



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

Tuesday, July 10, 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, July 10, 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, , Manuel Armendariz, Reza Bastani, Carl Randazzo, Andre Torng and Cash Achrekar

Directors Absent: Pat English

Staff Present: Brad Hudson, Siobhan Foster, Christine Spahr, Eve Morton, Pamela Bashline, Whitney Thornton and Cheryl Silva

Others Present: VMS: Dick Rader
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 Armendariz 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 Blackwell made a motion to approve the agenda as presented. Director Torng seconded the motion and the motion passed without objection.

5. Approval of Minutes

5a. June 12, 2018 – Regular Open Session

Director Achrekar made a motion to approve the minutes as corrected. The motion was seconded by Director Armendariz and it passed by a vote of 9-0-1 (Director Dorrell abstained).

6. Report of the Chair

President Skillman reminded members that the United budget meeting will be held on Thursday, July 12, 2018, at 9:30 a.m. in the Board Room.

Jeff Beaumont gave an update on pending legislative

- SB721 Balcony Inspections. This bill passed in the senate and agreed to an amendment that only applies to apartment buildings.

7. Open Forum

Members made comments regarding the benefits of Laguna Woods Village Foundation, Legacy Donor, solar heating project, sprinkler system replacement on the golf course, and SB1265 qualifications for the Board.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments. Brad Hudson and Jeff Beaumont, Esq. responded to questions on the legislative bills.

9. Update from VMS - Director Rader

Director Rader gave an update from the VMS Board meetings. He showed a presentation on the goals of the VMS Board.

10. CEO Report

Brad Hudson, CEO, reported on the following subjects:

- Budget meetings continue this week for GRF, United Mutual and Third Mutual Corporations;
- Board Candidate Applications are due by August 10, 2018, to serve on the United Board. Elections will be held in October;
- Paving program has begun and residents can contact Eric 268-2427 for help;
- Renovation of Gatehouses, 4, 10, 11, and 12;
- PAC Advisory Committee is moving forward with renovations;
- Technology achievements: resident and property services notifications by text or email, resident services tracking, sublease expiration reminders, caregiver registration process,
- New cable service called "stingray" provides music anytime of the day;
- New digital guide for cable users.
- Bandwidth improvement services continue;
- Call Resident Services if you need your old analog television removed. Do not put bulky items in the community dumpsters.
- SCE replacement of the underground electrical cable. Notification going out by SCE;
- Several golf carts are not registered and decals are available to residents at no charge;
- Pesticides used in the community will be addressed;

- El Toro Rd./5 Freeway interchange construction meetings with CalTrans are upcoming;
- Recreation staff did a wonderful job with the July 4th celebrations.

Brad Hudson answered questions from the Board.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

(1) Approval Recommendation – 44-H (Barcelona, 10B) Window to Door in Kitchen

RESOLUTION 01-18-68 **Variance Request**

WHEREAS, Mr. Mark Milker of 44-H Calle Aragon, a Barcelona style unit, requests Board approval of a variance to convert the kitchen window to a door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on June 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 June 21, 2018.

NOW THEREFORE BE IT RESOLVED, on July 10, 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 included in the official Board Decision Notice;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property Shareholder at 44-H and all future Mutual Shareholders at 44-H.

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) Action Recommendations – Approvals and a Denial – 607-A (Valencia, 9) Window/Door Modifications, Bathroom Split and Vaulted Ceiling

RESOLUTION 01-18-69 **Variance Request**

WHEREAS, Mr. Michael Francis of 607-A Avenida Sevilla, a Valencia style unit, are requesting Board approval of a variance for the following six alterations;

install new front window in living room by entry door, install new side window in living room by existing living room window, install window in master bedroom, replace kitchen window with door, a bathroom split, and replace existing ceiling with vaulted ceiling in dining room and hallway to match living room; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on June 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 June 21, 2018.

NOW THEREFORE BE IT RESOLVED, on July 10, 2018, the Board of Directors hereby approves the requests to install new front window in living room by entry door, install new side window in living room by existing living room window, install window in master bedroom, replace kitchen window with door, a bathroom split, with the condition that the proposed alterations are constructed in accordance with the Conditions of Approval as included in the official Board Decision Notice. The Board denies the alteration that requires the use of common area; replace existing ceiling with vaulted ceiling in dining room and hallway to match living room;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at 607-A and all future Mutual Shareholders at 607-A;

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.

