



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

Tuesday, June 12, 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, June 12, 2018, at 9:30 a.m. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Don Tibbets, Maggie Blackwell, Gary Morrison, Cash Achrekar, Manuel Armendariz, Reza Bastani, Pat English, Carl Randazzo and Andre Torng

Directors Absent: Janey Dorrell

Staff Present: Brad Hudson, Siobhan Foster, Christine Spahr, Eileen Paulin, Jackie Brown, Ernesto Munoz, Kurt Weimann, and Cheryl Silva

Others Present: VMS: Anthony Liberatore
Jeff Beaumont, Esq. of Beaumont Tashjian

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 Achrekar 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 Torng made a motion to approve the agenda as presented. Director Achrekar seconded the motion and the motion passed without objection.

5. Approval of Minutes

5a. May 8, 2018 – Regular Open Session

Director Blackwell made a motion to approve the minutes as presented. The motion was seconded by Director Morrison and it passed without objection.

6. Report of the Chair

President Skillman introduced Vincente Martinez, staff for the Handyman Program. The President asked Jeff Beaumont to give a brief legislative update.

Jeff Beaumont legislative update:

- SB721 Balcony Inspections. Will require the Mutual to inspect elevated walkways, balconies every six years.
- SB1265 Qualifications for the Board. Prohibits members from serving on the Board if they are delinquent in assessments.
- SB1128 Election by Acclamation. Allows elections by acclamation and changes the notification requirement from 30-days to 28-days.

President Skillman reviewed the Rules of Order for Board Meetings.

7. Open Forum

Members made comments regarding the handyman services, floor alterations done prior to ownership, disciplinary hearing regarding nuisance violations, landscaping request to plant more trees and install a higher wall to control noise from Moulton Parkway, equestrian trail dust and lawn mowing.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments regarding the handyman program, hard surface flooring, looking at the equestrian trails, and securing the wall with more trees or a high wall along Moulton Parkway to control noise.

9. Update from VMS - Director Liberatore

Director Liberatore gave an update from the VMS Board meetings. At the last meeting the VMS Board received Department updates from Ernesto Munoz, Maintenance & Construction Department and Chuck Holland, IT Department. Mr. Liberatore reviewed the strategic plan goals of the VMS Board.

10. CEO Report

Brad Hudson, CEO, reported on the following subjects:

- Technology achievements: fleet management, human resources, transportation scheduling, dwelling live software programs; security vehicles mobile program; digital television; security cameras;
- Payment by credit cards;
- Resident Services queuing service;
- Qualified contractors for Manor alterations;
- Renovation of Gatehouses, 4, 10, 11, and 12;
- SCE replacement of the underground electrical cable;
- Decal update;
- Indoor Cycle Classes at Clubhouse 5; and
- Upcoming Recreation and Special Events.

The Board took a 5 minute recess.

11. Consent Calendar

President Skillman removed 11b(1) from the Consent Calendar.

11a. Architectural Control and Standards Committee Recommendations:

(1) Approval Recommendation – 704-B (Valencia, 9) – Non-Standard Entry Door, Bathroom Split and Enclosure Atrium

RESOLUTION 01-18-48 **Variance Request**

WHEREAS, Mr. Michael Harrity of 704-B Avenida Sevilla, a Valencia style unit, requests Board approval of a variance for the non-standard entry door, bathroom split and atrium enclosure; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 8, 2018, 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 May 17, 2018.

NOW THEREFORE BE IT RESOLVED, on June 12, 2018, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as attached to the official meeting minutes.

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.

(2) Approval Recommendation – 707-B (Granada, 10A) – Room Addition on Front Patio

RESOLUTION 01-18-49 **Variance Request**

WHEREAS, Mr. Sam Gomsí of 707-B Avenida Majorca, a Granada style unit, requests Board approval of a variance for a room addition on the front patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on May 11, 2018, 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 May 17, 2018.

NOW THEREFORE BE IT RESOLVED, on June 12, 2018, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as attached to the official meeting minutes.

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. Finance Committee Recommendations:

This item was removed from the Consent Calendar by President Skillman.

(1) Approval of Resolution to Record Lien against Member ID; 947-449-77

(2) Approval of Resolution to Record Lien against Member ID; 947-407-49

RESOLUTION 01-18-50

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, June 12, 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.

Director Blackwell made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Achrekar and the motion passed by unanimously.

12. Unfinished Business

12a. Entertain a Motion to Adopt an Appliance Policy Revisions

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

RESOLUTION 01-18-51
Appliance Policy Revisions

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, June 12, 2018, the Board of Directors of this Corporation hereby approves 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

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

Director Blackwell made a motion to adopt the Resolution making revisions to the Appliance Policy. Director Achrekar seconded the motion

President Skillman called for the vote and the motion passed by a vote of 7-2-0 (Director Tornig and Bastani opposed)

12b. Entertain a Motion to Adopt Revised Alteration Standard 7 – Satellite Dishes

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

Resolution 01-18-52
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, June 12, 2018, that the Board of Directors of this Corporation hereby adopts 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

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

Director Blackwell made a motion to approve the revised Alteration Standard 7-Satellite Dishes. Director English seconded the motion.

