



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

**Tuesday, December 10, 2019, 9:30 a.m.
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Juanita Skillman, Cash Achrekar, Elsie Addington, Neda Ardani, Reza Bastani, Brian Gilmore, Anthony Liberatore and Manuel Armendariz and Andre Torng (via telephone)

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; and Cheryl Silva

Others Present: VMS: Dick Rader, Mary Stone and Dorothy Pacella

1. Call Meeting to Order/Establish Quorum

President Margolis 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

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

4. Approval of Agenda

Director Armendariz made a motion to approve the agenda as presented. Director Randazzo seconded the motion.

Discussion ensued among the directors.

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

5. Approval of Minutes

- a. October 31, 2019—Agenda Prep
- b. November 12, 2019—Regular Open Session

Director Randazzo made a motion to approve the minutes of October 31, 2019, Agenda Prep. The motion was seconded by Director Armendariz.

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

Director Armendariz made a motion to approve the minutes of November 12, 2019, Regular Open Session. The motion was seconded by Director Randazzo.

Discussion ensued among the directors.

Director Achrekar requested changes to the minutes.

President Margolis called for the vote and the motion passed by a vote of 9-1-1 (Director Achrekar opposed, Director Torng was absent for the vote).

6. Report of the Chair

President Margolis commented about the time that it takes to prepare for Board meetings. She acknowledged Cheryl Silva, Corporate Secretary, for her dedication and hard work for the Board. The Board presented Ms. Silva with a card and fruit basket.

7. Open Forum

Members made comments regarding the following:

- A Member commented on the benefits of Laguna Woods Foundation, the foundation can help provide information about financial assistance programs;
- A Member commented problems with the lift to get to the upstairs units near her manor;
- A Member commented about the need for a bus bench for people to wait for a ride near her manor;
- Two Members commented about the discord among the board members and thanked the board for their hard work;
- A Member encouraged residents to donate to the Village Community Fund and asked for member suggestions;
- A Member spoke in favor of appointing Mary Stone to the VMS Board because of her experience in the community;
- A Member spoke in favor of the Handyman Project.

8. Responses to Open Forum Speakers

Several Directors responded to Member comments:

- CEO responded that staff will follow-up on the lift and bench issues to see what needs to be done;
- Director Achrekar responded to the discord comment and thanked Diane Phelps and Chris Collins for their work on the Community Village Fund and Laguna Woods Village Foundation;
- Director Randazzo asked Chris Collins to repeat the phone numbers for the Laguna Woods Village Foundation and the other financial assistance programs for the audience.

a. Follow-up from the November 12, 2019, Board Meeting Open Forum –

Director Ardani

Director Ardani commented that four members commented last meeting and do not require follow-up.

9a. Update from VMS - Director Rader

Director Rader gave a presentation from the VMS Board Meeting and discussed goals of the VMS Board. Some of the VMS Board accomplishments and achievements include:

- Human Resources has done a great job recruiting highly qualified staff;
- VMS has improving customer service;
- Customer service requests are tracked;
- Work orders are completed in a timely fashion;
- New energy saving projects;
- Replacement of Roundup with an alternative weed killer;
- Recreation Department has increased activities at Clubhouse 3 and the Equestrian Center;
- Security has done a good job keeping the community safe;
- Emergency Preparedness program has been implemented;
- Architectural Manor Alterations have been standardized;
- Broadband programming changes has been reduced costs;
- Social Services Department has added services;
- Key Performance Indicators for each department have been added;
- VMS Board is devoted to meeting the needs of the community.

Director Rader thanked the VMS staff for their hard work.

9b. United Mutual/VMS Board Director Candidate Appointment (Term Ending 2022)

Candidate Introduction, Candidate Statement, Candidate Interview, Secret Ballot and Announce New Board Member. New United/VMS Board Member to be seated at the VMS Annual Meeting on Wednesday, December 18, 2019 at 9:00 a.m. in the Sycamore Room.

Legal Counsel made a statement about the process for appointing members to the VMS Board which is in accordance with the bylaws.

Discussion ensues among the Directors about the rules of the election.

President Margolis introduced the candidates running for the United/VMS Board position:

- Bradford Park
- Cynthia Rupert
- Abodol Riahi; was not present
- Mary Stone

The candidates gave their candidate statement and answered questions from the Board.

The Board voted by secret ballot.

President Margolis announced that Cynthia Rupert was appointed to serve as the new United Mutual/VMS Board Director (term ending 2022) and she will be seated at the

VMS Annual Meeting on December 18, 2019.

The ballot count was requested by the audience, and was granted. The count was 5 votes for Cynthia Rupert, 2 votes for Abdol Riahi, and 4 votes for Mary Stone.

10. CEO Report

CEO Jeff Parker and COO Siobhan Foster reported on the following subjects:

- The Village 2020 Business Plans has been mailed out to residents;
- The holiday hours at VMS and GRF facilities are posted on the website;
- Monthly Bulky Trash Item Collection Schedule is posted on the website, bulky items can be placed by your nearest trash enclosure the night prior no later than 7 a.m. on the third Saturday of each month;
- Landscape picks up curbside live trees and recycles them into mulch for use throughout the Village. Trees will be picked up on Fridays starting December 27;
- Transportation enhancements will begin in January 2020. Two important informational meetings will be held in December for the new Transportation services coming to the Village in January: Tuesday, December 17, 1 p.m. at the Towers Lortscher Hall and Wednesday, December 18, 10 a.m. at Clubhouse 1 Main Lounge;
- SCE Issues Local Aerial Inspection Notice. Inspection will be occurring by drones over the next few weeks by SCE. This has been approved by Security;
- A New Search tool has been added on website;
- Holiday transportation schedule is available on the website;
- 31 RV parking spaces are available.
- Strategic Retreat Results
 - 3 year goals
 - 21 new goals under these categories
 - United Board and leadership be kept informed

11. Consent Calendar

11a. Finance Committee Recommendations:

- (1) Approval of Resolution to Record Lien against Member ID# 947-387-32;

RESOLUTION 01-19-90 **RECORDING OF A LIEN**

WHEREAS, Member ID 947-387-32; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the

Board of Directors hereby approves the recording of a Lien for Member ID 947-387-32 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.

