

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

February 14, 2017

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, February 14, 2017 at 9:30 AM at 24264 El Toro Road, Laguna Woods, California.

Directors Present: 1st VP - Jan LaBarge, Janey Dorrell, Juanita Skillman, Don Tibbetts, Pat English, Steve Leonard, Maggie Blackwell, Andre Tornig, Gary Morrison, and Prakash (Cash) Achrekar

Directors Absent: Lenny Ross

Staff Present: Open Session: Brad Hudson and Leslie Cameron
Executive Session: Brad Hudson, Leslie Cameron, and Blessilda Fernandez

Others Present: Jeffrey Beaumont Esq. of Beaumont Gitlin Tashjian

(1) CALL TO ORDER

Jan LaBarge, 1st VP of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 AM.

(2) PLEDGE OF ALLEGIANCE

Director Andre Tornig led the Pledge of Allegiance to the Flag.

(3) ACKNOWLEDGEMENT OF MEDIA

A representative of the Laguna Woods Globe was present for the meeting, and the Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

(4) APPROVAL OF AGENDA

Director Leonard asked to pull 317-C variance request and place as 13 (a). Without objection the agenda was approved as amended.

(5) UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM

United Mutual Members were given the opportunity to speak to items within the jurisdiction of the Board of Directors.

- Chris Collins (336-Q) from the Laguna Woods Foundation gave a brief update and thanked everyone for their support of the Laguna Woods Foundation.
- Mark Carlson (2294-A) commented on the Trust Facilities Fee, remodeling, and the Realtors Meeting on February 3, 2017
- Roberta Berk (933-B) commented on the first right of refusal and asked how it works
- Tom Bice (591-N) presented his appeal for guarantor on 463-B

- Maxine Macintosh (68-C) commented on the Board Room remodel and the positioning of the lectern
- Pamela Grundke (2214-B) commented on the bus drivers and honored a passed Board Member
- Connie Grundle (2214-B) honored a passed Board Member
- Roberta Berk (4214-B) honored a passed Board Member and thank the Board for their continued effort
- Katrina Pederson (674-B) Commented on the pruning of Village trees

(6) RESPONSE TO MEMBER COMMENTS

United Mutual Directors Achrekar, Blackwell, Torng, Morrison, English, Dorrell, Skillman, Leonard, Tibbetts, and Mr. Hudson briefly responded to Member Comments.

(7) REPORT OF THE CHAIR

^{1st} VP LaBarge commented the following:

- The town hall meeting will be held on February 28, at 4:30 PM Performing Arts Center
- Permission has been granted to operate United's solar panels
- A goal Meeting was held to find effective ways to use funds for infrastructure
- United Mutual is working with VMS Board on ways to save money on maintenance

(9) Update from VMS Director – Director Liberator

Director Liberator, VMS Director, gave an update on goals from VMS, the Strategic Plan, and gave kudos to specific staff members.

(8) REPORT OF CEO

Brad Hudson, CEO President, spoke about the following;

- Free movies are being offered at the Performing Arts Center.
- Resident transportation will be available for destination shopping to the Aliso Viejo Town Center every Tuesday beginning March 7, 2017.
- The Easy Rider Bus Guide is now available to the community.
- Gates 5 and 6 are still operating successfully.
- Improvements for TV-6 will continue to improve into the next year.
- Theft of bikes and golf cart chargers are on the rise and Mr. Hudson advised the Community to lock up all valuables.
- Compliance is moving quickly through Resident issues and if you feel you have a compliance issue please call and make an appointment.
- 2016 end of year projections came in under budget while more services are being provided.
- Chris Spahr is the new customer service administrator and is currently in the process of streamlining customer service.

(10) APPROVAL OF MINUTES

Director Skillman moved to amend page 16 of 16 on the non-smoking policy to state, ***Per Resolution 01-08-21, adopted February 12, 2008***, and moved to approve the Regular

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minutes of January 10, 2017 as amended and approved the Special Open Session minutes of January 26, 2017 as written. By a vote of 9-0-0 the motion carried.

(11) CONSENT CALENDAR

Director Morrison moved to move item 11 (a) to item 13 (a) and the Consent Calendar was approved as amended. Director English seconded the motion. By a vote of 9-0-0 the motion carried.

RESOLUTION 01-17-12

Variance Request

RESOLVED, February 14, 2017, that the variance request of Ms. Cheryl L Blik of Manor 317-C Avenida Castilla to change location, size and type of front entry door, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 317-C Avenida Castilla; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alterations and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Department office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, detailed site specific plans, wet-stamped and signed by a California licensed architect or engineer, must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center prior to issuance of a permit. These plans must detail the required structural modifications necessary to ensure that the structural integrity of the building is maintained upon completion of the window additions; and

RESOLVED FURTHER, the door must be installed in accordance with United Laguna Woods Mutual Standard Section 31: Window and Window Attachments; and

RESOLVED FURTHER, all alterations must be in accordance with the State Building Code regulations; and

RESOLVED FURTHER, no Neighbor Awareness Forms are required from manor 317-C Avenida Castilla, as the proposed alterations would be installed within a gated and limited access front patio, therefore not visible to neighboring Manors; and

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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.

