



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

Tuesday, January 8, 2019

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, January 8, 2019, at 9:30 a.m. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Janey Dorrell, Don Tibbetts, Maggie Blackwell, Gary Morrison, Manuel Armendariz, Reza Bastani, Pat English, Carl Randazzo, and Andre Torng.

Directors Absent: Cash Achrekar (Excused)

Staff Present: Siobhan Foster, Christine Spahr, Eileen Paulin, Kurt Wiemann and Cheryl Silva

Others Present: VMS: Dick Rader, Mary Stone, and Ron Beldner
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 Skillman led the Pledge of Allegiance.

3. Acknowledge Media

A representative of the Laguna Woods Globe was present for the meeting, and the Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

Director Armendariz made a motion, seconded by Director Torng, to approve the agenda as corrected.

Director Armendariz requested the following corrections be made to the agenda: Page 1 of 6 meeting date should be December 11th; page 2 of 6 Item 11b(2) change to "use of Round-up" and page 5 of 6 December 19th Landscape Meeting was cancelled.

Director Armendariz proposed adding a resolution to accept and approve the Landscape Committee recommendations under agenda item 11b(2).

Legal Counsel stated no action could be taken unless the item was added with a 2/3 vote of the Board.

Chair Skillman stated because of the cost factor the item could not be on the agenda until the Finance Committee "reviews any unplanned reserve expenditures proposed by any other committee to determine the impact on and adequacy of related reserves, and recommend appropriate action to the United Laguna Woods Board" (United Finance Committee Charter).

Kurt Wiemann, Senior Field Services Manager, addressed the Board on next steps needed to stop the use of Round-up. The Finance Committee needs to approve the additional cost for alternative products.

Discussion ensued among the Directors.

President Skillman called for the vote on the original motion to approve the agenda as corrected and the motion passed 6-3-1 (Directors Armendariz, Torng, Margolis opposed, Director Bastani abstained)

5. Approval of Minutes

- 5a. November 29, 2018 – Special Open Session (United/VMS Appointment)
- 5b. December 11, 2018 – Regular Open Session

Director Randazzo made a motion, seconded by Director Blackwell, to approve the minutes as corrected and it passed by a vote of 10-0-0

6. Report of the Chair

President Skillman announced the selection of the new CEO, Jeffrey Parker, who will start on February 4th. Security changes will restrict access to certain parts of the building. We will have all open meetings in the Board Room. All Boards work together as a team and each separate Board is a team.

7. Open Forum

Members made comments regarding the following:

- Benefits of the Laguna Woods Foundation;
- Shared cost and increases in assessments;
- Three month rental policy;
- Stopping the use of Round-up and the increased cost;
- Round-up report given at the Landscape Committee; and
- The painters did a beautiful job painting the building painting near gate 4, but asked why the awnings weren't painted.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments.

- Director Blackwell responded regarding the decision of the Landscape Committee on December 13th. The information on the cost of alternative weed removal will be discussed at the next Finance Committee.
- Director Margolis would like to see the Board vote today to immediately stop using Round-up.

- Director Torng commented that the cost to ban Round-up has been exaggerated.
- Director Armendariz commented about the health issues associated with Round-up are controversial.
- Director Randazzo commented that he is in favor of banning Round-up. Any extra cost associated with the ban of Round-up must go to the Finance Committee. A comprehensive program to eliminate weeds and alternative pesticides is needed.
- Director Bastani asked about the other alternative organic products.
- President Skillman commented that the Board is against the continued use of Round-up; however, it is the responsibility of the Board to come up with a comprehensive report that includes the cost associated with the alternative pesticides is needed.
- Director Liberatore explained Parliamentary procedures.
- Director Morrison would like to survey the community to see if Residents are willing to pay the increased cost associated with the ban of Round-up.

9. Update from VMS - Director Beldner

Director Beldner gave an update from the VMS Board meetings. He spoke about the mission and outlined the goals of the VMS Board. Services provided by the VMS Board are outlined in the Management Agreement. Director Beldner announced the promotion of Kurt Wiemann to the Landscape Division; and the new Transportation Division Manager, Chris Langeour. The new CEO, Jeffrey Parker, comes to us from the City of Tustin, and will start on February 4th. The shutdown of the analog television was mandated by the Federal Government. The switch from analog to digital was announced for one year in the community. He answered questions from the Board about analog television and the channel line-up.

10. CEO Report

Siobhan Foster, Interim CEO, reported on the following subjects:

- Easy Rider fixed-route bus system will expand their service on January 14th to include a new stop at the Willow Tree Center/Aldi Store.
- Saddleback Emeritus Institute sent the Community a short survey so they can meet the needs of our residents.
- The next New Resident Orientation session is Friday, Feb. 1st at 9:00 a.m. and March 13th at 6:00 p.m. in the Board Room. Contact Becky Jackson to sign-up.
- Encouraged residents to complete and return the CodeRed forms to the concierge desk in the Community Center.

Siobhan Foster answered questions from the Board.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- (1) Approval Recommendation – 58-E (Barcelona, 10B) Patio Enclosure

RESOLUTION 01-19-01 **Variance Request**

WHEREAS, Mr. Randy W. Felten of 58-E Calle Cadiz, a Barcelona style unit,

requests Board approval of a variance to enclose the patio of his Barcelona unit; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on December 5, 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 December 20, 2018.

NOW THEREFORE BE IT RESOLVED, on January 8, 2019, the Board of Directors hereby approves the requests 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 Shareholder at 58-E and all future Shareholders at 58-E.

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 – 145-C (La Corona, 3B) Room Extension onto Patio

RESOLUTION 01-19-02
Variance Request

WHEREAS, Mr. Abdol Riahi of 145-C Avenida Majorca, a La Corona style unit, requests Board approval of a variance to extend the living room by 8' into the existing front patio; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on December 10, 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 December 20, 2018.

