



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

**Tuesday, January 9, 2018**

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, January 9, 2018, 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 (arrived late), Pat English, Steve Leonard and Andre Torng

Directors Absent: None

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

Executive Session: Brad Hudson and Cheryl Silva

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

**1. Call meeting to order / Establish Quorum**

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

**2. Pledge of Allegiance**

President Skillman 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**

President Skillman asked for approval of the agenda.

President Skillman requested to move items 12a and 12b under unfinished business to 13a and 13b new business.

Director Armendariz made a motion to remove item 11d from the agenda. The motion was seconded by Director Achrekar and the motion failed by a vote of 4-6-0 (Directors Skillman, Tibbitts, Dorrell, Blackwell, Morrison and Leonard opposed).

Director English requested to remove item 5a from closed session, the motion failed due to a lack of a second.

Director Leonard made a motion to move forward with the agenda approval. The motion was seconded by Director Blackwell and the motion passed by a vote of 8-3-0 (Directors Torng, English and Armendariz opposed)

Director Blackwell made a motion to approve the agenda as corrected. Director Dorrell seconded the motion and it passed by a vote of 8-3-0 (Directors Torng, English and Armendariz opposed).

## **5. Approval of Minutes**

5a. December 12, 2017 – Regular Open Session

Director Blackwell made a motion to approve the minutes as corrected. The motion was seconded by Director Dorrell and it passed by a vote of 9-1-1 (Director Torng opposed, Director English abstained).

## **6. Report of the Chair**

President Skillman commented on January 3, 2018, the Board members met to develop Strategic Planning Goals. The United Board agreed on four goals: 1) Become a Board that keeps residents better informed, 2) Commit to becoming a united Board, 3) Establish a protocol for communicating with the VMS staff, 4) Establish long range plan for maintaining the infrastructure.

## **7. Update from VMS - Director Rader**

Director Rader showed a presentation on the VMS Board meetings. . Department heads speaks at every meeting; Brian Gruner, Recreation and Special Events Director gave an overview of the 2017 and 2018 events. Director Rader answered questions from the Board.

### **7a. Website Update—Director Leonard**

A clip was shown of Director Leonard's presentation on Village Television "Thisday" about the website.

## **8. CEO Report**

Brad Hudson, CEO reported that there will be a Town Hall Meeting Wednesday, January 10, 2018, at 4:30 p.m. in the Board Room to discuss the cable and internet services. Chuck Holland is working on negotiation with the cable operators on the charges for different TV stations. The first storm has arrived and no clogged drains

have been reported. Construction is ongoing on El Toro Road and near gate 12.

Mr. Hudson showed a presentation on the 2017 accomplishments for United and answered questions from the Board.

#### **9. Open Forum**

Several Members made comments about pickleball, keeping the open forum at the beginning of the Board meeting and traffic issues.

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

Several Directors responded to Member comments.

#### **11. Consent Calendar**

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

Director Armendariz requested to remove item 11b(2) from the Consent Calendar.  
Director Armendariz requested to remove item 11d from the Consent Calendar.

Director Leonard made a motion to approve the amended Consent Calendar. Director English the motion and it passed unanimously.

#### **11a. Architectural Control and Standards Committee Recommendations:**

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

(1) 413-A (Madrid, 4) - Approve Bathroom Addition, Change of Room Use, Window Addition, Atrium window to door and Installation of Resized Window in Living Room

#### **RESOLUTION 01-18-01** **Variance Request**

**WHEREAS**, Ms. Jean Maroney of 413-A Avenida Castilla of United Laguna Woods Mutual, submitted a request for a variance to perform a bathroom addition, install a washer and dryer into the second bedroom, convert an atrium window into a sliding glass door, install an additional window in the living room, and resize the existing window in living room that looks into the patio; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on December 8, 2017, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 19, 2017.

**NOW THEREFORE BE IT RESOLVED**, on January 9, 2018, 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 413-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 413-A for a Bathroom Addition, Change of Room Use, Window Addition, Atrium window to door and Installation of Resized Window in Living Room, 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 413-A and all future Mutual Members at 413-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. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the issuance of a Mutual Consent for Unit Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. Prior to the Issuance of a Mutual Consent for Unit Alterations, **the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed.** The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Unit Alterations staff to review.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, 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 as the "United Laguna Woods Mutual Exterior Color Groups" at Resident Services on the first floor of the Community Center.
14. 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>.
15. 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.
16. 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.
17. 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.
18. 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.