RESOLUTION 01-17-13

Variance Request

RESOLVED, February 14, 2017, that the variance request of Ms. Cheryl L Blik of Manor 317-C Avenida Castilla to change the size and type of patio sliding glass door, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 317-C Avenida Castilla; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alterations and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Department office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, detailed site specific plans, wet-stamped and signed by a California licensed architect or engineer, must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center prior to issuance of a permit. These plans must detail the required structural modifications necessary to ensure that the structural integrity of the building is maintained upon completion of the window additions; and

RESOLVED FURTHER, the door must be installed in accordance with United Laguna Woods Mutual Standard Section 11: Door, Exterior; and

RESOLVED FURTHER, all alterations must be in accordance with the State Building Code regulations; and

RESOLVED FURTHER, no Neighbor Awareness Forms are required from manor 317-C Avenida Castilla, as the proposed alterations would be installed within a gated and limited access front patio, therefore not visible to neighboring Manors; 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.

RESOLUTION 01-17-14

Variance Request

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RESOLVED, February 14, 2017, that the variance request of Ms. Cheryl L. Blik of Manor 317-C Avenida Castilla to change the size and type of living room and bedroom 1 windows, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 317-C Avenida Castilla; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alterations and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Department office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, detailed site specific plans, wet-stamped and signed by a California licensed architect or engineer, must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center prior to issuance of a permit. These plans must detail the required structural modifications necessary to ensure that the structural integrity of the building is maintained upon completion of the window additions; and

RESOLVED FURTHER, the windows must be installed in accordance with United Laguna Woods Mutual Standard 31: Window and Window Attachments; and

RESOLVED FURTHER, all alterations must be in accordance with the State Building Code regulations; and

RESOLVED FURTHER, no Neighbor Awareness Forms are required from manor 317-C Avenida Castilla, as the proposed alterations would face a common area wall with no views from other manors; 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.

ENDORSEMENT

Mr. & Mrs. Larry Kordower of 448-B Avenida Sevilla to Extend Patio and Relocate Gate Across Walk Path and Onto Flower Bed

By way of the Consent Calendar, the Committee unanimously voted to recommend the Board deny the request to extend patio and relocate gate across walk path and onto flower bed as it fails to follow Mutual Standards.

RESOLUTION 01-17-15

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Variance Request

RESOLVED, February 14, 2017, that the variance request of Mr. & Mrs. Larry Kordower of Manor 448-B Avenida Sevilla to extend patio and relocate gate across walk path and onto flower bed; and

RESOLVED FURTHER, the denial is due to the finding that the proposed alteration fails to follow Mutual Standard; 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

RESOLUTION 01-17-16

Variance Request

RESOLVED, February 14, 2017, that the variance request of Mr. Timothy Oestmann of Manor 786-C San Sebastien to to extend the living room into the front patio, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 786-C San Sebastien; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alterations and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Department office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, unit-specific plans depicting the proposed alterations, signed and wet-stamped by a California-licensed architect or engineer must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center for approval. These plans must include structural details and calculations required to insure the structural integrity of the building is maintained upon completion of the proposed front room addition; and

RESOLVED FURTHER, all alterations must be in accordance with the State Building Code regulations; and

RESOLVED FURTHER, the living room extension must be installed in accordance with United Laguna Woods Mutual Standards Section 11: Doors, Exterior and Section 31: Window and Window Attachments; and

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RESOLVED FURTHER, neighbor Awareness Forms are required to be submitted from affected neighbors at 787-C San Sebastien; 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

RESOLUTION 01-17-17

Variance Request

RESOLVED, February 14, 2017, that the variance request of Mr. & Mrs. Jacinto B Holland Manor of 2012-D Via Mariposa West request to extend living room into the front patio area, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 2012-D Via Mariposa West; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alterations and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Department office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, unit-specific plans depicting the proposed alterations, signed and wet-stamped by a California-licensed architect or engineer must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center for approval. These plans must include structural details and calculations required to insure the structural integrity of the building is maintained upon completion of the proposed front room addition; and

RESOLVED FURTHER, all alterations must be in accordance with the State Building Code regulations; and

RESOLVED FURTHER, the living room extension must be installed in accordance with United Laguna Woods Mutual Standards Section 11: Doors, Exterior and Section 31: Window and Window Attachments; and

RESOLVED FURTHER, a copy of the Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department; and

RESOLVED FURTHER, installation of room addition and roof must follow the architectural plane of the existing exterior wall of the manor and shall not jog out; and

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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.

