



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

Tuesday, February 12, 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, February 12, 2019, at 9:30 a.m. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Carl Randazzo, Cash Achrekar, Maggie Blackwell, Gary Morrison, Elsie Addington, Manuel Armendariz, Reza Bastani, Anthony Liberatore, Sue Margolis and Andre Tornig.

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Christine Spahr, Eileen Paulin, Kurt Wiemann, Betty Parker, Tim Moy, Pamela Bashline, Susan McInerney 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 Randazzo 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, seconded by Director Achrekar, to approve the agenda as presented. The motion passed by vote of 10-0-1 (Director Tornig abstained).

5. Approval of Minutes

5a. January 8, 2019 – Regular Open Session

Director Blackwell made a motion, seconded by Director Addington, to approve the

minutes as corrected. The motion passed by vote of 9-0-2 (Directors Achrekar and Margolis abstained)

6. Report of the Chair

President Skillman announced that Director Liberatore has been appointed as the Board parliamentarian. The Handyman Service has been successful and asked that the residents be patient if there is a two week waiting period. The Board is look at hiring more workers for this program in the next budget.

7. Open Forum

Members made comments regarding the following:

- Benefits of the Laguna Woods Foundation;
- Change landscape services to include non-toxic products;
- Stopping the use of Round-up without an increase in assessments;
- Handyman services are worth the cost;
- Request to update rental policy to allow for sharing rooms (roommates);
- Need for more research on alternative weed control products.

8. Responses to Open Forum Speakers

a. Several Directors responded to Member comments:

- The use of a Parliamentarian at meetings;
- Stopping the use of Round-up in the Community and the current status of this process;
- Handyman Service is helpful to the Community;
- The valuable services offered by the LWV Foundation.
- Rental Policy, Co-Occupant Policy and Roommates;
- Reverse Mortgages.

b. Follow-up from the January , 2019, Board Meeting Open Forum:

- Painting of the awnings is the responsibility of the Owner. Members interested in this issued should come to the next United M&C meeting;
- Residents interested in changing the Occupancy Policy to allow for a 60-day rental period should go to the next Governing Documents Review Committee;
- Residents are encouraged to come to the next Resident Advisory Committee to dialog with Board Members on issues concerning residents.

9. Update from VMS - Director Rader

Director Rader discussed the role of the VMS Board. In January, the VMS Board reviewed the progress of the VMS goals. Department updates were presented by Eileen Paulin, Marketing and Communications Department and Betty Parker, Finance Department.

10. CEO Report

Jeff Parker CEO, gave information about his employment and education background. Siobhan Foster, COO, reported on the following subjects:

- Gate security renovation project continues at gates 2 and 8. During gate 2 construction; gates 1 and 3 will be open 24/7, gate 2 pedestrian access only from 6 a.m. to 10 p.m. gate 4 (exit only) will have extended hours from 6 a.m. to 10 p.m. During gate 8 construction; gates 7 and 10 will be open 24/7, gate 8 pedestrian and

- golf cart access from 6 a.m. to 10 p.m.
- Beginning on March 4th the Service Center Equestrian Gate will be closed from 9:30 p.m. to 5 a.m. daily to enhance security of the vehicles and equipment located at the Service Center.
- New Security measures were implemented on February 4, 2019. Visitor going to the second floor must check-in at the receptionist desk.
- VMS welcomes Cathy Villafana to the Social Services Department. Cathy was hired to boost the friendly visitor program.
- Monday, February 18, 2019 is a Holiday and will be operating on our holiday schedule.
- Update on Upcoming Recreation Events.

11. Consent Calendar

11a. Architectural Control and Standards Committee Recommendations:

- (1) Part Denial/Part Approval Recommendation – 126-D (Majorca, 8A) Retain Modification to Previous Variance Requiring Common Area (Recommendation to deny the request to retain the doors constructed on the patio enclosure and approve keeping the topping slab as constructed)

RESOLUTION 01-19-15 **VARIANCE REQUEST**

WHEREAS, Mr. Roger Flinn of 126-D Avenida Majorca, a Majorca style unit, requests Board approval of a variance to retain unapproved modifications to a previously approved variance;

WHEREAS, the patio enclosure as constructed includes doors that open onto Common Area, which would require Common Area for the code required landing;

WHEREAS, the patio enclosure as constructed includes a topping slab to raise the elevation to match the existing floor, within the original footprint of the manor.

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units on January 7, 2019, 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 January 17, 2019.

