



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

Tuesday, May 8, 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, May 8, 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, Pat English, Carl Randazzo and Andre Torng

Directors Absent: Reza Bastani

Staff Present: Siobhan Foster, Christine Spahr, Eileen Paulin, Kurt Weimann, Cheryl Silva and Whitney Thornton

Others Present: VMS: Dick Rader, Mary Stone
Third Mutual: Bill Walsh

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

Director Morrison 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 Dorrell made a motion to approve the agenda as presented. Director Blackwell seconded the motion and passed by unanimously.

5. Approval of Minutes

5a. April 10, 2018 – Regular Open Session

Director Achrekar made a motion to approve the minutes as presented. The motion was seconded by Director Armendariz and it passed unanimously.

6. Report of the Chair

President Skillman made no comments.

7. Open Forum

Members made comments on the benefits of the LWV Foundation, draining standing water to avoid mosquitos, valuable information in The Globe, a new device to prevent toilet overflows, and reporting illegal decals and unauthorized real estate signs.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments.

Director Achrekar appreciates the work of the LWV Foundation. Security is authorized to remove unauthorized tags from vehicles.

Director Skillman commented there is a residential sign ordinance in place and residents should call Resident Services with the name of the Real Estate Agent to have the signs removed.

9. Update from VMS - Director Stone

Director Stone gave an update from the VMS Board meetings. At the last two meetings, Marketing & Communication and Maintenance & Construction Directors gave a department updates. Business Planning meeting are upcoming. The Real Estate Roundtable was successful. The next meeting will be Wednesday, May 16, 2018 at 9:00 a.m. in the Willow Room.

10. CEO Report

Siobhan Foster, COO, reported on the following subjects:

- SCE update on replacement of the underground electrical cable to improve service in Laguna Wood Village;
- Upcoming Recreation and Special Events;
- Laguna Woods Art Association recently changed out the art work in Village and Community Buildings;
- Gate 1 - new right turn only lane;
- Queuing System in the Lobby;
- Handyman Program will be launched within the next 30 days;
- Indoor Cycling Program will begin at Clubhouse 5;
- Renovation of the Gatehouses, 4, 10, 11 and 12;
- Security Vehicles Mobile Computer Program will be installed in all vehicles soon; and
- Gate 12 Paddle Tennis/Pickleball Contract was awarded.

11. Consent Calendar

Juanita Skillman removed item 11e. from the consent calendar and moved it to agenda item 13f.

11a. Architectural Control and Standards Committee Recommendations:

- (1) Denial recommendation - 124-B (Majorca, 8B) Retain Wooden Patio Cover

RESOLUTION 01-18-41
Variance Request

WHEREAS, Mr. John Cappasola of 124-B Via Estrada, a Majorca style unit, requests Board approval of a variance to retain a wooden patio cover that was installed without prior Board approval; and

NOW THEREFORE BE IT RESOLVED, on May 8, 2018, the Board of Directors hereby denies the request; and

RESOLVED FURTHER, to require the restoration of the Unit to its original condition, pursuant to Article 12 of the Occupancy Agreement, within 90 days of this decision;

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.

11b. Landscape Committee Recommendations

(1) 2152-A/B Ronda Granada (Kim) – Deny Removal of (1) Ash Tree at 2152-A; Approve Removal of (1) Ash, Star Pine, and Weeping Fig Tree at 2152-B

RESOLUTION 01-18-42
Tree Removal Approval (3) and Denial (1)

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 April 25, 2018, the Landscape Committee recommended to deny the request to remove one ash tree located at 2152-A, to approve the request to remove one ash tree at 2152-B, to approve the request to remove one star pine tree at 2152-A, and to approve the request to remove one weeping fig tree at 2152-A; and

NOW THEREFORE BE IT RESOLVED, May 8, 2018, the Board of Directors denied a request for the removal of one ash tree because it does not comply with the tree removal guidelines and approved the request for the removal of one ash tree, one star pine tree, and one weeping fig tree;

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

(2) 25-T Avenida Castilla (Shotwell) – Approve Removal of Maidenhair Tree

RESOLUTION 01-18-43
Tree Removal Approval

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 April 25, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 25-T; and

NOW THEREFORE BE IT RESOLVED, May 8, 2018, the Board of Directors approved a request for the removal of one maidenhair tree;