(b) Landscape Committee Recommendations:

315-A Approve Request for Lawn Replacement with Xeriscape Planting
2148-C Deny Request for Tree Removal

(c) Finance Committee Recommendations:

RESOLUTION 01-17-18

Recording of a Lien

WHEREAS, Member ID 947-420-77; 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, February 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-420-77 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.

RESOLUTION 01-17-19

Recording of a Lien

WHEREAS, Member ID 947-379-70; 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, February 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-379-70 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.

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RESOLUTION 01-17-20

Recording of a Lien

WHEREAS, Member ID 947-434-34; 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, February 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-434-34 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.

RESOLUTION 01-17-21

Recording of a Lien

WHEREAS, Member ID 947-363-14; 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, February 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-363-14 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.

RESOLUTION 01-17-22

Recording of a Lien

WHEREAS, Member ID 947-385-17; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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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, February 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-385-17 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.

RESOLUTION 01-17-23

Recording of a Lien

WHEREAS, Member ID 947-416-10; 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, February 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-416-10 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.

RESOLUTION 01-17-24

Recording of a Lien

WHEREAS, Member ID 947-453-21; 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, February 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member 947-453-21 and;

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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.

COMMITTEE REPORTS

(12a-c) Finance Report

Director Pat English reported from the Finance Committee, gave a United Mutual financial update, gave a brief update on delinquencies, and commented on the Resale Activities Report.

(13) Maintenance and Construction Committee

Director Tibbetts reported from the Maintenance and Construction Committee. Discussion ensued and questions were addressed.

(a) 317-C Variance Request to Change the size and type of living room and bedroom windows

Co-chair LaBarge was concerned about the architectural issue with the size, proportion, and consistencies of the windows with no contingencies. Staff explained the size of the windows and Director Leonard included further clarification that the consistency of the window sizes will not differ much.

RESOLUTION 01-17-11

Variance Request

RESOLVED, February 14, 2017, that the variance request of Ms. Cheryl L Blik of Manor 317-C Avenida Castilla to extend living room into the front patio area, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 317-C, Avenida Castilla; and

RESOLVED FURTHER, a required Mutual Consent for Manor Alterations and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Department office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, unit-specific plans depicting the proposed alterations, signed and wet-stamped by a California-licensed architect or engineer must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center for approval. These plans must include structural details and calculations required to insure the structural integrity of the building is maintained upon completion of the proposed front room addition; and

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RESOLVED FURTHER, the living room extension must be installed in accordance with United Laguna Woods Mutual Standards Section 11: Doors, Exterior and Section 31: Window and Window Attachments.; and

RESOLVED FURTHER, all alterations must be in accordance with the State Building Code regulations; and

RESOLVED FURTHER, no Neighbor Awareness Forms are required from manor 317-C Avenida Castilla, as the proposed alterations would be installed within a gated and limited access front patio, therefore not visible to neighboring Manors; 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.

Director Tibbetts moved to accept the variance request and seconded by Director Leonard the motion carried unanimously

(14) Landscape Committee

Director Maggie Blackwell reported from the Landscape Committee.

(a) Director Skillman, Secretary, read resolution 01-17-25 to rescind resolution 1-15-58 Regarding Trimming of Trees in United. Discussion ensued.

RESOLUTION 01-17-25

Trimming of Trees in United Mutual

WHEREAS, the ArborPro software system is in the process of inventorying all of the trees in the Community; and

WHEREAS, the ArborPro system will become the principle tool for managing the tree trimming schedule; and

WHEREAS, Resolution 01-15-58 restricted tree trimming to occur only during the period of August 1 through January 31st, with the exception of trees that may pose a hazard and young trees that may require more frequent trimming; and

WHEREAS, the cost to complete the tree trimming cycle in 2017 in United is \$375,000; and

NOW THEREFORE BE IT RESOLVED, February 14, 2017, the Board of Directors of this Corporation hereby rescinds Resolution 01-15-58 and approves an unbudgeted

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expenditure of \$375,000 from the Reserve Fund – Tree Maintenance to allow tree work to be completed in 2017 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.

Director Skillman made a motion to approve resolution 1-17-25 and by a vote of 9-0-0 the motion carried unanimously

Katarina Pedersen (674-B) commented on keeping resolution 1-15-58

Dick Rader (276-D) commented on Arbor Pro

Director Mary Stone (356-C), Barbara Copley (410-D), and Mike Landers (693-B) commented in favor of the Resolution

Directors Blackwell, Morrison, and Leonard responded.

(15) Governing Documents Review Committee

Director Skillman reported from the Governing Documents Review Committee.

(16) Report of the Communications Committee – Jan LaBarge

Director LaBarge reported from the Communications Committee.