NOW THEREFORE BE IT RESOLVED, on January 8, 2019, the Board of Directors hereby approves the requests 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 Shareholder at 145-C and all future Shareholders at 145-C.

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 - 445-A (La Corona, 3B) Install Clear Skylights

RESOLUTION 01-19-03
Variance Request

WHEREAS, Mr. John Fisher of 445-A Avenida Sevilla, a La Corona style unit, requests Board approval of a variance to install two clear glass skylights in the living room ceiling of his unit; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on December 10, 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 December 20, 2018.

NOW THEREFORE BE IT RESOLVED, on January 8, 2019, the Board of Directors hereby approves the requests 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 Shareholder at 445-A and all future Shareholders at 445-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.

11b. Landscape Committee Recommendations:

(1) Tree Removal Recommendations:

- Deny removal of one Carrotwood tree (723-C) due to the tree not causing any damage to sidewalks or structures;
- Deny removal of one Jacaranda tree (684-C) due to the tree was found to be in good condition and the only affected property was an alteration sidewalk the could be repaired;
- Approve removal of one Red Iron Bark tree (850-P) due to poor condition, visible disease and decay in tree;
- Approve removal of one Carrotwood tree (303-B) due to interference with street light which would require severe trimming to remedy.

RESOLUTION 01-19-04
Tree Removal (2) Denial and (2) Approval

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

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.

- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on December 13, 2018, the Landscape Committee recommended to deny the removal of one Carrotwood tree located at 723-C Avenida Majorca due to the tree not causing any damage to sidewalks or structures; to deny the request for the removal of one Jacaranda tree located at 684-C due to the tree was found to be in good condition and the only affected property was an alteration sidewalk that could be repaired; and to approve the request for the removal of one Red Iron Bark tree located at 850-P due to poor condition, visible disease and decay in tree; to approve the removal of one Carrotwood tree located at 303-B due to interference with street light which would require severe trimming to remedy;

NOW THEREFORE BE IT RESOLVED, January 8, 2019, the Board of Directors denied the request for the removal of one Carrotwood tree at 723-C; *denied* the request for the removal of one Jacaranda tree at 684-C; approved the request for the removal of one Red Iron Bark tree at 850-P; approved the request for the removal of one Carrotwood tree at 303-B, *and*;

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

- (2) Receive and file the report of the Landscape Committee recommendations regarding the ~~herbicide study~~ use of Round-up.

11c. Finance Committee Recommendations:

- (1) Approval of Resolution to File in Small Claims Court against Member ID; 947-387-69

RESOLUTION 01-19-05 **Filing of Separate Small Claims Court Cast**

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$5,000 (or less) in an attempt to collect delinquent charges by way of a judgment or stipulation against members/owners in United Laguna Woods Mutual; and

NOW THEREFORE BE IT RESOLVED, January 8, 2019 that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 947-387-69 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.

11d. Consistent with its statutory obligations the Board members individually reviewed and approved the Mutual's financials for the month of November, 2018, and by this vote ratify that such review be confirmed in this month's Board Meeting Open Session Meeting minutes.

Director Randazzo made a motion to approve the Consent Calendar. Director Margolis requested that agenda item 11b(2) be removed and placed under new business. The motion was seconded by Director Armendariz and the motion passed by vote of 9-1-0 (Director Blackwell opposed).

12. Unfinished Business

Director Blackwell summarized the following resolutions (12a-12e):

12a. Entertain a Motion to Adopt the Resolution for Revisions to Architectural Standard 19: Modesty Paneling; Balcony (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Resolution 01-19-06

Revisions to Architectural Standard 19: Modesty Paneling; Balcony

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 Standard 19: Balcony Modesty Paneling.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 19: Balcony Modesty Paneling, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-09-287, adopted December 2009, 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.

NOVEMBER Initial Notification

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

12b. Entertain a Motion to Adopt the Resolution for Revisions to Architectural Standard 20: Patio Covers; Aluminum (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Resolution 01-19-07

Revisions to Architectural Standard 20: Patio Covers; Aluminum

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 create Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 20: Balcony and Patio Covers: Aluminum and Vinyl, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-15-02, adopted January 2015, 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.

NOVEMBER Initial Notification

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

12c. Entertain a Motion to Adopt the Resolution for New Architectural Standard 44: Fences; Vinyl (NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied)

Resolution 01-19-08

New Architectural Standard 44: Fences; Vinyl

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

WHEREAS; due to the restriction of wood products, the Architectural Controls and Standards Committee recognizes the need to create a Standard for vinyl fences.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts Alteration Standard 44: Fences; Vinyl, attached as part of the official minutes of this meeting;

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.

NOVEMBER Initial Notification

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

12d. Entertain a Motion to Adopt the Resolution for Revisions to Architectural Standard 24: Skylights (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Resolution 01-19-09
Revisions to Architectural Standard 24: Skylights

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 amend Alteration Standard 24: Skylight Installations.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 24: Skylight Installations attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-03-40, adopted February 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.

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

12e. Entertain a Motion to Adopt the Resolution to Revise the Exterior Paint Color Palette (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Resolution 01-19-10
Revise the Exterior Paint Color Palette

WHEREAS, by way of Resolution 01-15-158, the Board of Directors approved the Exterior Paint Color Palette, consisting of seven color groups for single story buildings, five color groups for Seville style buildings, three color groups for multiple story buildings, three color options for entry doors, and color groups for laundry buildings and carports for use on the Mutual's structures during execution of the Mutual's Exterior Paint Program;

WHEREAS, the color groupings are sorted for availability for use on single story buildings, Seville style buildings and multiple story buildings, as well as laundry buildings and carports;

WHEREAS, the color "Spiced Berry" was a color option for entry doors under the previous exterior paint color palette; and