NOW THEREFORE BE IT RESOLVED, on February 12, 2019, the Board of Directors hereby denies the request to retain the doors constructed on the patio enclosure and approves keeping the topping slab as constructed 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 126-D and all future Shareholders at 126-D.

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. Resolution to Update the United Mutual and GRF Committee Appointments

RESOLUTION 01-19-16

UNITED LAGUNA WOODS MUTUAL COMMITTEE APPOINTMENTS

RESOLVED, February 12, 2019, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Cash Achrekar, Chair

Reza Bastani

Gary Morrison

Carl Randazzo

Non-Voting Advisors: Michael Mehrain, Kay Anderson, Janey Dorrell

Communications Committee

Maggie Blackwell, Chair

Elsie Addington

Reza Bastani

Non-Voting Advisors: Vacant (2)

Finance Committee

Gary Morrison, Chair

Sue Margolis

Carl Randazzo

Juanita Skillman

Elsie Addington, Alternate

Non-voting Advisors: Vacant (2)

Governing Documents Review Committee

Maggie Blackwell, Chair

Juanita Skillman

Andre Torng

Anthony Liberatore

Non-voting Advisors: Bevan Strom, Mary Stone

Laguna Woods Village Traffic Hearings

Elsie Addington

Cash Achrekar, Alternate

Landscape Committee

Maggie Blackwell, Chair

Manuel Armendariz

Anthony Liberatore

Non-Voting Advisor: Catherine Brians, Vacant (2)

Maintenance and Construction Committee

Carl Randazzo, Chair
Cash Achrekar
Reza Bastani
Sue Margolis
Gary Morrison
Juanita Skillman, Alternate
Non-voting Advisor: Ken Deppe, Walter Ridley, Janey Dorrell

Members Hearing Committee

Cash Achrekar, Chair
Juanita Skillman
Maggie Blackwell
Elsie Addington

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Cash Achrekar, Chair
Anthony Liberatore
Juanita Skillman
Andre Torng
Non-voting Advisors: Kay Anderson, Nancy Lannon

Village Energy Task Force

Sue Margolis
Carl Randazzo
Advisor: Steve Leonard, Sue Stephens

RESOLVED FURTHER Resolution 01-18-117, adopted November 29, 2018, is hereby superseded and canceled.

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

RESOLUTION 01-19-17

GOLDEN RAIN FOUNDATION COMMITTEE APPOINTMENTS

RESOLVED, February 12, 2019, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Gary Morrison
Juanita Skillman

Community Activities

Sue Margolis

Andre Torng
Juanita Skillman, Alternate

GRF Finance

Gary Morrison
Juanita Skillman
Carl Randazzo, Alternate

GRF Landscape Committee

Manuel Armendariz
Maggie Blackwell
Anthony Liberatore, Alternate

GRF Maintenance & Construction

Cash Achrekar
Carl Randazzo
Sue Margolis, Alternate

GRF Media and Communications Committee

Maggie Blackwell
Elsie Addington
Juanita Skillman, Alternate

Mobility and Vehicles Committee

Elsie Addington
Andre Torng
Juanita Skillman, Alternate

PAC Renovation Task Force

Sue Margolis
Carl Randazzo
Juanita Skillman, Alternate

Security and Community Access

Reza Bastani
Anthony Liberatore
Carl Randazzo, Alternate

Disaster Preparedness Task Force

Cash Achrekar
~~Reza Bastani~~
Gary Morrison

Town Hall Meetings

As Needed

RESOLVED FURTHER, that Resolution 01-18-118, adopted November 29, 2018, is hereby superseded and cancelled.

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

Director Randazzo made a motion to approve the Consent Calendar. Director Margolis made an amendment to request that agenda item 11c. be moved to New Business. The motion was seconded by Director Achrekar and the motion passed by vote of 6-4-0 (Director Achrekar, Randazzo, Blackwell and Morrison opposed).

Director Blackwell made a motion to approve the amended Consent Calendar. The motion was seconded by Director Achrekar and passed by vote of 10-1-0 (Director Armendariz abstained).

12. Unfinished Business

12a. Entertain a Motion to Adopt a Revised Payment Plan Agreement Form and Introduce a Resolution for a Payment Plan Fee Policy for Monetary Penalties, Fees, and Chargeable Services

Director Blackwell read the following resolution:

RESOLUTION 01-19-18
MONETARY PENALTIES, FEES, AND/OR CHARGEABLE SERVICES CHARGES
PAYMENT PLAN AGREEMENT

WHEREAS, any Member who is unable to timely pay monetary penalties (or otherwise, fines), fees, or chargeable services charges is entitled to make a written request for a payment plan to the Board.