(17) Laguna Woods Village Traffic Hearings

Director Tibbetts reported from the Laguna Woods Village Traffic Hearings.

(18) Report of the Preparedness Disaster Committee

Director Andre Torng reported from the Report of the Preparedness Disaster Committee.

(19) Report on Disciplinary Cases

President Lenny Ross provided an update on the Disciplinary cases.

(20) UNFINISHED BUSINESS

**(a) Entertain Motion to Approve the United Mutual Non-Smoking Policy – Resolution
(the 30 day notification requirement has been satisfied)**

Secretary of the Board, Director Juanita Skillman, read the following resolution approving the United Mutual Non-Smoking Policy:

RESOLUTION 01-17-26

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

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

NOW THEREFORE BE IT RESOLVED, February 14, 2017, that the Board of Directors of this Corporation hereby adopts the "Non-Smoking Policy," as attached to the official minutes of this meeting; 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.

Director Skillman moved to approve the resolution as written. Director English seconded the motion.

By a vote of 9-0-0 the motion carried unanimously.

(b) Secretary of the Board, Director Juanita Skillman, read the following proposed resolution approving revisions to the Additional Occupant Fee:

RESOLUTION 01-17-32

Additional Occupant Fee

WHEREAS, the basic assessment for United Laguna Woods Mutual is divided equally by the number of units in the Mutual, regardless of how many individuals occupy a unit; and

WHEREAS, the Mutual desires to recover incremental operating expenses, such as utilities and maintenance, incurred as a result of additional occupants; and

WHEREAS, an additional occupant fee will be calculated annually at 25% of the Total Basic Assessment (excluding property tax, property insurance, and GRF amounts), rounded to the nearest whole dollar; and

NOW THEREFORE BE IT RESOLVED, February 14, 2017, that the Board of Directors of this Corporation hereby approves charging an Additional Occupant Fee in the amount of \$90 per manor per month for each additional occupant over two, effective April 1, 2017; and

RESOLVED FURTHER, that such fee shall be reflected on the Fee Schedule; and

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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 Leonard moved to approve the resolution as written. Director Tornig seconded. Discussion ensued.

Director Blackwell moved to amend the motion to amend the resolution to charge a Third Occupant Fee of \$50 per Manor instead on \$90 per Manor. Seconded by Director Tibbetts and by a vote of 5-3-1 (Directors Leonard, Morrison, and Dorrell opposed and Director Tornig abstained) the amended motion carried.

Director Mary Stone (356-C) spoke in favor of the \$50 fee
Roberta Berk (933-B) commented on the occupant fee

(c) Entertain Motion to Approve Revisions to Deactivation of Cable Service at a Delinquent Member's (Shareholders) Unit (the 30 day notification requirement has been satisfied)

Secretary of the Board, Director Juanita Skillman, read the following resolution approving the Care Provider Policy and Forms:

RESOLUTION 01-17-XX

Deactivation of Cable Service at a Delinquent Member's (Shareholder's) Unit

WHEREAS, United Laguna Woods Mutual desires to strengthen delinquency collection procedures; and

WHEREAS, the Collection and Lien Enforcement Policy And Procedures For Assessment Delinquencies states "Until the Shareholder has paid all amounts due, including delinquent assessments, late charges, interest and fees and costs of collection, including attorneys' fees, the Board of Directors may suspend the Shareholder's right to vote, and suspend the Shareholder's right to use United's recreational facilities and/or the facilities or services provided by the Golden Rain Foundation of Laguna Woods after providing the Shareholder with a duly noticed hearing pursuant to Civil Code Section 5855"; and

WHEREAS, the GRF Board adopted Resolution 90-15-09 which authorizes GRF, at the request of the Mutual, to take disciplinary or suspension action against a Mutual Member which includes, but is not limited to, the suspension of the Mutual Member's right to use the cable TV system; and

NOW THEREFORE BE IT RESOLVED, February 14, 2017, that the Board of Directors hereby approves deactivation of cable service at a delinquent Member's unit when an assessment amount is 60 days or more past due and

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after providing the Member with an opportunity to be heard, except when a Member's payment plan is approved by the Board and remains current; and

RESOLVED FURTHER, that Resolution 01-15-61, adopted May 12, 2015, is hereby superseded and canceled; and

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

Director Skillman moved to approve the resolution as written. Director Blackwell seconded.

Director Tibbetts moved to include disciplinary fees and fines to the resolution for cable deactivation.

By a vote of 9-0-0 the amended motion carried

The Board referred to Jeffrey Beaumont, Esq. for legal guidance on adding the following verbiage to the Collection and Lien Enforcement Policy; *fees for disciplinary matters at the discretion of the Board*. Jeffrey Beaumont, Esq. suggested to the Board that they should change the Collection and Lien Enforcement Policy before adding the Board approved verbiage to the Resolution.