WHEREAS, the Architectural Controls and Standards Committee has reviewed numerous variance requests to retain the color "Spiced Berry" as an entry door color.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the board of Directors of the Corporation hereby establishes a Revised Exterior Paint Color Palette to include the existing seven color groups for single story buildings, five color groups for Seville style buildings, three color groups for multiple story buildings, two color groups for laundry buildings and carports, and addition of a fourth color option (Spiced Berry) for original residential entry doors as attached to the official minutes of this meeting;

RESOLVED FURTHER, to maintain the operational and logistical efficiencies of the current program, the Revised Exterior Paint Color Palette will become effective with structures in the first cul-de-sac to be painted on the Mutual's 2019 Exterior Paint Program scope and all remaining structures on the 2019 Exterior Paint Program scope and subsequent annual paint program scopes;

RESOLVED FURTHER, that all requests for door color changes outside of the Paint Program will remain a variance request, subject to approval by the Board;

RESOLVED FURTHER, that Resolution 01-15-158 adopted November 10, 2015 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.

NOVEMBER Initial Notification

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

Director Blackwell made a motion to approve the resolutions for revisions to Architectural Standard 19: Modesty Paneling; Balcony; revisions to Architectural Standard 20: Patio Covers; Aluminum; new Architectural Standard 44: Fences; Vinyl; revisions to Architectural Standard 24: Skylights and revised exterior paint color palette. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

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

12f. Entertain a Motion to Adopt the Resolution to Update the Vehicle, Traffic and Parking Rules (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Director Blackwell read the following resolution:

Resolution 01-19-11
Updated Vehicle, Traffic and Parking Rules

WHEREAS, the Traffic Rules and Regulations are intended to mirror the California Vehicle Code and to adhere to the Davis-Stirling Act; and

WHEREAS, the Governing Documents Review Committee recognizes the need to amend a portion of the Traffic Rules and Regulations in regards to commercial vehicles; and

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby adopts the revised Vehicle, Traffic, and Parking Rules and Regulations, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-17-58 adopted May 9, 2017 is hereby superseded and cancelled; and

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

November Initial Notification

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

Director Blackwell made a motion to approve the resolution to update the vehicle, traffic and parking rules. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

Director Randazzo asked about the vehicle requirements in the report.

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

12g. Entertain a Motion to Adopt the Resolution for Revisions to the Land Use Alteration Policy (**NOVEMBER initial notification- 30-day Member review to comply with Civil Code §4360 has been satisfied**)

Director Blackwell read the following resolution:

RESOLUTION 01-19-12
REVISIONS TO THE LAND USE ALTERATION POLICY
ADOPTED APRIL 2002, RESOLUTION U-02-46
REVISED NOVEMBER 2002, RESOLUTION U-02-155 REVISED APRIL 2004,
RESOLUTION 01-04-54
REVISED MAY 2007, RESOLUTION 01-07-45
REVISED MAY 2008, RESOLUTION 01-08-73
REVISED JUNE 2017, RESOLUTION 01-17-94 REVISED DECEMBER 2018,
RESOLUTION 01-19-12

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

WHEREAS, the Board, through Resolutions U-02-46, U-02-155, 01-04-54, 01-07-45, 01-08-73 and 01-17-94 (collectively referred to as the "Land Use Policy") adopted and implemented the Land Use Alteration Policy, some of which allowed members, in limited circumstances, to make exclusive use of certain portions of the common area to expand the footprint of their unit;

WHEREAS, members have expressed concern over the Land Use Policy and, in general, the Board's policy to allow members to use common area for their exclusive use by making alterations to units that expand the structure beyond the original footprint;

WHEREAS, the original footprint shall be defined as the unit, original patios, courtyards and atriums as shown on the original floorplans;

WHEREAS, members have been permitted to construct alterations on previously approved ~~or~~ and grandfathered expansions of the original footprint; and

WHEREAS, the Board has consulted with staff, legal counsel and having previously terminated the Land Use Policy that allowed members to make exclusive use of common area through such alterations.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board hereby adopts the Revised Land Use Policy; and

RESOLVED FURTHER, that the Board of Directors shall not approve any alterations expanding the original footprint of units, but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered; and

RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or grandfathered alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved ~~or~~ and grandfathered alteration;

RESOLVED FURTHER, that no new improvement, room extension, or room addition may be constructed on any previously approved ~~or~~ and grandfathered expanded footprint area;

RESOLVED FURTHER, that the determination of whether a proposed alteration is like- for-like shall be made by Staff, in consultation with the Committee, and subject to appeal to the Board, whose decision shall be final and made in the Board's sole and absolute discretion;

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.

NOVEMBER Initial Notification

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

Director Blackwell made a motion to approve the resolution for revisions to the land use alteration policy. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

Director Armendariz commented that the resolution was not corrected; change the word "or" to "and grandfathered"

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

13. New Business

13a. Entertain a Motion to Introduce the Resolution for Revisions to Open House and Real Estate Uniform Signage Policy (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Director Blackwell read the following resolution:

Resolution 01-19-XXX

Revisions to Open House and Real Estate Uniform Signage Policy

WHEREAS, Resolution 01-12-33 adopted on February 14, 2012, established the Real Estate Uniform Signage Policy; and

WHEREAS, the Real Estate Uniform Signage Policy is intended to improve the marketability of cooperatives and condominiums in Laguna Woods Village; and

WHEREAS, United Mutual must update the Real Estate Uniform Signage Policy to include real estate sign requirements to conform with State of California Bureau of Real Estate (CalBRE) License Disclosure Requirements for Advertising that went into effect on January 1, 2018; and

WHEREAS, CalBRE's new License Disclosure Requirements for Advertising require all first point of contact solicitation materials to include:

1. The name and number of the licensee. This is for both sales-agents and broker- associates;
2. The responsible broker's "identity." This means the name under which the broker is currently licensed by CalBRE and conducts business in general or is a substantial division of the real estate firm. The broker's license number is optional; and