For purposes of this resolution and the attached Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement, "monetary penalty" shall mean pursuant to California Civil Code Section 5725,

"a monetary penalty imposed by the Association as a disciplinary measure for failure of a member to comply with the governing documents, except for late payments, may not be characterized nor treated in the governing documents as an assessment that may become a lien against the member's separate interest enforceable by sale of the interest under Sections 2924, 2924b, and 2924c".

"Fees" and "chargeable service charges" shall have the meanings ascribed to each in the applicable work order or service agreement existing between the member and the Mutual.

WHEREAS, each request for a payment plan is approved or denied on a case-by-case basis after review by the Mutual Finance Committee;

WHEREAS, a Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement form is used to create an agreement between the Member and the

Mutual;

WHEREAS, the Mutual Finance Committee recommends a Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement form submitted by legal counsel to help reinforce collection activity that will occur if a member breaches the agreed upon payment plan for unpaid monetary penalties (or otherwise, fines), fees, or chargeable services charges; and

WHEREAS, the Mutual Finance Committee recommends recovering costs associated with monitoring a payment plan, including an administrative fee for every month the agreement is in effect shall be added to the Member's assessment account. Interest shall accrue on fees and chargeable services charges, if any, pursuant to the terms of the applicable work order or services agreement. No interest shall accrue on monetary penalties, unless or until a judgment is obtained by the Mutual for same.

NOW THEREFORE BE IT RESOLVED, on February 12, 2019, the Board of Directors of this Corporation hereby adopts the Monetary Penalties, Fees, and/or Chargeable Services Charges Payment Plan Agreement form, as attached to this Corporate record, initiating an administrative fee of \$25 per month and interest, as allowed; 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.

DECEMBER Initial Notification

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

Director Blackwell made a motion to approve a revised Payment Plan Agreement Form and adopt the resolution for a Payment Plan Fee Policy for Monetary Penalties, Fees, and Chargeable Services. The motion was seconded by Director Morrison.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed by a vote of 7-4-0 (Director Bastani, Torng, Armendariz, Margolis opposed).

Director Armendariz left the meeting at 11:20 am.

12b. Entertain a Motion to Adopt the Resolution for Revisions to Open House and Real Estate Uniform Signage Policy

Director Blackwell read the following resolution:

RESOLUTION 01-19-19
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, February 12, 2019, the Board of Directors of this Corporation hereby adopts 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

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

Director Blackwell made a motion to adopt the resolution for revisions to open

house and real estate uniform signage policy. The motion was seconded by Director Addington.

Discussion ensued among the Directors.

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

12c. Entertain a Motion to Adopt the Resolution for Revisions to Architectural Standard 22: Patio Slabs

Director Blackwell read the following resolution:

RESOLUTION 01-19-20
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, February 12, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

Director Blackwell made a motion to adopt the resolution for revisions to architectural standard 22: patio slabs. 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 9-0-0 Director Armendariz was absent for the vote.

Director Armendariz returned to the meeting at 11:40 p.m.

12d. Entertain a Motion to Adopt the Resolution for Revisions to Architectural Standard 25: Tubular Skylight Installations

Director Blackwell read the following resolution:

RESOLUTION 01-19-21
**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, February 12, 2019, that the Board of Directors of this Corporation hereby adopts 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

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

Director Blackwell made a motion to adopt the resolution for revisions to architectural standard 25: tubular skylight installations. 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 10-1-0 (Director Bastani opposed).

12e. Entertain a Motion to Adopt the Resolution to Rescind Architectural Standard 26: Solariums and Garden Rooms

Director Blackwell read the following resolution:

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, February 12, 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

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

Director Blackwell made a motion to adopt the resolution the resolution to rescind architectural standard 26: solariums and garden rooms. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion failed by a vote of 5-2-4 (Director Bastani, Armendariz opposed; Directors Achrekar, Addington, Margolis Torng abstain).

12f. Entertain a Motion to Approve the Resolution to Revise the Alteration Inspection Fees

Director Blackwell read the following resolution:

RESOLUTION 01-19-22
ALTERATION PROCESSING FEE POLICY

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, February 12, 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

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

Director Blackwell made a motion to approve the resolution to revise alteration inspections fees. 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 8-3-0 (Director Bastani, Torng, Armendariz opposed).

