or discrimination based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information or an intention to make that preference, limitation, or discrimination; and (iii) to otherwise make unavailable or deny a dwelling based on discrimination because of race, color, religion, sex, gender identity, gender expression, sexual orientation, familial status, source of income, disability, genetic information, or national origin”;

WHEREAS, Article 3 of the Articles of Incorporation provides that United shall have and exercise any and all powers, rights and privileges which a corporation organized under the Nonprofit Mutual Benefit Corporation Law may now or hereafter have or exercise;

WHEREAS, Sections 1 and 2 of the Bylaws provides that United has the express power and duty to manage, maintain, preserve and administer the business of the Development, and to promote the health, safety, and welfare of the residents within the Development;

WHEREAS, the Board has the power to adopt, amend, or repeal, in its discretion, rules and regulations not inconsistent with the provisions of the governing documents, respectively; and,

WHEREAS, United desires to strengthen, clarify and confirm its anti-discrimination policy pursuant to applicable law.

NOW, THEREFORE BE IT RESOLVED, December 12, 2017, that the Board of Directors of this Corporation hereby introduces the Anti-discrimination policy; and

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

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 introduce a resolution establishing an Anti-Discrimination Policy. Director Leonard seconded the motion.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed unanimously.

14c. Entertain a Motion to Obtain Earthquake Insurance.

Secretary of the Board, Director Blackwell, read the following resolution to obtain Earthquake Insurance:

RESOLUTION 01-17-153
Obtain Earthquake Insurance Policy

WHEREAS, on September 26, 2017 the United Finance Committee asked to obtain a quotation for earthquake coverage;

WHEREAS, a presentation was made by the broker for Difference In Conditions (earthquake) insurance quotes to the United Finance Committee on November 28, 2017 which included catastrophe modeling to help assist in the review of exposures; and,

WHEREAS, the Finance Committee recommends purchase of an earthquake insurance policy with coverage of \$10 million dollars and a five percent deductible.

NOW THEREFORE BE IT RESOLVED, December 12, 2017 that the Board of Directors hereby accepts the quotation for earthquake insurance from Empire Indemnity Insurance Company and General Security Indemnity Company of Arizona and directs staff to bind coverage for a policy period of December 15, 2017 to December 15, 2018 at a cost not to exceed \$130,000, authorized as an unbudgeted operating expenditure; 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 a resolution to obtain Earthquake Insurance. Director Armendariz seconded the motion.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed unanimously.

14d. Entertain a Motion to Introduce a Resolution Adopting the United Mutual Standard 43: Bathroom Splits

Secretary of the Board, Director Blackwell, read the following resolution to introduce a resolution adopting the United Mutual Standard 43: Bathroom Splits:

RESOLUTION 01-17-XXX
SECTION 43 BATHROOM SPLITS

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

WHEREAS, the Architectural Controls and Standards Committee has reviewed numerous Variance Requests to remodel bathrooms, specifically to create a second bathroom in the footprint of the original bathroom, this type of alteration is commonly referred to as a bathroom split; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to create a new Standard for these alterations, eliminating the need for Members to apply for a Variance Request for a common alteration.

NOW THEREFORE BE IT RESOLVED, December 12, 2017, that the Board of Directors of this Corporation hereby introduces the following Standard Section 43 of the Alteration Standards for Bathroom Splits;

SECTION 43 BATHROOM SPLITS

**FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS
FOR ALTERATION STANDARDS**

2.0 APPLICATIONS

- 2.1 Bathroom splits are prohibited in Units with two bathrooms.
- 2.2 Units with two bathrooms may reconfigure walls and doors within the same foot print only.

- 2.3 Units with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not extend into adjacent hallways.
- 2.4 Prior to connecting into any plumbing work, the waste line is to be inspected by the Mutual at the Member(s) expense.
- 2.5 Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All existing cast iron waste line connections shall be replaced with cast iron. All exposed underground cast iron shall be replaced.
- 2.7 All water supply lines shall be of Type M copper; minimum 1/2" diameter.
- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Mutual Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.

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

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

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

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 introduce a resolution to adopt revisions to the United Mutual's Standard 43: Bathroom Splits. Director Dorrell seconded the motion.

Discussion ensued among the Directors.

President Skillman called for a vote and the motion passed by a vote of 8-2-0 (Directors Achrekar and Torng opposed).

15. Committee Reports

15a. Report of the Finance Committee / Financial Report – Director Morrison presented the Treasurer's Report and reported on the resale report and wasteline remediation. The committee did not meet in November. Next meeting January 30, 2018, 2:00 p.m. in the Sycamore Room

15b. Report of the Architectural Control and Standards Committee – Director Dorrell. Next meeting December 19, 2017, 9:30 a.m. in the Sycamore Room.

15c. Report of the Communications Committee – Director Blackwell. Next meeting TBA.

15d. Report of Executive Hearings Committee - President Skillman reported that the number one offense is unapproved occupancy. Next meeting January 25, 2018, 9:00 a.m. in the Willow Room.