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

(3) 594-A Avenida Majorca (Jones) – Approve Removal American Sweetgum Tree

RESOLUTION 01-18-44
Tree Removal Approval

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 April 25, 2018, the Landscape Committee recommended to approve the request to remove the tree located at 594-A; and

NOW THEREFORE BE IT RESOLVED, May 8, 2018, the Board of Directors approved a request for the removal of one American sweetgum tree;

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

(4) Approval of Updated Landscape Manual

11c. Maintenance & Construction Committee Recommendations:

(1) Denial of an Appeal for Appliance Disbursement (2147-B)

11c. Finance Committee Recommendations

(1) Approval of Resolution to Record Lien against Member ID 947-396-02

RESOLUTION 01-18-45

Recording of a Lien

WHEREAS, Member ID 947-396-02; 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, May 8, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-396-

02 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.

11e. Updated GRF and Committee Appointments

Director Dorrell made a motion to approve the Consent Calendar with the exception of item 11e. Updated GRF and Committee Appointments. The motion was seconded by Director English and the motion passed by unanimously.

12. Unfinished Business

12a. Entertain a Motion to Adopt a Resolution Endorsing the Handyman Program and Setting Policy (30 day notification to comply with Civil Code §4360 has been satisfied)

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

RESOLUTION 01-18-46 **Handyman Services Program**

WHEREAS, the United Laguna Woods Mutual (Mutual) has a chargeable service policy for non-emergency maintenance repairs for specific original and standard components within the Mutual dwelling units;

WHEREAS, a new Handyman Services Program has been designed to help residents with a wide range of repairs and provide other assistance around the home not covered by monthly assessments or chargeable services; and,

NOW THEREFORE BE IT RESOLVED, May 8, 2018, the Board of Directors of this Corporation hereby approves the Handyman Services Program as defined by the Service Agreement (attached) to provide limited maintenance services to alteration and non-standard components, not currently covered by the Mutual; and

RESOLVED FURTHER, participants will sign a Service Agreement and pay the \$200 annual fee; and,

RESOLVED FURTHER, participants will receive up to 3 service calls per month, not to exceed 2 hours per service call, for items on the Board-approved Description of Services.

RESOLVED FURTHER, that net revenue or net expense for the program will be reflected in the Mutual Operating Fund; and,

RESOLVED FURTHER, the Board recognizes that costs incurred by this

program may exceed revenue generated during the initial implementation period; 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.

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

Director Tibbetts made a motion to adopt the resolution endorsing the handyman program and setting policy. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

The Board took a 5 minute recess.

Director Blackwell called for the question and the motion passed by a vote of 8-1-0 (Director Torng opposed)

13. New Business

13a. Entertain a Motion to Approve an Appliance Policy Revision (MAY initial notification-must postpone 30-days (June) to comply with Civil Code §4360)

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

RESOLUTION 01-18-XX **Appliance Policy**

WHEREAS, the United Laguna Woods Mutual has a policy for the repair and replacement of specific major appliances maintained within the Mutual's dwelling units; and

WHEREAS, staff has investigated and analyzed the level of effort required to replace the various appliances and the impact this activity has on the overall performance of the corporation;

WHEREAS, current Mutual policy does not allow staff to perform appliance installations where the member has alteration countertops and cabinets, which has caused a hardship to the member;

WHEREAS, standard appliances have only been offered in white or black with some appliances only being available in one of the finish colors resulting in mismatched appliances.

NOW THEREFORE BE IT RESOLVED, May 8, 2018, the Board of Directors of this Corporation hereby introduces the revised Appliance Policy to allow standard appliances to be installed by where alteration cabinets or countertops are present only if the Member signs a waiver releasing the Mutual of any liability;

RESOLVED FURTHER, that standard appliances be defined as a specific model and brand manufacturer of appliances with finishes available in white, black and stainless steel, to be installed by the Mutual within the dwelling unit;

RESOLVED FURTHER, that although the appliance features may be the same, the finish color may alter the price of the appliance. The Mutual will be responsible for the cost of the appliance with the lowest price finish and the Member shall be responsible for any cost differential of a more expensive finish. In the case of a disbursement request, all standard appliances will be valued at the cost of the lowest price finish, regardless of existing finish; and

RESOLVED FURTHER, that Resolution 01-16-96, adopted September 13, 2016, is hereby superseded and cancelled.

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

MAY 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 introduce a resolution approving an appliance policy revision for 30-day review. The motion was seconded by Director Tibbetts.