12g. Entertain a Motion to Approve the Resolution to Establish Alterations Conformance Deposit

Director Blackwell read the following resolution:

Resolution 01-19-23
PROPOSED 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, February 12, 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

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

Director Blackwell made a motion to approve the resolution to establish alterations conformance deposit. 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 10-1-0 (Director Armendariz opposed).

13. New Business

13a. Entertain a Motion to Introduce a Resolution for an Alteration Standard Plan Policy

Director Blackwell read the following resolution:

RESOLUTION 01-19-XX
STANDARD PLAN REVIEW POLICY

WHEREAS, the Village has 248 previously approved Standard Plans available for Members to use for alterations with an over-the-counter Mutual Consent without having to use the variance process or need further Board approval;

WHEREAS, The Architectural Control and Standards Committee (Committee) reviews numerous variance requests from members proposing to make alterations using a previously approved Standard Plan with minor variations;

WHEREAS, current policy requires all variations from a Standard Plan to be reviewed by the Committee;

WHEREAS, the Committee desires to simplify the approval process for alterations and minimize the time for review of these alterations; and

WHEREAS, the Committee directed Staff to create a policy pertaining to minor revisions to Standard plans for Members who are proposing to perform alterations to their units using a previously approved Standard Plan.

NOW THEREFORE BE IT RESOLVED, February 12, 2019, the Board of Directors introduces the Standard Plan Review Policy; and

RESOLVED FURTHER, architectural drawings shall be provided for all revisions to Standard Plans to the Alterations Department office for review and to determine if they meet the intent of this policy, including but not limited to, closets, windows, door style or placement;

RESOLVED FURTHER, Staff shall thoroughly review the submitted drawings. If Staff determines that the proposed alteration does not affect load bearing walls or alter the purpose of rooms as depicted on the Standard Plan, meets the intent of this policy, and conforms to all pertinent alteration policies, Staff may issue a Mutual Consent; and

RESOLVED FURTHER, if Staff determines that the proposed alteration does not meet the intent of this policy and the Member desires to pursue the proposed alteration, Staff shall process the request as a variance for review by the Committee; and

RESOLVED FURTHER, all proposals for revisions that are not considered minor or alter the exterior aesthetics of the Unit shall require Board approval via the variance process; and

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

FEBRUARY Initial Notification

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 an alteration standard plan policy for 28-day review. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

By unanimous consent, the Board introduced the resolution for 28-day review.

13b. Entertain a Motion to Introduce a Resolution to Amend the Care Provider Policy and Change the Name to Private Caregiver Policy

Director Blackwell read the following resolution:

RESOLUTION 01-19-XX
PRIVATE CAREGIVER POLICY

WHEREAS, Staff has recommended enhancements to the existing Care Provider Policy; and

WHEREAS, the Private Caregiver Policy will encompass part-time and long-term caregivers, whenever scheduled day or night and;

WHEREAS, the Private Caregiver Policy addresses caregivers irrespective of whether they are paid or not paid;

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that the Board

of Directors of this Corporation hereby introduces the "Care Provider Policy," and renames it "Private Caregiver Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-17-28 adopted February 14, 2017, is hereby superseded and canceled; and

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

FEBRUARY 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 Morrison made a motion to introduce the resolution to amend the care provider policy and change the name to private caregiver policy for 28-day review. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

Susan McInerney and Tim Moy answered questions from the Board.

Director Armendariz made a motion, seconded by Director Margolis, to "Call for the Vote" and it passed by a vote of 9-2-0 (Directors Blackwell/Achrekar opposed).

President Skillman called for the vote on the original motion to introduce the resolution for 28-day review and the motion passed by a vote of 7-4-0 (Directors Blackwell, Torng, Achrekar, Randazzo opposed).

13c. Entertain a Motion to Re-Introduce the Revised Payment Plan Agreement Form and a Resolution for a Payment Plan Fee Policy for Assessments

Director Blackwell read the following resolution:

RESOLUTION 01-19-XX
ASSESSMENT PAYMENT PLAN AGREEMENT

WHEREAS, any Member who is in arrears on a regular assessments is entitled to make a written request for a payment plan to the Board;

WHEREAS, each request for a delinquent assessment payment plan is approved or denied on a case-by-case basis after review by the Finance Committee;

WHEREAS, a Delinquent Assessment – Payment Plan form, which includes

several payment options and conditions, is used to create an agreement between the delinquent Member and the Mutual;

WHEREAS, the United Finance Committee recommends a revised Payment Plan Agreement Form with changes submitted by legal counsel to help reinforce collection activity that will occur if a member breaches the agreed-to payment plan for delinquent assessments; and

WHEREAS, the Finance Committee recommends recovering costs associated with setting up a payment plan.