(3) Approval Recommendation – 956-G (Coronado, PP08) Patio Enclosure and Trellis

RESOLUTION 01-18-70
Variance Request

WHEREAS, Ms. Claudia Nelson of 956-G Calle Aragon, a Coronado style unit, requests Board approval of a variance for an enclosure and trellis on the front patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on June 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 June 21, 2018.

NOW THEREFORE BE IT RESOLVED, on July 10, 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 included in the official Board Decision Notice;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at 956-G and all future Mutual Shareholders at 956-G;

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) Tree Removal 2-Approval 2- Denial

- 251-B Calle Aragon: Deny removal request; trim on schedule
- 26-D Avenida Castilla: Deny removal request; trim on schedule
- 408-A Avenida Castilla: Approve tree removal request at Mutual expense
- 645-C Avenida Sevilla: Approve tree removal request at Member's expense

RESOLUTION 01-18-71
Tree Removal Approval (2) and Denial (2)

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 June 14, 2018, the Landscape Committee recommended to deny the request to remove one jacaranda tree located at 251-B, to deny the request to remove one ash tree at 26-D, to approve the request to remove one Carrotwood tree at 408-A, and to approve the request to crown reduce one brush cherry and one fern pine as a chargeable service at the Member's expense at 645-C; and

NOW THEREFORE BE IT RESOLVED, July 10, 2018, the Board of Directors denied a request for the removal of one jacaranda tree and one ash tree because they did not comply with the tree removal guidelines and approved the request for the removal of one Carrotwood tree and the crown reduction of one brush cherry and one fern pine at the Member's expense;

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

11c. Finance Committee Recommendations:

(1) Approval of Resolution to Record Lien against Member ID; 947-380-24

RESOLUTION 01-18-72

Recording of a Lien

WHEREAS, Member ID 947-380-24; 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, July 10, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-380-24 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 Morrison made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Dorrell and the motion passed by vote of 8-0-2 (Director Bastani and Torng abstained).

12. Unfinished Business

12a. Entertain a Motion to Adopt Revisions to the United Architectural Standard 10: Dishwasher

Director Blackwell read the following resolution:

RESOLUTION 01-18-73

Revised United Architectural Standard 10: Dishwasher

Resolution U-96-62, Adopted May 14, 1996, Superseded and Canceled

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, July 10, 2018, that the Board of Directors of this Corporation hereby adopts the revised Alteration Standard 10: Dishwashers as attached to the official meeting minutes;

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

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

Director Blackwell made a motion to approve a resolution to adopt revisions to the United Architectural Standard 10: Dishwasher. Director Dorrell seconded the motion

Discussion ensued among the Directors.

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

12b. Entertain a Motion to Rescind United Architectural Standard 21: Patio Covers; Wood

Director Blackwell read the following resolution:

Resolution 01-18-74

Rescind United Architectural Standard 21: Patio Covers; Wood

Rescind Resolution 01-08-19, adopted February 12, 2008

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, July 10, 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

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

Director Blackwell made a motion to approve a resolution to the rescind United Alteration Standard 21: Patio Covers; Wood. Director Dorrell seconded the motion.

President Skillman called for the vote and the motion passed by 8-0-2 (Directors Torng and Bastani abstained).

12c. Entertain a Motion to Adopt a Resolution for Amending the Current Resale Documents

Director Blackwell read the following resolution:

RESOLUTION 01-18-75

Amend 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, July 10, 2018, that the Board of Directors hereby approves 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

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

Director Blackwell made a motion to approve a resolution amending United Resale Documents as corrected. The motion was seconded by Director Tibbetts.

Director Achrekar and Blackwell had corrections to the resale documents. Pamela Bashline answered questions from the Board.

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

12d. Entertain a Motion to Re-Introduce a Resolution for a Temporary Container Policy

Director Blackwell read the following resolution:

RESOLUTION 01-18-76
Temporary Container Policy

WHEREAS, the placement of temporary containers such as dumpsters, portable storage units (PODS), and contractor trailers has caused safety and mobility concerns throughout the Village; and,

WHEREAS, Staff has developed a policy that addresses these concerns.