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

12c. Entertain a Motion to Adopt Revised Alteration Standard 8 – Block Walls

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

RESOLUTION 01-18-53

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, June 12, 2018, that the Board of Directors of this Corporation hereby adopts 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 slump-stone block 4x4x16, 4x6x16, or 6x6x16 slump-stone 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.
- 6.4** Wood finish trim or brick veneer is not allowed.

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

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

Director Blackwell made a motion to adopt revised Alteration Standard 8 – Block Walls. The motion was seconded by Director Morrison.

President Skillman called for the vote and the motion passed by a vote of 7-1-1 (Director Bastani Opposed, Director Torng Abstained)

12d. Entertain a Motion to Adopt a Resolution for Interior Inspection of Unoccupied Units

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

RESOLUTION 01-18-54
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, June 12, 2018, that the Board of Directors hereby adopts 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 owner Shareholder of record 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 member 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 owner Shareholder of record of each unoccupied Unit;

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

RESOLVED FURTHER, if the owner 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 owner 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

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

Director Blackwell made a motion to adopt a Resolution for Interior Inspection of Unoccupied Units. The motion was seconded by Director English.

President Skillman called for the question and the motion passed by a vote of 7-2-0 (Director Torng and Bastani opposed)

12e. Entertain a Motion to Adopt the Resale Correction Policy

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

RESOLUTION 01-18-55
RESALE CORRECTION POLICY

WHEREAS, on April 8, 2008, the Board of Directors approved Resolution 01-08-65, establishing an 18-month time requirement for new members to complete corrections for which funds has been held from the seller;

WHEREAS, resale inspections and inspection reports are an integral part of the resale process and corrections noted on the inspection reports are vital for the protection of Mutual property and assets; and,

WHEREAS; staff has found the current resale policy to be administratively burdensome and withholds funds for an unreasonable length of time.

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors hereby adopts the Resale Correction Policy;

RESOLVED FURTHER, corrections and deficiencies found in the resale inspection will be noted in the report and will be provided to the seller;

RESOLVED FURTHER, the seller will be held responsible for the corrections and deficiencies;

RESOLVED FURTHER, corrections and repairs to Mutual property and assets shall be completed by the close of escrow;

RESOLVED FURTHER, if circumstances beyond the control of the Member prevent them from effecting the corrections, upon approval of three Officers of the Board, the Member may transfer the responsibility of the repairs to the buyer,

RESOLVED FURTHER, that Resolution 01-08-65 adopted April 8, 2008, is hereby superseded in its entirety and no longer in effect; 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.

APRIL Initial Notification

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

Director Blackwell made a motion adopt the Resale Correction Policy. The motion was seconded by Director Randazzo.

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

12f. Entertain a Motion to Adopt a Resolution on a Policy for Alteration of Soffits and Suspended Ceilings

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

Resolution 01-18-56

Policy for Alteration of Soffits and Suspended Ceilings

WHEREAS, the Board of Directors of United Laguna Woods Mutual ("Board") established policies and procedures for the construction of any alterations, additions and expansions; and

WHEREAS, the Board, through Resolution 01-17-94, adopted and implemented the Revised Land Use Policy which prohibits the Board from granting use of common area for alterations;

WHEREAS, the Davis-Stirling Common Interest Development Act ("Act") defines the area above the interior surface of a unit as common area and Staff receives numerous requests for alterations to remove suspended ceilings and soffits which, if done, would encroach into this common area;

WHEREAS, the Board has consulted with Staff and legal counsel and determined that the Act permits the granting of exclusive use of use of common area that is generally inaccessible and not of general use to the membership at large and transfers the responsibility of maintenance and management to the Shareholder; and

WHEREAS, the Board has determined that the area above suspended ceilings and soffits meets these requirements.

NOW THEREFORE, BE IT RESOLVED, June 12, 2018, that the Board of Directors hereby adopts the following Resolution for establishment of the Policy for Alteration of Soffits and Suspended Ceilings;

RESOLVED FURTHER, an alteration which removes suspended ceilings and soffits that does not negatively affect structural members or the structural soundness of the structures that meets the criteria set forth in the United Architectural Review Procedures may be approved by Staff through the Mutual Consent process;

RESOLVED FURTHER, any such alteration, with the exception of alterations permitted by existing and future Mutual Standards, shall not include any alteration of the structural members or protrude or affect any space above the lowest part of the structural members; and,

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

APRIL Initial Notification

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

Director Blackwell made a motion to adopt a Resolution on a Policy for Alteration of Soffits and Suspended Ceilings. The motion was seconded by Director Morrison.

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

12g. Entertain a Motion to Adopt a Resolution for an Alterations Standard 1: General Requirements

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

RESOLUTION 01-18-57

Section 1: General Requirement for all Alteration Standards

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

WHEREAS, the General Requirements are and should remain the same for all Alteration Standards and amending the General Requirements requires amending every individual Alteration Standard;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to remove the General Requirements from each individual Alteration Standard and create a new Alteration Standard for the General Requirements, eliminating the need to revise all the Alteration Standards for a revision to the General Requirements,

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors of this Corporation hereby adopts the following Standard Section 1 for the General Requirements of all Alteration Standards;

SECTION 1: GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Alterations Division with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am– 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am – 5:00 pm. No work whatsoever shall be permitted on Sunday or holidays.
- 1.5 PLANS:** The Member applying for a permit shall provide to the Alterations Division a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Alteration Division.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- 1.9 **PARKING:** Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, 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.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; 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.