(2) Approval of Resolution to Record Lien against Member ID# 947-423-15;

RESOLUTION 01-19-91
RECORDING OF A LIEN

WHEREAS, Member ID 947-423-15; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-423-15 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.

(3) Approval of Resolution to Record Lien against Member ID# 947-371-10;

RESOLUTION 01-19-92
RECORDING OF A LIEN

WHEREAS, Member ID 947-371-10; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-371-10 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.

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

RESOLUTION 01-19-93
RECORDING OF A LIEN

WHEREAS, Member ID 947-407-49; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-49 and;

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

- (5) Approval of Resolution to Record Lien against Member ID# 947-372-06;

RESOLUTION 01-19-94
RECORDING OF A LIEN

WHEREAS, Member ID 947-372-06; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-06 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.

- (6) Approval of Resolution to Record Lien against Member ID# 947-408-42;

RESOLUTION 01-19-95
RECORDING OF A LIEN

WHEREAS, Member ID 947-408-42; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-408-42 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.

- (7) Approve Resolution to File in Small Claims Court against Member ID# 947-408-33;

RESOLUTION 01-19-96
FILING OF SEPARATE SMALL CLAIMS COURT CASE

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (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, December 10, 2019 that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 947-408-33 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.

- (8) Approve Resolution to File in Small Claims Court against Member ID# 947-405-32;

RESOLUTION 01-19-97
FILING OF SEPARATE SMALL CLAIMS COURT CASE

WHEREAS, the Finance Committee recommends filing separate Small Claims

Court cases of \$2,500 (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, December 10, 2019 that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 947-405-32 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.

- (9) Approve Resolution to File in Small Claims Court against Member ID# 947-405-27

RESOLUTION 01-19-98
FILING OF SEPARATE SMALL CLAIMS COURT CASE

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (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, December 10, 2019 that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 947-405-27 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.

- (10) Approve Resolution to File in Small Claims Court against Member ID# 947-388-42

RESOLUTION 01-19-99
FILING OF SEPARATE SMALL CLAIMS COURT CASE

WHEREAS, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (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, December 10, 2019 that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 947-388-42 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.

11b. Resolution to Update United Mutual and GRF Committee Appointments

Resolution 01-19-100

United Laguna Woods Mutual Committee Appointments

RESOLVED, December 10, 2019, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Brian Gilmore, Chair

Reza Bastani

Carl Randazzo

Elsie Addington

Non-Voting Advisors: Michael Mehrair, Janey Dorrell, Walt Ridley

Communications Committee

Juanita Skillman, Chair

Elsie Addington

Non-Voting Advisors: Maggie Blackwell

Finance Committee

Elsie Addington, Chair

Sue Margolis

Carl Randazzo

Anthony Liberatore

Brian Gilmore

Financial Review Task Force

Elsie Addington

Brian Gilmore

Governing Documents Review Committee

Andre Torng, Chair

Juanita Skillman

Manuel Armendariz

Sue Margolis

~~Neda Ardani~~

Reza Bastani

Non-voting Advisors: Bevan Strom, **Mary Stone**

Landscape Committee

Manuel Armendariz, Chair

Anthony Liberatore

Andre Torng
Non-Voting Advisor: Catherine Brians

Maintenance and Construction Committee

Carl Randazzo, Chair
Cash Achrekar
Reza Bastani
Elsie Addington
Brian Gilmore
Non-voting Advisor: Ken Deppe, Walter Ridley, Janey Dorrell

Members Hearing Committee

Anthony Liberatore, Chair
Juanita Skillman
Andre Torng
Neda Ardani

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Neda Ardani, Chair
Cash Achrekar
Juanita Skillman
Non-voting Advisors: Kay Anderson, Nancy Lannon

Handyman Task Force

Cash Achrekar, Chair
Juanita Skillman
Elsie Addington
Carl Randazzo
Anthony Liberatore
Non-voting Advisors: Nancy Lannon, Janey Dorrell and Ester Wright

RESOLVE FURTHER that all directors are considered alternate members of each committee ("Alternate"). Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than **two (2)** consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-19-75, adopted October 14, 2019, 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 01-19-101
Golden Rain Foundation Committee Appointments

RESOLVED, December 10, 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:

GRF Business Planning

Sue Margolis
Manuel Armendariz
Elsie Addington, Alternate

GRF Community Activities

Juanita Skillman
Andre Torng
Elsie Addington, Alternate

GRF Finance

Sue Margolis
Elsie Addington
Manuel Armendariz, Alternate

Purchasing Ad Hoc Committee (new)

Carl Randazzo
Manuel Armendariz
Brian Gilmore, Alternate

GRF Landscape Committee

Manuel Armendariz
Andre Torng
Neda Ardani, Alternate

GRF Maintenance & Construction

Carl Randazzo
Reza Bastani
Brian Gilmore, Alternate

PAC Renovation Task Force

Carl Randazzo
Juanita Skillman

Sue Margolis, Alternate

GRF Media and Communications Committee

Juanita Skillman
Elsie Addington
Neda Ardani, Alternate

GRF Mobility and Vehicles Committee

Elsie Addington
Reza Bastani
Brian Gilmore, Alternate

GRF Security and Community Access

Neda Ardani
Cash Achrekar
Brian Gilmore, Alternate

Disaster Preparedness Task Force

Cash Achrekar
Neda Ardani
Reza Bastani, Alternate

Laguna Woods Village Traffic Hearings

Elsie Addington
Neda Ardani, Alternate

Town Hall Meetings

As Needed

Village Energy Task Force

Carl Randazzo
Brian Gilmore

RESOLVED FURTHER, that Resolution 01-19-76, adopted October 14, 2019, 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.

- 11c.** 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 October 2019, and such review is hereby ratified.

Director Achrekar made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Ardani.

President Margolis called for the vote on the Consent Calendar and the motion passed 9-1-1 (Director Armendariz opposed, Director Bastani abstained).

