



SPECIAL OPEN MEETING

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

**Thursday, October 14, 2021- 11:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

The purpose of this meeting is to conduct board matters.

Directors Present: Anthony Liberatore, Manuel Armendariz, Reza Bastani, Neda Ardani, Azar Asgari, Diane Casey, Andre Torng, Maggie Blackwell, Pat English, Pearl Lee

Directors Absent: Cash Achrekar

Staff Present: Jeff Parker-CEO, Siobhan Foster-COO, Jose Campos, Steve Hormuth, Richard de la Fuente, Robbi Doncost, Cheryl Silva, Cindy Shoffeitt and Grant Schultz

1. Call to Order / Establish Quorum

President Liberatore called the meeting to order at 11:30 a.m. and established that a quorum was present.

2. State Purpose of Meeting

President Liberatore stated the purpose of the meeting was to discuss the reserve study and variance requests.

3. Approval of Agenda

Director Armendariz made a motion to approve the agenda. Director Blackwell seconded the motion and the agenda was approved without objection.

4. New Business

a. Entertain a Motion to Approve the Reserve Study

RESOLUTION 01-21-63
2022 RESERVE FUND RESOLUTION

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments; and

WHEREAS, planned assessment or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years;

NOW THEREFORE BE IT RESOLVED, October 14, 2021, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) prepared by Association Reserves™ for fiscal year 2022; 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.

Steve Hormuth, Interim Finance Director, gave an overview of the staff report. Staff recommends the Board approve the 2022 Reserve Fund Resolution.

Director Armendariz made a motion to approve the 2022 Reserve Fund Resolutions. Director Blackwell seconded the motion.

Discussion ensued among the directors.

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

- b. Recommendation from the Architectural Control and Standards Committee:
(1) Approve a Variance Request: 157-B Avenida Majorca (Madrid, Plan 4) Bathroom Alteration with 2 Toilets

RESOLUTION 01-21-64
Variance Request

WHEREAS, Mr. Rahmani of 157-B Avenida Majorca, a Madrid style manor, is requesting Board approval of a variance to remodel a bathroom with two toilets, and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units September 7, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on September 16, 2021.

NOW THEREFORE BE IT RESOLVED, on October 14, 2021, the Board of Directors hereby approves/denies the request to remodel a bathroom with two toilets;

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RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 157-B Avenida Majorca and all future Mutual members at 157-B Avenida Majorca;

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.

The United Architectural Control and Standards Committee recommends the Board approve the request for a bathroom alteration with 2 toilets with the stated conditions.

Director Casey made a motion to approve the recommended variance request for unit 157-B. Director Armendariz seconded the motion.

Discussion ensued among the directors.

President Liberatore called for the vote and the motion passed by a vote of 8-1-0 (Director Blackwell opposed).

- (2) Approve a Variance Request: 250-H Calle Aragon (Granada, Plan 10A) Bathroom Alteration, Kitchen Remodel and French Doors

RESOLUTION 01-21-65
Variance Request

WHEREAS, Mr. Stephens of 250-H Calle Aragon, a Granada style manor, is requesting Board approval of a variance to add a bathroom addition, kitchen remodel, and french doors, and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units September 7, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on September 16, 2021.

NOW THEREFORE BE IT RESOLVED, on October 14, 2021, the Board of Directors hereby approves/denies the request to add a bathroom addition, kitchen remodel, and french doors;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 250-H Calle Aragon and all future Mutual members at 250-H Calle Aragon;

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.

The United Architectural Control and Standards Committee recommends the Board approve the request for a bathroom addition, kitchen remodel, and French doors with the conditions stated.

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Director Armendariz made a motion to approve the recommended variance request for unit 250-H. Director Bastani seconded the motion.

Discussion ensued among the directors.

President Liberatore called for the vote and the motion passed by without objection

- (3) Approve a Variance Request: 773-C Avenida Sevilla (Cordoba, 1A4R) Room Addition on Existing Front Patio, A Bathroom Addition and Enlarged Bedroom Window

RESOLUTION 01-21-66
Variance Request

WHEREAS, Ms. Lawton of 773-C Avenida Sevilla, a Cordoba style manor, is requesting Board approval of a variance to add a a room addition on the front patio, a bathroom addition, and an enlarged bedroom window, and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units August 27, 2021, notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on September 16, 2021.

NOW THEREFORE BE IT RESOLVED, on October 14, 2021, the Board of Directors hereby approves/denies the request to add a a room addition on the front patio, a bathroom addition, and an enlarged bedroom window;

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 773-C Avenida Sevilla and all future Mutual members at 773-C Avenida Sevilla;

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.

The United Architectural Control and Standards Committee recommends the Board approve the request for a room addition on the front patio, a bathroom addition, and enlarged bedroom window with the conditions stated.

Director Armendariz made a motion to approved the recommended variance request for unit 773-C. Director Bastani seconded the motion.

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

- (4) Variance Request: 729-D Avenida Majorca (Cordoba, 1A4), Approve an Additional 180-Day Extension to Existing Expired Mutual Consents and Variance

Staff requests the Board consider the request to provide an additional 180-day extension for existing expired Mutual Consents and Variance.

Staff presents the following possible Board decisions:

1. Approval of the request;
2. Denial of the request at this item, but re-visitation of this request at the November Board meeting with a full staff report;
3. Denial of the request at this time, but re-visitation of this request at the November ACSC meeting with a full staff report.

Director Armendariz made a motion to approve the request for an additional 180-day extension. Director Asgari seconded the motion.

Discussion ensued among the directors.

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

5. Director's Comments

- Director Lee commented she is happy to be on the board and understands how difficult manor alterations can be for residents.
- Director English commented many supplies have been delayed because the ports are backed up.
- Director Armendariz commented about manor alteration procedures.
- Director Blackwell asked if a dining room can be converted into a bedroom without a window.
- Director Torng asked why we allow extensions.
- Director Asgari commented about occupancy is not related to the number of bedrooms.
- Director Bastani commented about the requirement for windows and extensions.

6. Adjournment

President Liberatore adjourned the meeting at 12:21 p.m.

DocuSigned by:
Neda Ardani
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Neda Ardani, Secretary of the Board
United Mutual Laguna Woods