Discussion ensued among the Directors.

Director Randazzo made an amendment to add "In the case of a disbursement request, all standard appliances will be valued at the cost of the lowest price finish, regardless of existing finish" to the resolution. The amendment was seconded by Director Blackwell and it passed by unanimous consent.

President Skillman called for the vote and the motion passed by unanimous consent.

13b. Entertain a Motion to Introduce a Resolution for an Alterations Standard 7: Satellite Dishes (MAY initial notification-must postpone 30-days (June) to comply with Civil Code §4360)

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

RESOLUTION 01-18-XX
Revise Alteration Standard 7 - Satellite Dishes

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Revision of Alteration Standard 7 - Satellite Dishes.

NOW THEREFORE BE IT RESOLVED, May 8, 2018, that the Board of Directors of this Corporation hereby introduces the following Revision of Alteration

Standard 7 - Satellite Dishes;
Alteration Standard 7 - Satellite Dishes

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** With the application for Mutual Consent, a plan shall be submitted that indicates all work to be done; e.g., type of satellite dish, a full description, the location on building, anchoring, cable routing and relevant information regarding all attachments. Site location will be contingent upon approval by the Alterations Division.
- 2.2** All steel mounting components for the satellite dish must be galvanized or zinc coated.
- 2.3** In the event that a satellite dish must be removed for any reason, it shall be the Member's responsibility to remove and properly store it until such time that maintenance work has been completed.
- 2.4** No satellite dish will be permitted (or installed) on roofs with Mutual photovoltaic system (solar panels) or areas which may pose a hazard to residents or workmen due to its location and/or dimensions.
- 2.5** Penetrations through walls shall be thoroughly sealed. Penetrations through roofs are strictly prohibited. The length of exterior cable runs must be kept to a minimum. All cables shall be installed in wire mold (vinyl or aluminum) and painted to match the surface attached to.
- 2.6** According to the plans submitted and the need for specific satellite dish gear, the Member shall make all efforts to install a unit that will be hidden from sight and is as compact as possible. The Mutual retains the right to request screening to hide the dish from view.
- 2.7** All satellite dishes and exterior cables shall be removed; all penetrations shall be properly patched, sealed and texture/paint to match the surfaces prior to the sale or transfer of real property.

3.0 EQUIPMENT

- 3.1** No more than one (1) dish per dwelling unit is allowed.
- 3.2** No satellite dish shall exceed 36" in diameter.

- 3.3** All satellite dishes shall be installed only within the perimeter of patios, balconies, or on flat roofs.
- 3.4** A tripod or pipe mount must be utilized for patio or balcony installations. Attaching a satellite dish or any of its components directly to the building is strictly prohibited.
- 3.5** Satellite dish installation is permitted on flat roofs when the location does not interfere with the overall visual continuity of the unit and/or surrounding area. The satellite dish must be mounted on a non-penetrating stand weighted down with a minimum of four 8" X 8" X 16" cinderblocks and must be located only above the subject unit and at least 10' from the roof edge, (See Example 1 below). Attaching a satellite dish or any of its components directly to a roof is strictly prohibited.
- 3.6** For installation of a satellite dish onto a flat PVC cool roof, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.

RESOLVED FURTHER, that Resolution 01-13-74, adopted May 14, 2013 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 this resolution as written.

MAY 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 introduce a resolution for alteration standard 7: Satellite Dishes for 30-day review. The motion was seconded by Director Dorrell.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 7-1-1-(Director Tibbetts opposed, Director Torng abstained).

13c. Entertain a Motion to Introduce a Resolution for an Alterations Standard 8: Patio Block Walls (**MAY initial notification-must postpone 30-days (June) to comply with Civil Code §4360**)

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

RESOLUTION 01-18-XX
Revise Alteration Standard 8 – Block Walls

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 8 – Block Walls.

NOW THEREFORE BE IT RESOLVED, May 8, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 8 – Block Walls;

ALTERATION STANDARD 8 – BLOCK WALLS

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** All walls shall be of slumpstone block 4x4x16, 4x6x16, or 6x6x16 slumpstone or block to match existing wall.
- 2.2** Block will be painted in conformance with the Mutual's policy on exterior paint colors. Excess mortar will be removed. Weep holes of the proper size and location shall be provided as needed.