NOW THEREFORE BE IT RESOLVED, on February 12, 2019, the Board of Directors of this Corporation hereby introduces revisions to the Delinquent Assessment - Payment Plan Agreement form, as attached to this Corporate record, and introducing a one-time setup fee of \$50; and

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

FEBRUARY Initial Notification

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 revised payment plan agreement form and the resolution for a payment plan fee policy for assessments for 28-day review. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

Directors Randazzo asked staff to change the interest to 10%.

Legal Counsel answered questions from the Board regarding the interest rate on Lien and Collection Policy.

Director Armendariz made a motion, seconded by Director Margolis, to refer this item back to Finance Committee. The motion passed by a vote of 6-5-0 (Directors Bastani, Addington, Achrekar, Skillman, Blackwell opposed).

13d. Entertain a Motion to Introduce a Resolution for an Administrative Fee for Damage Reimbursement

Director Blackwell read the following resolution:

RESOLUTION 01-19-XX
ADMINISTRATIVE FEE FOR DAMAGE REIMBURSEMENT

WHEREAS, pursuant to Civil Code §5855, the Mutual is required to hold hearings to impose any monetary charges to reimburse the Mutual for costs incurred in the repair of damage to common area or facilities caused by the actions or inactions of a member, his or her tenant, guest, invitee, or vendor;

WHEREAS, significant staff time is necessary to investigate, document, and prepare concise reports for Damage Reimbursement Hearings for damage caused by a member; and,

WHEREAS, the Mutual has seen an increase in administrative costs related to these damage reimbursement proceedings.

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that the Board of Directors hereby introduces the Damage Reimbursement Administrative Fee;

RESOLVED FURTHER, effective April 1, 2019, the administrative fee for costs related to damage reimbursement proceedings will be ten percent of the total reimbursement decision amount for all decisions of one thousand dollars or more;

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

FEBRUARY Initial Notification

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 administrative fee for damage reimbursement for 28-day review. The motion was seconded by Director Morrison.

Discussion ensued among the Directors.

The Board voted to introduce the resolution for 28-day review by vote of 10-1-0 (Director Armendariz opposed).

This item was removed from the Consent Calendar and moved to New Business.

13e. Consistent with its statutory obligations a subcommittee of the Board, consisting of the Treasurer and one other Board member, reviewed United Laguna Woods financial for the month of December 2018 and by this vote ratify this such review be confirmed in

this month's Board Member Open Session Meeting minutes.

Director Blackwell made a motion to approve review of the Mutual's prior month's financials on a monthly basis. The motion was seconded by Director Morrison

Jeff Beaumont, Esq. reviewed with the Board the purpose of this statute and the law that was passed on January, 2019. This item is required to be in compliant with the law.

Discussion ensued among the Directors.

Director Armendariz made a motion to retract the approval of this item from the minutes of January 8, 2019 Board meeting. Motion failed by lack of a second.

Director Margolis made a motion, seconded by Director Addington, to "Call for the Vote" and the motion passed by a vote of 10-1-0 (Director Armendariz opposed).

President Skillman called for the vote on the original motion and the motion passed by a vote of 7-3-1 (Director Armendariz, Bastani, and Margolis opposed, Director Tornig abstained).

Director Armendariz left the meeting at 1:30 p.m.

14. Committee Reports

14a. Report of the Finance Committee / Financial Report – Director Morrison showed a presentation on the Treasurer's Report and reviewed the resale and lease reports. The Committee met on January 29, 2019; next meeting will be March 26, 2019, 2:00 p.m. in the Sycamore Room

14b. Report of the Architectural Control and Standards Committee – Director Achrekar gave a report from the last Committee meeting. The Committee met on January 17, 2019; next meeting will be March 21, 2019, 9:30 a.m. in the Elm Room.

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

14d. Report of Member Hearings Committee - Director Achrekar gave a report from the last Committee meeting. The Committee met on January 24, 2019; next meeting will be February 28, 2019, 9:00 a.m. in the Board Room.