APRIL Initial Notification

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

Director Blackwell made a motion to adopt a Resolution for an Alterations Standard 1: General Requirements. Director Morrison seconded the motion.

President Skillman called for the vote and the motion passed by a vote of 6-3-0 (Directors Bastani, Randazzo and Torng opposed).

12h. Entertain a Motion to Adopt Revisions for Alteration Standard 6: Air Conditioning

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

RESOLUTION 01-18-58

Revise Alteration Standard 6 – Air Conditioning Units/Heat Pumps

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 recognize the need to revise Alteration 6: Air Conditioning Units/Heat Pumps.

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors of this Corporation hereby adopts the following Alteration Standard 6: Air Conditioning Units/Heat Pumps;

Standard 6 – Air Conditioning Units/Heat Pumps

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS - THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations Division.
- 2.2** Units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Alterations Division due to site conditions.
- 2.3** No unit may project directly into a walkway area or into a breezeway.
- 2.4** Window mounted units are prohibited.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensate lines.
- 2.7** In the absence of an approved alternate heat source, removal of the A/C- H/P unit and sleeve is prohibited.
- 2.8** Removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.
- 2.9** Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim must be replaced and the texture and color must match the existing wood siding.
- 2.10** Upon the installation of a central heating and air system, the A/C-H/P units and sleeves shall be removed.

3.0 APPLICATIONS - CENTRAL and DUCTLESS UNITS

- 3.1** The location of condensers must be approved by the Alterations Division. Prior to permit issuance, consideration will be given to any effected or adjoining units. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Alterations Division.

- 3.2 The size of condensers must not exceed 48" high, 37" wide or 36" deep.
- 3.3 Only one outdoor condensing unit per manor is permitted.
- 3.4 All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member's expense. Member shall submit a Landscape Request Form with a copy of the site and floor plan with complete dimensions.
- 3.5 Condensation drain lines must be routed to an approved location.
- 3.6 Roof mounted condensers are prohibited.
- 3.7 Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24" of the building wall and maintain a 36" clearance from bedroom windows, other equipment, utility boxes, vents, and walkways.
- 3.8 All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal or vinyl chase painted to match the color of the wall.
- 3.9 The metal chase-way must be of the two-piece type. Chase-ways must be made rodent proof by using wire-mesh at the bottom of the chase-ways.
- 3.10 The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.
- 3.11 Cutting of a cornice molding to accommodate a chase-way shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.12 Watertight seals must be provided around all penetrations.
- 3.13 Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.
- 3.14 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.
- 3.15 Electrical conduit and box must be painted to match the color of the wall.

RESOLVED FURTHER, that Resolution 01-14-57, adopted May 13, 2014 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.

APRIL Initial Notification

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

Director Blackwell made a motion to adopt revisions for Alteration Standard 6: Air Conditioning. Director Achrekar seconded the motion.

President Skillman called for the vote and the motion passed by a vote of 7-2-0 (Directors Bastani and Torng opposed).

13. New Business

- 13a.** Entertain a Motion to Introduce Revisions to the United Architectural Standard 10: Dishwasher

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

RESOLUTION 01-18-XX

United Architectural Standard 10: Dishwasher

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 10 – Dishwashers.

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors of this Corporation hereby introduces the following Alteration Standard 10 – Dishwashers;

ALTERATION STANDARD 10 – DISHWASHERS

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

- 2.1** All cabinets removed or altered to provide for a dishwasher shall be considered an alteration.
- 2.2** Counter tops may be raised to accept the height of the new unit and will be considered an alteration.

- 2.3 Drain line must have an air gap installed above the counter, over the flood line of the sink or counter top and must be accessible for overflow.
- 2.4 Dishwasher shall be installed a maximum of 4 feet from the electrical source, which shall be on a dedicated circuit and in adjacent cabinet.
- 2.5 The Mutual will not adjust the temperature of a water heater above 120 degrees Fahrenheit.

3.0 PREPARATIONS

- 3.1 When a resident installs a unit that matches the current Mutual Standard appliance, it will be maintained by the Mutual after its initial warranty period. GE non-standard units or other manufacturers' units will not be maintained by the Mutual at any time.
- 3.2 All Mutual owned appliances are required to be returned to the Mutual upon replacement. Failure to return the appliance will negate the appliance reimbursement.
- 3.3 Mutual members are responsible for ensuring the appliances owned by the Mutual are present in the unit at the time of resale inspection and resale escrow closure. Members are required to check with Resident Services to verify correct appliance model number.
- 3.4 The Mutual will pick up any Mutual-owned appliance, at the Mutual's expense and at no charge to the Member, from the unit to which it is assigned.
- 3.5 The Member is required to contact the Resident Services Department to report the condition of the appliance and request eligibility for replacement.
- 3.6 The Mutual will install standard appliances under altered countertops or cabinets when a waiver is signed.
- 3.8 The Mutual is responsible for repair of standard appliances.

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 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.