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19. 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.

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

- (2) 535-B (Seville, 5) – Approve Retain Entry Door Color

**RESOLUTION 01-18-02**  
**Variance Request**

**WHEREAS**, Mr. Craig Gentry of 535-B Via Estrada of United Laguna Woods Mutual, submitted a request for a variance to retain the 'Spiced Berry' red entry door color; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on December 8, 2017, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 19, 2017.

**NOW THEREFORE BE IT RESOLVED**, on January 9, 2018, 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 535-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 535-B for Retaining non-standard Spiced Berry red entry door, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
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 535-B and all future Mutual Members at 535-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. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. 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. 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>.

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12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

(3) 535-C (Seville, 5) – Approve Retain Entry Door Color

**RESOLUTION 01-18-03**  
**Variance Request**

**WHEREAS**, Ms. Ann Rappaport of 535-C Via Estrada, a Seville style unit, requests Board approval of a variance to retain the 'Spiced Berry' red entry door color; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on December 8, 2017, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 19, 2017.

**NOW THEREFORE BE IT RESOLVED**, on January 9, 2018, 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 535-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 535-C for Retaining non-standard Spiced Berry red entry door, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
  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 535-C and all future Mututal Members at 535-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. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent

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- for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
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. 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>.
  12. 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.
  13. 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.
  14. 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.
  15. 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.
  16. 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.
  17. 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.

(4) 703-B (Valencia, 9) – Approve Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision

**RESOLUTION 01-18-04**  
**Variance Request**

**WHEREAS**, Mr. John Lavinio of 703-B Avenida Sevilla, a Valencia style unit, requests Board approval of a variance to perform a Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision; and

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**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on December 8, 2017, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 19, 2017.

**NOW THEREFORE BE IT RESOLVED**, on January 9, 2018, 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 **703-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 **703-B** for **Bathroom Split, Door Revision, Repurpose Bedroom and Atrium Wall Revision**, 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 703-B and all future Mututal Members at 703-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, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
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.
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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.

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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.

(5) 2048-A (Valencia, Plan FG04) Approve Install Access Ramp at Entry

**RESOLUTION 01-18-05**  
**Variance Request**

**WHEREAS**, Jean Lee Clarkson of 2048-A Via Mariposa East, a Valencia style unit, requests Board approval of a variance to install an access ramp in Common Area outside of her unit adjacent to the existing entry way; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected Units on December 8, 2017, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 19, 2017.

**NOW THEREFORE BE IT RESOLVED**, on January 9, 2018, 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 **2048-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 Manor Alterations has been granted at **2048-A** for **Installing Access Ramp at Entry**, 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. All costs for maintenance, repair, renovation, replacement or removal of the Access Ramp, present and future, are the responsibility of the Property's Member at 2048-A and all future Mutual members at 2048-A.
4. Member hereby agrees to remove the access ramp upon sale of the Unit unless the Unit is sold to an individual(s) who possess a physical disability that requires an access ramp.
5. 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.
6. 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.
7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
8. 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.
9. 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.
10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. 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.

12. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
13. 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 as identified as "United Laguna Woods Mutual Exterior Color Groups" at Resident Services, located on the ground floor of Community Center.
14. 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>.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.

#### **11b. Landscape Committee Recommendations**

- (1) 373-C Avenida Castilla (Mochman) Deny Tree Removal – Crape Myrtle

**RESOLUTION 01-18-06**  
**Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 14, 2017, the Landscape Committee recommended to deny the request to remove the tree located at 373-C; and

**NOW THEREFORE BE IT RESOLVED**, January 9, 2018, the Board of Directors denied a request for the removal of one Crape Myrtle tree because it does not comply with the tree removal guidelines;

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

(3) 599-E Avenida Majorca (Myhra) Deny Tree Removal – Canary Island Pine (2)