The amended resolution presented for 30 days initial notification should be placed on March Board Meeting.

(d) Entertain Motion to Approve the Care Provider Policy and Forms – Resolution (initial notification – (the 30 day notification requirement has been satisfied)

Secretary of the Board, Director Juanita Skillman, read the following resolution approving the Care Provider Policy and Forms:

RESOLUTION 01-17-28

WHEREAS, the Governing Documents Review Committee has recommended revising the Care Provider Policy, to fairly and reasonably address part-time, long-term, and terminal health care providers; and

WHEREAS, the current Permitted Health Care Provider policy addresses live-in care providers only:

NOW THEREFORE BE IT RESOLVED, February 14, 2017, that the Board of Directors of this Corporation hereby amends the "Permitted Health Care Provider Policy," and renames it to "Care Provider Policy," as attached to the official minutes of this meeting; and

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RESOLVED FURTHER, that Resolution 01-13-176 adopted October 16, 2013 is hereby superseded and canceled; and

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

Director Skillman moved to approve the resolution as written and seconded by Director English. By a vote of 9-0-0 the motion carried

(21) NEW BUSINESS

(a) Entertain Motion to Approve Single Sourcing to Martin & Chapman Inspector of Election Services for 2017 – Resolution

Secretary of the Board, Director Juanita Skillman, read the following resolution approving Single Sourcing to Martin & Chapman Inspector of Election Services for 2017:

RESOLUTION 01-17-29

**Approve Inspector of Election Services to
Martin and Chapman**

RESOLVED, February 14, 2017, that due to Martin and Chapman's agreement to conform to the criteria established in the specifications as an Inspector of Election, carrying the proper insurance, and its familiarity with the Community, the Board of Directors of this Corporation hereby approves Martin and Chapman as the Inspectors of Election for the 2017 Director election and agrees to single-source the contract; 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.

Director Skillman moved to approve the resolution as written. Director English seconded.

By a vote of 9-0-0 the motion carried

(b) United Board Review of Proposed Meeting schedule

This item was postponed until the next Board Meeting.

(c) Entertain Motion to Approve Revisions to the United Mutual Committee Appointments – Resolution

RESOLUTION 01-17-30

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United Laguna Woods Mutual Committee Appointments

RESOLVED, February 14, 2017 that the following persons are hereby appointed to serve the Corporation in the following capacities:

Communications Committee

Jan LaBarge, Chair
Maggie Blackwell, Co-Chair

Executive Hearings Committee

Juanita Skillman, Chair
Lenny Ross, Co-Chair
Janey Dorrell

Finance Committee

Pat English, Chair
Gary Morrison, Co-Chair
Juanita Skillman
Andre Torng
Non-voting Advisors: Cynthia Statsmann

Governing Documents Review Committee

Juanita Skillman, Chair
Maggie Blackwell, Co-Chair
Steve Leonard
Non-voting Advisor: Bevan Strom, Mary Stone, Barbara Copley

Laguna Canyon Foundation

TBD

Laguna Woods Village Traffic Hearings

Lenny Ross – Morning **Afternoon**
Don Tibbetts – Afternoon **Morning**

Landscape Committee

Maggie Blackwell, Chair
Juanita Skillman, Co-Chair
Andre Torng
Non-voting Advisors: Pamela Grundke, ~~Paula Minnehan~~, **Barbara Copley**

Maintenance and Construction Committee

Don Tibbetts, Chair
Steve Leonard, Co-Chair
Jan LaBarge
Janey Dorrell
Pat English

February 14, 2017

Non-voting Advisor: Del Ng

New Resident Orientation
Per Rotation List

Preparedness for Disaster

Andre Torng, Chair
Janey Dorrell, Co-Chair

Gary Morrison

Prakash (Cash) Achrekar

Non-voting Advisors: Kathleen Matthews

Resident Advisory Committee

Juanita Skillman, Chair
Andre Torng, Co-Chair
Non-voting Advisors: Kay Anderson, Nancy Lannon

RESOLVED FURTHER, that Resolution 01-16-114, adopted December 13, 2016 is 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.

Director Skillman moved to approve the resolution as written. Director Dorrell seconded.