3.0 PREPARATIONS

- 3.1** In each case, the site will be inspected by the Alterations Division prior to work for adjustments pertaining to this section.
- 3.2** No block walls will be allowed that will hinder yard drainage.
- 3.3** No block walls will be allowed in areas where access for maintenance is required.
- 3.4** In no case will a block wall or its related components cover sprinklers, sprinkler lines, or other related items.
- 3.5** No block wall will be allowed that may encroach upon a view of a neighboring manor as determined by the Alterations Division.
- 3.6** **No block walls will be permitted in Common Area**

4.0 APPLICATIONS

- 4.1** No wall shall be over 5 feet or under 12 inches in height. Existing patio block walls may be raised or lowered in accordance with these dimensions and the location as determined by the Alterations Division.
- 4.2** Gates constructed in accordance with Mutual Standard 17: Patio Gates and Courtyard Doors may be incorporated into a block wall as approved by the Alterations Division.
- 4.3** Gaps between patio block walls may be filled in with materials that are in accordance with Mutual Standard 16: Fences, Wrought Iron and Mutual Standard 17: Patio Gates and Courtyard Doors to match any existing gate.
- 4.4** Wrought iron fencing constructed in accordance with Mutual Standard 16: Fences,

Wrought Iron may be incorporated on a block wall as approved by the Alterations Division.

- 4.5 Walls may be covered with stucco to match the building. The stucco finish must match the existing texture and color. Grout lines must be flush with existing block prior to stucco application. Brick or tile caps may be permitted.
- 4.6 All walls shall be constructed within the approved patio dimensions. Patio slabs shall not be extended without written approval of the Board. All walls shall be constructed on engineered footings. Planting areas between the wall and slab are acceptable. Maintenance of these planter areas shall become the sole responsibility of the Mutual member.
- 4.7 Lattice or bamboo panels are not allowed on block walls.

5.0 SPRINKLER REVISIONS

- 5.1 Sprinklers will be revised only by the Mutual's designated Landscape crew; the cost of such revisions shall be borne by the Mutual Member.
- 5.2 No sprinklers will be placed inside any patio area by the Mutual's designated Landscape crews, and any systems added shall not be connected to the Mutual-owned system.

6.0 OPENINGS IN WOOD FRAMED PATIO WALLS

- 6.1 The size of openings is optional and must be approved by the Alterations Division.
- 6.2 Openings must be located such as to maintain symmetry along the patio wall. The top of an opening shall be in line with the top of the windows of the manor. The first opening shall set a size and location precedent for any future openings on patio walls on the same side of the building.
- 6.3 The finished openings must match the existing finish on the patio wall. Wood finish trim or brick veneer is not allowed.
- 6.4 Neighbor Awareness Forms may be required as determined by the Alterations Division.

RESOLVED FURTHER, that Resolution 01-13-75, adopted May 14, 2013 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 this resolution as written.

MAY 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 introduce a resolution for alteration standard 8: Patio Block Walls for 30-day review. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.
Kurt Weimann answered questions from the Board.

President Skillman called for the vote and the motion passed 8-1-0 (Director Tornig opposed).

13d. Entertain a Motion to Re-Introduce a Resolution for the Vacant Manor Policy (APRIL initial notification-sent back to Committee-must postpone 30-days (June) to comply with Civil Code §4360)

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX
INTERIOR INSPECTION OF UNOCCUPIED UNITS

WHEREAS, unoccupied Units present a number of concerns to United Mutual and its residents and those concerns increase the longer the unit is unoccupied; it is to the benefit of United and its residents to inspect the condition of Units which have been unoccupied for six months or more; and

WHEREAS, based on corporate counsel's opinion, and the Mutual's governing documents, the Mutual has the right to inspect units at any time in the event of an emergency and the right to enter Units at a reasonable hour in non-emergency situations for the purpose of performing maintenance.