NOW THEREFORE BE IT RESOLVED, July 10, 2018, that the Board of Directors hereby adopts the Proposed Temporary Container Policy as attached to the official meeting minutes;

RESOLVED FURTHER, after a 24 hour notice from the contractor or Member, including weekends, the Security Division will provide members and contractors locations to place these items;

RESOLVED FURTHER, the safety, placement, and housekeeping of these items are the responsibility of the member;

RESOLVED FURTHER, the Mutual reserves the right to remove or relocate any item to remedy an unsafe condition; 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.

JUNE Initial Notification

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

Director Blackwell made a motion to approve a resolution to adopt a Temporary Container Policy. The motion was seconded by Director Randazzo.

President Skillman called for the question and the motion passed by a vote of 10-0-0

13. New Business

13a. Entertain a Motion to Approve the Proposed Amendment to the Trust Agreement to Extend its Term

Director Blackwell made a motion to recommend approval (for signature and recording) of the Proposed Amendment to the Golden Rain Foundation Trust Agreement to extend the term for 20 years from March 2, 2024, to be approved at a Special Corporate Members meeting in August. 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 9-0-1 (Director Bastani abstained).

13b. Entertain a Motion to Introduce a Resolution for Revisions to the United Architectural Standard 11: Doors; Exterior

Director Blackwell read the following resolution:

RESOLUTON 01-18-XX

Revise Alteration Standard 11: Doors; Exterior

Resolution 01-10-269, adopted December 14, 2010, superseded and cancelled

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 11: Doors; Exterior.

NOW THEREFORE BE IT RESOLVED, July 10, 2018, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 11: Doors; Exterior, attached as part of the Official Minutes;

RESOLVED FURTHER, that Resolution 01-10-269, adopted December 14, 2010 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.

JULY 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 revisions to the United Architectural Standard 11:Doors; Exterior. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

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

13c. Entertain a Motion to Introduce a Resolution for Revisions to the United Architectural Standard 13: Lifts and Lift Policy

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX

Revise Alteration Standard 13: Lifts and Lift Policy

Resolution U-01-96, U-00-77 and U-01-22, superseded and cancelled

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

WHEREAS, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard 13: Lifts and Lift Policy;

WHEREAS, Resolution U-01-96 established the precedent of using a single source for acquisition and installation of lifts on behalf Members;

WHEREAS, Resolutions U-00-77 and U-01-22 established policies for verifying the authenticity of the disability of the requestor and the notification of adjacent neighbors;

NOW THEREFORE BE IT RESOLVED, July 10, 2018, that the Board of Directors of this Corporation hereby introduces the following revisions to the Alteration Standard 13: Lifts and Lift Policy, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, single source procurement shall be permitted in the acquisition and installation of mechanical lifts;

RESOLVED FURTHER, that Resolutions U-01-96, U-00-77 and U-01-22, are 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.

JULY 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 revisions to the United Architectural Standard 13: Lifts and Lift Policy. Director Dorrell seconded the motion.

Discussion ensued among the Directors.

Mary Stone (356-C) commented on the Resolution and asked how staff will verify the disability.

Maxine McIntosh (68-C) suggested changes to the standard.

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

13d. Entertain a Motion to Introduce a Resolution for Revisions to the United Architectural Standard 14: Exhaust Fans

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX

Revise Alteration Standard 14: Exhaust Fan/Vent Installations

Resolution 01-03-153, adopted November 2003, superseded and cancelled

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 14: Exhaust Fan / Vent Installations.

NOW THEREFORE BE IT RESOLVED, July 10, 2018, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 14: Exhaust Fan / Vent Installations, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-03-153, adopted November 2003, 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.

JULY 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 revisions to the United Architectural Standard 14: Exhaust Fans. The motion was seconded by Director Achrekar.

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

13e. Entertain a Motion to Introduce a Resolution for an Unauthorized Alteration Fee

Director Blackwell read the following resolution:

RESOLUTION 01-18-XX
Unauthorized Alteration Fee

WHEREAS, the Mutual has seen an increase in unauthorized alterations; and,

WHEREAS, significant staff time is necessary to investigate, document and process un- authorized alteration incidents.

NOW THEREFORE BE IT RESOLVED, July 10, 2018, that the Board of Directors hereby introduces the Unauthorized Alteration Fee;

RESOLVED FURTHER, effective September 1, 2018, the administrative fee for processing Mutual Consents after-the-fact will be \$300;

RESOLVED FURTHER, the fee shall be in addition to Board approved Mutual Consent processing fees;

RESOLVED FURTHER, payment of the Unauthorized Alteration Fee does not preclude the Member from disciplinary action by the Board;

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.