14e. Report of the Governing Documents Review Committee - Director Blackwell gave a report from the last Committee meeting. The Committee met on January 28, 2019; next meeting will be February 25, 2019, 1:30 p.m. in the Board Room.

14f. Report of the Landscape Committee - Director Blackwell gave a report from the last Committee meeting. The Committee did not meet in January, 2019; next meeting will be February 14, 2019, 9:00 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee - Director Randazzo. The Committee did not meet in January; next meeting will be February 27, 2019, 9:00 a.m. in the Board Room.

- Village Energy Task Force Charter – Director Randazzo gave a report from the last Task Force meeting. The Task Force met on January 9, 2019; next meeting will be March 6, 2019 at 1:30 p.m. in the Board Room.

14h. Report of the Resident Advisory Committee – Director Skillman encouraged residents to attend this Committee meeting. The Committee met on January 10, 2019; next meeting will be February 14, 2019, 4:00 p.m. in the Sycamore Room.

15. GRF Committee Highlights

15a. Report of the Finance Committee—Director Morrison gave highlights from the last Committee meeting. The Committee did not meet in January; next meeting will be February 20, 2019, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee—Director Torng gave highlights from the last Committee meeting. The Committee met on January 10, 2019; next meeting will be March 14, 2019, 1:30 p.m. in the Board Room.

15c. Report of the Landscape Committee—Director Blackwell gave highlights from the last Committee meeting. The Committee met on January 16, 2019; next meeting will be March 20, 2019, 1:30 p.m. in the Board Room.

15d. Report of the Maintenance & Construction Committee—Director Randazzo gave highlights from the last Committee meeting. The Committee did not meet in January, 2019; 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 gave highlights from the last Committee meeting. The Committee met on January 21, 2019; next meeting will be February 26, 2019, 9:30 a.m. in the Board Room.

15e. Report of the Mobility and Vehicles Committee—Director Addington gave highlights from the last Committee meeting. The Committee met on February 6, 2019; next meeting will be April 3, 2019, 1:30 p.m. in the Board Room.

15f. Report of the Security and Community Access Committee—Director Liberatore. The Committee did not meet in January, 2019; next meeting will be February 25, 2019, 1:30 p.m. in the Board Room.

- Laguna Woods Village Traffic Hearings – Director Addington summarized the results of the last traffic hearings. The Hearings were held on January 16, 2019; next hearings February 20, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.

15g. Disaster Preparedness Task Force—Director Achrekar gave highlights from the last

Committee meeting. The Task Force met on January 29, 2019; next meeting will be March 26, 2019, 9:30 a.m. in the Board Room.

16. Future Agenda Items

16a. Financial Guarantors

16b. Roles and Responsibilities

17. Director's Comments

- Several Directors welcomed the new CEO, Jeff Parker.
- Director Achrekar recommended that residents attend the Resident Advisory Committee to discuss issues in the Community.
- Director Torng requested that manor number be listed first on the screen during member comments.
- Director Bastani requested that the gate renovations be expedited.

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 2:12 p.m. into the Executive Session.

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

During the January 8, 2019, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) December 11, 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 5:15 p.m.


Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



STANDARD 22: PATIO SLABS

MAY 1996, RESOLUTION U-96-62

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

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

REVISED FEBRUARY 12, 2019, RESOLUTION 01-19-20

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Patio concrete slab must be at least 4" nominal thick 520-C-2500 concrete.
- 2.2** Patio concrete shall be placed on 4" aggregate base over compacted subgrade.
- 2.3** For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer.
- 2.4** For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C.
- 2.5** Slabs larger than 15' x 15' shall have control joints.
- 2.6** Patios shall have a non-slip troweled or broom finish.
- 2.7** Any unit wherein a wall or partial wall limits the extent of the original size of the slab, no extension in any direction will be permitted.
- 2.8** Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.
- 2.9** No slab extension may encroach into common area.
- 2.10** All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.



3.0 PREPARATIONS

- 3.1** In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.
- 3.2** No slab extension will be allowed that will restrict drainage.
- 3.3** No slab extension will be allowed in areas where access for maintenance is required.
- 3.4** In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.

4.0 SPRINKLER REVISIONS

- 4.1** Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.
- 4.2** No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.



STANDARD 25: TUBULAR SKYLIGHT INSTALLATIONS

SEPTEMBER 1995

REVISED SEPTEMBER 2003, RESOLUTION 01-03-131

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

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

REVISED FEBRUARY 12, 2019, RESOLUTION 01-19-21

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 DEFINITION

2.1 "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

2.2 Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

3.0 APPLICATIONS

3.1 Tubular skylight installer shall guarantee in writing, the watertight integrity of the skylight, tube and related roof area for 5 years from date of installation, and shall repair, without charge to owner, any such defects.