NOW THEREFORE BE IT RESOLVED, May 8, 2018, that the Board of Directors hereby introduces the Unoccupied Unit Inspection Policy;

RESOLVED FURTHER, a Unit will be considered unoccupied when no record of occupancy has occurred within a six month period;

RESOLVED FURTHER, when a Unit is unoccupied, the Shareholder shall file a key with resident services for emergency and maintenance access, if no key is on file, the services of a locksmith will be employed to gain access to the unit and the costs thereof charged to the Shareholder;

RESOLVED FURTHER, that except in case of an emergency inspection, the Mutual will provide a minimum of 15 days' notice of inspection to the Shareholder of record of each unoccupied Unit;

RESOLVED FURTHER, the Mutual will conduct non-emergency inspections after said notice unless the Shareholder submits a letter of objection;

RESOLVED FURTHER, if the Shareholder of record objects or specifically denies entry, the matter will be referred to the Board for Member disciplinary action;

RESOLVED FURTHER, non-emergency inspections will be conducted with Security personnel in attendance to document and ensure there is no adverse impact upon the Unit interior by the Mutual's inspection;

RESOLVED FURTHER, the inspector will identify and note conditions within the Units and facilitate remediation of adverse functional conditions identified if necessary to protect against damage to Mutual property, common area damage or nuisance to neighboring residents;

RESOLVED FURTHER, that necessary emergency repairs that are required to prevent damage to Mutual property that are the responsibility of the member, will be carried out and charged to the Shareholder of record;

RESOLVED FURTHER, that necessary emergency repairs that are the responsibility of the Mutual will be carried out at Mutual cost;

RESOLVED FURTHER, that Resolution 01-08-196 adopted November 14, 2008, 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.

MAY 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 re-introduce a resolution for the vacant manor policy for 30 day review. The motion was seconded by Director English.

Discussion ensued among the Directors.

Director Randazzo requested to add "locksmith will be employed to gain access to the unit."

Director Skillman requested we change owner to shareholder and the word Unit(s) should be capitalized throughout the resolution.

President Skillman called for the vote and the motion passed vote of 8-1-0 (Director Torng opposed).

13e. Entertain a Motion to Adopt a Resolution for Modifying the Current Membership Certificate and Wording for an Envelope to House it

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

RESOLUTION 01-18-47
RESOLUTION FOR MODIFICATION AND ADOPTION OF
MEMBERSHIP (STOCK) CERTIFICATE
UNITED LAGUNA WOODS MUTUAL

WHEREAS, UNITED LAGUNA WOODS MUTUAL ("United" or "Corporation") 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, Amended and Restated Bylaws ["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, including the Davis Stirling Act, federal Fair Housing Act ("FHA"), Fair Employment and Housing Act ("FEHA"), and Unruh Civil Rights Act ("UCRA");

WHEREAS, pursuant to Article II, Section 4(h) of the Bylaws, a "Member" is defined as "a Shareholder entitled to Membership in the Corporation as provided herein. Regardless of the number of persons or entities comprising the Shareholder, no Unit shall, at any time, constitute or include more than one Membership in the Corporation. Membership in the Corporation may not be separated from right of exclusive occupancy of the Unit, and shall transfer upon transfer of the Unit;"

WHEREAS; pursuant to Article II, Section 4(i) of the Bylaws, "Membership" is defined as "the legal relationship and status of being a Member of the Corporation, and an entitlement to the rights and privileges appurtenant thereto as defined herein. Membership rights and privileges may be limited, suspended or terminated as provided in the Governing Documents and by applicable law. 'Membership' may also refer to the Members collectively. A Member may not, either individually or jointly with one or more other persons or trusts, have more than one Membership in the Corporation without first obtaining the prior written approval of the Board of Directors. The granting of such approval shall be at the sole discretion of the Board of Directors. Memberships shall consist of persons who have been approved for Membership by the Board of Directors and to whom a Membership Certificate has been issued;"

WHEREAS, pursuant to Article II, Section 4(l) of the Bylaws, a "Shareholder" is a Qualifying Resident approved by the Corporation to exclusively occupy a Unit and to

whom a Stock and/or Membership Certificate of the Corporation has been issued, or a Trust that has been approved as a Shareholder in the sole discretion of the Board and pursuant to the terms set forth in the Bylaws;

WHEREAS, Article II, Section 4(m) of the Bylaws states: "The Corporation shall issue a Certificate of Membership upon admission to Membership;"

WHEREAS, pursuant to Article III, Section 1 of the Bylaws, "Only persons at least 55 years of age and who meet the financial requirements and other eligibility requirements as may be established from time to time by the Corporation are eligible for Membership in the Corporation;"

WHEREAS, pursuant to Article III, Section 6 of the Bylaws, a Membership in the Corporation may transfer by last will and testament, intestate succession or trust bequest, only if approved by the Corporation;