By a vote of 9-0-0 the motion carried unanimously

(d) Entertain Motion to Approve Revisions to the GRF Committee Appointments – Resolution

RESOLUTION 01-17-31

Golden Rain Foundation Committee Appointments

RESOLVED, December 13, 2016, that, in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Pat English
Lenny Ross

Community Activities

Jan LaBarge
Janey Dorrell

Agenda Item #10a
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Finance

Pat English
Lenny Ross

Financial Reporting Study Group

Pat English
Lenny Ross

Landscape Committee

Juanita Skillman
Maggie Blackwell

Maintenance & Construction

Don Tibbetts
Steve Leonard

Media and Communications Committee

Jan LaBarge
Juanita Skillman

Mobility and Vehicles Committee

Janey Dorrell
Steve Leonard

Security and Community Access

Gary Morrison
Andre Torng

Town Hall Meetings

Per Rotation

RESOLVED FURTHER, that Resolution 01-16-115, adopted December 13, 2016, 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 moved to approve the resolution as written.
By a vote of 9-0-0 the motion carried

(e) Town Hall for Land Use on Tuesday February 28, 2017 at 4:30 P.M. in the Laguna Woods Village Performing Arts Center

An announcement was given informing the community the time, date, and location of the Town Hall for Land Use

February 14, 2017

(22) GRF COMMITTEE HIGHLIGHTS

- Director Dorrell commented on the village games in October
- Director La Barge commented on an MACC
- Director Skillman commented on the landscape committee and Arbor Pro
- Director Tibbetts commented on the next M&C being held in April
- Director Leonard commented on a bus tour
- Director Torng commented on the Community Access Committee

(23) DIRECTOR'S FORUM

- Directors Skillman and Dorrell wished everyone a Happy Valentine's Day
- Director Leonard commented on an e-mail blast and letters to purchase decals and the guidelines for charging electric vehicles

(24) MEETING RECESS

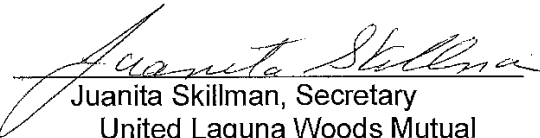
The Regular Open Session Meeting recessed for lunch at 12:05 PM and reconvened into the Regular Executive Session at 12:53 PM.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 3:42 PM.

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

During the December 13, 2016, Regular Executive Session meeting, the Board reviewed and approved the minutes of November 8, 2016 – Regular Executive Session; the Board held no Disciplinary Hearings; discussed and considered numerous Member Disciplinary matters; discussed and considered Member Requests; discussed Personnel matters; discussed and considered Membership and Occupancy matters; discussed and considered Contractual matters; and discussed and considered Litigation matters; discussed recording of a notice of sale for three units.


Juanita Skillman, Secretary
United Laguna Woods Mutual



Non-Smoking Policy
Adopted February 14, 2017
Resolution 01-14-25

I. Purpose

The purpose of this document is to define the policies of United Laguna Woods Mutual (ULWM) regarding smoking in private units and common area.

II. Definitions

For the purposes of this policy:

- a. Common area means the area which is available for use by more than one person.
- b. Community Rules are defined as the Bylaws, Occupancy Restrictions, Articles of Incorporation, or any rules and regulations of ULWM.
- c. Enclosed is defined as an area closed in by a roof and contiguous walls or windows, connected floor to ceiling with appropriate opening for ingress and egress.
- d. Member is defined as any person entitled to membership in ULWM.
- e. Multi-unit residential facility means a building or portion thereof that contains more than one dwelling unit.
- f. Private residence is defined as that portion of any Cooperative which is not in common with other owners.
- g. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, e-cigarette, pipe, cannabis, or other combustible substance in any manner or in any form.

III. Conditions

Smoking is prohibited in the following areas:

- a. Enclosed areas of all public places, including lobbies, elevators, hallways and other areas used by members of the public.
- b. Elevators, hallways, recreation rooms, laundry rooms, stairs, and other common areas in multi-unit residential facilities.
- c. Unenclosed hallways, entryways, breezeways, stairways and other common areas accessible and useable by more than one residence.

- d. Balconies and patios in residential facilities. For the purpose of this policy, balconies and patios shall include unenclosed and screened patios and balconies as well as enclosed patios and balconies unless windows and doors are closed to prevent the escape of smoke.
- e. Carports.
- f. In an enclosed vehicle.
- g. Any common area within 20 feet from any building so long as smoke does not enter any enclosed area in which smoking is prohibited.
- h. Private residence, but residents are required to use adequate ventilation devices such as air-purifiers, etc.
- i. Smoking marijuana is only permitted inside a residence.

IV. Enforcement

ULWM is authorized to take disciplinary action against a Member found to be in violation of the Non-Smoking Policy. When a violation occurs the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

The Member is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes any Co-occupant, lessee, or guest, care provider, vendor, invitee, or contractor.

Per Resolution 01-08-21, adopted February 12, 2008, the following guidelines define the responsibility for remediation costs associated with second-hand smoke infiltration:

- a. Remediation costs considered reasonable would be paid for by the Member responsible for the second-hand smoke.
- b. Remediation costs due to defects or damages to property which is ULWM responsibility would be paid for by ULWM.
- c. Remediation costs beyond those which would be construed as reasonable would be borne by complainant.