JULY 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 an unauthorized alteration fee. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

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

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 Tibbets gave a report from the last Architectural Control and Standards Committee meeting. Residents should see Manor Alterations before starting construction on their units. Unauthorized alterations can be a problem when residents move. Next meeting will be July 19, 2018, 9:30 a.m. in the Sycamore Room.

14c. Report of the Communications Committee – Director 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. Candidate Applications are due by August 10, 2018, by 5:00 p.m.

14d. Report of Executive Hearings Committee - President Skillman gave a report from the last Executive Hearings Committee. Clutter violations and illegal occupancy are the biggest offences. Next meeting will be July 26, 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. Next meeting will be Wednesday, July 25, 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. She reminded residents to drain any standing water to control mosquito larva. The next meeting will be July 19, 2018, 9:00 a.m. in the Board Room.

14g(1). Report of the Maintenance & Construction Committee - Director Tibbets reported on the last Maintenance & Construction Committee meeting. Next meeting will be August 22, 2018, 9:00 a.m. in the Board Room.

14g(2). Village Energy Task Force Charter – Director Randazzo presented and discussed the Village Energy Task Force Charter.

14h. Report of the Resident Advisory Committee – Director Tibbets gave a report from the last Resident Advisory Committee meeting. Next meeting will be July 12, 2018, 4:00 p.m. in the Sycamore Room

15. GRF Committee Highlights

15a. Report of the Finance Committee—Director Morrison shared highlights from the last GRF Finance Committee meeting and reported on the budget meetings. Next meeting will be August 22, 2018, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee—Director Skillman shared highlights from the last GRF Community Activities Committee meeting and announced upcoming events. Next meeting will be July 19, 2018, 1:00 p.m. in the Board Room.

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

President Skillman reported that the PAC Ad Hoc Committee approved renovating the PAC for health and safety changes only.

15d. Report of the Media and Communication Committee—Director Blackwell shared highlights from the last GRF Media and Communication Committee meeting. Next meeting will be July 16, 2018, 1:30 p.m. in the Board Room.

- Thrive Project Task Force – Next meeting July 18, 2018, 9:30 a.m. in the Cypress Room

15e. Report of the Mobility and Vehicles Committee—Director Achrekar shared 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 shared highlights from the last GRF Security and Community Access Committee meeting. Next meeting Monday, August 27, 2018, 1:30 a.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Achrekar reported from the last Traffic Hearings. Next meeting July 18, 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 reported from the last Disaster Preparedness Task Force meeting and encouraged residents to volunteer as building captains and medical personnel. There will be a building captains training today at 6:00 p.m. at Clubhouse 5. 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. Alteration Standards on Window Colors

16c. Calling 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

16d. Adopt a Resolution for Revisions to the United Architectural Standard 11: Doors

16e. Adopt a Resolution for Revisions to the United Architectural Standard 13: Lifts and Lift Policy

16f. Adopt a Resolution for Revisions to the United Architectural Standard 14: Exhaust Fans

16g. Adopt a Resolution for an Unauthorized Alteration Fee

17. Director's Comments

- Director Randazzo and Armendariz commented that this was a good meeting.
- Director Bastani commented on water/moisture intrusion issues with water shut-off valves.
- Director Morrison commented on the gate entry system.
- Director Blackwell, Torng and President Skillmen commented on bulky items left at the community dumpsters.
- Director Dorrell thanked the Alterations staff and reminded residents to contact Manor Alterations before starting construction.
- Director Achrekar encouraged neighbors to get along and live together in peace.
- Director Armendariz commented that the meeting was very positive and efficient and covered many topics.

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 12:23 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) June 12, 2018 – Regular Executive Session

Notice of Sale, Write-Offs from Delinquencies against Members

Discuss Disciplinary Cases

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

19. Adjourn

The meeting was adjourned at 3:46 p.m.



Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



SECTION 10 DISHWASHERS

MAY 1996, RESOLUTION U-96-62

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

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

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED JULY 12, 2018, RESOLUTION 01-18-73

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 (per Code) 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. 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.
- 3.7** The Mutual is responsible for repair of standard appliances.



TEMPORARY CONTAINER 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; including weekends; 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 and on weekends. 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.