15e. Report of the Governing Documents Review Committee - President Skillman reported that individuals do not understand the trust agreement and how co-ops operate. Next meeting January 22, 2018, 2:00 p.m. in the Sycamore Room.

15f. Report of the Landscape Committee - Director Blackwell. Next meeting December 14, 2017, 9:00 a.m. in the Board Room.

15g. Report of the Maintenance & Construction Committee - Director Tibbetts. Next meeting December 27, 2017, 9:00 a.m. in the Board Room

- **9a.** Ernesto Munoz, Director of Maintenance and Construction Presentation

15h. Report of the Resident Advisory Committee – Director Tibbetts. Next meeting December 13, 2017, 3:00 p.m. in the Sycamore Room

16. GRF Committee Highlights

16a. Report of the Finance Committee—Director Morrison. Next meeting December 20, 2017, 1:30 p.m. in the Board Room.

16b. Report of the Community Activities Committee—Director Dorrell. Next meeting January 11, 2018, 2:00 p.m. in the Board Room.

16c. Report of the Maintenance & Construction Committee—Director Leonard. Next meeting January 25, 2018, 9:00 a.m. in the Board Room.

16d. Report of the Media and Communication Committee—Director Blackwell. Next meeting December 18, 2017, 1:30 p.m. in the Board Room.

16e. Report of the Mobility and Vehicles Committee—Director Achrekar. Next meeting February 5, 2018, 1:30 p.m. in the Board Room.

16f. Report of the Security and Community Access Committee—Director Tibbetts. Next meeting December 21, 2017, 1:30 p.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Achrekar
Next meeting December 20, 2017, 9:00 a.m. in the Board Room

17. Future Agenda Items

17a. Entertain a Motion to Adopt a Resolution Approving Modifications to Financial Qualifications Policy (**DECEMBER initial notification - must postpone to JANUARY to conform to the 30-day notification requirement**)

17b. Entertain a Motion to Adopt a Resolution establishing an Anti-Discrimination Policy (**DECEMBER initial notification - must postpone to JANUARY to conform to the 30-day notification requirement**)

18. Director's Comments

19. 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 1:57 p.m. into the Executive Session

Closed Executive Session Agenda

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) November 14, 2017 - Regular Executive Session

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

20. Adjourn



Maggie Blackwell, Secretary
United Laguna Woods Mutual

Proposed Fee Schedule

* indicates new item

Resolution 01-17-149



Mutual Consent for Manor Alteration(s) Fee Schedule

For Items not listed, please check with Manor Alterations Department 949-597-4616

alterations@vmsinc.org

Go to www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent for Manor Alteration; City Permit Required as Shown

\$35.00 ALTERATION FEE	
Alteration Type	City Permit Required
* Acoustic Ceiling Removal	Yes
Awnings (<i>standard</i>)	No
Awnings (<i>powered</i>)	Yes
Air Conditioner (<i>through the wall</i>)	Yes
Air Conditioner Central (<i>replacement</i>)	Yes
Balcony Modesty Panels	No
Bath Tub Replacement	Yes
Block Walls (<i>under 4 feet high</i>)	No
Block Walls (<i>over 4 feet high</i>)	Yes
Planter Wall	No
Dishwasher	Yes
Doors Revisions (<i>Exterior</i>)	No
Electrical	Yes
Exhaust Fan	Yes
Fences & Gates	No
Floor Coverings-exterior	No
* Flooring (Vinyl)	Yes
Gutters & Downspouts	No
Heat Pumps (<i>Through the wall</i>)	Yes
Metal Drop Shades	No
Modesty Panels	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing (Minor)	No
Plumbing (New or Relocation)	Yes
Satellite Dish	No
Shower to Shower	Yes
Sliding Glass Door (<i>retrofit</i>)	No
Soft Water System	No
Soft Water System	No
<i>If connected to Water Heater</i>	Yes
Storage Cabinets (<i>Carport</i>)	No
Shades Roll-up	No
Tub to Shower	Yes
Washer and Dryer	Yes
Water Heater Relocation	Yes
Windows (<i>retrofit</i>)	Yes

ALTERATION FEES BASED ON VALUATION			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers (atrium, balcony, patio) Replace or New			Yes
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows (New Construction)			Yes
\$150 PROCESSING FEE			
ESTIMATED VALUE OF ALTERATION			FEE
\$750 or Less			\$35
\$751	To	\$1,000	\$49
\$1,001	To	\$1,250	\$63
\$1,251	To	\$1,500	\$77
\$1,501	To	\$1,750	\$91
\$1,751	To	\$2,000	\$105
\$2,001	To	\$2,500	\$126
\$2,501	To	\$3,000	\$154
\$3,001	To	\$4,000	\$196
\$4,001	To	\$5,000	\$252
\$5,001	To	\$6,000	\$308
Over \$6000			\$392



FINANCIAL QUALIFICATIONS POLICY

Revised October 17, 2017

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 perspective 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 prior to the application submittal.

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 Mutuels 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.