



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

**Tuesday, June 11, 2019, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Reza Bastani

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Chuck Holland, Chris Spahr, Tim Moy, Betty Parker, Cheryl Silva and Daniel Hillburn

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

3. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

Director Randazzo made a motion to approve the agenda. The motion was seconded by Director Achrekar.

President Skillman called for the vote and the motion passed unanimously.

5. Approval of Minutes

a. May 14, 2019 – Regular Open Session

Director Blackwell made a motion to approve the minutes of May 14, 2019, Regular

Open Session. The motion was seconded by Director Armendariz.

The United Regular Open Session minutes of May 14, 2019, were approved without objection.

6. Report of the Chair

President Skillman addressed the upcoming election season; nominations start in July, 2019. An informational meeting for prospective Board candidates will be held on June 18 at 5 p.m. in the Board Room

7. Open Forum

Members made comments regarding the following:

- A Member apologized to staff for her behavior and requested a waiver of the monetary fine due to financial hardship.
- A Member asked for an update on the dust from the trail near his manor caused by the landscaping vehicles and complained of transients jumping over the fence near his unit.
- A Member commented about the need to keep the landscape looking beautiful for prospective buyers and realtors who come to visit the community.
- A Member asked whether an arm will be installed on Gate 4 and voiced opposition to the installation of an arm.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments:

- Director Skillman commented that the City will not allow the Board to install barbed wire along the fences; the Board intends to install shepherd's crook fencing when it has the resources.
- Several Directors thanked the Member for her apology and recommended that Residents come to the Board if they have complaints.
- Several Directors addressed the issue of transients jumping over the existing shepherd's crook fencing around the perimeter of the Community. Resident should call Security if they witness this activity. The Board will ask Security to patrol the known areas.
- Several Directors agreed that landscape beautification is important in the Community.
- Director Achrekar encouraged residents to come to the Resident Advisory Committee on Thursday.
- Director Torng commented that the gate arm at Gate 4 will be addressed at the next Committee meeting.
- Director Blackwell commented that the Landscape Committee is looking into the dust on the trail created by the Landscape vehicles.

a. Follow-up from the May 14, 2019, Board Meeting Open Forum – Director Margolis

- Dust created by the Landscape vehicles is being addressed by the Landscape Department. They are looking into installing decomposed wood chips and gravel along the trail.
- The Board voted to decrease the size of signs posted in laundry rooms.
- Tables in need of repair are being replaced in the clubhouses.

Chuck Holland, Director of Media and IT, addressed the Gate 4 issue. There currently is no gate arm at this location; however, after construction a gate fence will be installed that will remain open during the day and closed at night.

9. Update from VMS - Director Stone

Director Stone provided highlights from the May VMS Board Meeting. The VMS Board voted to meet once a month on the 3rd Wednesday of the month and schedule closed sessions as needed. The VMS Board's goal is to implement advances in new technology. She showed a presentation on Broadband Services and Channel Lineup.

Director Stone answered questions from the Board.

10. CEO Report

CEO Jeff Parker reported on the following subjects:

- Gate retrofit is complete for gates 3 and 7. Gates 1 and 9 are closed until Monday, June 17 for RFID retrofit. Construction will begin on Monday, June 24 for Gates 4 and 10, and Gate 14 will be next.
- Upcoming events: Village Centenarian Project, Friday, June 28 from 2 to 3:30 p.m. at the Community Center Board Room; Grandparents' Fun Day on Saturday, August 3 and the 4th of July celebration in the Community.
- The Orange County Registrar of Voters will hold a town hall meeting to discuss vote centers and Orange County's new voting system in Laguna Woods Village on Friday, June 21, in Clubhouse 5 from 10 a.m. to noon.
- Cul-de-sac asphalt crack fill work scheduled to begin on June 10-12.
- GRF Budget Meetings on Fees and Capital Improvement Projects (CIP). GRF Board voted to maintain the shared services concept and the shared cost percentage changed slightly. On CIP, the GRF Board made some cuts in the budget which will only result in a \$1 increase in assessments.