3. The status of the agent such as "REALTOR®" or "agent" (unless the name of the company makes clear that the advertisement is by a licensee); and

WHEREAS, the CalBRE's requirement apply to all types of advertising including but not limited to:

1. "For Sale," "Open House," For Lease, or directional signs when any licensee identification information is included; and
2. Any other material designed to solicit the creation of a professional relationship between the licensee and a consumer; and

WHEREAS, the Marketing and Communications Division has collaborated with Village realtors to develop updated designs for real estate signs that incorporate the new CalBRE requirements; and

WHEREAS, the responsibility for compliance with the law lies with real estate agents, the Marketing and Communications Division working with the real estate agents leveraged this opportunity to modernize the look and visibility of Village real estate signage; and

WHEREAS, on November 19, 2018, the GRF Media and Communications Committee reviewed and unanimously approved the updated real estate sign designs and recommended that the Boards of Directors for the Golden Rain Foundation, Third Mutual and United Mutual adopt resolutions requiring the use of the updated real estate sign designs as soon as practicable;

NOW THEREFORE BE IT RESOLVED, January 8, 2019, the Board of Directors of this Corporation hereby introduces this resolution requiring the use of the updated real estate designs beginning on May 1, 2019, and adopts the following updated Real Estate Uniform Signage Policy:

1. Use of the real estate signage contained in Attachment 1 to this Resolution is required effective May 1, 2019. The use of other real estate signage is after April 1, 2019 is prohibited;

Open House and Directional Signs:

2. Open House signs shall be 24 inches by 24 inches, made of corrugated plastic with lettering and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
3. Directional signs shall be 24 inches by 9 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
4. Open House signs may be present on Saturday and Sunday,

between 10 a.m. and 5 p.m. They may also be present on Wednesday and Thursday, between the hours of 9 a.m. and 2 p.m. in conjunction with Broker Preview events.

5. Directional signs may be posted on the day of the Open House no earlier than 10 a.m., and must be removed no later than 5 p.m., on the same day;
6. At the entrance to or anywhere within a cul-de-sac, a maximum of three (3) Open House signs per manor may be placed.
7. Open House directional (designated by an arrow) signs may be placed at street intersections and cul-de-sac entrances only. No mid-block signs are allowed.
8. At any street intersection or cul-de-sac entrance there may be no more than:
 - a. One (1) directional sign pointing in any one direction, and
 - b. Four (4) total directional signs, regardless of the number of open houses in the vicinity.
9. Both a 24-by-24-inch sign and a 24-by-9-inch directional sign may be placed at a cul-de-sac entrance.

For Sale Signs:

10. For Sale signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
11. For Lease signs shall be 24 inches by 24 inches, made of corrugated plastic with and adhere to the GRF-approved colors, font and logo, as depicted in Attachment 1 to this resolution;
12. A maximum of one (1) "For Sale" or "For Lease" or "For Rent" sign may be placed at a Manor. It may be in a window, on a gate or on a post placed within one (1) foot of the building. Signs are not allowed on balcony or stairway railings. The maximum size is 6 square feet, and if placed in a window it may be no larger than 20 percent of the window size. No illumination is allowed. The maximum character size is twelve (12) inches.

Other:

13. Realtors shall be responsible for purchasing providing the signs from RESS - Real Estate Signs & Supplies, Laguna Hills, California, and shall adhere to the specifications in accordance with this resolution;

14. Non-conformance to this policy shall result in removal of sign from premises; and

15. Non-Residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property; and

RESOLVED FURTHER, that members selling their properties "For Sale By Owner" shall be required to comply with the same guidelines as real estate agents; and

RESOLVED FURTHER, the Resident will be billed an amount of \$50 for extended gate hours through the Recreation Division's reservations contract; and

RESOLVED FURTHER, that Resolution 01-12-33 adopted on February 14, 2012, is hereby superseded in its entirety and is no longer in effect; and

RESOLVED FURTHER, that Resolution 01-06-48 adopted on June 13, 2006, is hereby superseded in its entirety and is 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.

JANUARY 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 28-days from the postponement to comply with Civil Code §4360.

Director Blackwell made a motion to introduce the resolution for revisions to open house and real estate uniform signage policy for 28-day review. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

Director Torng asked about the \$50 charge for extended gate hours.

Eileen Paulin commented about the charge and said Staff would provide clarification at the February Board meeting.

President Skillman called for the vote and the motion passed by a vote of 8-2-0 (Director Bastani and Torng opposed) to introduce the resolution for 28-day review.

13b. Entertain a Motion to Approve the Resolution for Financial Transfers by VMS

Director Blackwell read the following resolution:

Resolution 01-19-13
Financial Transfers by VMS

WHEREAS, United Laguna Woods Mutual (the "Association" or "United") is a California non-profit mutual benefit corporation organized for the purpose of operating the condominium project known as United Laguna Woods Mutual pursuant to the provisions set forth in its Articles of Incorporation, Bylaws, Rules and Board Resolutions (collectively, the "Governing Documents");

WHEREAS, Village Management Services, Inc. ("VMS") is a California non-profit mutual benefit corporation organized primarily for the purpose of providing management services to, among other associations, United, pursuant to the provisions set forth in the Association's Governing Documents, services that currently include, among other things, making financial transfers from one or more accounts that it maintains as trustee on behalf of the Association;

WHEREAS, the Association, through its volunteer Board of Directors ("Board"), is responsible for, among other things, managing and operating the Association in accordance with the Association's Governing Documents and the Davis - Stirling Common Interest Development Act;

WHEREAS, pursuant to Article IX, Section 6(d)(ii) of the Bylaws, "The Treasurer shall deposit or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board of Directors; shall disburse the funds of the Corporation as may be ordered by the Board of Directors; shall render to the President and Directors, when requested, an account of the transactions as Treasurer and of the financial condition of the Corporation; and shall have other powers and perform such other duties as may be prescribed by the Board of Directors or by Bylaws. The foregoing shall not be applicable if such responsibilities have been delegated to a managing agent by the Corporation;"