WHEREAS, the Bylaws and current Membership (Stock) Certificates utilized by the Corporation do not specify in further detail that a Membership (Stock) Certificate is non-transferable, whether by will, trust, intestate succession or otherwise, except as provided in Article III, Section 6 of the Bylaws;

WHEREAS, United's Board of Directors has identified the need for further clarification as to the non-transferability of Membership (Stock) Certificates and to confirm/elucidate same by amending the Membership (Stock) Certificate;

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;

NOW, THEREFORE, be it resolved that the Board of Directors of United has adopted the following Membership (Stock) Certificate, which evidences Membership in the Corporation ("Exhibit A") and does not affect any other covenant, condition, restriction or other rule set forth in United's Governing Documents:

Director Blackwell made a motion to adopt a resolution for modifying the current membership certificate and wording for an envelope to house it. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed vote 8-1-0 (Director Tornig opposed).

13f. Updated GRF and Committee Appointments

RESOLUTION 01-18-43

United Laguna Woods Mutual Committee Appointments

RESOLVED, May 8, 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
Gary Morrison
Non-Voting Advisors: Michael Mehraim, Kay Anderson, Walter Ridley,
Ken Deepe

Communications Committee

Maggie Blackwell, Chair
Juanita Skillman – Alternate
Non-Voting Advisors: Alan Dickinson, Marily Benjamin

Executive Members Hearing Committee

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

Finance Committee

Gary Morrison, Chair
Manuel Armendariz
Pat English
Juanita Skillman
Non-voting Advisors: Alan Dickinson, Diane Casey

Governing Documents Review Committee

Juanita Skillman, Chair
Maggie Blackwell, Co-Chair
Cash Achrekar
Gary Morrison
Carl Randazzo
Non-voting Advisers: Bevan Strom, Mary Stone

Laguna Woods Village Traffic Hearings

Cash Achrekar, Rotating Chair

Landscape Committee

Maggie Blackwell, Chair
Manuel Armendariz
Janey Dorrell
Non-Voting Adviser: Pamela Grunke Vacant (3)

Maintenance and Construction Committee

Don Tibbetts, Chair
Janey Dorrell, Co-Chair
Pat English
Gary Morrison
Carl Randazzo
Non-voting Adviser: Del Ng, Jack Bassler

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Don Tibbetts, Chair
Cash Achrekar, Co-Chair
Carl Randazzo
Juanita Skillman
Non-voting Advisers: Kay Anderson, Nancy Lannon

Laguna Woods Energy Committee

Juanita Skillman
Carl Randazzo

RESOLVED FURTHER Resolution 01-18-31, adopted March 13, 2018, 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.

RESOLUTION 01-18-44

Golden Rain Foundation Committee Appointments

RESOLVED, May 8, 2018, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Gary Morrison
Juanita Skillman

Community Activities

Janey Dorrell
Juanita Skillman

Finance

Gary Morrison
Juanita Skillman

Landscape Committee

Manuel Armendariz
Maggie Blackwell

Maintenance & Construction

Don Tibbetts
Carl Randazzo

Media and Communications Committee

Maggie Blackwell
Juanita Skillman

Mobility and Vehicles Committee

Cash Achrekar
Reza Bastani

PAC Task Force

Juanita Skillman
Don Tibbetts

Security and Community Access

Pat English
Don Tibbetts

Disaster Preparedness Task Force

Cash Achrekar
Gary Morrison

Town Hall Meetings

As Needed

RESOLVED FURTHER, that Resolution 01-18-32, adopted March 13, 2018, is hereby superseded and cancelled.

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 accept the resolution updating the Committee Appointments. Director English seconded the motion and the motion passed by a vote of 8-0-1 (Director Torng abstained).

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. Next meeting will be May 29, 2018, 2:00 p.m. in the Sycamore Room

14b. Report of the Architectural Control and Standards Committee – Director Dorrell gave a report from the last Architectural Control and Standards Committee meeting. Next meeting will be May 17, 2018, 9:30 a.m. in the Sycamore Room.

14c. Report of the Communications Committee – President Blackwell gave a report from the Communications Committee meeting. Please submit articles for The Breeze to Director Blackwell.

14d. Report of Executive Hearings Committee - President Skillman gave a report from the last Executive Hearings Committee. Next meeting will be May 24, 2018, 9:00 a.m. in the Willow Room.