JUNE 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 revisions to Architectural Standard 10: Dishwasher. The motion was seconded by Director Tibbetts.

Discussion ensued among the Directors.

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

13b. Entertain a Motion to Rescind United Architectural Standard 21: Patio Covers; Wood

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

RESOLUTION 01-18-XX
United Architectural Standard 21: Patio Covers; Wood

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

WHEREAS, the Mutual desires to limit the amount of wood products used in the Village, Alteration Standard 21: Patio Covers, Wood should to be rescinded in its entirety.

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors of this Corporation hereby rescinds Resolution 01-08-19 adopted February 12, 2008; 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.

JUNE 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 rescind a Resolution Architectural Standard 21: Patio Covers; wood. The motion was seconded by Director English.

Discussion ensued among the Directors.

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

13c. Entertain a Motion to Approve the Dumpster Policy

Director Blackwell read the following Dumpster Policy:

DUMPSTER POLICY

This policy is intended to regulate the location, identification and maintenance of dumpsters, contractor trailers, and portable storage containers (PODs). All references to dumpsters shall include all of the aforementioned items.

No dumping of building materials, construction/remodeling debris, carpet, or large, bulky items is allowed in/around any trash receptacle provided by Laguna Woods Village. It is the resident's responsibility to ensure such materials are properly removed from the community by themselves or their contractor. This rule applies to residents performing their own work, contractors, vendors, service companies, and delivery personnel.

Dumpsters may be permitted with the following conditions:

- 24 hour notice is given to Security @ 949-580-1400; provide building, unit number, and the name of resident.
- Dumpster must be clearly marked, by the contractor or Member, with the unit number from which the debris is sourced.
- Location of dumpster must be authorized by the on-duty Watch Commander or designee.
- Dumpster must be covered at the end of each work day. The area around the dumpster shall be kept clean and free of debris and dirt.
- Resident/Owner shall be responsible for placing and maintaining adequate warning signs, lights, barricades and devices at all times in order to promote the safe movement of traffic.
- Dumpsters shall be equipped with reflectors on all sides. Warning devices shall be placed in advance of each dumpster as directed by Watch Commander or designee. All warning signs, barriers, barricades, flags and other devices shall comply with or exceed the standards required in the Manual of Uniform Traffic Devices (MUTCD).
- Dumpsters may be located for a maximum of seven days.
- Dumpsters may be limited to "Insta-Bin" type; roll off dumpsters may be permitted if space allows, with prior approval of staff.
- No hazardous materials can be disposed of in dumpsters.
- Dumpsters must have wheel chocks to prevent movement.

Inquiries will be referred to on-duty Watch Commander for direction as to where the container can be placed. Staff will be assigned to meet with the resident or their contractor to determine an appropriate location for the container.

Key considerations for dumpster placement:

- Traffic safety
- Sufficient room to place / retrieve the container
- Protection of hardscape and landscape assets; placement on landscaped areas, walkways or sidewalks is prohibited
- Placement in guest spaces and carports is prohibited.
- Proximity to the unit and efficiency for the contractor

Failure of the Member or their contractor to cooperate in placement of the container as directed by Staff may result in a disciplinary hearing before the Board. Members will be responsible for damages caused by dumpster placement.

Removal of encroachments to protect public safety:

- Whenever the Watch Commander or designee determines that a dumpster or other encroachment located in the community causes a dangerous condition or obstruction, he or she may cause the immediate removal, relocation and/or remedy of that condition without prior notice to the responsible owner or permittee of that encroachment.
- The Watch Commander or designee may remove or cause to be removed any dumpster or other encroachment that is placed on the community that is in violation of these conditions, provided that a reasonable attempt has been made to contact the owner and to give twenty-four (24) hours' notice of the intent to remove the bin.
- The responsible property owner and/or operator shall pay all costs incurred by the Mutual for removal, storage or clean up resulting from the placement of a dumpster.

Director Blackwell made a motion to send the report back to staff to change the title to "Temporary Container Policy," provide a Resolution for this policy and make suggested changes to the policy. Director Achrekar seconded the motion.

Discussion ensued among the Directors.

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

13d. Entertain a Motion to Introduce a Resolution for Amending the Current Resale Documents

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX
Amending the Current Resale Documents

WHEREAS, under the United Laguna Woods Mutual ("United") Bylaws, the purpose of United is to provide housing to its members on a mutual nonprofit basis;

WHEREAS, United is a stock cooperative corporation and, as such, each Member is issued a membership/stock certificate in United and granted the exclusive right to occupy a specific Unit under the terms and conditions of an Occupancy Agreement;

WHEREAS, pursuant to the Bylaws, Articles of Incorporation and rules, regulations and Board resolutions, Members must meet various requirements and qualifications prior to acquiring a membership/stock certificate and obtaining Membership;

WHEREAS, Article III of the Bylaws requires membership applications and related documents to be presented on forms approved by the Board;

WHEREAS, Article III of the Bylaws further provides various qualifications for membership and occupancy of units in United, including, among others, age and financial requirements;

WHEREAS, United, by and through its Board of Directors, uses various forms and documents for the resale of memberships in United, including forms and documents used by Members and prospective members for purposes of transferring memberships and the right to exclusively occupy units (hereinafter "Resale Documents");

WHEREAS, the Board of Directors, through the Governing Documents Review Committee, has identified modifications needed to the Resale Documents to meet United's current needs, especially modifications necessary: to address current rules, regulations and resolutions; to update terminology; to allow alterations to units to be identified; to update staff names and contact information; etc.

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors hereby introduces amending the United Mutual resale documents;

BE IT FURTHER RESOLVED, that the Board of Directors of United hereby adopts the Resale Documents in their amended form, as attached hereto as Attachment 2 effective August 1, 2018;

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

JUNE 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 amending the Current Resale Documents and make the corrections suggested by the Board. The motion was seconded by Director Tibbetts.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 7-2-0 (Directors English and Torng opposed).

13e. Entertain a Motion to Call a Special Meeting of the Corporate Members to Discuss Section 6.4.5 of the GRF Bylaws as it pertains to the Automatic Removal of Directors and the Discrepancy in the GRF Bylaws and Trust Agreement as it Pertains to the Use of the GRF Facilities by Non-Members

Director Blackwell made a motion to postpone Calling a Special Corporate Members meeting to update GRF Bylaws to the July Board meeting. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

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

Director Torng left the meeting at 12:30 p.m.
Director Armendariz left the meeting at 12:45 p.m.

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 July 31, 2018, 2:00 p.m. in the Sycamore Room

14b. Report of the Architectural Control and Standards Committee – Director Tibbetts gave a report from the last Architectural Control and Standards Committee meeting. He encouraged residents to see Manor Alterations before starting construction on their units. Next meeting will be June 21, 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. The Committee is working on The Breeze and Next Door. 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. Outstanding payments and Golf Cart violations were the top offenses. Next meeting will be June 28, 2018, 9:00 a.m. in the Willow Room.

14e. Report of the Governing Documents Review Committee - President Skillman reported from the last Governing Documents Review Committee meeting. Work completed on the Resale Documents which was on our agenda today. Senate Bills discussed and the Committee will be addressing the definitions of the different Compliance violations. Next meeting will be Wednesday, June 27, 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. Catherine Brians and Annie Zipkin are the two new advisors on the Committee. Landscape revitalization has begun. 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. Current projects include, epoxy waste line, sealing of interior copper pipes, walkway lighting and handyman program. 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 June 14, 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. Contact Gary Morrison at Gary.Morrison@LagunaWoodsVillage.com with your comments about the Performing Arts Center Renovations. Next meeting will be June 20, 2018, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee—Director Skillman gave highlights from the last GRF Community Activities Committee meeting and announced upcoming events. Next meeting will be July 12, 2018, 1:30 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 June 18, 2018, 1:30 p.m. in the Board Room.

- Thrive Project Task Force – Next meeting June 20, 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 August 1, 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 June 20, 2018, 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. Fire Avert and Flood Buzz are tools to prevent fires and flooding in Units. Generators are needed for emergencies. Next meeting July 31 2018, 9:30 a.m. in the Cypress Room.

16. Future Agenda Items

- 16a.** Resolution to Update the Golf Cart Plug-in Fee.
- 16b.** Resolution Calling a Special Corporate Members Meeting
- 16c.** Alteration Standards on Window Colors
- 16d.** Adopt Revisions to the United Architectural Standard 10: Dishwashers
- 16e.** Rescind United Architectural Standard 21: Patio Covers; Wood
- 16f.** Resolution for a Dumpster Policy
- 16g.** Adopt a Resolution for Amending the Current Resale Documents
- 16h.** Call a Special Meeting of the Corporate Members to Discuss Section 6.4.5 of the GRF Bylaws on Automatic Removal of Directors and Discrepancy in the GRF Bylaws and Trust Agreement on the Use of GRF Facilities by Non-Members

17. Director's Comments

- Director Achrekar commented that the Disaster Preparedness Task Force is looking into Fire Avert to help reduce damage to resident units.
- Director Tibbetts and Morrison expressed concerned that we need to have security present at the Board Meeting because of the conduct of a few Board Members.
- Director Randazzo commented on the need for more volunteers for building and cul-de-sac captains.
- Director Blackwell commented on the use of organic herbicides.
- Director Bastani requested revisions to the Project Log.

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 1:34 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) May 8, 2018 – Regular Executive Session

Notice of Sale against member ID# 947-400-09

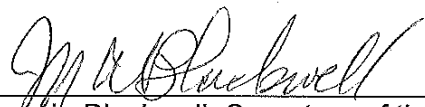
Discuss Disciplinary Cases

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

The meeting was adjourned at 3:11 p.m.



Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



Revised Appliance Policy

Adopted June 12, 2018

Resolution 01-18-51

1.0 Purpose & Scope

1.1 **Purpose:** The purpose of this Policy is to define the procedures in United Laguna Woods Mutual (ULWM) regarding the repair and replacement of specific major appliances maintained within the Mutual's dwelling units.

1.2 **Scope:** Major appliances maintained within the Mutual's dwelling units incorporated within this policy include refrigerators, cook tops, hoods, ranges and ovens. The Mutual will maintain and replace dishwashers in the dwelling units following the guidelines set forth in this policy.

2.0 Definitions

2.1 **Standard:** a specific model and brand manufacturer of appliances to be installed by the Mutual within the dwelling unit as established by the Board.

2.2 **Non-Standard:** any model and brand manufacturer of appliances to be installed by the Member other than the standard provide by ULWM. The new appliance is considered to be an alteration and subject to the ULWM's alteration policies. A standard appliance with upgraded features, i.e., those that are of the same brand name as ULWM standard brand appliances, but is a model whose features exceed those of ULWM standard issue appliance, shall also be considered non-standard.

2.3 **Grandfathered:** any appliance owned by the Mutual prior to September 13, 2016. ULWM will continue to be responsible for service and a repair to standard appliances and operating features for these appliances unless and until the Member opts for a non-standard appliance.

2.4 Serviceable Life:

2.4.1 The Board establishes the serviceable life of an appliance. ULWM replacement reserves are based upon the established serviceable life for each appliance.

2.4.2 The serviceable life established by the Board for each appliance category is as follows:

Appliance	Serviceable Life
Cooktops	20 years
Hoods	20 years
Ovens	20 years
Refrigerators	20 years
Dishwashers	12 years
Ranges	20 years

2.4.3 The serviceable life of a standard appliance begins on the date of installation.

2.4.4 The serviceable life of a standard dishwasher not installed by ULWM begins on the date of permit issuance, the date of purchase or installation as indicated by verifiable documentation, or as indicated by the manufacturer based upon the serial number and model number.

3.0 Standard Appliances

3.1 Mutual appliances are replaced by ULWM upon failure, non-reparability, excessive cost to repair as compared to value of the appliance's remaining serviceable life, or upon request at the end of the serviceable life.

3.2 Appliances replaced by the ULWM will be standard issue appliances. Standard appliances will be available in white, black and stainless steel finishes. 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.

3.3 All Mutual owned appliances are required to be returned to the Mutual upon replacement.

3.4 Appliances installed within the dwelling units by the Mutual remain the sole property of the Mutual.

3.5 Mutual members are responsible for ensuring the appliances owned by the Mutual are present in the manor at the time of resale inspection and resale escrow closure.

3.6 The Mutual will pick up any Mutual-owned appliance, at the Mutual's expense and at no charge to the Member, from the manor to which it is assigned.

3.7 Procurement:

3.7.1 The Member is required to contact the Resident Services Department to report the condition of the appliance and request eligibility for replacement.

3.7.2 If the Member qualifies for replacement the Member is required to sign an "Application for Appliance Changes" form to order the new appliance.

- 3.7.3 If the Member does not qualify for replacement the Member may opt for a non-standard appliance.

3.8 Installation:

- 3.8.1 The Mutual is responsible for all costs associated with installation of standard appliances, including any costs for cabinet modification, excluding Member altered cabinets, required for accommodating changes in the dimensions of the Mutual standard issue appliance.
- 3.8.2 The Mutual will install standard appliances when altered countertops or cabinets are present if the Member signs a waiver releasing the Mutual of any liability. The Mutual will not further alter any non-standard cabinets or countertops; they must be fully prepared for appliance installation. If the Member is unwilling or unable to sign a waiver the Mutual will be responsible for “delivery only” and the Member shall be responsible for installation.

3.9 Maintenance:

- 3.9.1 The Mutual is responsible for repair for standard appliances.
- 3.9.2 The Mutual's agent will not perform repairs to or service any appliances during the period in which the appliance is under warranty by the manufacturer, as servicing a unit while under warranty would void the manufacturer's warranty.
 - 3.9.2.1 Arranging for repairs with the warranting manufacturer during the warranty period is handled directly by the Mutual Member. The Mutual does not provide coordination of warranty service.
- 3.9.3 Any necessary repairs determined by the Mutual's agent resulting from user negligence and/or misuse will be charged to the Member.
- 3.9.4 The Mutual will provide removal of an existing appliance at the time of replacement by the Mutual.

- 3.10 Rental Units: The Mutual Member is responsible for ensuring that his/her tenants take proper care of all Standard Appliances installed in the unit. Any and all repair or maintenance issues for Standard Appliances in a rental unit must first be reported directly to the Mutual Member for handling. If the repair or maintenance is due to ordinary wear and tear or otherwise not attributable to the conduct of the user, the Mutual Member may contact the Mutual to perform the necessary repairs or maintenance. The Mutual Member shall be solely responsible for any negligent use or willful misuse of Standard Appliances, and any resultant damage, caused by his/her tenants and guests. The Mutual Member shall notify his/her tenants and guests of the requirements and protocol in this Policy.

4.0 Non-Standard Appliances

- 4.1 The Mutual Member may select an appliance other than the standard.

- 4.2 Non-standard appliances are considered to be an alteration and subject to the Mutual's alteration policies.
- 4.3 The Mutual Member may opt to replace any of the Mutual's appliances within the dwelling units at any time during the applicable serviceable life, at the Mutual Member's sole cost and expense.
- 4.4 At no time will a transfer of ownership to the Mutual of the Mutual Member's appliance be made.
- 4.5 All appliances installed by the Mutual Member are the property of the Mutual Member.
- 4.6 All Mutual owned appliances are required to be returned to the Mutual upon replacement. The Mutual will pick up a standard appliance upon request.
- 4.7 A one-time disbursement amount per appliance may be provided to the Member for associated costs shared by both the Mutual and Mutual Member.
- 4.7.1 The disbursement amount will be prorated based upon remaining serviceable life and allowance would be based upon pricing for the standard options.
 - 4.7.2 The methodology for calculation of the prorated cost participation is explained in Appendix 1.
 - 4.7.3 The Mutual's standard appliances must be returned to the Mutual in order to qualify for disbursement.
- 4.8 Procurement:
- 4.8.1 The Member is required to contact the Resident Services Department to request a one-time disbursement amount.
 - 4.8.2 The Member is required to sign an "Application for Non-Standard Appliance" form to receive the disbursement amount.
 - 4.8.3 The Mutual Member is responsible for purchasing of the non-standard appliance.
- 4.9 Installation:
- 4.9.1 The Mutual Member is responsible for scheduling delivery, installation, and any cabinet modifications.
 - 4.9.2 The Mutual's agent will not install any appliances considered non-standard.
- 4.10 Maintenance:
- 4.10.1 The Mutual Member is responsible for any and all maintenance, repair, replacement and removal of non-standard appliances.
 - 4.10.2 The Mutual may service non-standard General Electric appliances as a chargeable service.

4.11 Rental Units: The Mutual Member is responsible for all Non-Standard Appliances in the unit, including but not limited to, any repair or maintenance necessitated by his/her tenants and guests. Any and all repair or maintenance issues for Non-Standard Appliances in a rental unit must be reported directly to the Mutual Member for handling and not to the Mutual. The Mutual Member shall be solely responsible for any misuse or negligent use of Non-Standard Appliances, and any resultant damage, caused by his/her tenants and guests. The Mutual Member shall notify his/her tenants and guests of the requirements and protocol in this Policy.

5.0 Notification

5.1 By way of a written statement signed at the close of escrow, each Mutual Member shall be notified of the Mutual's appliance policies.

5.2 Prior to the close of escrow, all non-standard appliances in the dwelling unit for which the Mutual Member is responsible will be disclosed in writing.

5.3 Copies of all policies will be available to all Mutual Members.

Attachment 2



UNITED LAGUNA WOODS MUTUAL

SECTION STANDARD 7 SATELLITE DISHES

MARCH 1996

REVISED FEBRUARY 2002, RESOLUTION U-02-12

REVISED FEBRUARY 2007, RESOLUTION 01-07-17

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED MAY 2013, RESOLUTION # 01-13-74

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

REVISED June 12, 2018, RESOLUTION 01-18-52

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual Consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations **Department** with City permit numbers prior to beginning work.
- 1.2 MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1. WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM — 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and

~~Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~

- ~~1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations **Department** a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Manor Alterations **Department**.~~
- ~~1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 APPLICATIONS

- ~~2.1 Per the Federal Communications Commission (FCC), the Mutual is not obligated to provide a place for the installation of a satellite dish if there is not an area exclusively used by the resident capable of receiving clear signals (Reference: FCC Fact Sheet on Placement of Antennas; May 2001).~~
- ~~2.2 Prior to installation of any satellite dishes, a plan and specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5.~~
- ~~2.31 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.~~
- 2.32 All steel mounting components for the satellite dish must be galvanized or zinc coated.
- 2.43 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.
- 2.54 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.

2.65 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.

~~2.7~~ ~~The Member applying for permit shall provide the Manor Alterations Department with a plan indicating all work to be done; i.e., type of satellite dish, a full description, the location on building, anchoring, and relevant information regarding all attachments. Site location will be contingent upon approval by the Manor Alterations Department.~~

2.86 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.

2.97 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~~ **3.0** **EQUIPMENT**

~~3.03.1~~ No more than one (1) dish per dwelling unit is allowed.

~~3.13.2~~ No satellite dish shall exceed 36" in diameter.

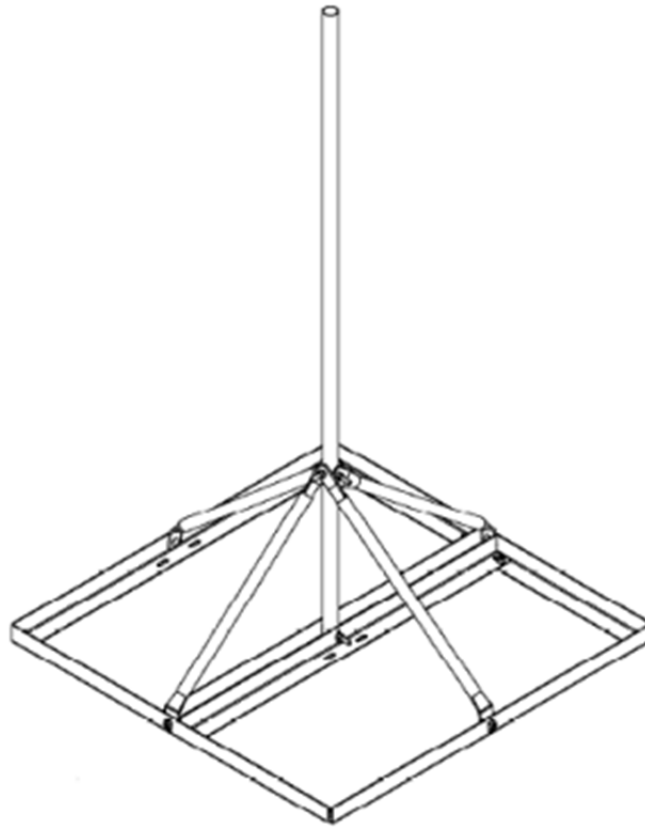
~~3.23.3~~ All satellite dishes shall be installed ~~only~~ within the perimeter of patios, balconies, or on flat roofs.