Jeff Parker answered questions from the Board.

President Skillman commented about the GRF Budget meetings yesterday.

11. Consent Calendar

11a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual financials for the month of April 2019, and such review is hereby ratified. A copy of the confirmation form was passed out to Directors.

Director Torng made a motion to approve the Consent Calendar. The motion was seconded by Director Blackwell.

Discussion ensued among the Directors.

Director Armendariz made a motion to remove agenda item 11a from the consent calendar. The motion was seconded by Director Margolis.

President Skillman called for the vote to remove agenda item 11a from the consent calendar and discuss this item under unfinished business as agenda item 12d. The motion passed unanimously.

12. Unfinished Business

12a. Entertain a Motion to Adopt a Resolution for Changes to the Mutual's Smoking Policy.

Director Blackwell read the following resolution:

RESOLUTION 01-19-xx **NON-SMOKING POLICY**

WHEREAS, the Governing Documents Review Committee has recommended adopting a Non-Smoking Policy, to fairly and reasonably address smoking in Laguna Woods Village; and

WHEREAS, United Laguna Woods Mutual has received numerous complaints from various residents concerning odors and annoyance in and around manors caused from residents second-hand smoke and smoke infiltration;

NOW THEREFORE BE IT RESOLVED, June 11, 2019, that the Board of Directors of this Corporation hereby adopts the revised "Non-Smoking Policy," as attached to the official minutes of this meeting.

RESOLVE FURTHER, that Resolution 01-17-54 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.

MAY Initial Notification

28 day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to adopt the resolution for changes to the Mutual's smoking policy. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion failed by a vote of 5-5-0 (Director Addington, Liberatore, Randazzo, Margolis, Achrekar opposed).

12b. Entertain a Motion to Adopt a Resolution for Updates to the Policy for Distribution of Material by Residents and Resident Organizations

Director Blackwell read the following resolution:

RESOLUTION 01-19-48
**POLICY FOR DISTRIBUTION OF MATERIALS BY RESIDENTS
AND RESIDENT ORGANIZATIONS**

RESOLVED, June 11, 2019, the Board of Directors of this Corporation hereby amends the following policy for the distribution of publications, advertisement, announcements, campaign material, petitions, and related printed literature (hereinafter "Material") by residents or resident organizations on property owned and managed by the United Laguna Woods Mutual; and

RESOLVED FURTHER, any materials for social, political, educational, or non-commercial purposes, including petitions to gather signatures, to be distributed to United Mutual residents shall bear identification as to its source and any individual or entity distributing such material shall comply with all of the following conditions:

1. Distribution of Material

Door-to-door distribution of Material shall be permitted, as long as the act of distributing such Material does not rise to the level of creating a nuisance for Laguna Woods Village residents.

- a. Material that is distributed door-to-door may be **secured** under the doormat or near the thresholds of front doors or hung from doorknobs but may not be placed in USPS delivery points, or left on vehicles anywhere.
- b. Closed gates may not be opened.

2. Petitions

- a. Only Mutual Members, or their designated agents, are permitted to gather signatures on petitions.
- b. The petition must remain in the possession of the signature gatherer (there can be no unattended petitions).

3. Posting of Material - Postings that do not comply with these rules will be subject to removal.

- a. Posting locations are limited to those areas reserved for posting, such as Laundry Room bulletin boards and are available only for residents.
- b. Only one posting per subject matter, per organization, or per candidate, is allowed.
- c. The size of a posting in the laundry rooms shall not exceed 5.5" by 8.5" **(one half page)** to allow space for other postings.
- d. Each posting by a resident, or resident organization, must identify the posting individual's name, and posting date.
- e. Any Material considered lewd or vulgar will be subject to removal.

- f. All non-election postings shall be removed after thirty (30) days after the posting date. For election postings, removal after the election date.
- g. All Material must comply with federal, state, and community laws.
- h. Removing postings of others is prohibited.

