



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

**Tuesday, August 11, 2020, 9:30 a.m.  
Open Session, Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Juanita Skillman, Elsie Addington, Neda Ardani, Manuel Armendariz, Brian Gilmore, Reza Bastani, Anthony Liberatore, Andre Tornng and Reza Bastani

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Pamela Bashline, Becky Jackson, Grant Schultz and Cheryl Silva

Others Present: VMS: Dick Rader and Cynthia Rupert

**1. Call Meeting to Order/Establish Quorum**

President Margolis called the meeting to order at 9:32 a.m. and acknowledged that a quorum was present.

**2. Acknowledge Media**

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

**3. Approval of Agenda**

Director Liberatore made a motion to approve the agenda. Director Tornng seconded the motion.

Director Randazzo had corrections to several agenda items.

President Margolis called for the vote and the motion passed without objection.

**4. Approval of Minutes**

a. July 14, 2020–Regular Open Session

Director Skillman made a motion to approve the minutes of July 14, 2020, Regular Open Session. The motion was seconded by Director Liberatore and passed without

objection.

## **5. Report of the Chair**

President Margolis commented about the assessment that residents pay for essential services and GRF amenities. Assessments are going up because taxes and the cost of living are going up. In the June/July Breeze there is a breakdown of where the assessment money is going. United Mutual is now accepting candidate applications for the board. Please contact Cheryl Silva or Grant Schultz for an application packet.

## **6. Open Forum**

Members made comments regarding the following:

- A Member commented installation of a road reflector;
- A Member commented about quarter shortage.

Jeff Parker-CEO commented that the quarters in the laundry rooms will be recycled in the community.

## **7. Responses to Open Forum Speakers**

Director Ardani gave a report of the member comments from July 2020:

- Members of the community thanked the United Board for passing the COVID-19 emergency rules

**8. Update from VMS** – Director Rader showed a presentation from the VMS Board which highlighted the following topics:

- Recreation Reopening
- Completed Service Orders Through 2020
- Call Center Report
- CDC Public Service announcement on how to wear masks

Jeff Parker-CEO answered questions from the Board

## **9. CEO Report**

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

- Orange County has reported 38,754 positive cumulative COVID-19 cases and 724 deaths, as well as 511 currently hospitalized with 177 in ICU. Testing continues throughout the County and we are at 8.9% positive test rate. 102 cases per 100,000 were reported. Hospitalization rate is at 8.6% decrease. 44 cases were reported in the City of Laguna Woods and he encouraged residents to continue to watch social distancing and wearing masks.
- United Mutual version 1 budget hearings were held and version 2 budget will be presented next week.
- SCE hearings on rate increases will be held in September.
- Bus route changes went into effect on August 3, 2020. Commercial Route 2 will be back in service with the Administration Building on request stop only. This is a temporary route modification and these are not considered permanent changes.

- Bulky Item trash collection happens on the third Saturday of each month. In-home bulky item pick-up has not resumed.
- Paving and Concrete Program has begun. The schedule is listed on the website;
- Drive-in Movie Event will happen on August 21, 2020 and August 22, 2020 at 8 p.m. at the Village Maintenance Center.
- Temporary coin distribution will take place at Clubhouses 3 and 5 from 8 a.m. to noon on Thursdays and Fridays. Residents can purchase one \$10 roll of quarters at these locations.

Jeff Parker-CEO and Siobhan Foster-COO answered questions from the Board.

## **10. Consent Calendar**

- 10a.** Ratify Approval of Resolution for Adoption of Modified Temporary COVID-19 Rules

### **RESOLUTION 01-20-55** **BOARD RESOLUTION REGARDING** **THE ADOPTION OF MODIFIED** **TEMPORARY COVID-19 RULES**

#### **RECITALS**

**WHEREAS**, on June 26, 2020, the United Laguna Woods Mutual and Third Laguna Hills Mutual and Boards of Directors adopted Temporary COVID-19 Rules on an emergency basis in response to the ongoing public health threat to members/residents of each of said Mutuels from the COVID-19 disease outbreak and global health pandemic (the "Disease").

**WHEREAS**, Mutual No. Fifty which had previously implemented comprehensive restrictions to reduce risk of exposure to the Disease, supported the Temporary COVID-19 Rules adopted on an emergency basis by United Laguna Woods Mutual and Third Laguna Hills Mutual on June 26, 2020.

**WHEREAS**, the Boards of Directors of United Laguna Woods Mutual, Third Laguna Hills Mutual, and Mutual No. Fifty sought unanimity among all corporations within Laguna Woods Village, including the Golden Rain Foundation, pertaining to the adoption of Temporary COVID-19 Rules due to the severity of the public health crisis facing the entire Laguna Woods Village Community.

**WHEREAS**, on July 6, 2020, Third Laguna Hills Mutual held a Special Meeting (closed) and authorized the formation of a committee (two members from each corporation) to review and make changes to the resolution adopted by United Laguna Woods Mutual and Third Laguna Hills Mutual on June 26, 2020, and

supported by Mutual No. Fifty, to achieve critical unanimity among all corporations within Laguna Woods Village.

**WHEREAS**, designated representatives of the boards of directors from United Laguna Woods Mutual, the Golden Rain Foundation, Third Laguna Hills Mutual, and Mutual No. Fifty met on July 14, 2020, and as needed thereafter, to achieve unanimity among the corporations and develop modified Temporary COVID-19 Rules to be considered on an emergency basis by each corporation in response to the Disease.

**WHEREAS**, the Board of Directors of United Laguna Woods Mutual held a duly called emergency meeting on July 28, 2020 at which a quorum of the Board was present.

**WHEREAS**, the meeting of the United Laguna Woods Mutual Board was held on an emergency basis pursuant to California Civil Code Section 4923, as unforeseen circumstances require immediate attention and action by the Board where notice for such meeting was impractical.

**WHEREAS**, a majority of the members of the United Laguna Woods Mutual Board determined that in accordance with California Civil Code Section 4360(d), immediate rule changes are required to compel residents to refocus on utilizing face coverings and social distancing (creating a six foot distance between people) in light of the ongoing threat of public health to United Laguna Woods Mutual members in light of the Disease.

**WHEREAS**, in light of ongoing health concerns relating to the transmission of the Disease and the ease with which it spreads, the State of California has mandated that all persons be required to wear a cloth face covering while not within their homes and to maintain social distancing as referenced above.

**WHEREAS**, the modified Temporary COVID-19 Rules shall be adopted on an emergency basis, without notice or a member review and comment period, in accordance with California Civil Code Section 4360(d) and shall be effective for one hundred twenty (120) days from the effective date of the initial Temporary COVID-19 Rules adopted by United Laguna Woods Mutual and Third Laguna Hills Mutual, unless the Board modifies or rescinds the modified Temporary COVID-19 Rules on an earlier date pursuant to formal Board action. It is understood that the conditions and general health advice pertaining to the Disease may change from time to time and at any time; as such, the Board acknowledges that future changes to the modified Temporary COVID-19 Rules may be required and shall be reasonably made, as applicable, within the Board's discretion.

**WHEREAS**, the modified Temporary COVID-19 Rules shall be hereby adopted pursuant to this Resolution and shall be deemed an effective governing document and effective operating rules for United Laguna Woods Mutual.

### **RESOLUTION**

**IT IS HEREBY RESOLVED** that the foregoing recitals are incorporated into and made a part of this Resolution.

**IT IS HEREBY FURTHER RESOLVED** that the modified Temporary COVID-19 Rules are hereby adopted on an emergency basis in accordance with California Civil Code Section 4360(d). A copy of the Temporary COVID-19 Rules is enclosed with this Resolution and incorporated into and made a part of this Resolution in their entirety.

**IT IS HEREBY FURTHER RESOLVED** that, a copy of this Resolution and the Temporary COVID-19 Rules shall be distributed and/or posted in a manner deemed suitable by the Board to adequately notify United Laguna Woods Mutual membership.

- 10b.** Review the United Sub-Leasing and Transfer of Trust Documents Approved in June, 2020, and such review is hereby ratified.
- 10c.** Revised Resolution to Update Committee Appointments

#### **Resolution 01-20-53**

#### **United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, August 11, 2020, that the following persons are hereby appointed to serve the Corporation in the following capacities:

##### **Architectural Control and Standards Committee**

Elsie Addington, Chair

Brian Gilmore

Carl Randazzo

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

##### **Communications Committee**

Juanita Skillman, Chair

Elsie Addington

Non-Voting Advisors: Maggie Blackwell

##### **Finance Committee**

Brian Gilmore, Chair

Elsie Addington

Sue Margolis

Carl Randazzo

Manuel Armendariz

##### **Financial Review Task Force**

Brian Gilmore

Neda Ardani

**Governing Documents Review Committee**

Andre Torng, Chair

Sue Margolis

Neda Ardani

Non-voting Advisors: Bevan Strom

**Operating Rules Rewrite**

~~Team 2 — Andre Torng~~

**Landscape Committee**

Manuel Armendariz, Chair

Anthony Liberatore

Elsie Addington

**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

Elsie Addington

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

Neda Ardani, Chair

Cash Achrekar

Juanita Skillman

Non-voting Advisors: Kay Anderson, Nancy Lannon, Barbara Siry

**Handyman Task Force**

Cash Achrekar, Chair

Juanita Skillman

Carl Randazzo

Anthony Liberatore

Non-voting Advisors: Nancy Lannon, Janey Dorrell and Ester Wright

**Insurance Ad Hoc Committee (new)**

Sue Margolis

Manuel Armendariz

**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 01-20-24, adopted June 9, 2020, 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 01-20-54**

**Golden Rain Foundation Committee Appointments**

**RESOLVED**, August 11, 2020, 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 Community Activities**

Juanita Skillman  
Andre Torng  
Elsie Addington, Alternate

**GRF Finance**

Sue Margolis  
Brian Gilmore  
Manuel Armendariz, Alternate

**Purchasing Ad Hoc Committee**

Carl Randazzo  
Cash Achrekar  
Brian Gilmore, Alternate

**GRF Landscape Committee**

Manuel Armendariz  
Elsie Addington

Neda Ardani, Alternate

**GRF Maintenance & Construction**

Carl Randazzo

Reza Bastani

Brian Gilmore, Alternate

**Clubhouse 1 Renovation Ad Hoc Committee**

Carl Randazzo

Manuel Armendariz

Sue Margolis, Alternate

**PAC Renovation Task Force**

Carl Randazzo

Juanita Skillman

Manuel Armendariz, Alternate

**GRF Media and Communications Committee**

Juanita Skillman

Elsie Addington

Cash Achrekar, Alternate

**GRF Mobility and Vehicles Committee**

Elsie Addington

Reza Bastani

Neda Ardani, Alternate

**GRF Security and Community Access**

Neda Ardani

Cash Achrekar

Brian Gilmore, Alternate

**Disaster Preparedness Task Force**

Cash Achrekar

Andre Torng

Reza Bastani, Alternate

**GRF Strategic Planning Committee**

Sue Margolis

Brian Gilmore, Alternate

Andre Torng, Alternate

**GRF Bylaws Ad Hoc Committee (new)**

Elsie Addington

Juanita Skillman

Sue Margolis, Alternate



**Laguna Woods Village Traffic Hearings**

Elsie Addington  
Neda Ardani, Alternate

**Town Hall Meetings**

As Needed

**RESOLVED FURTHER**, that Resolution 01-20-25, adopted June 9, 2020, 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 Ardani made a motion to approve the Consent Calendar. The motion was seconded by Director Liberatore.

Director Randazzo requested agenda item (10b) affidavit statement be corrected.

Director Randazzo requested a correction to item 10c, the GRF Bylaw Ad Hoc Committee.

President Margolis called for the vote as amended and the motion passed by a vote of 10-1-0 (Director Armendariz opposed)

**11. Unfinished Business**

- 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 preliminary financials for the month of June 2020, and such review is hereby ratified.

Director Liberatore made a motion to receive the financial review for the month of June 2020. The motion was seconded by Director Addington and the motion passed by a vote of 6-4-1 (Directors Armendariz, Randazzo, Torng and Margolis opposed, Director Bastani abstained).

**12. New Business**

- 12a.** Financial Qualifications Policy – Amendment to Income Requirement

Director Torng read a synopsis of the following resolution:

**Resolution 01-20-XX**  
**Financial Qualifications Policy**

**WHEREAS**, United Laguna Woods Mutual ("United") is formed to provide housing to its Members on a mutual nonprofit basis;

**WHEREAS**, United is authorized to adopt, amend or repeal necessary or desirable rules and regulations, through its Board of Directors, to carry out the purposes of this Corporation;

**WHEREAS**, United recognizes that many retirees have built traditional retirement accounts during their lifetimes, in addition to acquiring other assets contributing to their total net worth;

**NOW THEREFORE BE IT RESOLVED**, September XX, 2020, that the Board of Directors of this Corporation hereby amends the Income Requirements portion of the Financial Qualification Policy as attached to the meeting minutes; and

**RESOLVE FURTHER**, that Resolutions 01-19-71, 01-19-47, and 01-18-24, are hereby superseded and canceled;

**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.

**AUGUST INITIAL NOTIFICATION**—Must postpone 28-days for member review and comment to comply with Civil Code §4360.

Director Torng made a motion to introduce the amendment to income requirement in the financial qualification policy for 28-day review. The motion was seconded by Director Achrekar.

Discussion ensued among the directors.

Director Liberatore made an amendment to send this item back to committee for re-evaluation. The amendment was seconded by Director Armendariz.

President Margolis called for the vote on the amendment to send this item back to the committee and the motion passed without objection.

#### **12b. Procedural Review for Requesting Documents**

Siobhan Foster-COO reviewed the procedures for requesting documents policy.

The Board discussed and considered the Policy Governing Director Access to Corporate Books, Records and Documents approved on March 13, 2018, through the adoption of Resolution 01-18-34.

- 12c.** Discuss and Consider a Policy, Retroactive to February 1, 2017, to have Southern California Edison Electric Net Credits be Recorded as Additions to Contingency Fund

The Board discussed the need for a policy, retroactive to February 1, 2017, to have Southern California Edison Electric Net Credits be recorded as additions to the Contingency Fund.

Director Armendariz made a motion to have the Southern California Edison Electric New Credits be recorded as additions to the Contingency Fund, retroactive to February, 1, 2017. The motion was seconded by Director Tornig.

Discussion ensued among the directors.

President Margolis recommended the Board discuss this further during closed session before the vote.

### **13. Committee Reports**

- 13a.** Report of the Finance Committee / Financial Report – Director Gilmore showed a presentation on the Treasurer's Report and reviewed the resale and lease reports. The Committee virtually met on June 30, 2020; next meeting will be August 25, 2020, 1:30 p.m. as a virtual meeting.
- 13b.** Report of the Architectural Control and Standards Committee – Director Addington. The Committee met virtually on July 16, 2020; next meeting September 17, 2020 at 9:30 a.m. as a virtual meeting.
- 13c.** Report of the Communications Committee – Director Skillman commented that the next Village Breeze is ready. Deadline for articles for the next Village Breeze is August 24, 2020. The next meeting TBA.
- 13d.** Report of Member Hearings Committee – Director Liberatore gave a report from the last Member Hearings. The Committee met virtually on July 23, 2020; next meeting August 27, 2020 at 9:00 a.m. as a virtual meeting.
- 13e.** Report of the Governing Documents Review Committee – Director Tornig gave a report from the last Committee meeting. The Committee met virtually on July 16, 2020; next meeting will be August 20, 2020, 1:30 p.m. as a virtual meeting.
- 13f.** Report of the Landscape Committee – Director Armendariz gave a report from the last Committee meeting. The Committee met virtually on June 11, 2020; next meeting will be October 8, 2020 at 9:30 a.m. as a virtual meeting.
- 13g.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met virtually on July 10, 2020; next meeting August 26, 2020 at 9:30 a.m. as a virtual meeting.

- 13h.** Report of the Resident Advisory Committee – Director Ardani. The Committee met on March 12, 2020; next meeting TBA.

**14. GRF Committee Highlights**

- 14a.** Report of the Finance Committee – Director Gilmore gave highlights from the last Committee meeting. The Committee met virtually on June 29, 2020; next meeting will be August 19, 2020, 1:30 p.m. as a virtual meeting.
- 14b.** Report of the Community Activities Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met virtually on June 11, 2020; next meeting August 13, 2020, 1:30 p.m. as a virtual meeting.
- 14c.** Report of the Landscape Committee – Director Armendariz. The Committee met on February 12, 2020; next meeting will be August 12, 2020, 1:30 p.m. as a virtual meeting.
- 14d.** Report of the Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee met virtually on June 10, 2020; next meeting will be August 12, 2020, 9:30 a.m. as a virtual meeting.
- (1) PAC Ad Hoc Committee – Director Randazzo gave a report from the PAC Ad Hoc Committee. The committee met virtually on July 13, 2020; next meeting TBA.
- (2) Clubhouse 1 Renovation Ad Hoc Committee—Director Randazzo.
- 14e.** Report of the Media and Communication Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met virtually on June 15, 2020; next meeting will be August 17, 2020, 1:30 p.m. as a virtual meeting.
- 14f.** Report of the Mobility and Vehicles Committee – Director Addington. The Committee met virtually on August 5, 2020; next meeting will be October 7, 2020, 1:30 p.m. as a virtual meeting.
- 14g.** Report of the Security and Community Access Committee – President Ardani. The Committee met virtually on February 24, 2020; next meeting August 24, 2020 at 1:30 p.m. as a virtual meeting.
- 14h.** Laguna Woods Village Traffic Hearings – Director Addington. The hearings were held virtually on July 15, 2020; next hearings August 19, 2020 at 9:00 a.m. as a virtual meeting.
- 14i.** Disaster Preparedness Task Force – Director Achrekar. The Task Force met virtually on July 28, 2020; next meeting September 29, 2020 at 9:30 a.m. as a virtual meeting.

**15. Future Agenda Items--none**

**16. Director's Comments**

- President Margolis commented that the Board is working with staff to separate the accounting funds.
- Director Gilmore requested the checklist be suspended until the accounts can be separated.
- Director Skillman commented about the sublease and trust transfer checklist. She would like to see the vacancy filled on the VMS Board.
- Director Torng commented on the need for more staff analysis and recommendations. He asked about having different bank accounts for separate funds.
- Director Randazzo commented that he would recommend staff submit their recommendation on projects to the Board and he will let staff know if he disagrees.
- Director Liberatore asked staff to report back about scanning the warehouse inventory.
- Director Armendariz commented about the HVAC system for the PAC and commented on how separate bank accounts can be opened.
- Director Bastani commented about qualifications for board members. Asked if the indemnity clause can be disclosed to residents.
- Director Ardani asked about the VMS vacancy. Asked why the jacuzzi is closed in the pool area.

**17. 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 11:22 a.m. into the Closed Session.

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

*During the July 14, 2020, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) June 9, 2020—Regular Closed Session*

*(b) June 25, 2020 – Special Closed Meeting*

*(c) June 26, 2020 – Special Closed Meeting*

*Discussed Member Disciplinary Case Report*

*Discussed Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discussed and Considered Litigation and Legal Matters*

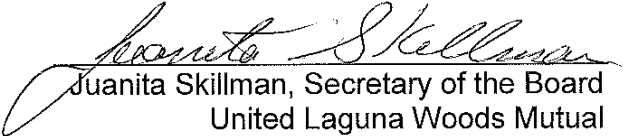
*During the July 24, 2020, Emergency Closed Email Meeting, the Board:*

*Approval of Agenda*

*Approved the Resolution for Modified Temporary COVID-19 Rules*

**18. Adjourn**

The meeting was adjourned at 2:45 p.m.

  
Juanita Skillman, Secretary of the Board  
United Laguna Woods Mutual



## **RESOLUTION 01-20-55**

### **BOARD RESOLUTION REGARDING THE ADOPTION OF MODIFIED TEMPORARY COVID-19 RULES**

#### **RECITALS**

**WHEREAS**, on June 26, 2020, the United Laguna Woods Mutual and Third Laguna Hills Mutual and Boards of Directors adopted Temporary COVID-19 Rules on an emergency basis in response to the ongoing public health threat to members/residents of each of said Mutuels from the COVID-19 disease outbreak and global health pandemic (the "Disease").

**WHEREAS**, Mutual No. Fifty which had previously implemented comprehensive restrictions to reduce risk of exposure to the Disease, supported the Temporary COVID-19 Rules adopted on an emergency basis by United Laguna Woods Mutual and Third Laguna Hills Mutual and on June 26, 2020.

**WHEREAS**, the Boards of Directors of United Laguna Woods Mutual, Third Laguna Hills Mutual, and Mutual No. Fifty sought unanimity among all corporations within Laguna Woods Village, including the Golden Rain Foundation, pertaining to the adoption of Temporary COVID-19 Rules due to the severity of the public health crisis facing the entire Laguna Woods Village Community.

**WHEREAS**, on July 6, 2020, Third Laguna Hills Mutual held a Special Meeting (closed) and authorized the formation of a committee (two members from each corporation) to review and make changes to the resolution adopted by United Laguna Woods Mutual and Third Laguna Hills Mutual on June 26, 2020, and supported by Mutual No. Fifty, to achieve critical unanimity among all corporations within Laguna Woods Village.

**WHEREAS**, designated representatives of the boards of directors from United Laguna Woods Mutual, the Golden Rain Foundation, Third Laguna Hills Mutual, and Mutual No. Fifty met on July 14, 2020, and as needed thereafter, to achieve unanimity among the corporations and develop modified Temporary COVID-19 Rules to be considered on an emergency basis by each corporation in response to the Disease.

**WHEREAS**, the Board of Directors of United Laguna Woods Mutual held a duly called emergency meeting on July 28, 2020 at which a quorum of the Board was present.

**WHEREAS**, the meeting of the United Laguna Woods Mutual Board was held on an emergency basis pursuant to California Civil Code Section 4923, as unforeseen circumstances require immediate attention and action by the Board where notice for such meeting was impractical.

**WHEREAS**, a majority of the members of the United Laguna Woods Mutual Board determined that in accordance with California Civil Code Section 4360(d), immediate rule changes are required to compel residents to refocus on utilizing face coverings and social distancing (creating a six foot distance between people) in light of the ongoing threat of public health to United Laguna Woods Mutual members in light of the Disease.

**WHEREAS**, in light of ongoing health concerns relating to the transmission of the Disease and the ease with which it spreads, the State of California has mandated that all persons be required to wear a cloth face covering while not within their homes and to maintain social distancing as referenced above.

**WHEREAS**, the modified Temporary COVID-19 Rules shall be adopted on an emergency basis, without notice or a member review and comment period, in accordance with California Civil Code Section 4360(d) and shall be effective for one hundred twenty (120) days from the effective date of the initial Temporary COVID-19 Rules adopted by United Laguna Woods Mutual and Third Laguna Hills Mutual, unless the Board modifies or rescinds the modified Temporary COVID-19 Rules on an earlier date pursuant to formal Board action. It is understood that the conditions and general health advice pertaining to the Disease may change from time to time and at any time; as such, the Board acknowledges that future changes to the modified Temporary COVID-19 Rules may be required and shall be reasonably made, as applicable, within the Board's discretion.

**WHEREAS**, the modified Temporary COVID-19 Rules shall be hereby adopted pursuant to this Resolution and shall be deemed an effective governing document and effective operating rules for United Laguna Woods Mutual.

### **RESOLUTION**

**IT IS HEREBY RESOLVED** that the foregoing recitals are incorporated into and made a part of this Resolution.

**IT IS HEREBY FURTHER RESOLVED** that the modified Temporary COVID-19 Rules are hereby adopted on an emergency basis in accordance with California Civil Code Section 4360(d). A copy of the Temporary COVID-19 Rules is enclosed with this Resolution and incorporated into and made a part of this Resolution in their entirety.

**IT IS HEREBY FURTHER RESOLVED** that, a copy of this Resolution and the Temporary COVID-19 Rules shall be distributed and/or posted in a manner deemed suitable by the Board to adequately notify United Laguna Woods Mutual membership.

---



**CERTIFICATE OF SECRETARY  
OF  
UNITED LAGUNA WOODS MUTUAL**

I, the undersigned, do hereby certify that:

1. I am the duly appointed and acting Secretary of United Laguna Woods Mutual, a California nonprofit mutual benefit corporation; and

2. The foregoing Resolution of the Board of Directors of United Laguna Woods Mutual was approved by a majority of a quorum of the Board members during a duly held emergency Board meeting held on July 28, 2020.

IN WITNESS WHEREOF, I have hereunto subscribed my hand this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Secretary



Village Management Services, Inc.

**Joint Boards COVID-19 Resolution on  
Face Covering Rules, Large Gathering Rules, Fine Schedule and Collective  
Enforcement**

**It has been observed that many Laguna Woods Village residents have become lax, over time, in observing face covering /mask usage and social distancing requirements. The purpose of this resolution, which is to refocus residents on these practices for the common good, presents clear written rules for all to follow and provides for penalties/fines for habitual rule breakers.**

Item	Description
1 Face coverings in public areas: Owners/Shareholders	<ul style="list-style-type: none"><li>• Require face coverings in Village public areas, including:<ul style="list-style-type: none"><li>○ Every public area within the Village (sidewalks, streets, parking lots, open areas, creek areas), including walking to and from manor, car, mailbox, laundry room, etc. Car interiors are not considered public areas.</li><li>○ Exception pursuant to state law: For active exercise within conditionally opened sports areas, specifically on golf courses, tennis/pickleball/paddle tennis courts, lawn bowling greens and in swimming pools when 6-foot social distancing requirement is met. Refer to GRF procedures pertaining to conditional reopening of these facilities for more information;</li><li>○ Exception pursuant to state law: Children 2 years of age and younger;</li><li>○ Exception pursuant to state law: Persons with a medical or mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance. These individuals are required to wear a face shield within the Village if possible; and</li><li>○ Exception pursuant to state law: Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. These individuals are required to wear a face shield within the Village if possible.</li></ul></li></ul>

Item	Description
	<ul style="list-style-type: none"> <li>• Face covering: Material that is worn covering the nose and mouth. Face shields are not acceptable when worn without appropriate face covering.</li> <li>• Penalty owner/shareholders: There will be escalating fines based on the number of violations. <ul style="list-style-type: none"> <li>○ First violation: Fine \$0</li> <li>○ Second violation: Fine \$100</li> <li>○ Third violation: Fine \$250</li> </ul> </li> <li>• Suspension of privileges/rights: Suspension of membership privileges for a period of up to 30 days for a single noncontinuing violation. Membership privileges for any continuing violation may be suspended for so long as such continuing violation exists and remains uncured.</li> <li>• Hearing process: In accordance with the Davis-Stirling Common Interest Development Act.</li> </ul>
<b>2 Face covering check at gates in guest lanes</b>	<ul style="list-style-type: none"> <li>• Require each driver and passenger entering Village in the guest lane to demonstrate possession of face covering.</li> <li>• Deny access to drivers and passengers who do not have face coverings for each occupant in the vehicle.</li> </ul>
<b>3 Face coverings in public areas: Contractors (private and VMS), service providers, visitors</b>	<ul style="list-style-type: none"> <li>• Require face coverings in Village public areas, including: <ul style="list-style-type: none"> <li>○ Every public area within Village (sidewalks, streets, parking lots, open areas, creek areas), including walking to and from any manor, car, mailbox, laundry room, etc.; and</li> <li>○ For contractors and service providers: When loading and unloading vehicles, carrying tools and equipment to manor, taking breaks and similar activities.</li> <li>○ USPS employees must adhere to Postal Service policy, which requires employees to wear face coverings in areas where state and local governments have ordered or directed people to wear face coverings.</li> </ul> </li> <li>• Penalty for violations by contractors, service providers, visitors: <ul style="list-style-type: none"> <li>○ First violation: Village access suspended 14 days</li> <li>○ Second violation: Village access suspended 30 days</li> <li>○ Third violation: Village access suspended 60 days</li> </ul> </li> </ul>

Item	Description
<b>4 Large gatherings</b>	<ul style="list-style-type: none"> <li>Prohibit large group gatherings in any open space; large groups are defined as more than 15 individuals per group.</li> <li>Penalty owner/shareholders: There will be escalating fines based on number of violations. <ul style="list-style-type: none"> <li>First violation: Fine \$0</li> <li>Second violation: Fine \$100</li> <li>Third violation: Fine \$250</li> </ul> </li> <li>Suspension of privileges/rights: Suspension of membership privileges for a period of up to 30 days for a single noncontinuing violation. Membership privileges for any continuing violation may be suspended for so long as such continuing violation exists and remains uncured.</li> <li>Hearing process: In accordance with the Davis-Stirling Common Interest Development Act.</li> </ul>
<b>5 Indoor activities</b>	<ul style="list-style-type: none"> <li>Prohibit indoor activities at GVA recreation rooms.</li> </ul>
<b>6 Temperature checks: Community Center</b>	<ul style="list-style-type: none"> <li>Maximize number of Community Center employees who telecommute; limit number of Community Center employees who must be present on any given day.</li> <li>Require temperature checks of employees entering Community Center.</li> <li>Deny access to employees with temperature greater than 100.4 degrees pursuant to CDC guidelines.</li> </ul>
<b>7 Temperature checks: Contractors (private and VMS) and service providers</b>	<ul style="list-style-type: none"> <li>Require contractors and service providers to require daily employee temperature checks as part of their pandemic response plans prior entering the Village.</li> <li>Contractors and service providers must not send employees to the Village when temperatures exceed 100.4 degrees pursuant to CDC guidelines.</li> </ul>

---

**Timeline**

- Effective date: Monday, June 29, 2020
- Warning period: Monday, June 29, to Sunday, July 5, 2020
- Enforcement begins: Monday July 6, 2020
- Updated: Tuesday, July 28, 2020
- Duration: Maximum of 120 days from effective date

**Enforcement Notes**

- Citations will be issued to violators as residents of United Mutual, Third Mutual or Mutual No. Fifty regardless of violation location.
- Hearing will occur in accordance with the Davis-Stirling Common Interest Development Act.
- United Mutual, Third Mutual or Mutual No. Fifty would take responsibility for levying of fines and suspension of cable television service for nonpayment.
- GRF would take responsibility for suspension of GRF membership as part of any continuing violation.

**Disclaimer**

- This policy is intended to reduce risk of exposure to the COVID-19 virus but is not a guarantee of your health/safety. Residents should use their own good judgment in determining the amount of risk of exposure in using any shared facilities or amenities. Risk of exposure involves many factors out of the control of the Village corporations and management, including the compliance (or noncompliance) and safe/unsafe behavior of others using the same facilities or amenities.
-