**RESOLUTION 01-18-07**  
**Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.



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- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 14, 2017, the Landscape Committee recommended to deny the request to remove the trees located at 599-E; and

**NOW THEREFORE BE IT RESOLVED**, January 9, 2018, the Board of Directors denied a request for the removal of two Canary Island Pine trees because it does not comply with the tree removal guidelines;

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

(4) 756-D Avenida Majorca (Yoon) Deny Tree Removal – Brazilian Pepper

**RESOLUTION 01-18-08**  
**Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 14, 2017, the Landscape Committee recommended to deny the request to remove the tree located at 756-D; and

**NOW THEREFORE BE IT RESOLVED**, January 9, 2018, the Board of Directors denied a request for the removal of one Brazilian Pepper tree because it does not comply with the tree removal guidelines;

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

(5) 915-D Avenida Majorca (Sloan) Deny Tree Removal – Brazilian Pepper

**RESOLUTION 01-18-09**  
**Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 14, 2017, the Landscape Committee recommended to deny the request to remove the tree located at 915-D; and

**NOW THEREFORE BE IT RESOLVED**, January 9, 2018, the Board of Directors denied a request for the removal of one Brazilian Pepper tree because it does not comply with the tree removal guidelines;

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

**11c. Finance Committee Recommendations**

The Board upheld the recommendations of the Finance Committee to:

**RESOLUTION 01-18-10**  
**Recording of a Lien**

**WHEREAS**, Member ID 947-392-10; 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**, January 9, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-392-10 and;

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**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 01-18-11**  
**Recording of a Lien**

**WHEREAS,** Member ID 947-407-49; 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,** January 9, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-49 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.

Agenda item 11d Resolution Appointing the Assistant Treasurer ex Officio was moved to new business agenda item 13c.

**12. Unfinished Business**

Agenda Item 12a. Discuss and Consider Endorsing the Handyman Service Program and 12b. Resolution Approving the Committee Appointments was moved to New Business.

**13. New Business**

Agenda item 13b. was heard first under new business.

**13b. Entertain a Motion Approving a Resolution of the Committee Appointments**

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

**RESOLUTION 01-18-12**  
**United Laguna Woods Mutual Committee Appointments**

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**RESOLVED**, January 9, 2018, that the following persons are hereby appointed to serve the Corporation in the following capacities:

**Architectural Control and Standards Committee**

Janey Dorrell, Chair  
Don Tibbetts, Co-Chair  
Cash Achrekar  
Pat English  
Non-Voting Advisers: Michael Mehrain, Kay Anderson, Walter Ridley, Ken Deepe

**Business Planning**

Juanita Skillman, Chair  
Gary Morrison, Co-Chair  
Pat English  
Andre Torng

**Communications Committee**

Maggie Blackwell, Chair  
Juanita Skillman - Alternate

**Executive Members Hearing Committee**

Juanita Skillman, Chair  
Janey Dorrell, Co-Chair  
Cash Achrekar  
Steven Leonard

**Finance Committee**

Gary Morrison, Chair  
Manuel Armendariz  
Pat English  
Steve Leonard  
Juanita Skillman  
Non-voting Adviser: Alan Dickenson

**Governing Documents Review Committee**

Juanita Skillman, Chair  
Maggie Blackwell, Co-Chair  
Steve Leonard  
Gary Morrison  
Non-voting Advisers: Bevan Strom, Mary Stone

**Laguna Woods Village Traffic Hearings**

Cash Achrekar, Rotating Chair

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**Landscape Committee**

Maggie Blackwell, Chair  
Manuel Armendariz  
Janey Dorrell  
Non-Voting Adviser: Pamela Grunke

**Maintenance and Construction Committee**

Don Tibbetts, Chair  
Steve Leonard, Co-Chair  
Reza Bastani  
Janey Dorrell  
Pat English  
Gary Morrison  
Non-voting Adviser: Del Ng, Jack Bassler

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

Don Tibbetts, Chair  
Cash Achrekar, Co-Chair  
Andre Torng  
Non-voting Advisers: Kay Anderson, Nancy Lannon

**Laguna Woods Energy Committee**

Steve Leonard

**RESOLVED FURTHER** Resolution 01-17-131, adopted November 14, 2017, is hereby superseded and canceled.

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

Director Blackwell made a motion to approve a Resolution of the Committee Appointments. Director Tibbitts seconded the motion.