A complaint may be registered with the Compliance Department by calling 949-268-CALL or by calling the Security Department at 949-580-1400.



Care Provider Policy
Adopted February 14, 2017
Resolution 01-17-28

I. Purpose

The purpose of this document is to define the policies of United Laguna Woods Mutual (ULWM) regarding individuals who provide care to residents.

II. Definitions

For the purposes of this policy:

- a. Care Provider, also known as Caregiver and Home Care Aide, is a person who has been approved by ULWM in writing on the basis of being a provider of primary support to the Resident. Care Provider services include, but are not limited to, assistance with the following:
 - Bathing
 - dressing
 - feeding
 - exercising
 - positioning
 - transferring
 - ambulating
 - personal hygiene and grooming
 - toileting and incontinence care
 - housekeeping
 - assisting with medication
 - meal planning and preparation
 - laundry
 - transportation
 - correspondence
 - making telephone calls
 - shopping for personal care items or groceries
 - companionship
- b. Resident is defined as any person who has been approved by the Board of Directors for occupancy.
- c. Community Facilities are defined as the facilities and services operated by the Golden Rain Foundation (GRF).
- d. Community Rules are defined as the Bylaws, Occupancy Agreement, Articles of Incorporation, or any rules and regulations of ULWM and of GRF.

III. Conditions

- a. All Care Provider(s) must be Board approved in writing **prior** to commencing support.
- b. A licensed medical physician must certify that the Resident has a need for care.
- c. The Care Provider must be 18 years old or older.

- d. The Care Provider must provide part-time, live-in, long-term or terminal health care for daily activities, medical treatment, or both to the Resident.
- e. The Care Provider must be registered with the California Department of Social Services Home Care Registry.
- f. The Care Provider must provide a copy of a government issued photo ID with the application.
- g. The Care Provider must provide a copy of their driver's license, vehicle registration, and proof of vehicle insurance with the application if he/she will be operating a vehicle within Laguna Woods Village.
- h. The Care Provider permit is approved for a period of up to one year. Residents are required to re-apply and obtain a new certification statement from a licensed medical physician annually.
- i. The total number of persons residing in a unit shall not exceed the number of bedrooms, plus one (i.e. no more than two persons in a one-bedroom unit; no more than three persons in a two-bedroom unit). Fees for a third individual in the unit may be assessed.
- j. Each Care Provider shall not have been convicted of a felony or a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats).
- k. The Resident and/or Mutual Member is responsible for the conduct of the Care Provider, and shall ensure that he/she complies with all community rules, regulations, and policies.
- l. Upon approval by the Board of Directors, a one year renewable pass shall be issued to the Care Provider that will permit gate access into the community, if needed.
- m. The Care Provider must wear, in clear sight, the Laguna Woods Village ID at all times. If a gate pass is supplied, it must be displayed on their car dashboard at all times.
- n. The Care Provider ID and gate pass may not be transferred or lent to anyone.
- o. The Care Provider is authorized to use the Community Facilities **only** as necessarily incidental to provide support to the Resident.
- p. Part-time Care Providers may only use the laundry facilities for the Resident's use. Full-time Care Providers may use the laundry facilities for their personal use and the Residents use.
- q. The live-in Care Provider requires written permission from the Board of Directors to remain in the unit without the Resident only if both of the following are applicable:
 - i. The Resident is absent from the unit due to hospitalization or other necessary medical treatment and expects to return to the unit within 90 days from the date the absence began; and
 - ii. The Resident submits a written request desiring the live-in Care Provider be allowed to remain in order to be present

when the Resident returns to reside in the unit. [Civil Code §51.11.b.7]

- r. Care Providers may not bring family members, pets or guests into the Community.
- s. The Resident must surrender the Care Provider ID and vehicle pass to the Resident Services Department at the conclusion of the care service.
- t. The Care Provider shall meet all applicable GRF requirements relating to operating a motor vehicle within the community.

IV. Procedures

- a. The Resident must complete and submit "Application for Care Provider Permit" for Board review.
- b. The Resident must complete and submit "Physician's Certification of Need for Care Provider"
- c. Application and Physician Certification can be submitted to the Resident Services Department located in the Laguna Woods Village Community Center.
- d. The Board will review the application and approve or deny request.
- e. The Resident Services Department will notify the Resident of the results within 5 – 7 business days. Special circumstances may be granted.
- f. Upon request for renewal, the Community Services Department will check if the Resident has received notices of rules violations.