12. Unfinished Business

12a. Entertain a Motion to Introduce for Revised Alteration Standard 27: Soft Water Units

Director Randazzo read a synopsis of the following resolution:

RESOLUTION 01-19-102 REVISED ALTERATION STANDARD 27: SOFT WATER UNITS

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 27: Soft Water Unit.

NOW THEREFORE BE IT RESOLVED, December 10, 2019 that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 27: Soft Water Unit, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-16-08, adopted January 2016, 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

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

Director Randazzo made a motion to adopt a resolution to revise alteration standard 27: soft water units. The motion was seconded by Director Gilmore.

Discussion ensued among the Directors.

President Margolis called for the vote and the motion passed by a vote of 9-0-0 (directors Armendariz and Torng were absent for the vote).

12b. Entertain a Motion to Introduce for Revised Alteration Standard 30: Water Heater Relocation

Director Randazzo read a synopsis of the following resolution:

RESOLUTION 01-19-103
REVISED ALTERATION STANDARD 30:
WATER HEATER RELOCATION

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 30: Water Heater Relocation.

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 30: Water Heater Relocation, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-16-08, adopted January 2016, 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

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

Director Randazzo made a motion to adopt a resolution to revise alteration standard 30: water heater relocation. The motion was seconded by Director Gilmore.

Discussion ensued among the Directors.

President Margolis called for the vote and the motion passed by a vote of 9-0-0 (Directors Armendariz and Torng were absent for the vote).

13c. Entertain a Motion to Introduce for Revised Alteration Standard 36: Ramps

Director Randazzo read a synopsis of the following resolution:

RESOLUTION 01-19-104
REVISED ALTERATION STANDARD 36: RAMPS

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 36: Ramps.

NOW THEREFORE BE IT RESOLVED, December 10, 2019, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 36: Ramps, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-16-08, adopted January 2016, 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

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

Director Randazzo made a motion to adopt a resolution to revise alteration standard 36: ramps. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors

President Margolis called for the vote and the motion passed 8-1-1 (Director Liberatore opposed, Director Addington abstained and Director Ardani was absent for the vote).

13. New Business

13a. Entertain a Motion to Approve the Governing Documents Review Committee Charter

Director Skillman read a synopsis of the following resolution:

RESOLUTION 01-19-105 **GOVERNING DOCUMENTS REVIEW COMMITTEE CHARTER**

RESOLVED, December 10, 2019, that the Board of Directors of this Corporation hereby establishes a Governing Documents Review Committee for the purposes of reviewing the United Laguna Woods Mutual governing documents for clarity, legality and current applicability through monthly meetings open to United Members;

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Review governing documents including policies, resolution and operating rules for compliance with applicable laws;
2. Consider conformance, as required, between each governing document with another governing document;
3. Confer, as appropriate, with United Managing Agent;

4. Consult, as appropriate and upon approval of Board President and Committee Chair approval, with United Corporate Counsel and;
5. Make regular committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents including policies, resolution and operating rules; and

RESOLVED FURTHER, that the Governing Documents Review Committee shall perform such other duties as may be assigned by the Board;

RESOLVED FURTHER, that resolution 01-15-107 approved December 10, 2019 is hereby superseded and cancelled.

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

Director Skillman made a motion to approve a resolution for the Governing Documents Review Committee Charter. The motion was seconded by Director Randazzo.

Discussion ensued among the Directors.

A member in the audience made a comment on the resolution.

President Margolis called for the vote and the motion passed 6-5-0 (Directors Bastani, Achrekar, Skillman, Addington and Liberatore opposed).

- 13b.** Entertain a Motion to Introduce a Resolution to Increase Late Charges for Fines, Fees and Chargeable Services

Director Addington read a synopsis of the following resolution:

RESOLUTION 01-19-XX
LATE CHARGE – CHARGEABLE SERVICES

WHEREAS, certain services and charges for which the corporation is not financially responsible (Fines, Fees, and Chargeable Services) are billed to the members; and

WHEREAS, a late charge is assessed on delinquent chargeable service accounts, intended to offset costs associated with collection efforts; and

WHEREAS, the board periodically reviews fees as part of the business planning process to determine adequacy of fees;

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors hereby approves a late charge for fines, fees, and chargeable services performed and billed to residents at a flat fee of \$35 per month of delinquency, effective immediately following the 28 Day Notice resident invoices will reflect the \$35 charge, residents will be charged the late fee 30 days after the date of the original invoice, beginning mid-February 2020; 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

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 Addington made a motion to approve the resolution for 28-day review. Director Randazzo seconded the motion.

Discussion ensued among the directors.

President Margolis called for a vote and the motion passed 9-2-0 (Directors Achrekar and Bastani opposed)

13c. Entertain a Motion to Endorse NeighborING as an Alternative to Discontinued Handyman Services Program

Director Achrekar explained the Handyman Services Program.

Director Achrekar made a motion to Endorse NeighborING as an Alternative to the discontinued Handyman Services Program. Director Randazzo seconded the motion.

Discussion ensued among the Directors.

Legal Counsel responded to questions asked by the Board.

Several members gave comments regarding the endorsement.

President Margolis called for a vote and the motion passed 8-2-0 (Directors Armendariz and Liberatore opposed, Director Torng was absent for the vote).

13d. Landscape Committee Recommendation – Award of Contract for Tree Maintenance Services (contingent on approval of the Board in closed session)

President Margolis notified that a contract would be discussed in closed session and

the decision of the board would appear on the Consent Calendar in January.

14. Committee Reports

- 14a.** Report of the Finance Committee / Financial Report – Director Addington showed a presentation on the Treasurer’s Report and reviewed the resale and lease reports. The Committee met on November 21, 2019; next meeting will be January 28, 2020, 1:30 p.m. in the Sycamore Room.
- 14b.** Report of the Architectural Control and Standards Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met on November 21, 2019; next meeting will be January 16, 2020, 9:30 a.m. in the Elm Room.
- 14c.** Report of the Communications Committee – Director Skillman. The Committee is working on articles for the Breeze. The next meeting is TBA.
- 14d.** Report of Member Hearings Committee – Director Liberatore gave a report from the last Committee meeting. The Committee met on November 27, 2019; next meeting will be December 26, 9:00 a.m. in the Sycamore Room.
- 14e.** Report of the Governing Documents Review Committee – Director Skillman gave a report from the last Committee meeting. The Committee met on November 21, 2019; next meeting will be January 16, 2020, 1:30 p.m. in the Sycamore Room.
- 14f.** Report of the Landscape Committee – Director Armendariz gave a report from the last Committee meeting. The Committee met on October 10, 2019; next meeting will be December 12, 2019, 9:30 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 met on October 23, 2019; next meeting February 26, 2020 at 9:00 a.m. in the Board Room.
 - Handyman Task Force—Director Achrekar gave a report for the Handyman Task Force. The Committee met on December 2, 2019 at 2:00 p.m.
- 14h.** Report of the Resident Advisory Committee – Director Ardani gave a report from the last Resident Advisory Committee. The Committee met on November 14, 2019; next meeting will be December 12, 2019, 4:00 p.m. in the Sycamore Room.

15. GRF Committee Highlights

- 15a.** Report of the Finance Committee – Director Addington gave highlights from the last Committee meeting. The Committee met on October 23, 2019; next meeting will be December 18, 2019, 1:30 p.m. in the Board Room.
- 15b.** Report of the Community Activities Committee – Director Skillman. The Committee met on November 14, 2019; next meeting will be January 9, 2020, 1:30 p.m. in the

Board Room.

- 15c.** Report of the Landscape Committee – Director Armendariz gave highlights from the last Committee meeting. The Committee met on December 4, 2019; next meeting will be February 14, 2020, 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 met on October 9, 2019; next meeting will be February 12, 2020, 9:30 a.m. in the Board Room.
 - PAC Ad Hoc Committee—The Committee met on December 12, 2019 at 2:00 p.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 will meet on January 10, 2020 at 1:00 p.m. in the Board Room.
- 15f.** Report of the Media and Communication Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on November 18, 2019; next meeting will be December 16, 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 met on November 27, 2019; next meeting will be February 5, 2020, 1:30 p.m. in the Board Room.
- 15h.** Report of the Security and Community Access Committee – Director Ardani gave highlights from the last Committee meeting. The Committee met in October 28, 2019; next meeting will be December 23, 2019, 1:30 p.m. in the Board Room.
- 15i.** Laguna Woods Village Traffic Hearings – Director Ardani summarized the frequently repeated violations heard at the traffic hearings. The hearings were held on November 20, 2019; next hearings will be on December 18, 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 met on November 26, 2019; next meeting will be on January 28, 2020, 9:30 a.m. in the Board Room.

16. Future Agenda Items

- 16a.** Committee Advisor Qualifications, Procedures and Policy
- 16b.** Alternative Heat Source Policy
- 16c.** Require a Recognition Agreement for Lenders (Referred back to Committee)

17. Director's Comments

- Director Gilmore commented about helping employees with commuting;

- Director Achrekar commented about the Landscape Committee contract;
- Director Armendariz commented about the Landscape Committee Meeting and the clean-up of the creek after the rain;
- Director Skillman commented regarding the Handyman Program and to thank Director Achrekar for his work in the project;
- Director Liberatore commented that the Chair can move an item to the next meeting;
- Director Addington commented on the revision of the bus system.

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

The meeting recessed at 12:10 p.m. into the Closed Session.

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

During the November 12, 2019, Regular Executive Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) September 10, 2019—Regular Executive Session

(b) October 2, 2019—Special Closed Session

(c) October 14, 2019—Special Closed Session

(d) October 21, 2019—Special Closed Session

Write-Off Delinquent Assessments for Member ID#947-371-06

Approve a Payment Plan for Member ID#947-407-91

Discussed Member Disciplinary Cases

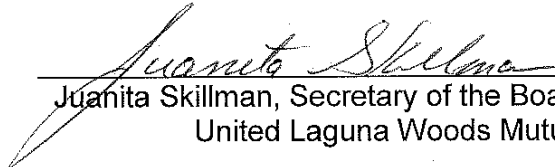
Discussed Personnel Matters

Discuss and Consider Contractual Matters

Discussed and Considered Litigation Matters

19. Adjourn

The meeting was adjourned at 2:50 p.m.



Juanita Skillman, Secretary of the Board
United Laguna Woods Mutual

Attachment 2

STANDARD 27: SOFT WATER UNITS

MAY 1996

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

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION

01-16-08 REVISED DECEMBER 10, 2019, RESOLUTION 01-19-102

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 INSTALLATIONS

- 2.1** All installations require approval by the Permits and Inspections Office prior to commencing the work.
- 2.2** Tanks may be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspections Office.
- 2.3** Exposed exterior installations must be enclosed in a 5/8" CDX plywood cabinet, textured (to match exterior wall) or paneled and painted inside and out to match the color of the building. All exposed plumbing shall be painted color of surface to which attached.
- 2.4** Pipe runs shall be kept to a minimum.
- 2.5** Isolation valves for emergency shut-off will be required.
- 2.6** Soft water units shall be connected directly to the service line of the manor owner/owners' name that appears on the permit.
- 2.7** No regenerative-type softeners will be allowed as per all applicable laws.
- 2.8** Approval of landscape installation to conceal the soft water unit cabinets will be required.

|

Attachment 3

SECTION STANDARD 27: SOFT WATER UNITS

MAY 1996

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED OCTOBER 2019, RESOLUTION 01-19-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

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

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

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

2.0 **INSTALLATIONS**

2.1 All installations ~~will be approved~~require approval by the ~~Manor Alterations Department~~Permits and Inspections Office prior to commencing the work.

2.2 Tanks ~~may~~will be located in a garage, water heater cabinet, or outside of unit as approved by the Permits and Inspections Office~~Manor Alterations Department~~.

~~2.3~~ Exposed exterior installations ~~must be enclosed in~~require a 3/8x5/8" CDX thick plywood cabinet to be built, textured (to match exterior wall) or paneled and painted inside and out to match the color of the building, and installed over softener tanks. All exposed plumbing shall be painted color of surface to which attached.

2.4 Pipe runs shall be kept to a minimum.

~~2.5 Softener tanks may be located below grade. Isolation valves for emergency shut-off will be required.~~

2.6 Soft water units shall be connected directly to the service line of the manor owner/owners' name that appears on the permit.

~~2.7~~ No regenerative-type softeners will be allowed as per all applicable laws.

~~2.8 Approval of landscape installation to conceal the soft water unit cabinets will be required.~~

Attachment 2

STANDARD 30: WATER HEATER RELOCATION

MAY 1996

REVISED SEPTEMBER 2003, RESOLUTION 01-03-132

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

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION

01-16-08 REVISED DECEMBER 10, 2019, RESOLUTION 01-19-103

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

2.1 Water heaters located outside of the unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Cabinets shall be painted on all sides (inside and out). Future costs for the maintenance of the cabinet will be at Mutual member's expense.

2.2 All storage cabinets will be constructed per standard plan drawings available at the Permits and Inspections Office in the Community Center.

The cabinets are designed to conceal a single water heater. Any deviation from the Standard Plan, such as to allow for a water softener, must have approval from the Permits and Inspections Office and meet all other existing Mutual Standards.

2.3 Water heaters located outside of the unit must respect the view of an adjacent unit. The Permits and Inspections Office must approve of the proposed location of the water heater for aesthetic and/or maintenance purposes prior to Mutual Consent for the alteration being issued.

2.4 All exterior water heaters will be placed on a concrete pad, or approved equal.

2.5 All exterior water heaters shall be concealed, where possible, by landscape. All such landscape installations or modifications in Common Area will be performed by the VMS Landscape Division and paid for by the Mutual member.

2.6 No units will be located on the exterior of the dwelling unit except as outlined in this section.

2.7 Pressure and temperature relief valves and related drainage lines for the water heaters, must be installed per current Uniform Building Code and Uniform

Plumbing Code. Drain line should lead directly to exterior of building. Certain relocations may be permitted to drain to a smitty pan, only with prior approval from the Permits and Inspections Office.

2.8 All exterior water heaters are required to be wrapped in a R-11 insulated blanket or equal.

2.9 All installation shall meet code regulations for adequate earthquake strapping

3.0 PLUMBING

3.1 All plumbing supply and distribution lines will be of Type L copper. No galvanized or plastic pipe fittings will be allowed.

3.2 Pressure and temperature relief valve drainage lines will be of type L copper or CPVC pipe.

3.3 No exposed plumbing will be permitted for relocated units. All plumbing and required insulation will be enclosed with an approved Thermo Cell cover and painted to match the surface it is on.

3.4 All penetrations through exterior walls shall be completely sealed and water-tight.

3.5 Any new or replaced water heater tank that is installed at time of relocation will be 100% at the Mutual member's expense.

EXCEPTION: Any existing tank exceeding the serviceable life (10 yr. Lifecycle Program) of the water heater, as set by the Mutual, will be replaced by the Mutual at no cost to the resident

4.0 ELECTRICAL

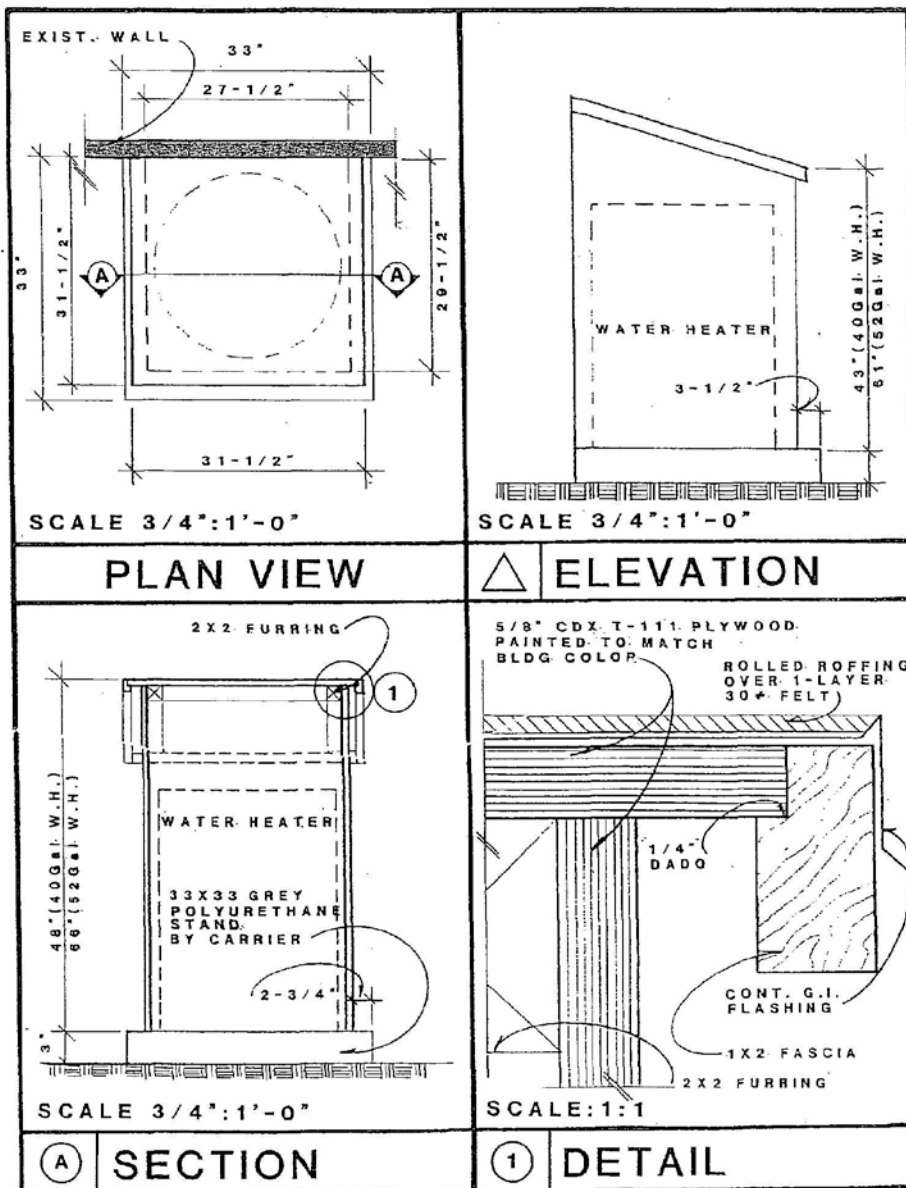
4.1 All exterior conduit placements must first be approved by the VMS Permits and Inspections Office.

4.2 All installations shall meet current electrical codes.

Dimensions shown on the enclosure detail are an approximate. Depending on the size of the water heater and the R-11 blanket, the dimensions may be larger.

5.0 STRAPPING

5.1 All new or relocated water heaters will be anchored or strapped to resist horizontal displacement due to earthquake motion per the current edition of the Uniform Building Code.



WATER HEATER STORAGE CABINET
MAY 11, 1992

Attachment 2

STANDARD 36: RAMPS

PROPOSED JANUARY 2008

APRIL 2008, RESOLUTION 01-08-62

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

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION

01-16-08 REVISED DECEMBER 10, 2019, RESOLUTION 01-19-104

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 DEFINITIONS

- 2.1. Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a unit.
- 2.2. Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- 2.3. Cross slope** is the slope that is perpendicular to the direction of travel.
- 2.4. Level area** is a specified surface that does not have a slope in any direction exceeding $\frac{1}{4}$ inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

3.0 SPECIFICATIONS

- 3.1. Materials** Concrete with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.
- 3.2. Exterior ramps**
 - 3.2.1. Width.** The clear width of ramps shall in no case be less than 36 inches. (914mm). Handrails, curbs, wheel guides and/or appurtenances shall not project into the required clear width of a ramp.

3.2.2. Slope. The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8 percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.

3.2.3. Changes in level not exceeding ½ inch. Abrupt changes in level along any ramp shall not exceed ½ inch (12.7mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding ¼ inch (6.35 mm) may be vertical.

3.2.4. Changes in level exceeding ½ inch (12.7 mm) shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).

3.2.5. Cross slope. The cross slope of ramp surfaces shall be no greater than ¼ inch (6.35 mm) per foot (2.083-percent slope).

3.2.6. Ramps, ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

3.3. Exterior landings

3.3.1. Level. Ramp landings shall be level as defined.

3.3.2. Height relative to door. The top landing shall not be more than ½ inch (12.7 mm) lower than the top of the threshold of the doorway. (See Figure 1).

3.3.3. Location of landings. Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.

3.3.4. Size of top landings. Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See Figure 2).

3.3.5. Size of intermediate landings. The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).

3.3.6. Size of intermediate turning landings. The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).

3.3.7. Size of bottom landings. The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).

3.3.8. Encroachment of doors. Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully

open. That is, the length of the landing shall equal or exceed the width of the door plus 43 inches (*See Figure 3*).

3.4. Maneuvering clearances at doors.

3.4.1. General. Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.

3.4.2. Strike edge maneuvering space. The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note:** 24 inches (610 mm) is preferred.

3.4.3. Front approach. The following provisions shall apply to swinging doors with front approach:

3.4.3.1. Pull side For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (*See Figure 4*).

3.4.3.2. Push side For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (*See Figure 4*).

3.4.3.3. Push side with closer and latch Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (*See Figure 4*).

3.4.4. Hinge side approach. The following provisions shall apply to swinging doors with hinge side approach:

3.4.4.1. Pull side Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (*See Figure 5*). Exception. Doors with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.

3.4.4.2. Push side Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (*See Figure 5*).

3.4.5. Latch side approach. The following provisions shall apply to swinging doors with latch side approach:

3.4.5.1. Pull side Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. (See *Figure 6*).

3.4.5.2. Push side Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See *Figure 6*).

3.5. Handrails

3.5.1. Ramp height. Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.

3.5.2. Where required. Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. **Exception:** Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.

3.5.3. Handrail height. The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.

3.5.4. Handrail ends. Handrail ends shall be returned.

3.5.5. Handrail extension. Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See *Figure 7*).

3.5.6. Handrail projections. Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.

3.5.7. Handrail grips. The handgrip portion of handrails shall not be less than 1¼ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion of the handrails shall have a minimum radius of 1.8 inch (3.17 mm). Handrails shall not rotate with their fittings. (See *Figure 8*).

3.6. Curbs and wheel guides.

3.6.1. Application Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:

3.6.2. Specifications Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. (*See Figure 7*).

3.6.3. Exception: Ramps or ramp landings bounded by a wall or fence.

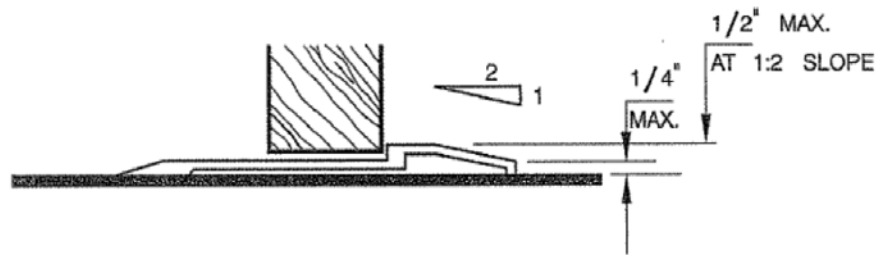
3.7. Hazards on accessible routes

3.7.1. Headroom clearance. Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).

3.7.2. Exception: Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).

3.7.3. Overhanging obstructions. Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. (*See Figure 9*).

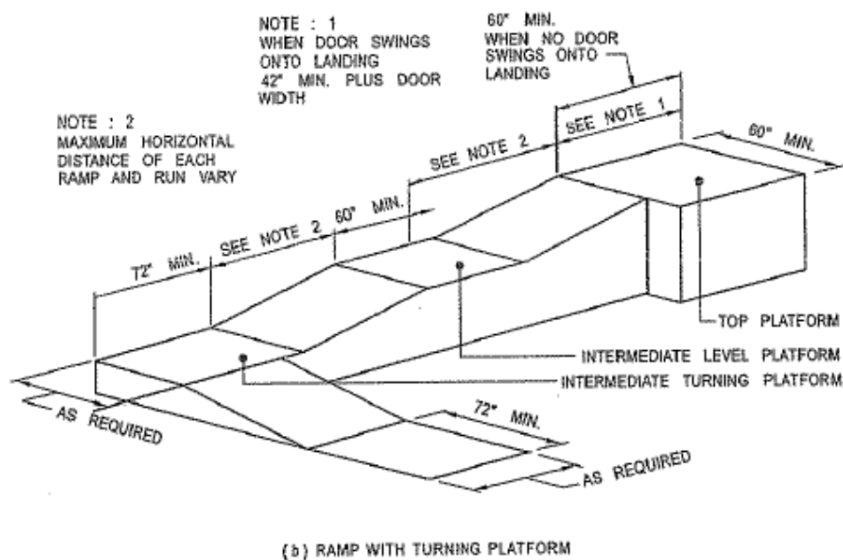
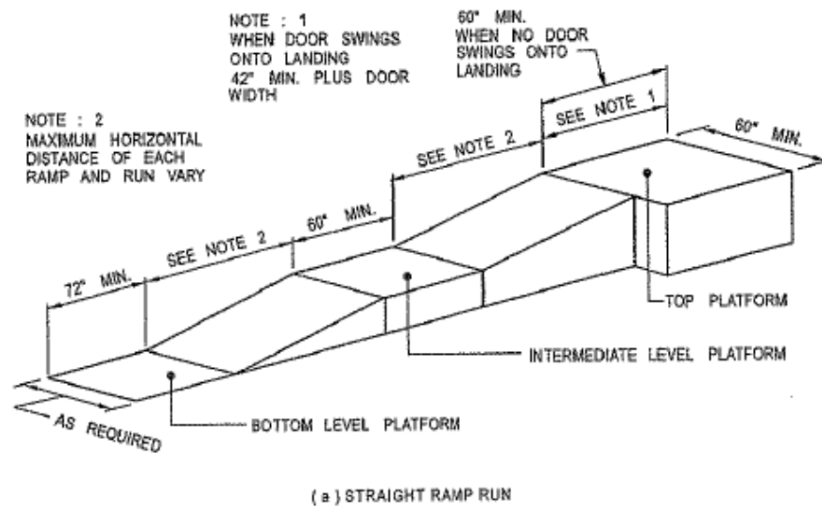
3.8. Figures



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 1

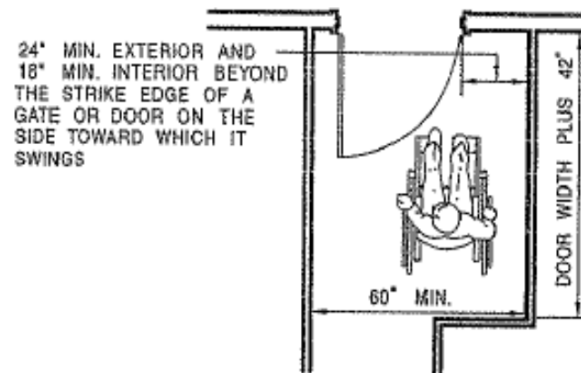
Thresholds



THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS
OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID
FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 2

Ramp Dimensions



(b) RAMP LANDING AT DOORWAY

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 3

Ramp Landing and Doorway

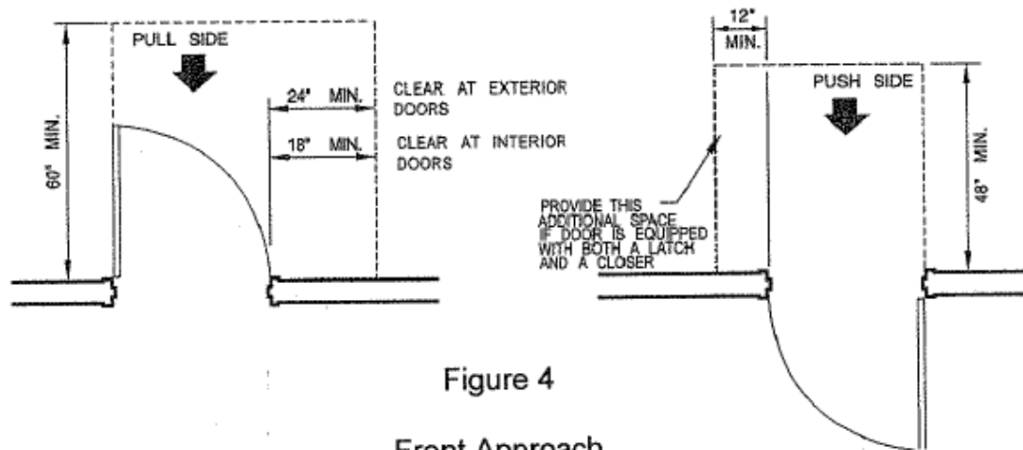


Figure 4

Front Approach Swinging Doors

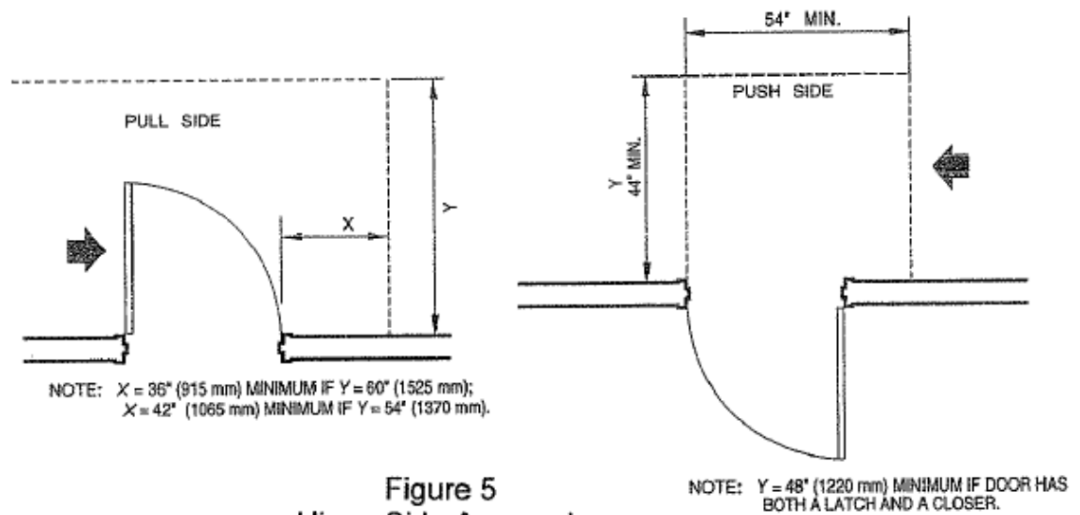
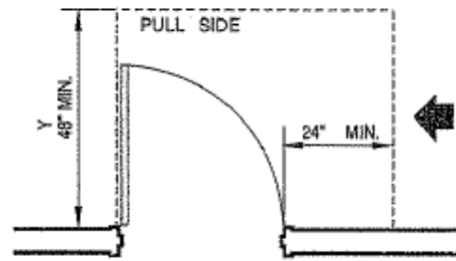


Figure 5

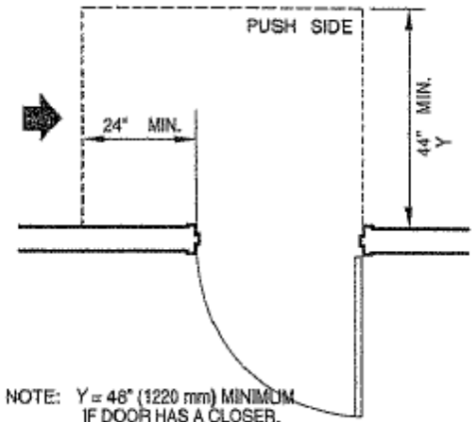
Hinge Side Approach Swinging Doors

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

LEVEL MANEUVERING CLEARANCE AT DOORS

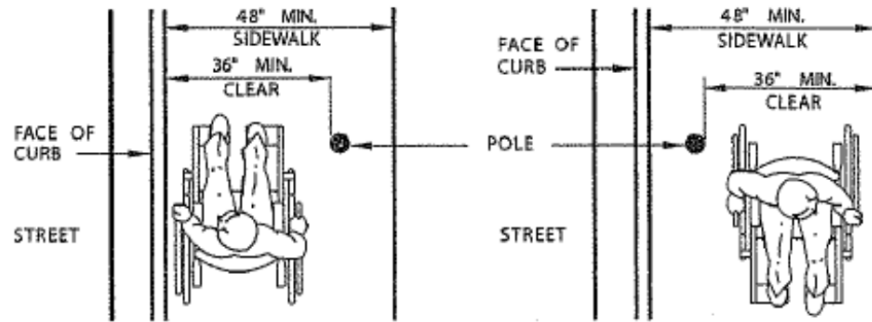


NOTE: Y = 54" (1370 mm) MINIMUM
IF DOOR HAS A CLOSER.

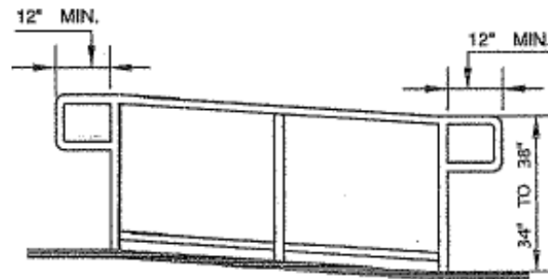


NOTE: Y = 48" (1220 mm) MINIMUM
IF DOOR HAS A CLOSER.

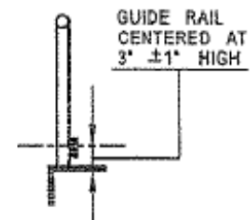
Figure 6
Latch Side Approach
Swinging Doors



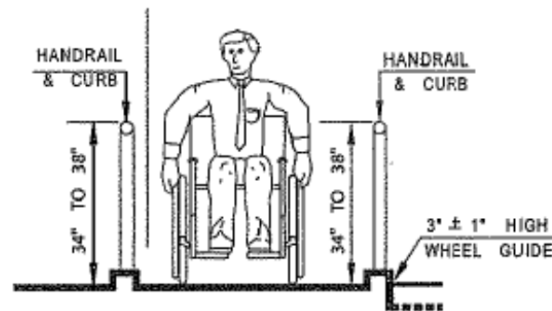
(a) SIDEWALK OBSTRUCTIONS



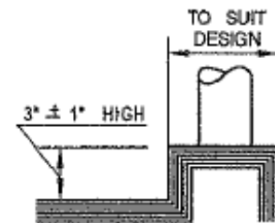
(b) GUIDE RAIL



GUIDE RAIL DETAIL



(c) WHEEL GUIDE

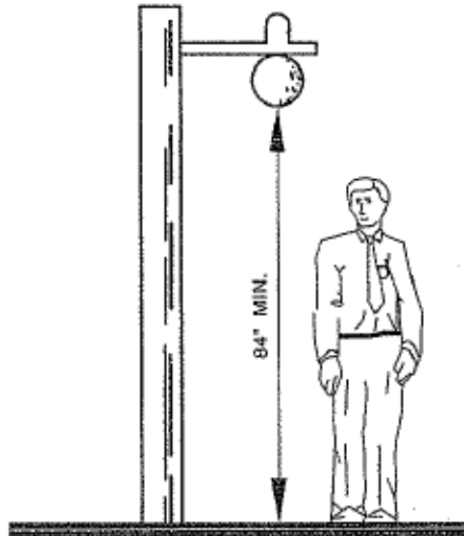


WHEEL GUIDE DETAIL

THESE DIAGRAMS ILLUSTRATE THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND ARE INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 7

Ramps and Sidewalks



THIS DIAGRAM ILLUSTRATES THE SPECIFIC REQUIREMENTS OF THESE REGULATIONS AND IS INTENDED ONLY AS AN AID FOR BUILDING DESIGN AND CONSTRUCTION.

Figure 9

Overhanging Obstruction