Discussion ensued among the Directors.

Director Dorrell asked to add Ken Deepe as an adviser to the Architectural Control and Standards Committee.

President Skillman called for a vote and the motion passed by a vote of 7-3-0 (Directors Bastani, English and Torng opposed).

Director Tibbitts left the meeting at 11:53 a.m.

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### **13a. Discuss and Consider Endorsing the Handyman Service Program**

Ernesto Munoz, Director of Maintenance and Construction, review the Handyman Service Program and asked the Board to endorse the program so staff can move forward with the approval process for this program. The Maintenance & Construction Committee has approved the Handyman program and the program will be presented to GRF for approval in February. Mr. Munoz answered questions from the Board Members about the Handyman Service Program.

Director Blackwell made a motion to endorse the Handyman Service Program. The motion was seconded by Director English

Discussion ensued among the Directors.

Maxine M. spoke in favor of the program.  
Roberta B. spoke against the program.

President Skillman called for the vote and the motion passed by a vote of 8-1-1 (Director Torng opposed and Director Tibbitts was absent for the vote).

Agenda item 11b(2) was removed from the consent calendar by Director Armendariz because he feels the tree could cause damage to the wall and it should be removed. He passed around a picture of the tress to the Board Members.

### **13d. 396-A Avenida Castilla (Hearsum) Deny Tree Removal – Southern Magnolia**

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

#### **RESOLUTION 01-18-13** **Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.

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- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 14, 2017, the Landscape Committee recommended to deny the request to remove the tree located at 396-A; and

**NOW THEREFORE BE IT RESOLVED**, January 9, 2018, the Board of Directors denied a request for the removal of one Southern Magnolia tree because it does not comply with the tree removal guidelines;

**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 accept the Landscaping Committee's recommendation to deny the tree removal at 396-A. The motion was seconded by Director Dorrell.

Discussion ensued among the Directors.

Director Armendariz passed around to the Directors a picture of the tree near unit 396-A.

Director Blackwell commented that the Landscape Committee agreed on December 14, 2017, that there was no damage caused by this tree and read the comments from the evaluation of the committee. Director Blackwell asked the Board to uphold the recommendation of the Committee to deny the request to remove the tree.

President Skillman called for the vote and the motion passed by a vote of 6-3-1 (Directors Armendariz, Achrekar and Bastani opposed, Director Torng Abstained, Director Tibbitts was absent for the vote).

Agenda item 11d was removed from the Consent Calendar and oved to item 13c.

**13c. Entertain a Motion to Approve a Resolution Appointing the Assistant Treasurer ex Officio**

The Board approved the Resolution appointing the Assistant Treasurer ex Officio:

**RESOLUTION 01-18-14**  
**Appointment of Officers**

**RESOLVED**, on January 9, 2018, pursuant to the United Laguna Woods Bylaws Article 9 - Officers, which sets guidelines, terms and responsibilities for the election of Officers to this Corporation, the following persons are hereby elected

to the office indicated next to their names to serve:

Juanita Skillman	President
Janey Dorrell	First Vice President
Don Tibbetts	Second Vice President
Maggie Blackwell	Secretary
Gary Morrison	Treasurer

**RESOLVED FURTHER**, that the following Staff persons are hereby appointed as ex Officio officers of this Corporation:

Bradley Hudson	Vice President ex Officio
<b>Betty Parker</b>	<b>Assistant Treasurer ex Officio</b>

**RESOLVED FURTHER**, that Resolution 01-17-135, adopted October 10, 2017, is hereby superseded and canceled; and

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

Director Blackwell made a motion to approve the resolution appointing Betty Parker as the Assistant Treasurer ex Officio. Director Leonard seconded the motion.

Discussion ensued among the Directors.

Betty Parker, Financial Services Director, answered questions from the Board.

President Skillman called for the vote and the motion passed by a vote of 7-3-1 (Director Torng, Bastani, and Armendariz opposed and Director Tibbitts was absent for the vote).