WHEREAS, Article VI, Section 1(b) of the Bylaws provides: "The Board may delegate the management of the activities of the Corporation to any person or persons, management company, provided that the activities and affairs of the Corporation shall be managed and all Corporate powers shall be exercised under the direction of the Board;"

WHEREAS, pursuant to *Corporations Code* Section 7210, "the board may delegate the management of the activities of the corporation to any person or persons, management company, or committee however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the board;"

WHEREAS, the Association's managing agent is currently VMS, pursuant to a duly executed management agreement;

WHEREAS, pursuant to Article XII, Section 2 of the Bylaws, the "Books and accounts of this Corporation shall be kept as prescribed by law;"

WHEREAS, pursuant to Article X, Section 1(b) of the Bylaws, "The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances;"

WHEREAS, *Civil Code* Section 5380 regulates the conduct of an association's managing agent in managing the association's funds, and pursuant to *Civil Code* Section 5380(a), "A managing agent of a common interest development who accepts or receives funds belonging to the association shall deposit these funds that are not placed into an escrow account with a bank, savings association, or credit union or into an account under the control of the association, into a trust fund account maintained by the managing agent in a bank, savings association, or credit union in this state;"

WHEREAS, pursuant to *Civil Code* Section 5380(b), the written approval of the Board is required for VMS (including its employees rendering services and performing its duties as managing agent of United), who accepts or receives funds on behalf of the Association, to deposit said funds into an interest-bearing account in a bank, savings association, or credit union in the State of California;

WHEREAS, effective January 1, 2019, *Civil Code* Section 5380(b) prohibits a managing agent from making financial transfers greater than ten thousand dollars (\$10,000) or five percent (5%) of an association's total combined reserve and operating account deposits, whichever is lower, from accounts maintained by the managing agent as trustee for the association, without obtaining prior written approval from the Board of the Association; and

WHEREAS, the Board has determined that it is in the best interests of the Association for VMS to be granted the authority to make said financial transfers, electronic or otherwise, without having to obtain the Board's prior written approval for each such financial transfer, and wishes to authorize/direct VMS through its employees, to make said transfers as required by the Association;

NOW, THEREFORE, BE IT RESOLVED, that the Association hereby adopts the following resolution, pursuant to *California Civil Code* Section 5380, authorizing financial transfers, beginning on January 1, 2019 and continuing through and including December 31, 2019, by VMS on behalf of the Association from one or more accounts that VMS maintains as trustee on behalf of the Association, as may be necessary for VMS to fulfill its contractual duties to the Association, provided the following requirements are met:

- (a) The account is in the name of the Association;
- (b) All of the funds in the account are covered by insurance provided by an agency of the federal government or private institution offering coverage equal to, or exceeding, such government backed insurance;
- (c) VMS discloses to the Board, via account summaries, statements or otherwise, the nature of the account, how interest will be calculated and paid, whether service charges will be paid to the depository and by whom, and any notice requirements or penalties for withdrawal of funds from the account(s) all of which must be noticed to the Association with the Association's financials on no less than a monthly basis to allow the Board to meet its statutory duties;
- (d) No interest earned on funds in the account shall inure directly or indirectly to the benefit of VMS or any party other than the Association; and
- (e) Transfers of greater than ten thousand dollars (\$10,000) or five percent (5%) of the Association's total combined reserve and operating account deposits, whichever is lower, including transfers for the payment of utilities or other Association expenses, shall not be authorized from the account without prior written approval from the Board; for purposes of this Section (e), this Resolution shall be deemed the "prior written approval from the Board" as required by *Civil Code* Section 5380.

Director Blackwell made a motion to approve the resolution for financial transfers by VMS. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

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

President Skillman called for the vote and the motion passed by a vote of 7-0-1 (Director Bastani abstained; Directors Armendariz and Torng absent for the vote).

Directors Torng returned to the meeting at 12:45 p.m.

Director Blackwell summarized the following resolutions (13c-13e):

13c. Entertain a Motion to Introduce the Resolution for Revisions to Architectural Standard 22: Patio Slabs (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Resolution 01-19-XX
Revisions to Architectural Standard 22: Patio Slabs

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 create Alteration Standard 22: Patio Slabs.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 22: Patio Slabs, attached as part of the official minutes of this meeting;

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

JANUARY 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 28-days from the postponement to comply with Civil Code §4360.

13d. Entertain a Motion to Introduce the Resolution for Revisions to Architectural Standard 25: Tubular Skylight Installations (**JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360**)

Resolution 01-19-XX

Revisions to Architectural Standard 25: Tubular Skylight Installations

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 create Alteration Standard 25: Tubular Skylight Installation.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby introduces revisions to Alteration Standard 25: Tubular Skylight Installation, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-11-04, adopted September 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.

JANUARY 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 28-days from the postponement to comply with Civil

Code §4360.

13e. Entertain a Motion to Introduce the Resolution to Rescind Architectural Standard 26: Solariums and Garden Rooms (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Resolution 01-19-XX

Rescind Architectural Standard 26: Solariums and Garden Rooms

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

WHEREAS, due to the decrease in popularity of solariums in general, Standard 26 should to be rescinded in its entirety.

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that the Board of Directors of this Corporation hereby rescinds Resolution U-02-109 adopted August 13, 2002; 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.

JANUARY 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 28-days from the postponement to comply with Civil Code §4360.

Director Blackwell made a motion to introduce the following resolutions for 28-day review: revisions to architectural standard 22: patio slabs; revisions to architectural standard 25: tubular skylight installations and a resolution to rescind architectural standard 26: solariums and garden rooms. The motion was seconded by Director Addington.

Director Margolis left the meeting at 12:50 p.m.
Discussion ensued among the Directors.