4. Knocking on Doors

- a. Knocking on doors or ringing of doorbells to contact residents is only permitted weekdays from 10 a.m. to dusk, excluding national holidays.
- b. "No Solicitation" or "Do Not Disturb" signs must be honored.

NOW THEREFORE BE IT RESOLVED, that Resolution 01-15-03 approved on January 13, 2015; 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 the purpose of this resolution.

May Initial Notification

28 day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to adopt a resolution for a policy for distribution of materials by residents and resident organizations. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

Director Armendariz moved the previous question.

President Skillman called for the vote and the motion passed unanimously.

12c. Entertain a Motion to Adopt a Resolution to Revise Standard 18: Gutters and Downspouts

Director Blackwell read the following resolution:

RESOLUTION 01-19-49
REVISE ALTERATION STANDARD 18: GUTTERS AND DOWNSPOUTS

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

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, June 11, 2019, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 18: Gutters and Downspouts, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-113, adopted November, 2018, is hereby superseded and cancelled; and

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

MAY Initial Notification

28 day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

Director Blackwell made a motion to adopt the resolution to revise standard 18: gutters and downspouts. The motion was seconded by Director Armendariz.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed unanimously.

12d. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual financials for the month of April 2019, and such review is hereby ratified. A copy of the confirmation form was passed out to Directors.

Director Randazzo made a motion, seconded by Director Torng, to approve the financial review.

Discussion ensued among the Directors.

Due to not completing the financial review, Director Torng withdrew his signature.

Director Liberatore called for the orders of the day.

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

13. New Business

13a. Entertain a Motion to Approve a Resolution to Discontinue the Use of Herbicides Containing the Chemical Glyphosate and Approve an Unbudgeted Expense of \$15,000 for Alternative Herbicide Products

Director Blackwell read the following resolution:

RESOLUTION 01-19-50
Alternative Herbicides

WHEREAS, in response to concerns from the community regarding the safety of the herbicide Roundup® and its main ingredient glyphosate, the Board directed Staff to investigate the potential use of viable alternative products;

WHEREAS, Staff has determined that viable alternatives exist and are as efficacious as glyphosate; and

WHEREAS, on April 11, 2019, the Landscape Committee recommended to eliminate the use herbicide Roundup® and its main ingredient, glyphosate, within the Mutual;

NOW THEREFORE BE IT RESOLVED, June 11, 2019, the Board of Directors does hereby eliminate the use of glyphosate based products within the Mutual;

RESOLVED FURTHER, the Board of Director's authorizes an unbudgeted expenditure of \$15,000 from the Operating Fund for the increased cost of alternative herbicides;

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

Director Blackwell made a motion to approve the resolution to discontinue the use of herbicides containing the chemical glyphosate and approve an unbudgeted expense of \$15,000 for alternative herbicide products. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

President Skillman called for the vote and the motion passed unanimously.

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 May 28, 2019; next meeting will be July 30, 2019, 2:00 p.m. in the Sycamore Room

Director Torng was removed from the meeting because he continued to speak “out of order”.

14b. Report of the Architectural Control and Standards Committee – Director Achrekar gave a report from the last Committee meeting. The Committee did not meet in May, 2019; next meeting will be June 20, 2019, 9:30 a.m. in the Elm Room.

Director Armendariz left the meeting.

14c. Report of the Communications Committee – Director Blackwell discussed the publication from United for the July edition of The Breeze. Next meeting TBA.

14d. Report of Member Hearings Committee (closed session) – Director Achrekar gave a report from the last Committee meeting. The Committee met on May 23, 2019; next meeting will be June 27, 2019, 9:00 a.m. in the Sycamore Room.

14e. Report of the Governing Documents Review Committee – Director Blackwell gave a report from the last Committee meeting. The Committee discussed committee advisor policy, the difference between a Task Force and a Committee, lenders application. The Committee will discuss a move-in/move-out flyer at the next meeting. The Committee met on May 28, 2019; next meeting will be June 24, 2019, 10:00 a.m. in the Sycamore Room.