ADDITIONAL OCCUPANCY FEE CALCULATIONS
UNITED LAGUNA WOODS MUTUAL

Option 1: Based on 25% of Basic Assessment

Option 2: Based on 50% of Incremental Costs

Option 3: Based on Incremental Cost per Resident

| DESCRIPTION | 2017 PLAN | Per Manor Per Month | DESCRIPTION | 2017 PLAN | Per Manor Per Month | DESCRIPTION | 2017 PLAN | Per Manor Per Month |
|---------------------------------------|---------------------|------------------------|---|--------------------|------------------------|--|--------------------|------------------------|
| REVENUES: | | | | | | | | |
| Non-assessment Revenues: | | | Utilities | | | Utilities | | |
| Merchandise Sales | \$15,000 | \$0.20 | Electricity | \$185,320 | \$2.44 | Electricity | \$185,320 | \$2.44 |
| Fees and Charges to Residents | 708,024 | 9.33 | Sewer | 1,771,800 | 23.35 | Sewer | 1,771,800 | 23.35 |
| Laundry | 146,000 | 1.92 | Water | 1,892,480 | 24.94 | Water | 1,892,480 | 24.94 |
| Miscellaneous | 461,008 | 6.08 | Trash | 335,417 | 4.42 | Trash | 335,417 | 4.42 |
| Total Revenue | \$1,330,032 | \$17.53 | Total Expenses | \$4,185,017 | \$55.15 | Total Expenses | \$4,185,017 | \$55.15 |
| EXPENSES: | | | Maintenance Operations | | | Maintenance Operations | | |
| Employee Compensation | \$6,328,965 | \$83.40 | Plumbing Service | \$1,241,972 | \$16.37 | Plumbing Service | \$1,241,972 | \$16.37 |
| Expenses Related to Compensation | 2,594,054 | 34.19 | Carpentry Service | 430,644 | 5.68 | Carpentry Service | 430,644 | 5.68 |
| Material and Supplies | 1,076,468 | 14.19 | Concrete Repair/Replace | 350,630 | 4.62 | Concrete Repair/Replace | 350,630 | 4.62 |
| Electricity | 185,320 | 2.44 | Electrical Service | 337,547 | 4.45 | Electrical Service | 337,547 | 4.45 |
| Sewer | 1,771,800 | 23.35 | Appliance Repairs | 318,294 | 4.19 | Appliance Repairs | 318,294 | 4.19 |
| Water | 1,892,480 | 24.94 | Janitorial Service | 228,851 | 3.02 | Janitorial Service | 228,851 | 3.02 |
| Trash | 335,417 | 4.42 | Balcony/Breezeway/Resurface | 189,981 | 2.50 | Balcony/Breezeway/Resurface | 189,981 | 2.50 |
| Legal Fees | 200,000 | 2.64 | Countertop/Floor/Tile Repair | 138,282 | 1.82 | Countertop/Floor/Tile Repair | 138,282 | 1.82 |
| Professional Fees | 128,970 | 1.70 | Paint Touchup | 128,873 | 1.70 | Paint Touchup | 128,873 | 1.70 |
| Management Fee | 0 | 0.00 | Paving Maint & Repairs | 87,228 | 1.15 | Paving Maint & Repairs | 87,228 | 1.15 |
| Equipment Rental | 9,202 | 0.12 | Misc Repairs by Outside Service | 30,822 | 0.41 | Misc Repairs by Outside Service | 30,822 | 0.41 |
| Outside Services | 1,009,216 | 13.30 | Traffic Control | 15,817 | 0.21 | Traffic Control | 15,817 | 0.21 |
| Repairs and Maintenance | 33,830 | 0.45 | Total Expenses | \$3,498,941 | \$46.11 | Total Expenses | \$3,498,941 | \$46.11 |
| Other Operating Expense | 113,652 | 1.50 | Total Incremental Expenses | | | Total Incremental Expenses | | |
| (Gain)/Loss on Sale | (7,500) | (0.10) | \$7,683,958 | | | \$7,683,958 | | |
| Property Tax* | n/a | n/a | \$101.26 | | | \$101.26 | | |
| Property Insurance* | n/a | n/a | 50% of Assessment - Incremental Cost | | | Estimated Number of Residents (1 or 2) | | |
| Insurance | 507,097 | 6.68 | \$50.00 | | | 8,963 | | |
| Allocated Expenses | 862,286 | 11.36 | | | | Estimated Charge Per Resident Per Month | | |
| Uncollectible Accounts | 0 | 0.00 | | | | \$72.00 | | |
| Total Expenses | \$17,041,257 | \$224.58 | | | | | | |
| (Surplus)/Deficit Recovery | (37,400) | (0.49) | | | | | | |
| Total Operating | \$17,003,857 | \$206.56 | | | | | | |
| RESERVE CONTRIBUTIONS | \$11,912,532 | \$157.00 | | | | | | |
| Basic Mutual Assessment* | \$27,586,356 | \$363.56 | | | | | | |
| 25% of Basic Mutual Assessment | | \$90.00 | | | | | | |

*Excludes property tax and property insurance