3.2 All roofing work shall be in strict conformance with current building codes and any applicable Mutual Standard Drawings.

3.3 No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.



- 3.4** Hypalon skirts will not be permitted as acceptable flashings.
- 3.5** All installations in flat roofs shall be as follows: PVC Cool roof, the skylight contractor must hire the Mutual roofing contractor to complete the tie-in to the roof deck.
- a.** Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
 - b.** Apply *Conprime asphalt primer to flashing and scraped/spudded roof surface and let dry.
 - c.** Apply Roofing Mastic to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.
- (First Ply/Base Ply)*
- d.** Apply *Conhesive at the rate of 2 gallons per 100 sq. ft. and cover with *MB25 base sheet, starting at vertical surface across the flashing and over roof surface to a point three (2) inches beyond the edge of the flashing.
- (Second and Third Ply)*
- e.** Apply a second ply of *MB25 2" beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the *MB25 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of *MB25 2" beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the *MB25 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in *Conhesive at the rate of 2 gallons per 100 sq. ft.
 - f.** Apply one layer of *MB Cap embedded in *Conhesive at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and allow the *MB25 to ooze out slightly onto the vertical surface and above the ply.



- g. Nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using roofing mastic and webbing. Float entire cap sheet surface with *Conhesive at the rate of 2 gallons per 100 sq. ft.
- h. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

3.6 Pitched Roofs: All pitched roof (over 3:12) installations shall be as follows:

- a. Asphalt Shingles: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection.
- b. Tile/Concrete: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection. All tiles shall be saw cut and not "broken to fit".
- c. Metal Shingles/Tiles: Laced into field as existing roof jacks are installed. No caulking will be used as primary water leak protection. All tiles shall be saw cut or sheared and not "broken or bent to fit".

3.7 Notification: Member/contractor must notify the Manor Alterations Department of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member and contractor are responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Manor Alterations Department.

3.8 Final Inspection: During the final inspection, should the Manor Alterations Department notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member/contractor will be responsible for the proper repair(s).

3.9 ASBESTOS: Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) and contractor(s) must meet or



exceed requirements of federal, state and local government regarding asbestos removal procedures.

TUBULAR SKYLIGHT INSTALLATION SPECIFICATIONS

(Prepared 7/26/00)

(Revised 9/9/03)

APPLICATIONS

Contractor shall guarantee in writing, watertight integrity of the tubular skylight and related roof area for (5) five years from date of installation, and shall repair, without charge to owner, any such defects.

All alterations to Mutual structures require the issuance of a VMS Mutual Consent for Manor Alteration and VMS Staff inspection.

All roofing work shall be in strict conformance with current building codes and any applicable standard drawings.

No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, cricket, gravel stop, ridge, valley or vertical structure.
All tubular skylight flashings are required to be min. 8" in height.

All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.

All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.

FLAT ROOFS

Built-Up Roofing

10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs in United Mutual.



All BUR tubular skylight flashings are required to have a 2" metal extension turret installed, set in polyurethane sealant, to meet Mutual Standards for height requirements.

- a. Spud back the perimeter around the Spun Aluminum Flashing edge a minimum of 10" and maximum of 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- b. Apply *Celotex Asphalt Primer to Spun Aluminum Flashing and scraped/spudded roof surface and let dry.
- c. Apply Roofing Mastic to base of Spun Aluminum Flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring 10" on center with 1-1/4" e.g. galvanized roofing nails.
- .
(First Ply/Base Ply)
- d. Apply *S.I.S. Roof Adhesive (Cold Application) at the rate of 2 gallons per 100 sq. ft. and cover with * VaporBar GB #25 Base Sheet, starting at tubular skylight vertical surface across the flashing and over roof surface to a point 2" beyond the edge of the flashing.
- .
(Second and Third Ply)
- e. Apply a second ply of *Celo-Glass IV 2" beyond the perimeter of the base ply and continue across roof, terminating at tubular skylight vertical surface, allowing the *S.I.S. Roof Adhesive to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of *Celo-Glass IV 2" beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the *S.I.S Roof Adhesive to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in *S.I.S. Roof Adhesive at the rate of 2 gallons per 100 sq. ft.
- f. Apply one layer of *Celo-glass Cap Sheet embedded in *S.I.S. Roof Adhesive at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the tubular skylight vertical surface across the newly installed plies, to a point 8" away from the flashing edge and allow



the *S.I.S. Roof Adhesive to ooze out slightly onto the vertical surface and above the ply.