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 ~~manor 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 ~~manor 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.

Example 1: Non Penetrating Satellite Dish Roof Mount





~~UNITED LAGUNA WOODS MUTUAL~~ STANDARD 8 PATIO BLOCK WALLS

MARCH 1996

REVISED MAY 2004 RESOLUTION 01-04-70

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED MAY 2013, RESOLUTION 01-13-75

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

REVISED June 12, 2018, RESOLUTION 01-18-53

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 ~~Manor Alterations~~Alterations DepartmentDivision prior to work for adjustments pertaining to this section.
- 3.2 No block wallss will be allowed that will hinder yard drainage.
- 3.3 No block wallss 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 ~~Manor Alterations~~Alterations DepartmentDivision.

3.6 No block walls will be permitted in Common Area

4.0 APPLICATIONS

- 4.1 No wall shall be over 5 feet in ~~height~~n or under 12 inches in height. Existing patio block walls may be raised or lowered in accordance ~~to~~with these dimensions

and the location as determined by the ~~Manor Alterations~~Alterations
~~Department~~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 ~~Manor Alterations~~Alterations ~~Department~~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 ~~as~~ 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 ~~Manor Alterations~~Alterations ~~Department~~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 ~~are~~ may be permissible.
- 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 ~~All walls built will be on or bordering the patio slab. If the patio slab may be extended, the block wall may be at those dimensions. Planting areas between the wall and slab are acceptable in those cases.~~ 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 ~~Manor Alterations~~Alterations ~~Department~~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 ~~Manor Alterations~~Alterations ~~Department~~Division.



STANDARD 6 AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED MARCH 2001, RESOLUTION U-01-14

REVISED DECEMBER 2003, RESOLUTION 01-03-168

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED SEPTEMBER 2013, RESOLUTION 01-13-171

REVISED MAY 2014, RESOLUTION 01-14-57

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

REVISED June 12, 2018, RESOLUTION 01-18-58

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

- ~~1.1 PERMITS AND FEES: A Mutual Consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.~~
- ~~1.2 MEMBERS RESPONSIBILITY: The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.~~
- ~~1.3 CODES AND REGULATIONS: All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.~~
- ~~WORK HOURS: Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM — 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.~~
- ~~1.5 PLANS: The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.~~
- ~~1.6 DUMPSITES: The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily. USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION~~

~~RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.~~

~~1.7 CONTRACTOR: Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~1.8 CONTRACTOR'S CONDUCT: Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.0 APPLICATIONS - THROUGH THE WALL A/C-H/P UNITS

2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the ~~Manor~~ Alterations ~~Department~~Division, ~~with due consideration given to the effect on adjoining manors.~~

2.2 Units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the ~~Manor~~ Alterations ~~Department~~Division due to site conditions.

2.3 No unit may project directly into a walkway area or into a breezeway.

2.4 Window mounted units are prohibited.

2.5 Sleeves must be painted to match the color of the wall.

2.6 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensate lines.

2.7 In the absence of an approved alternate heat source, removal of the A/C-H/P unit and sleeve is prohibited.

2.8 Removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.

2.9 Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim must be replaced and the texture and color must match the existing wood siding.

2.10 Upon the installation of a central heating and air system, the A/C-H/P units and sleeves shall be removed.

3.0 **APPLICATIONS - CENTRAL and DUCTLESS UNITS**

3.1 The location of condensers must be approved by the ~~Manor~~ Alterations ~~Department~~ Division. Prior to permit issuance, consideration will be given to any effected or adjoining ~~manors~~ units. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the ~~Manor~~ Alterations ~~Department~~ Division.

3.2 The size of condensers must not exceed 48" high, 37" wide or 36" deep.

3.3 Only one outdoor condensing unit per manor is permitted.

3.4 All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member's expense. Member shall submit a Landscape Request Form with a copy of the site and floor plan with complete dimensions.

3.5 Condensation drain lines must be routed to an approved location.

3.6 Roof mounted condensers are prohibited.

3.7 Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24" of the building wall and maintain a 36" clearance from bedroom windows, other equipment, utility boxes, vents, and walkways.

3.8 All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal or vinyl chase painted to match the color of the wall.

3.9 The metal chaseway must be of the two-piece type. Chaseways must be made rodent proof by using wiremesh at the bottom of the chaseways.

3.10 The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.

3.11 Cutting of a cornice molding to accommodate a chase-way shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.

3.12 Watertight seals must be provided around all penetrations.

3.13 Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.

3.14 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

3.15 Electrical conduit and box must be painted to match the color of the wall.