#### **14. Committee Reports**

**14a.** Report of the Finance Committee / Financial Report – Director Morrison presented the Treasurer’s Report and reviewed the resale and leasing reports. The committee did not meet in December. Next meeting January 30, 2018, 2:00 p.m. in the Sycamore Room

**14b.** Report of the Architectural Control and Standards Committee – Director Dorrell reported that all alterations must comply with building codes and all handymen and contractors must be licensed. Resident should go to the Manor Alterations window before they start any work on their unit. Next meeting January 17, 2018, 9:30 a.m. in the Sycamore Room.

**14c.** Report of the Communications Committee – Director Blackwell reported that the communication to the residents through Village Television and the Village



Breeze. Next meeting TBA.

**14d.** Report of Executive Hearings Committee - President Skillman reported that compliance cases have increased. Next meeting January 25, 2018, 9:00 a.m. in the Willow Room.

**14e.** Report of the Governing Documents Review Committee - President Skillman reported on the governing documents under review by the Committee. Next meeting January 22, 2018, 2:00 p.m. in the Sycamore Room.

**14f.** Report of the Landscape Committee - Director Blackwell reported that the landscape schedule is available on the website and in the Village Breeze. Next meeting February 8, 2018, 9:00 a.m. in the Board Room.

**14g.** Report of the Maintenance & Construction Committee - Director Leonard. Next meeting February 28, 2018, 9:00 a.m. in the Board Room

- Director Leonard gave an update on the Village Energy Committee
- David Chambers gave a report on the El Toro Water District Reclaimed Water Project

**14h.** Report of the Resident Advisory Committee – Director Leonard encouraged residents to this meeting to get information and ask questions. Next meeting January 18, 2018, 3:00 p.m. in the Sycamore Room

**15. GRF Committee Highlights**

**15a.** Report of the Finance Committee—Director Morrison reported on the trust facilities fee and announced the Town Hall Meeting tomorrow at 4:30 p.m. in the Board Room regarding cable and internet services. Next meeting February 21, 2018, 1:30 p.m. in the Board Room.

**15b.** Report of the Community Activities Committee—Director Dorrell reported on upcoming events. Next meeting January 11, 2018, 2:00 p.m. in the Board Room.

**15c.** Report of the Maintenance & Construction Committee—Director Leonard. Next meeting February 14, 2018, 9:30 a.m. in the Board Room.

**15d.** Report of the Media and Communication Committee—Director Blackwell commented that the committee is working on a new orientation video. Next meeting January 15, 2018, 1:30 p.m. in the Board Room.

**15e.** Report of the Mobility and Vehicles Committee—Director Achrekar. Next meeting February 7, 2018, 1:30 p.m. in the Board Room.

**15f.** Report of the Security and Community Access Committee—Director Leonard. Next meeting February 22, 2018, 1:30 p.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Achrekar

Next meeting January 17, 2017, 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room

**16. Future Agenda Items**

**16a. Adopt a Resolution Approve Modifications to Financial Qualifications Policy (DECEMBER Initial Notification – must postpone to FEBRUARY to comply with Civil Code §4360)**

Director Blackwell, Secretary of the Board read the following resolution, final vote will be in February:

**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 community 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.**

**16b. Adopt a Resolution establishing an Anti-Discrimination Policy (DECEMBER Initial Notification – must postpone to FEBRUARY to comply with Civil Code §4360)**

Director Blackwell, Secretary of the Board read the following resolution, final vote will be in February:

**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.

**16c. Adopt Revisions to the United Mutual's Standard 43: Bathroom Splits  
(DECEMBER Initial Notification – must postpone to FEBRUARY to comply with Civil Code §4360)**

Director Blackwell, Secretary of the Board read the following resolution, final vote will be in February:

**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 REQUIREMENT 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-built 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.

January 9, 2018

**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.

**16d. Introduce an Ordinance Regarding Access to United Records**

**17. Director's Comments**

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

The meeting recessed at 1:24 p.m. into the Executive Session

**Closed Executive Session Agenda**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) December 12, 2017 - Regular Executive Session*


*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjourn**

  
Maggie Blackwell, Secretary of the Board  
United Laguna Woods Mutual