The resolutions were introduced for 28-day review by a vote of 8-0-0 (Directors Armendariz and Margolis were absent for the vote)

Directors Armendariz and Margolis returned to the meeting at 1:00 p.m.

13f. Entertain a Motion to Introduce the Resolution to Revise the Alteration Inspection Fees (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Director Blackwell read the following resolution:

Resolution 01-19-XX
Revise Alteration Inspection Fees

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

WHEREAS, in order to offset administrative costs associated with processing alteration requests, Staff has determined it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs; and

WHEREAS, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests and;

WHEREAS, the Mutual also currently charges a fee on a sliding scale for alterations meeting certain criteria; and

WHEREAS, the Board determined the fees should be non-refundable;

NOW THEREFORE BE IT RESOLVED, January 8, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-17-149 adopted December 12, 2017, is hereby superseded and cancelled; and

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

JANUARY 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 28-days from the postponement to comply with Civil Code §4360.

Director Blackwell made a motion to introduce the resolution to revise alteration inspections fees for 28-day review. The motion was seconded by Director Addington.

Discussion ensued among the Directors.

The resolution was introduced for 28-day review by a vote of 9-1-0 (Director Bastani

opposed).

13g. Entertain a Motion to Introduce the Resolution to Establish Alterations Conformance Deposit (JANUARY initial notification-must postpone 28-days for Member review to comply with Civil Code §4360)

Director Blackwell read the following resolution:

Resolution 01-19-XX
Establish Alterations Conformance Deposit

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

WHEREAS, the Mutual desires to end the one-year pilot program and establish a permanent refundable conformance deposit for Mutual Consents and Variance Requests for alterations.

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

NOW THEREFORE BE IT RESOLVED, January 8, 2019, that in order to partially further offset Mutual costs associated with contractors and residents performing alterations to their unit, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; 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.

JANUARY 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 28-days from the postponement to comply with Civil Code §4360.

Director Blackwell made a motion to introduce the resolution to establish alterations conformance deposit for 28-day review. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

The resolution was introduced for 28-day review by a vote of 9-0-1 (Director Tornig

abstained).

13h. Accept the Landscape Committee Herbicide Report and move forward to fund the action to eliminate Round-up.

President Skillman asked for a vote to discuss this item under new business, to receive and file the Landscape Committee Herbicide Report and agendize this item on the February Board Meeting.

Director Addington asked Legal Counsel to comment about adding this item to the agenda. Legal Counsel responded that this item was removed from the Consent Calendar and according to Civil Code § 4930 the Board may not take action on an item not included on the posted agenda. The Board would need a 2/3 vote of the Board to add an action item to the agenda.

Director Margolis called for the vote to put the Landscape Committee Herbicide Report on the current agenda. Director Armendariz seconded the motion. The motion to add this item to the current agenda was passed by a vote of 7-3-0 (Directors Randazzo, Skillman and Morrison opposed).

Director Armendariz made a motion to add to the agenda the action to accept the Landscape Committee Herbicide Report and move forward with contingency funds to eliminate Round-up. The motion was seconded by Director Margolis.

Discussion ensued among the Directors.

Director Blackwell amended the motion to accept the Landscape Committee Herbicide Report and revise the recommendation to direct staff to eliminate the use of Roundup and other herbicides containing the active ingredient glyphosate in landscaped area within United Mutual and to utilize other organic herbicides for the control of weeds. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

President Skillman called for the vote on the amendment and the amendment motion failed by a vote of 4-5-1 (Directors Bastani, Torng, Randazzo, Skillman and Morrison opposed, Director Liberatore abstained).

President Skillman called for the vote on the original motion by Director Armendariz and the motion failed by a vote of 3-6-1. (Directors Bastani, Randazzo Skillman, Blackwell, Morrison and Liberatore opposed, Director Addington abstained).

Discussion ensued among the Directors.

Director Blackwell made a motion to send this item back to the Landscape Committee for further evaluation. The motion was seconded by Director Morrison. The motion passed by a vote of 10-0-0.

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Morrison. Next meeting will be January 29, 2019, 2:00 p.m. in the Sycamore Room

14b. Report of the Architectural Control and Standards Committee – Director Randazzo. Next meeting will be January 17, 2019, 9:30 a.m. in the Board Room.

14c. Report of the Communications Committee – Director Blackwell. The next meeting TBA.

14d. Report of Member Hearings Committee - Director Skillman. Next meeting will be January 24, 2019, 9:00 a.m. in the Willow Room.

14e. Report of the Governing Documents Review Committee - Director Blackwell. Next meeting will be Tuesday, January 28, 2019, 1:30 p.m. in the Board Room.

14f. Report of the Landscape Committee - Director Blackwell. The December 19, 2018 meeting was cancelled. The next meeting will be on February 14, 2019, 9:00 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee - Director Randazzo. Next meeting will be February 27, 2019, 9:00 a.m. in the Board Room.

- Village Energy Task Force Charter – Director Randazzo. Next meeting will be January 9, 2019 at 9:00 a.m. in the Willow Room.

14h. Report of the Resident Advisory Committee – Director Skillman. Next meeting will be January 10, 2019, 4:00 p.m. in the Sycamore Room

15. GRF Committee Highlights

15a. Report of the Finance Committee—Director Morrison. Next meeting will be February 20, 2019, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee—Director Margolis. Next meeting will be January 10, 2019, 1:30 p.m. in the Board Room.

15c. Report of the Landscape Committee—Director Blackwell. Next meeting will be January 16, 2019, 1:30 p.m. in the Board Room.

15d. Report of the Maintenance & Construction Committee—Director Randazzo. Next meeting will be February 13, 2019, 9:30 a.m. in the Board Room.

15d. Report of the Media and Communication Committee—Director Blackwell. Next meeting will be January 21, 2019, 1:30 p.m. in the Board Room.