14f. Report of the Landscape Committee – Director Blackwell gave a report from the April Committee meeting. The Committee discussed the resolution to discontinue use of glyphosate. The Landscape department has been reorganized. The Committee did not meet in May 2019; next meeting will be June 13, 2019, 10:00 a.m. in the Board Room.

14g. Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee discussed ongoing projects, water detection devices and solar power. The Committee did not meet in May, 2019; next meeting will be June 26, 2019, 9:00 a.m. in the Board Room.

14h. Report of the Resident Advisory Committee – Director Achrekar encouraged residents to attend the next Committee meeting to resolve any issues they have in the Community. The Committee met on May 16, 2019; next meeting will be June 13, 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 May 2019; next meeting will be June 19, 2019, 1:30 p.m. in the Board Room.

15b. Report of the Community Activities Committee – Director Margolis gave highlights from the last Committee meeting. She commented that fees should be addressed by the Community Activities Committee. The Committee met on May 9, 2019; next meeting will be July 11, 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 decided to meet quarterly. The Committee met on May 15, 2019; next meeting will be August 14, 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 discussed ongoing projects and the potential for tennis center renovation costs. The Committee did not meet in May 2019; next meeting will be June 12, 2019, 9:30 a.m. in the Board Room.

15e. Village Energy Task Force Charter – Director Randazzo gave a report from the last Task Force meeting. The Task Force met on May 1, 2019; next meeting will be July 3, 2019 at 1:30 p.m. in the Board Room.

15f. Report of the Media and Communication Committee – Director Blackwell gave highlights from the last Committee meeting. The Committee discussed Broadband Channel Lineup. The Committee met on May 20, 2019; next meeting will be June 17, 2019, 1:30 p.m. in the Board Room.

15g. Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last Committee meeting. The Committee discussed the new buses that are provided under federal grants. The transportation consultant reported on ridership data and an updated transportation study. The Committee met on June 5, 2019; next meeting will be August 2, 2019, 1:30 p.m. in the Board Room.

15h. Report of the Security and Community Access Committee – Director Liberatore commended Security Director Tim Moy. The Committee did not meet in May 2019; next meeting will be June 24, 2019, 1:30 p.m. in the Board Room.

15i. Laguna Woods Village Traffic Hearings – Director Torng was not present to summarize the results of the last traffic hearings. The next hearings will be on June 24, 2019, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.

15j. Disaster Preparedness Task Force – Director Achrekar gave highlights from the last Committee meeting. The Task Force provided an update on the gates, discussed keychain safety whistles, ham radio testing, the need for Good Neighbor Captains and fire avert devices. The next CPR training will be held on Saturday July 13 in Clubhouse 3. The Task Force met on May 28, 2019; next meeting will be July 30, 2019, 9:30 a.m. in the Board Room.

16. Future Agenda Items

- 16a.** Approve the Committee Advisor Qualifications, Procedures and Policy
16b. VMS Roles and Responsibilities

Director Armendariz returned to the meeting.

17. Director's Comments

- Director Achrekar commented that the Board should conduct business without an accusatory tone.
- Director Armendariz commented about the financial report and the importance of complying with the California Civil Codes.

18. Recess - *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The meeting recessed at 12:05 p.m. into the Executive Session.

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

During the May 14, 2019, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) April 9, 2019 – Regular Closed Meeting

Discussed Member Disciplinary Cases


Discussed and Considered Contractual Matters

Discussed Personnel Matters

Discussed and Considered Legal and Litigation Matters

19. Adjourn

The meeting was adjourned at 2:55 p.m.



Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

ATTACHMENT 2



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

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 NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 11, 2019, RESOLUTION 01-19-49

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Gutters must be a minimum 5" wide, measured at the top.
- 2.2** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.3** Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.
- 2.4** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.5** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.
- 2.6** Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.

- 2.7** Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.8** All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.9** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.10** Downspouts are required to be 3" x 4" and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.

The ends of downspouts must drain into a proper drainage system such as a drywell, or onto pavement, or a splash block that routes the water at least five feet downhill from the foundation of the building and onto properly graded soil.

- 2.11** Drywells must be five feet away from buildings, if possible.