- g. Apply a 3 course application (mastic/webbing/mastic) over cap sheet edge using roofing mastic and webbing.

PITCHED ROOFS

Asphalt Composition Shingles

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in United Mutual.

- a. **Pitched Metal Flashing:** The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be laced into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. **Metal Turret Extension:** Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philips-head, self-tapping stainless steel screws.
- c. **Turret Shroud:** Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

Concrete & Clay Tile

10" tubular skylights are the only size units approved for installation on all tile roofs in United Mutual.

- a. **Counterbase Flashing:** injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.



1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counterbase Flashing.
- b. **Secondary Flashing:** Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.

Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.

- d. **Turret Shroud:** shall be installed onto Secondary Flashing and Turret Extension.
- e. No caulking will be used as primary water leak protection.
- f. All tiles shall be saw cut and not "broken to fit".

Metal Shingles

10" tubular skylights are the only size units approved for installation on all tile roofs in United Mutual. Single flashing permitted only on metal shingle roofs.

- a. **Counterbase Flashing:** injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
- b. **Polypropylene Turret Extension:** shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philips head, self-tapping stainless steel screws.
- c. **Turret Shroud:** shall be installed onto Flashing and Turret Extension.



- d. All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

Notification: Member/contractor must notify the Alterations Division of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member and contractor are responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal as determined by the Alterations Division.

Final Inspection: During the final inspection, should the Alterations Division Inspector notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member/contractor will be responsible for the proper repair(s).

ASBESTOS: Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) and contractor(s) must meet or exceed requirements of federal, state and local government regarding asbestos removal procedures.

*** Product references, such as Conglas products, may be substituted for by equal or better product. All substituted products require approval from the Alterations Division.**



Laguna Woods Village®

Alteration Fee Schedule

(PROPOSED)

Mutual Consent for alteration(s) fee schedule

For items not listed, please call the Alterations Department at 949-597-4616

alterations@vmsinc.org

Visit www.lagunawoodsvillage.com for Mutual Standards and Standard Plans

All items require HOA Mutual Consent for manor alterations; city permit required as shown.

All construction, with a value of \$500 or greater, is subject to a refundable \$250 conformance deposit.

Unauthorized Alteration Fee	\$300
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Variance Processing Fee	\$150
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\$50 alteration processing fee	
Alteration Type	City Permit Required
Acoustic ceiling removal	Yes
Awnings (standard, less than 54")	No
Awnings (powered)	Yes
Air conditioner, central (replacement)	Yes
Bath tub replacement	Yes
Block walls (less than 4 feet high)	No
Block walls (more than 4 feet high)	Yes
Planter wall	No
Dishwasher	Yes
Doors revisions (exterior)	Yes
Electrical	Yes
Exhaust fan	Yes
Fences and gates	No
Floor coverings (exterior)	No
Flooring (vinyl)	Yes
Gutters and downspouts	Yes
Metal drop shades	No
Modesty panels (balcony)	No
Patio slab revision	No
Patio wall revision	No
Plumbing (Minor)	No
Soft water system	Yes
Soft water system (connected to water heater)	Yes
Storage cabinets (carport)	No
Shades (roll-up)	No

Inspection fees based on value	
Alteration Type	City Permit Required
Air conditioner (through the wall)	Yes
Bathroom addition (split)	Yes
Central heating & air (new)	Yes
Covers (atrium, balcony, patio) Replace or New	Yes
Doors (new)	Yes
Enclosures atrium/balcony/patio	Yes
French doors (new)	Yes
Garden room/solarium	Yes
Heat pumps (through the wall)	Yes
Man doors (new)	Yes
Plumbing (new or relocation)	Yes
Room addition	Yes
Shower to shower	Yes
Skylights	Yes
Sliding glass doors (new)	Yes
Sliding glass door (retrofit)	Yes
Solatubes	Yes
Solar panels	Yes
Tub to shower	Yes
Wall revisions	Yes
Washer and dryer	Yes
Water heater (relocation)	Yes
Windows (new construction)	Yes
Windows (retrofit)	Yes

Inspection fee schedule	
Valuation	Fee
Less than \$750	\$50
\$750 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700