15e. Report of the Mobility and Vehicles Committee—Director Addington. Next meeting will be February 6, 2019, 1:30 p.m. in the Board Room.

15f. Report of the Security and Community Access Committee—Director Liberatore. Next meeting will be Monday, February 25, 2019, 1:30 p.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Addington. Next meeting January 16, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Pine Room

15g. Disaster Preparedness Task Force—Director Morrison. Next meeting will be January 29, 2019, 9:30 a.m. in the Cypress Room.

16. Future Agenda Items

16a. Resolution to Revise the Payment Plan Agreement Form and a Resolution for a Payment Plan Fee Policy for Assessments (**DECEMBER initial notification- sent back to Committee for revisions**)

16b. Resolution to Revise the Payment Plan Agreement Form and a Resolution for a Payment Plan Fee Policy for Monetary Penalties, Fees, and Chargeable Services (**DECEMBER initial notification-must postpone 30-days Member review to comply with Civil Code §4360**)

17. Director's Comments-none

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 1:30 p.m. into the Executive Session.

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

During the December 11, 2018, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) November 5, 2018 – Special Closed Meeting

(b) November 5, 2018 – Orientation and Strategic Planning Workshop

(c) November 13, 2018 – Regular Closed Meeting

Discuss Member Disciplinary Cases

Discuss and Consider Contractual Matters

Discussed Personnel Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

The meeting was adjourned at 4:00 p.m.



Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



STANDARD 19: BALCONY MODESTY PANELING

MAY 1996, RESOLUTION U-96-62

REVISED DECEMBER 2009, RESOLUTION 01-09-287

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 JANUARY 8 , 2019, RESOLUTION 01-19-06

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All modesty panels will be attached directly to the inside portion of the railing. No panels shall be attached to the building, deck, or flooring.
- 2.2** Paneling height may be up to the top railing and extend no further than the bottom of the railing. Paneling shall not extend to the balcony deck. Paneling will cover the railing completely from top to bottom and side-to-side and will not extend beyond the railing.
- 2.3** All paneling will be rigid and easily removable. Shareholders are responsible for removing panels to enable maintenance of railings, balconies, or patios.
- 2.4** Paneling may be of vinyl lattice, or of metal that is of solid design void of openings and gaps.
- 2.5** Metal paneling must be painted to match the color of the railing to which it is attached. Vinyl lattice must be white in color.
- 2.6** No screening or screen-type material shall be used as modesty paneling.



STANDARD 20: BALCONY AND PATIO COVERS;ALUMINUM AND VINYL
JULY 2002, RESOLUTION U-02-107
APRIL 2008, RESOLUTION 01-08-60
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
REVISED JANUARY 2015, RESOLUTION 01-15-02
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57
REVISED JANUARY 8, 2019, RESOLUTION 01-19-07

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.
- 2.2** All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.
- 2.3** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, beige, and adobe. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by the Alterations Division.
- 2.4** Balcony covers of aluminum must have aluminum fascias.
- 2.5** In the case that the alteration results in the compromise of an existing roof drainage system, the Member will be responsible for repairing, modifying or replacing the existing system, including installing an appropriate downspout, if necessary.
- 2.6** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way. Gutters and downspouts shall be installed per Standard 18: Gutters and Downspouts.



- 2.7 Plastic skylight panels, as produced by the manufacturer, may be installed in patio covers. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.
- 2.8 Plexiglas, corrugated fiberglass, and similar coverings will not be permitted.
- 2.9 Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room.
- 2.10 All patio covers must be built per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- 2.11 Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.12 Overhang dimensions will be per standard plan drawings or as determined by the Alterations Division.

3.0 PATIOS OVER WHICH A BALCONY EXISTS

- 3.1 Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 3.2 Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.
- 3.3 Existing flat roofs may be replaced with a flat roof of equal or lesser size.
- 3.4 The color of the patio cover roof surface must be factory-finished and match the building. Caulking color shall match the finish of the cover and the width of the caulk lines shall be kept to a minimum.
- 3.5 The patio cover roof surface must drain away from the building.



STANDARD 44: FENCES; VINYL
JANAURY 2019, RESOLUTION 01-19-08

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 PREPARATIONS

- 2.1 An Alterations Inspector will visit the site prior to work, for adjustments pertaining to this section.
- 2.2 Attachments to buildings shall be avoided, when necessary connections shall be accomplished with galvanized lag bolts, predrilled and sealant applied prior to installation.
- 2.3 No vinyl fencing is permitted in areas where access for maintenance is required.
- 2.4 In no case shall concrete post supports cover sprinklers, sprinkler lines or other Mutual property .
- 2.5 No fencing will be allowed that may encroach upon a view of a neighboring unit as determined by the Alterations Division.
- 2.6 All vinyl shall be white or beige in color.
- 2.7 All fencing shall border patio slabs only. No fencing shall be installed in garden or grass areas or on common area.

3.0 APPLICATIONS

- 3.1 No fence shall be over 5'-0" in height, inclusive of wall and fence; nor under 12" in height.
- 3.2 All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.
- 3.3 Vinyl fencing may be installed as approved by the Alterations Division as part of a block wall. See Standard 8: Patio Block Walls.
- 3.4 Openings for gates are permissible. Gates may not open onto common area unless a walkway exists.



- 3.5 Gates shall be no higher than the wall in which they are part of, with the exception of decorative arc or radius finished tops.
- 3.6 Existing fencing may be lowered as requested by the resident with the approval of the Alterations Division.

4.0 **SPRINKLER REVISIONS**

- 4.1 Sprinklers will be revised only by VMS Landscape staff. The cost of such revisions shall be at the expense of the resident owner of that unit.
- 4.2 No sprinklers will be placed inside any patio area by VMS Landscape staff, and any sprinkler systems added shall not be connected to the Mutual-owned system.



STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION

01-16-08 REVISED JANUARY 8, 2019, RESOLUTION 01-19-09

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATIONS

2.1 Skylights may be of openable or fixed type.

2.2 Interior finish, such as open well or luminous panel ceiling, is optional. Size of opening at ceiling line is optional unless specifically called out on Standard Plan drawing to be of a special size, to comply with light and ventilation requirement.

2.3 Skylight(s) installed in any roof, under warranty with the Mutual's reroofing contractor, shall be sealed using the same specifications in force at that time.

2.4 Roofing applied to the area surrounding the skylight must be in strict conformance with the U.B.C., United Laguna Woods Mutual Standards, and standard drawings.

2.5 Electrical fixtures may be placed inside skylight wells providing they meet the latest edition of the N.E.C.

2.6 Skylights shall be in keeping with the architecture of the building and the lens shall be either off-white or smoke tinted in color. Clear skylights are not acceptable on any roof. All skylights shall match other existing skylights in the manor. Approval by VMS Manor Alterations Department will be deemed in keeping with the existing architecture.

2.7 One skylight shall be permitted per 10 linear feet of a patio cover's longest dimension, and all skylight placement and spacing shall be approved by the Alterations Division.



- 2.8** The maximum skylight size shall not exceed Uniform Building Code and Title 24 requirements. All non-conforming skylights to be reviewed by the Mutual's Board of Directors.
- 2.9** Skylights shall be curb mounted and installed per Standard Plans and/or drawings in detail, size and location. Skylights will meet or exceed all current Uniform Building Code (U.B.C.), State and/or City Standards.
- 2.10** Skylights shall be mounted on minimum 2" x 6" sized curbs. Mounting of skylights shall be with galvanized or stainless steel hex-head screws.
- 2.11** No skylight shall be installed within 12" of any vent, ridge, or vertical structure.
- 2.12** Skylight installations performed in existing acoustical sprayed ceilings may encounter asbestos. The resident(s) and contractor(s) must meet or exceed requirements of Federal, State of local government regarding asbestos removal procedures.
- 2.13** All skylights shall be of I.C.I. approved double lens construction.
- 2.14** Square-Flex™, Sola-Tube® , or equivalent skylight tubes are permitted;. refer to Standard 25:Tubular Skylight Installations.
- 2.15** **No trusses shall be cut in the installation of skylights.**

Attachment 1

Vehicle, Traffic, and Parking Rules

The following Vehicle, Traffic, and Parking Rules are strictly enforced and applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by United Laguna Woods Mutual. This ~~generally refers to the~~ includes cul-de-sacs, parking areas, sidewalks, and grounds regulated by the Mutual.

[For exceptions or questions, call the Watch Commander at 949-580-1400.](#)

COMMERCIAL VEHICLE

A vehicle displaying **any** of the following attributes is prohibited from overnight parking:

- ~~Of a type u~~Used or maintained for the transportation of persons for hire, compensation, or profit.
Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.
- Designed, used, or maintained primarily for the transportation of property.
 - Includes any vehicle mounted with a utility body/bed, equipment carrier or other structure designed to secure goods. Pickup truck bed covers, and carriers designed for specific sports or athletic equipment (e.g. bicycle or ski rack) are acceptable.
- Used, specially equipped, or advertised for commercial purposes.
Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack, utility body, stake panels, or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise, sedan with applied lettering advertising a business.

EXCEPTIONS:

- PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

PICKUP TRUCK

A MOTOR TRUCK having ~~all-any~~ of the following attributes is prohibited from overnight parking:

- ~~Is e~~Equipped with an open box-type bed ~~not~~ exceeding 9 feet in length.
- ~~Has a~~An overall vehicle length ~~not~~ exceeding 22 feet.
- ~~Has e~~Only More than 2 axles.
- ~~Has a~~An unladen weight of ~~less~~ more than 8,001 pounds.
- ~~Has a~~ manufacturer's gross vehicle weight rating ~~not to that~~ exceeds 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a “utility body” or “utility bed.”

A vehicle otherwise meeting the above definition that displays advertising, or is mounted with equipment carrier or other structure designed to secure goods is deemed to be a COMMERCIAL VEHICLE. However, a bed cover, or carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.

A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE.

RESIDENT VEHICLE DECAL LIMIT

Each ~~MANOR UNIT~~ is allowed ~~to receive~~ a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom ~~MANOR UNIT~~ up to 2 decals
- 2 Bedroom ~~MANOR UNIT~~ up to 3 decals.

Decals may be issued in any combination to eligible motor vehicles, golf carts and golf cars, up to the total authorized per Manor.

Decal counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area.

Unassigned Parking

Signs, ~~and~~ curbs, and pavement markings ~~that~~ limiting or prohibiting parking apply at all times.

- Red zone: No stopping, standing or parking.
EXCEPTIONS:
 - A driver may stop to avoid conflict with other traffic.
 - An attended vehicle may stop for passenger transfers.
 - An attended vehicle may stop for use of a mailbox.
 - An attended vehicle may stop or stand while necessarily engaged in work.
Examples: moving or delivery truck.
 - An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Division.
- Blue zone: Parking is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense.
- Green zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.
- Grey zone: Same as Unpainted.
- Handicapped zone: See “Blue zone.”
- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.

- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.
EXCEPTION:
 - Resident's extended absence parking.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by unauthorized vehicles.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight (any time between the hours of 12:00 midnight and 6:00 a.m.) Displaying a name or contact information constitutes advertising.

EXCEPTIONS:

- RESIDENT VEHICLES may display up to 2 signs containing a political message.
- Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent.
- License plate frames, and vehicle manufacturer's incidental identification and accessory items (Example: vehicle brand and model nameplates.)
- For Sale Signs.
- GRF vehicles.

Please note the above rules and regulations are the sections regarding commercial vehicles and do not include the entire Vehicle, Traffic, and Parking Rules for the Village.