14e. Report of the Governing Documents Review Committee - President Skillman reported that the Committee discussed stock certification updates and resale documents at the last Governing Documents Review Committee meeting. Next meeting will be May 30, 2018, 1:30 p.m. in the Sycamore Room.

14f. Report of the Landscape Committee - Director Blackwell gave a report from the last Landscape Committee meeting. A Sycamore Tree was planted by the Aliso Creek on Arbor Day. Aliso Creek is controlled by various agencies. Individuals interested in serving as advisors should submit an applications to Director Blackwell. The next meeting will be June 14, 2018, 9:00 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee - Director Tibbets reported on the last Maintenance & Construction Committee meeting. The Committee discussed shepherds crooks, water leaks, epoxy lining of sewer lines. The Pre-Budget Meeting is scheduled for May 22nd. Next meeting will be June 27, 2018, 9:00 a.m. in the Board Room.

14h. Report of the Resident Advisory Committee – Director Tibbets gave a report from the last Resident Advisory Committee meeting. Next meeting will be May 10, 2018, 4:00 p.m. in the Sycamore Room

15. GRF Committee Highlights

15a. Report of the Finance Committee—Director Morrison gave highlights from the last GRF Finance Committee meeting. The Committee discussed Golf Cart Procedures. Next meeting will be June 18, 2018, 9:30 a.m. in the Board Room.

Director Morrison made a motion to raise the golf cart plug-in fee from \$120 to \$150 to standardize the fee that GRF charges to be brought before the Board at the next meeting. The motion was seconded by Director Dorrell. The motion passed by a vote of 7-1-1 (Director Torng opposed)

15b. Report of the Community Activities Committee—Director Dorrell gave highlights from the last GRF Community Activities Committee meeting and announced upcoming events. Next meeting will be May 10, 2018, 2:00 p.m. in the Board Room.

15c. Report of the Maintenance & Construction Committee—Director Tibbets gave highlights from the last GRF Maintenance & Construction Committee meeting. Next meeting will be June 13, 2018, 9:30 a.m. in the Board Room.

15d. Report of the Media and Communication Committee—Director Blackwell gave highlights from the last GRF Media and Communication Committee meeting. Next meeting will be May 21, 2018, 1:30 p.m. in the Board Room.

- Thrive Project Task Force – Next meeting May 16, 2018, 9:30 a.m. in the Cypress Room

15e. Report of the Mobility and Vehicles Committee—Director Achrekar gave highlights from the last GRF Mobility and Vehicles Committee meeting. Next meeting June 6, 2018, 1:30 p.m. in the Board Room.

15f. Report of the Security and Community Access Committee—Director Tibbets gave highlights from the last GRF Security and Community Access Committee meeting. Next meeting June 28, 2018, 1:30 a.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Achrekar gave a reported from the last Traffic Hearings. Next meeting May 16, 2017, 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room

15g. Disaster Preparedness Task Force—Director Morrison gave a report from the last Disaster Preparedness Task Force meeting and encouraged residents to volunteer as building captains and medical personnel. Next meeting May 29, 2018, 9:30 a.m. in the Cypress Room.

16. Future Agenda Items

16a. Resolution for a Resale Deposit Policy (**APRIL initial notification-sent back to Committee**)

16b. Resolution for a Soffit and Ceiling Policy (**APRIL initial notification-must postpone 30 days (June) to comply with Civil Code §4360**)

16c. Resolution for an Alterations Standard 1: General Requirements (**APRIL initial notification-must postpone 30 days (June) to comply with Civil Code §4360**)

16d. Revisions to the United Mutual's Standard 6: Air Conditioning (**APRIL initial notification-must postpone 30 days (June) to comply with Civil Code §4360**)

16e. Resolution to Update the Golf Cart Plug-in Fee.

May 8, 2018

17. Director's Comments

Director Randazzo thanked the Board for the opportunity to serve the Community.
Director Torng spoke against the Golf Cart Plug-in Fee change and encouraged better communication between the Directors.
Director Achrekar spoke in favor of the docent tours.

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 12:49 p.m. into the Executive Session.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) March 13, 2018 – Regular Executive Session

CAI Membership

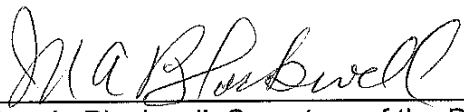
Discuss Disciplinary Cases

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

The meeting was adjourned at 4:30 p.m.



Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual