



## **OPEN MEETING**

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

**Tuesday, May 10, 2022- 9:30 a.m.**

#### **BOARD ROOM/VIRTUAL MEETING**

Laguna Woods Village Community Center, 24351 El Toro Road,  
Laguna Woods, California

### **NOTICE OF MEETING AND AGENDA**

The purpose of this meeting is to conduct the regular United Mutual Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

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- 1. Call to Order / Establish Quorum – President Liberatore**
- 2. Pledge of Allegiance to the Flag – Director Blackwell**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
  - a. April 28, 2022 – Agenda Prep Meeting
  - b. April 12, 2022 – Regular Open Session
- 6. Report of Chair**
- 7. VMS Board Update – Director Kahn**
- 8. Open Forum (Three Minutes per Speaker) - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/95563492734> or call 1 (669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.***
- 9. Responses to Open Forum Speakers**
- 10. CEO Report**
- 11. Consent Calendar – *All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. In the event that an item is removed from the Consent Calendar by Members***

*of the Board, such item(s) shall be the subject of further discussion and action by the Board.*

**a. Recommendation from the Landscape Committee**

1. Recommendation to Deny a Tree Removal Request: 40-C Calle Aragon – Two Silk Oak Trees
2. Recommendation to Approve Tree Removal Request: 375-A Avenida Castilla – One Queen Palm

**b. Recommendation from the Architectural Control and Standards Committee**

1. Variance Request – 861-Q Ronda Mendoza (Castilla, HH08\_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras
2. Variance Request – 430-B Avenida Sevilla (La Corona, 3BR) A Room Addition on Front Exclusive Use Common Area and to Relocate Interior Walls

**c.** Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in April 2022, and such review is hereby ratified.

**d.** Entertain a Motion to Ratify Temporary Borrowing of \$2 million from Reserve Fund

**12. Unfinished Business**

**a.** Entertain a Motion to Have Future Meetings as Hybrid and In-Person  
**(MAY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)**

**b.** 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 months of February and March 2022, such review is hereby ratified.

**c.** Update Committee Appointments

**13. New Business**

**a.** Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body  
**(MAY Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360)**

**b.** Entertain a Motion to Create a Canary Island Pine Tree Reduction Project Ad Hoc Committee

**c.** Entertain a Motion to Approve the Amendment to Election of Membership and Voting Policy

**14. Director Comments (Two minutes per director)**

**15. Committee Reports**

**a.** Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on April 26, 2022; next meeting May 31, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report
  - (2) United Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – President Liberatore. The Committee met on April 21, 2022; next meeting May 19, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - c. Report of Member Hearings Committee – Director Ardani. The Committee met on April 28, 2022; next meeting May 26, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.
  - d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on April 21, 2022; next meeting May 19, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
  - e. Report of the Landscape Committee – Director Casey. The Committee met on April 14, 2022; next meeting May 12, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - f. Report of the Maintenance & Construction Committee – Director English. The Committee met on April 27, 2022; next meeting June 22, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - g. Report of the United Resident Advisory Committee – Director Lee. The committee met on April 14, 2022; next meeting May 12, 2022, at 4:00 p.m. in the Elm Room and as a virtual meeting.

#### **16. GRF Committee Highlights**

- h. Report of the GRF Finance Committee – Director Asgari. The Committee met on April 20, 2022; next meeting June 15, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Report of the GRF Strategic Planning Committee— Director Casey. The Committee met on May 2, 2022; next meeting TBA.
- j. Report of the Community Activities Committee – Director Blackwell. The committee met on April 14, 2022; next meeting May 12, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Equestrian Center Ad Hoc Committee -- The Committee met on March 30, 2022; next meeting TBA.
- k. Report of the GRF Landscape Committee – Director Casey. The Committee met on March 9, 2021; next meeting June 8, 2022, at 1:30 p.m. as a virtual meeting.
- l. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on April 13, 2022; next meeting June 8, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

- (1) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met January 28, 2022; next meeting TBA.
- m. Report of the Media and Communication Committee – Director Ardani. The Committee met on April 18, 2022; next meeting May 16, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- n. Report of the Mobility and Vehicles Committee – Director Blackwell. The Committee met on April 6, 2022; next meeting June 1, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- o. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on April 25, 2022; next meeting June 27, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- p. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on April 20, 2022; next hearings will be held May 18, 2022, at 9:00 a.m. as a virtual meeting.
- q. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on March 29, 2022; next meeting May 31, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
- r. Report of the Purchasing Task Force Ad Hoc Committee – Director Ardani. The Committee met on April 7, 2022; next meeting TBA.
- s. Information Technology Advisory Committee – Director Casey. The Committee met on March 18, 2022; next meeting TBA.
- t. Insurance Ad Hoc Committee – Director Liberatore. The Committee met on May 9, 2022; next meeting TBA.
- u. Website Ad Hoc Committee – Director Liberatore. Next meeting TBA.
- 17. Future Agenda Items** – *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting.*
- 18. Recess** - *At this time, the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

**CLOSED SESSION NOTICE AND AGENDA**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) April 06, 2022—Special Closed Session*

*(b) April 12, 2022 – Regular Closed Session*

*(c) April 28, 2022 – Special Closed*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**



**OPEN SESSION**

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

**Thursday, April 28, 2022, at 2:00 p.m.**  
24351 El Toro Road, Laguna Woods, California  
WILLOW ROOM/VIRTUAL MEETING

**The purpose of this meeting is to discuss items for the regular board meeting agenda**

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

Directors Absent: Lenny Ross

Staff Present: CEO-Siobhan Foster, Michelle Estrada, Makayla Schwiertert, Carlos Rojas, Catherine Laster

Others Present: None

**1. Call Meeting to Order / Establish Quorum – President Liberatore**

President Liberatore called the meeting to order at 2:00 p.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Liberatore called for an approval of the agenda.

Director Blackwell made a motion to approve the agenda. Director Asgari seconded the motion.

Hearing no changes or objections, the agenda was approved unanimously.

**3. Discuss and Consider Items for the United Board Regular Meeting (open and closed sessions) on May 10, 2022**

Director Blackwell made a motion to approve the May 10, 2022 open and closed agendas. Director Asgari seconded the motion.

United Board Agenda Prep Meeting (Open)

April 28, 2022

Page 2 of 2

Hearing no changes or objections, the May 10, 2022 open and closed agendas were approved unanimously.

**4. Director Comments**

- Director Bastani commented on the VMS Management Agreement
- Director Asgari suggested that all directors send their comments in writing to CEO Foster

**5. Adjournment**

President Liberatore adjourned the meeting at 3:09 p.m.

DocuSigned by:  
*Neda Ardani*

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Neda Ardani, Secretary of the Board  
United Mutual Laguna Woods



**OPEN MEETING**

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

**Tuesday, April 12, 2022- 9:30 a.m.  
Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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Directors Present: Anthony Liberatore, Pearl Lee, Pat English, Neda Ardani, Cash Achrekar, Azar Asgari, Diane Casey, Andre Torng, Maggie Blackwell, Lenny Ross, Reza Bastani, Andre Torng

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Cindy Shoffeitt

Others Present: GRF: Elsie Addington  
Third: None  
VMS: Cynthia Rupert, Norman Kahn

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

President Liberatore called the meeting to order at 9:30 a.m. and acknowledged that a quorum was present.

**2. Pledge of Allegiance to the Flag**

Director Lee led the pledge of allegiance.

**3. Acknowledge Media**

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

**4. Approval of Agenda**

President Liberatore asked if there were any changes to the agenda.

Director Asgari requested Item 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 February 2022, such review is hereby ratified, be moved to Unfinished Business as 12d.

Hearing no changes or objections, the amended agenda was approved unanimously.

## 5. Approval of Minutes

- a. March 24, 2022 – Agenda Prep Meeting
- b. March 8, 2022 – Regular Open Session

Hearing no objections, the March 24, 2022 – Agenda Prep Meeting Minutes and March 8, 2022 – Regular Open Session Minutes were approved unanimously.

## 6. Report of the Chair

- Informed the residents in attendance of his gratitude to see everyone in person.

## 7. VMS Board Update – Director Rupert

Director Rupert provided a presentation on the following:

- VMS Strategic Planning Meeting.
- SWOT Analysis.
- Cultural Sensitivity and Anti-harassment training.
- 3 Year Goals.
- New format for department meetings.
- Coin Service Availability.
- New Bulky Item Program.

Director Rupert answered questions from the board.

Discussion ensued among the Directors.

## 8. Open Forum (Three Minutes per Speaker)

*At this time Members addressed the Board of Directors regarding items not on the agenda*

The following members made comments:

- A member commented on the 2023 Budget Meeting.
- A member commented on new trash bins, washer/dryer heating, and water conservation reports.
- A member commented on the Earth Day Program held on April 21, 2022 at CH 1 on from 1-4 p.m.
- A member commented on the Foundation of the Laguna Woods Village. For additional information, residents are encouraged to visit the foundation website at [foundationoflagunawoodsvillage.org](http://foundationoflagunawoodsvillage.org).
- A member commented on Zoom link accessibility.
- A member commented on aging, health, and living within the community.
- A member commented on the Canary pine trees and manor resales.

## 9. Responses to Open Forum Speakers

- Director Torng commented on virtual meetings and tree trimming.
- Director English commented on Canary pines tree trimming.
- Director Asgari commented on hybrid meetings.
- Director Casey commented on The Foundation.
- Director Ross commented on Savings Report Update.
- Director Blackwell commented on Landscape Meetings.
- Director English commented on Zoom Meetings.

## 10. CEO Report

CEO Siobhan Foster provided a presentation on the following topics:

- The bulky item collection dates are available on the website.
- Coin distribution services are available in the community center recreation office Monday through Friday between 8:00 a.m. and 5:00 p.m.
- The Health and Wellness Expo will be held on April 23, 2022, at 10 a.m. in Clubhouse 5 – There will be sponsored host booths, lectures, and much more.
- Introduced new Security Director, Eric Nunez.

## 11. Consent Calendar

*All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the board by one motion. In the event that an item is removed from the Consent Calendar by members of the board, such item(s) shall be the subject of further discussion and action by the board.*

### a. Recommendation from the Landscape Committee:

- (1) Recommendation to Deny a Tree Removal Request and Approve a Shrub Removal Request: 916-A Avenida Majorca – One Fern Pine Tree and One Texas Privet Shrub

### **RESOLUTION 01-22-18**

### **Deny Removal of One Fern Pine Tree and Approve Removal of One Texas Privet Shrub 916-A Avenida Majorca**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 0113- 17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on March 10, 2022, the Landscape Committee reviewed a request to remove one Fern Pine tree and one Texas Privet Shrub from the Member at 916-A, who cited the reasons as lack of sunlight and the harboring of rodents, and;

**WHEREAS**, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of one Fern Pine tree and approving the request to remove the one Texas Privet Shrub located at 916-A Avenida Majorca.

**NOW THEREFORE BE IT RESOLVED**, April 12, 2022, the Board of Directors denies the request for the removal of one Fern Pine tree and approves the request to remove one Texas Privet Shrub at 916-A; and

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

**b. Laguna Hills Memorial Day Half Marathon, 10K and 5K**

**RESOLUTION 90-22-13**

**City of Laguna Hills Memorial Day Half Marathon 10K and 5K  
Request to Use a Portion of Laguna Woods Village**

**WHEREAS**, the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, is scheduled to take place on Monday, May 30 2022; and

**WHEREAS**, the City of Laguna Hills is requesting that the Golden Rain Foundation allow a portion of the course to traverse Laguna Woods Village, to enter in Gate 2, traverse around Via Estrada, to Calle Aragon, to Avenida Sevilla, to Avenida Majorca, back to Via Estrada and out Gate 2;

**NOW THEREFORE BE IT RESOLVED**, April 5, 2022, that the Board of Directors of this Corporation hereby authorizes the limited use of the Community streets inside Gate 2 on the morning of May 30, 2022, for the City of Laguna Hills Memorial Day Half Marathon, 10K and 5K event; 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.

**c. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in March 2022, and such review is hereby ratified.**

Director Blackwell made a motion to approve the consent calendar. Director English seconded.

Hearing no objections, the consent calendar was approved unanimously.

**12. Unfinished Business**

**a. Update Committee Appointments**

Discussion ensued among the board regarding the following resolutions:

**RESOLUTION 01-22-19**  
**United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, April 12, 2022, that the following persons are hereby appointed to serve the Corporation in the following capacities:

**Architectural Control and Standards Committee**

Anthony Liberatore (Chair)

Reza Bastani

Cash Achrekar

Non-Voting Advisors: Michael Mehrair, ~~Juanita Skillman~~

**Finance Committee**

Azar Asgari, (Chair)

~~Pat English (Chair)~~

Lenny Ross

~~Pearl Lee~~

Advisor: Dick Rader

**Governing Documents Review Committee**

Maggie Blackwell (Chair)

Diane Casey

Reza Bastani

Advisor: Dick Rader, Juanita Skillman, ~~Bevan Strom~~, Mary Stone

**Landscape Committee**

Diane Casey (Chair)

Maggie Blackwell

~~Pearl Lee~~

Lenny Ross

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

**Maintenance and Construction Committee**

Pat English (Chair)

Reza Bastani

~~Anthony Liberatore~~

~~Pearl Lee~~

Non-voting Advisor: Ken Deppe

**Members Hearing Committee**

Neda Ardani (Chair)

Pearl Lee

Maggie Blackwell

**New Resident Orientation**

Maggie Blackwell (Chair)

~~Pearl Lee~~

Cash Achrekar

**Resident Advisory Committee**

Pearl Lee (Chair)  
Diane Casey  
Maggie Blackwell  
Advisor: **Nancy Lannon**

**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 01-22-08, adopted February 8, 2022, 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 01-22-20**

**Golden Rain Foundation Committee Appointments**

**RESOLVED**, April 12, 2022, 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 Strategic Planning Committee**

Cash Achrekar  
~~Reza Bastani~~  
~~Diane Casey~~  
Anthony Liberatore, Alternate

**GRF Community Activities Committee**

Maggie Blackwell  
~~Diane Casey~~  
~~Pearl Lee~~

**GRF Finance**

Azar Asgari  
~~Pat English~~  
Diane Casey, **Alternate**

United Laguna Woods Mutual  
Regular Board Meeting Minutes  
April 12, 2022  
Page 7 of 20

**GRF Landscape Committee**

Maggie Blackwell  
Diane Casey

**GRF Maintenance & Construction**

Cash Achrekar  
~~Anthony Liberatore~~  
Lenny Ross

**Clubhouses & Facilities Renovation Ad Hoc Committee**

Diane Casey  
Pat English  
~~Azar Asgari, Alternate~~

**GRF Media and Communications Committee**

Neda Ardani  
Maggie Blackwell

**GRF Mobility and Vehicles Committee**

Maggie Blackwell  
~~Lenny Ross~~  
Pearl Lee

**GRF Security and Community Access**

~~Reza Bastani~~  
Maggie Blackwell  
Cash Achrekar

**Disaster Preparedness Task Force**

Diane Casey  
Anthony Liberatore  
Cash Achrekar, Alternate

**Laguna Woods Village Traffic Hearings**

Neda Ardani  
Anthony Liberatore

**Purchasing Ad Hoc Committee**

~~Anthony Liberatore~~  
Diane Casey  
Neda Ardani

**Information Technology Advisory Committee**

Diane Casey  
Cash Achrekar

**Broadband Ad Hoc Committee**

Diane Casey

**Revenue Resources Ad Hoc Committee**

~~Diane Casey~~  
~~Azar Asgari~~  
~~Lenny Ross~~

**Equestrian Center Ad Hoc Committee**

Pat English  
Pearl Lee

**Insurance Ad Hoc Committee**

Anthony Liberatore  
Cash Achrekar  
Lenny Ross

**Website Ad Hoc Committee**

Anthony Liberatore  
Pearl Lee  
Azar Asgari

**RESOLVED FURTHER**, that Resolution 01-22-09, adopted February 8, 2022, 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.

Hearing no objections, the Committee Appointment Updates were approved unanimously.

**b. Discuss and Consider Globe Subscription for United Board Members**

Director Asgari read the staff recommendation for the following resolution:

**RESOLUTION 01-22-21**  
**Globe Subscription for United Board Room Members**

**WHEREAS**, members have expressed interest in subscribing to the monthly published OC Register newspaper called the Globe reporting on local Laguna Woods news for the purpose of keeping up with current Laguna Woods events and service offerings.

**NOW THEREFORE BE IT RESOLVED**, April 12, 2022, that the Board of Directors hereby approves the purchase of a Globe subscription for each requesting United Board Member at a rate of \$25 per annual subscription.

**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 Asgari made a motion to approve the resolution. Director Ardani seconded the motion.

Discussion ensued among the board.

Hearing no changes, the motion was called to a vote and passed 6-4-0. Directors' Ross, Achrekar, Blackwell, and English opposed. President Liberatore did not vote.

- c. **Recommendation to Approve the Request for a Supplemental Appropriation in the Amount of \$184,760 to Fund a Portion of the Proposed Canary Island Pine Tree Grove Reduction Project to Include Consultant Costs to Further Study the Project Before Moving Forward.**

**RESOLUTION 01-22-22**

**Supplemental Appropriation for Professional Services**

**WHEREAS**, as a result of the Covid19 issues, the budgeted funds for tree maintenance for Fiscal Year 2021 were not expended, with a balance of \$184,760; and

**WHEREAS**, the United Landscape Committee directed staff to solicit the professional services of a third-party arborist and environmental specialist to review the proposed Canary Island Pine Tree Removal Project in Fiscal Year 2022.

**NOW THEREFORE BE IT RESOLVED**, April 12, 2022, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation for \$184,760, **to fund up to \$50,000 to engage the professional services of a third-part arborist and environmental specialist chosen by the landscape committee, ad-hoc, and staff for the remaining balance of the tree trimming and removal budget** to review the proposed Canary Island Pine Tree Removal Project in Fiscal Year 2022;

**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 Blackwell made a motion to approve the resolution. Director Ross seconded the motion.

Discussion ensued among the board regarding the Resolution 01-22-22 for a Supplemental Appropriation for Professional Services.

Kurt Wiemann, answered questions from the Board and residents.

Director Casey made an amendment to the motion, to approve the request for supplemental appropriation in the amount of \$184,760 to fund up to \$50,000 to engage professional services of a third-party arborist and environmental specialist chosen by the landscape committee, ad-hoc, and staff for the remaining balance of the tree trimming and removal budget. Director Ross seconded.

Hearing no changes, the amended motion was called to a vote and passed 7-3-0. Directors' English, Bastani, and Torng opposed. President Liberatore did not vote.

**THIS ITEM WAS MOVED TO UNFINISHED BUSINESS FROM CONSENT**

- d. **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 February 2022, such review is hereby ratified.**

Director Asgari stated that she will not approve the February 2022 Financials, until she receives it and will ratify it next month.

Director Blackwell tabled the ratification of the February 2022 Financials, to be ratified at the May 2022 meeting. Director Asgari seconded.

By unanimous consensus the board tabled the motion.

**13. New Business**

**DIRECTOR ASGARI MADE A MOTION TO ADD ITEM 13A TO THE AGENDA. HEARING NO OBJECTIONS, PRESIDENT LIBERATORE DECLARED THE MOTION APPROVED UNANIMOUSLY.**

- a. **Discuss and Consider Hybrid and In-Person Meetings**

Director Asgari made a motion to approve the availability of holding Board Meetings as Hybrid (Virtual & In-Person). Director Ardani seconded.

Discussion ensued among the board.

Hearing no changes, the motion was called to a vote and passed 7-3-0. Directors' English, Lee, and Blackwell opposed. President Liberatore did not vote.

**DIRECTOR TORNG MADE A MOTION TO ADD ITEM 13B TO THE AGENDA. HEARING NO OBJECTIONS, PRESIDENT LIBERATORE DECLARED THE MOTION APPROVED UNANIMOUSLY.**

- b. **Multiple Unit Purchasing within United Mutual**

Director Torng made a motion to allow resident-members to purchase additional units within United Mutual.

With no second, the motion did not proceed to a vote.

Discussion ensued among the board.

**14. Director Comments (Two minutes per director)**

- Multiple Directors commented on Resident Services.
- Director Ross commented on hate crimes within the community.

**15. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on March 29, 2022; next meeting April 26, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report
  - (2) United Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – President Liberatore. The Committee met on February 17, 2022; next meeting April 21, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - c. Report of Member Hearings Committee – Director Ardani. The Committee met on March 24, 2022; next meeting April 28, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.
  - d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on February 17, 2022; next meeting April 21, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
  - e. Report of the Landscape Committee – Director Casey. The Committee met on March 10, 2022; next meeting April 14, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - f. Report of the Maintenance & Construction Committee – Director English. The Committee met on March 30, 2022; next meeting April 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - g. Report of the United Resident Advisory Committee – Director Lee. The committee met on March 10, 2022; next meeting April 14, 2022, at 4:00 p.m. in the Board Room and as a virtual meeting.

## 16. GRF Committee Highlights

- h. Report of the GRF Finance Committee – Director Asgari. The Committee met on February 16, 2022; next meeting April 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Report of the GRF Strategic Planning Committee— Director Torng. The Committee met on March 7, 2022; next meeting May 2, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Report of the Community Activities Committee – Director Blackwell. The committee met on March 10, 2022; next meeting April 14, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.  
  
(1) Equestrian Center Ad Hoc Committee -- The Committee met on March 30, 2022; next meeting TBA.
- k. Report of the GRF Landscape Committee – Director Casey. The Committee met on March 9, 2022; next meeting June 8, 2022, at 1:30 p.m. as a virtual meeting.
- l. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on February 9, 2022; next meeting April 13, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

- (1) Clubhouse Renovation Ad Hoc Committee – Director Casey. The Ad Hoc Committee met January 28, 2022; next meeting TBA.
- m. Report of the Media and Communication Committee – Director Ardani. The Committee met on March 21, 2022; next meeting April 18, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- n. Report of the Mobility and Vehicles Committee – Director Bastani. The Committee met on April 6, 2022; next meeting June 1, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- o. Report of the Security and Community Access Committee – Director Bastani. The Committee met on February 28, 2022; next meeting April 25, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- p. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on March 16, 2022; next hearings will be held April 20, 2022, at 9:00 a.m. as a virtual meeting.
- q. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on March 29, 2022; next meeting May 31, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
- r. Information Technology Advisory Committee – Director Casey. The Committee met on April 8, 2022; next meeting April 15, 2022.

**17. Future Agenda Items – None**

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

The meeting recessed at 1:02 p.m. into the Closed Session.

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

*During the March 8, 2022, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) February 8, 2022 – Regular Closed Session*

*(b) March 24, 2022 – Special Closed Session*

*(c) March 29, 2022 – Special Closed Session*

*Discussed and Considered Litigation, Legal and Legislation Matters*

*Discussed Personnel Matters*

*Discussed Member and Board Disciplinary Matters*

**19. Adjourn**

The meeting was adjourned at 4:38 p.m.

DocuSigned by:  
*Neda Ardani*

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Neda Ardani, Secretary of the Board  
United Laguna Woods Mutual



## **RESOLUTION 01-22-XX**

### **Deny Removal of Two Silk Oak Trees 40-C Calle Aragon**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on April 14, 2022, the Landscape Committee reviewed a request to remove two Silk Oaks from the Member at 40-C, who cited the reasons as litter/debris, overgrown, and clogging of the drains; and

**WHEREAS**, the committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, and thereby recommends denying the request for the removal of two Silk Oak trees located at 40-C Calle Aragon.

**NOW THEREFORE BE IT RESOLVED**, May 10, 2022, the Board of Directors denies the request for the removal of two Silk Oak trees at 40-C; and

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

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## **RESOLUTION 01-22-XX**

### **Approve Removal of One Queen Palm 375-A Avenida Castilla**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on April 14, 2022, the Landscape Committee reviewed a request to remove on Queen Palm from the Member at 375-A, who cited the reasons as, overgrown and structural damage; and

**WHEREAS**, the committee determined that the tree does meet the guidelines established in Resolution 01-13-17, as the close proximity of the tree to the building's roof line will cause roof damage and recommends approving the request for the removal of one Queen Palm located at 375-A Avenida Castilla.

**NOW THEREFORE BE IT RESOLVED**, May 10, 2022, the Board of Directors approves the request for the removal of one Queen Palm at 375-A; and

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

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UNITED LAGUNA WOODS  
MUTUAL  
STAFF REPORT

---

**DATE:** May 10, 2022  
**FOR:** United Laguna Hills Mutual Board  
**SUBJECT:** Variance Request: Mr. David Myszko of 861-Q Ronda Mendoza (Castilla, HH08\_1), Install (3) Exterior WiFi- Enabled Battery-Operated Security Cameras

---

### **RECOMMENDATION**

The United ACSC recommends the United Laguna Hills Mutual Board approve the request for the installation of (3) exterior battery-operated security cameras with the conditions stated in Appendix A.

### **BACKGROUND**

Mr. Myszko of 861-Q Ronda Mendoza, a Castilla style manor, requests Board approval of a variance for the installation of (3) exterior battery-operated security cameras.

Due to the potential impact on neighbors and the effect on Mutual property, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

### **DISCUSSION**

Mr. Myszko is proposing to install (3) exterior battery-operated security cameras.

The resident has provided a plan of the proposed mounting positions for the security cameras. The cameras will cover the main entry approach, the balcony, and the bedroom windows. The cameras shall be mounted per the manufacturer's recommendations.

One potential issue is the nuisance of the siren function of the security cameras. To comply with Article 5 of the Occupancy Agreement regarding nuisance noise, the siren function of the camera system shall be required to be disabled.

There are no open Mutual Consents for this manor.

Staff recommends approval of this request due to finding the proposed camera positions and angles not to be invasive towards the separate interests of the neighbors.

A Neighbor Awareness Notice was sent to Units 854-Q, 854-P, 861-P, 866-A, and 866-N on May 19, 2021 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 861-Q.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Reviewed By:** Robbi Doncost, Manor Alterations Manager

**ATTACHMENT(S)**

Appendix A: Conditions of Approval

Attachment 1: Scope

Attachment 2: Variance Application

Attachment 3: Photos

Attachment 4: Aerial Photos

Attachment 5: Resolution 01-22-XX

**CONDITIONS OF APPROVAL**

**Manor:** 861-Q

**Variance Description:** Install (3) exterior battery-operated security cameras

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

**Manor-Specific Conditions:**

A. General Comments:

- A.1. The security cameras shall be aimed or positioned to the greatest extent possible to avoid directly viewing inside windows and/or private or enclosed exclusive-use common areas of adjacent manors.
- A.2. The alarm/siren function of the security camera system shall be disabled and remain disabled to prevent nuisance noise events, in compliance with Article 5 of the Occupancy Agreement for United Mutual regarding nuisance noise.

B. Materials and Methods:

- B.1. Prior to the issuance of a Mutual Consent for Alterations, an example of the camera and its method of installation shall be provided to Manor Alterations for review and approval.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, the Member shall submit still images from the camera views of their permanent positions for review and approval by Manor Alterations staff.

APPENDIX A  
CONDITIONS OF APPROVAL

- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as “United Laguna Woods Mutual Color Selections” at Resident Services, located at the Community Center first floor.

*See next page for General Conditions.*

**General Conditions:**

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 861-Q, (“Property”) within the United Laguna Woods Mutual (“Mutual”) without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. (“VMS, Inc.”), Alterations Division (“Division”), or, in the event of a Variance from the Mutual’s Alteration Standards, the Architectural Control and Standards Committee (“ACSC”). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members (“Member”) agrees to comply with the Mutual’s Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
  
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
  
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property’s Member at 861-Q and all future Mutual Members at 861-Q.
  
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual’s Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual’s Rules and Regulations.
  
- G.5. Member shall be liable for any violation of the Mutual’s Governing Documents

by any invitee, including any fine, assessment or other charge levied in connection therewith.

- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting

the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could

result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

- G.22. Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

861-Q DAVE MYSZKO

Installation of three exterior, Battery operated (wireless) security cams with locations marked by an "X" Below.

Castilla

Approximate Gross Internal Area = 98.2 sq m / 1057 sq ft

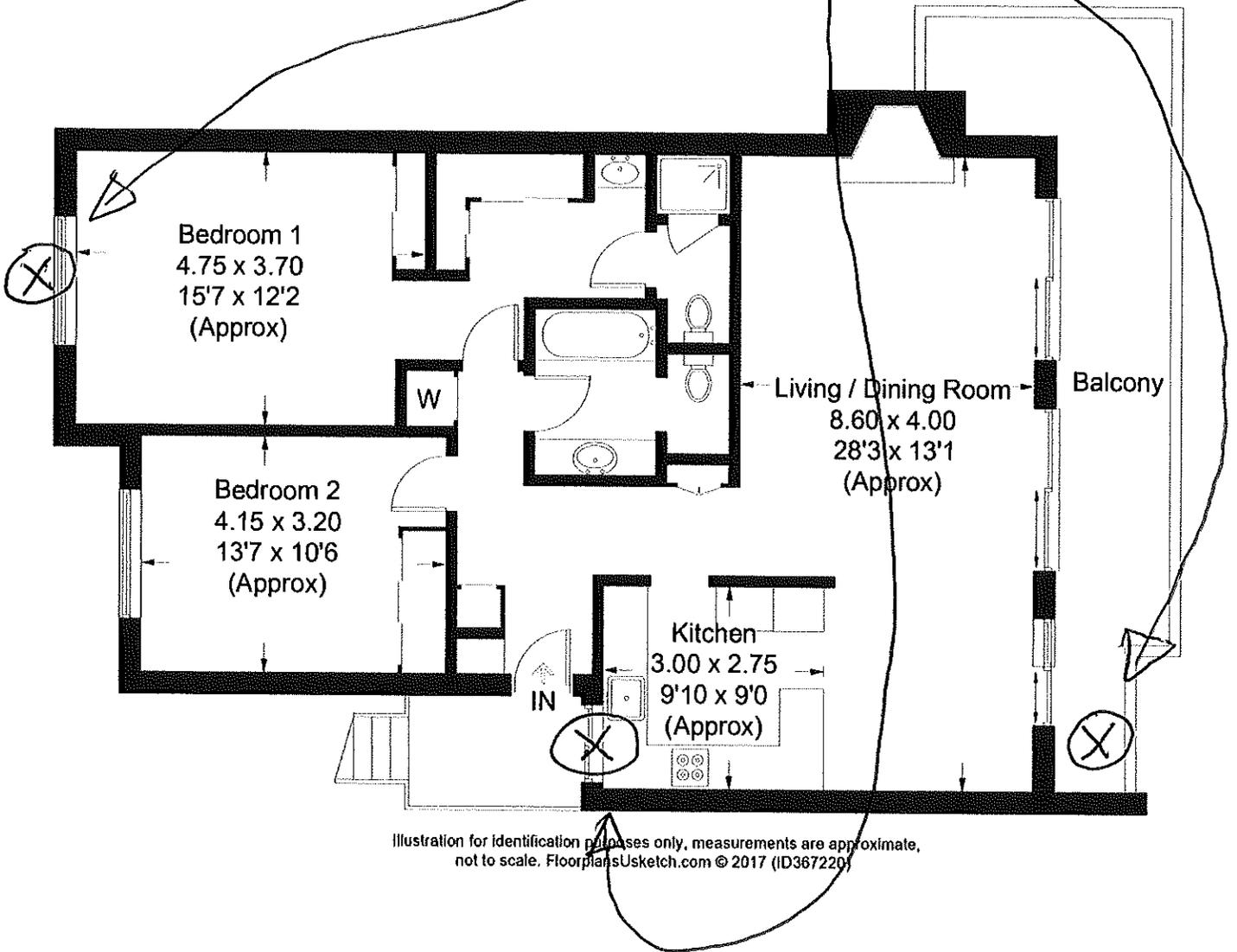


Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367220)

# Wireless Outdoor Security Camera

SimpliSafe's battery-powered Wireless Outdoor Security Camera comes equipped with a built-in siren, spotlight, and more to give you absolute control over your camera—and your privacy. Whenever the camera detects motion, it will send notifications to your phone and, with Interactive Monitoring, record the event. With its state of the art facial recognition, you'll always know who or what triggered the motion detection.

The camera also features infrared night vision, HDR video, and an easily-installed mounting bracket that attaches to the camera with a high-strength magnet.



## Pricing Info

\$169.99 when sold separately

## Key Features

- **1080p High Definition** Video with sound and 140 degree field of view
- **Built-in spotlight** for nighttime video
- **Night vision** with Infrared light, configurable as Auto, On, or Off
- **Three to six-month life battery power** (dependent on usage) with 5 hour charging time
- **Built-in siren** to ensure its heard inside and out of your home
- **Built-in Speaker and microphone** provides voice prompts for guided installation, and two-way audio during live video viewing
- **Facial Recognition technology** allows alerts and recording only when humans are at your door
- **Motion Detection** prompts recording and push notifications to Interactive users
- **Weatherproof** design with a temperature rating between -20° to 113° F

## Requirements & Specs

- Requires an SS3 Base Station
- USB charging cord for battery
- 78.7mm x 78.7mm x 75mm
- Wi-Fi network on-site (broadcasting 2.4GHz, secured with a WPA2 password, and with active Internet connection to stream video)
- SimpliSafe Home Security App to add, manage, and view cameras
- Requires Apple iOS 12 or higher, or Android 7 or higher + 'Jelly Bean'
- Requires internet connection
- SimpliSafe Account required to register and use cameras, up to ten (10) registered Cameras per Location
- Each Camera must have an individual Subscription to record video or to respond to alarm event

\*more settings on following page

## Status Mode Light

<b>Solid Yellow</b>	Installing update
<b>Blinking Yellow</b>	Trying to connect to server
<b>Solid White</b>	Booting up
<b>Blinking White</b>	Ready for setup
<b>Solid Blue</b>	Connected, ready to record/stream
<b>Blinking Blue</b>	Live view/video recording in progress
<b>Blinking Red</b>	Unable to connect to WiFi
<b>Quick Blinking Red</b>	Low battery
<b>Solid Red</b>	Not connected to Base Station/system
<b>Off (no light)</b>	No power/dead battery

## Camera Event Triggers

Trigger	Footage Length
Camera Motion Detected (Motion Detection setting must be ON)	10 seconds
User Recording	60 seconds
Alarm Event	180 seconds (First 30 seconds used for video verification if enabled)
Secret Alert	10 seconds
System disarmed	No recording
Duress PIN Alarm Event and System Disarmed	180 seconds
Duress PIN Alarm Event in Off Mode	180 seconds
Silent Panic Button	180 seconds

## Camera Settings

Setting	Description	Options
Motion Detection	Determines whether the camera records when motion is detected	On, Off
Motion Detection Sensitivity	Determines how sensitive to motion the camera is	Low, Medium, High
Motion Activity Zones	Determines areas of the video ignored for motion detection	Customizable grid selection
Motion Type	Determines if the camera will use Facial Recognition Technology to only be triggered by human motion	People Only, All Motion
Rotate Image 180	Determines whether the camera stream/recording should be rotated 180 degrees for the viewer	On, Off
Picture Quality	Determines the quality of video stream/recording	480p, 720p, 1080p
Night Vision	Emits infrared light to allow camera to view at night.	On, Off
Spotlight	Determines whether the Spotlight is used during Night Vision Mode	Standard, Spotlight
Spotlight Brightness	When the Spotlight is enabled, determines how bright the light is	Low, Medium, High
Flash Spotlight	Determines whether the Spotlight flashes during Alarm Events	On, Off
Microphone	Determines if audio is recorded with camera video.	On, Off
Siren	Determines if a siren will sound from the camera's speaker during Alarm Events	On, Off
Status Light	LED light that indicates when the camera is recording.	On, Off
WiFi Network	Allows you to choose the WiFi network for your cameras.	N/A

**Variance Request Form**

Model: <u>CASTILLA</u>	Plan: <u>HH08</u>	Date: <u>9-19-21</u>
[REDACTED]		
Contractor Name/Co: <u>SELF - NO CONTRACTOR - INSTALLED</u>	Phone: _____	E-mail: _____
Owner Mailing Address: <small>(to be used for official correspondence)</small>		
[REDACTED]		

**Description of Proposed Variance Request ONLY:**

INSTALL THREE EXTERIOR, BATTERY OPERATED (WIRELESS) SECURITY CAMS. PLEASE SEE THE FLOORPLAN WITH THE LOCATIONS OF THE CAMS MARKED WITH AN "X".

**Dimensions of Proposed Variance Alterations ONLY:**

EACH SECURITY CAM IS 78.7MM X 78.7MM X 75MM. (SEE SPEC SHEET PROVIDED.)

**FOR OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

<b>Alteration Variance Request</b>	<b>Complete Submittal Cut Off Date:</b>
<b>Check Items Received:</b> <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____ _____	<b>Meetings Scheduled:</b> Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____



CAMERA POSITION AT ENTRY



CAMERA VIEW FROM ENTRY

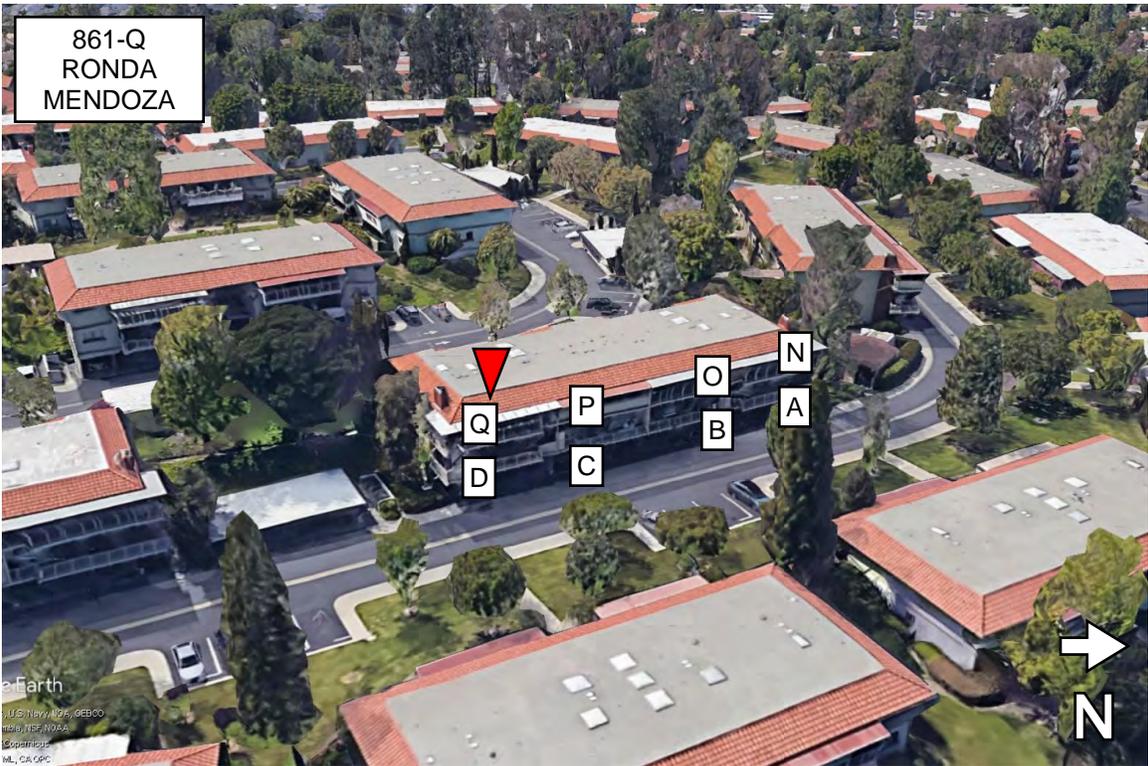


APPROXIMATE VIEW FROM CAMERA AT BEDROOM WINDOW



VIEW FROM BALCONY CAMERA

ATTACHMENT 4  
AERIALS



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**RESOLUTION 01-22-XX**

**Variance Request**

**WHEREAS**, Mr. Myszko of 861-Q Ronda Mendoza, a Castilla style manor, requests Board approval of a variance for the installation of (3) exterior battery-operated security cameras; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units 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 April 21, 2022; and

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval to the Board;

**NOW THEREFORE BE IT RESOLVED**, on May 10, 2022, the Board of Directors hereby approves the request to for the installation of (3) exterior battery-operated security cameras; and

**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 at 861-Q Ronda Mendoza and all future Mutual Members at 861-Q Ronda Mendoza; 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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**DATE:** May 10, 2022  
**FOR:** United Laguna Hills Mutual Board  
**SUBJECT:** Variance Request:  
Mr. David Young of 430-B Avenida Sevilla (La Corona, 3BR) Dining  
Room Addition on Front Exclusive Use Common Area and to  
Relocate Interior Walls

---

### **RECOMMENDATION**

The United ACSC recommends the United Laguna Hills Mutual Board approve the request for a room addition on front exclusive use common area and to relocate interior walls with the conditions stated in Appendix A.

### **BACKGROUND**

Mr. David Young of 430-B Avenida Sevilla, a La Corona style manor, requests ACSC and Board approval of a variance for a room addition on front exclusive use common area and to relocate interior walls.

Due to there being no existing Standard plan for the proposed alteration, Staff seeks ACSC and Board approval prior to issuing a Mutual Consent for the alterations.

Preliminary design plans of a New Floor Plan and Elevations, and an Application have been submitted for review (Attachment 1).

### **DISCUSSION**

Mr. David Young is proposing to demolish the existing exclusive use common area patio wall and patio slab to build a room addition, and relocate interior walls as part of a larger remodel. The room addition shall be limited to the outside perimeter of the existing patio masonry wall, 11'-5" by 12'-10" as shown on the record documents (Appendix B) and New Floor Plan (Attachment 1 – Scope of Work). The existing roof framing and structure shall remain and be reinforced to accommodate the new roofing. The roofing, materials, and finishes shall match existing and be painted to match. All new wall surface painting shall be required to be extended to the next wall intersection for blending purposes.

The wall and closets between the two bedrooms shall be removed and replaced with a new closet as part of the front bedroom.

The wall and closet near the kitchen shall be remodeled to accommodate a washer and dryer and linen closet.

A bathroom split, kitchen cabinet remodeling, air conditioning, and water heater relocation are part of the scope of the remodel. These items will comply with standards and are outside the scope of this variance.

Currently, there are no open Mutual Consents for the manor.

Staff recommends approval of the variance request for the following reasons: the room addition is similar to a standard plan for this style of manor; the interior remodeling will not affect views of adjacent units.

1. This addition does not increase the number of bedrooms of the manor.
2. No additional exclusive use common area is being added to this manor.
3. No alterations shall be allowed beyond the original construction exclusive-use common area limitations per original plan as shown in Appendix B.
4. Existing trusses will not be allowed to be cut or modified.

The area to be occupied by the addition shall be demolished and replaced with a new slab, footings and moisture barrier per current building code, to match the existing interior floor slab elevation. An overpour will not be allowed.

Structural drawings and calculations will be required to be submitted to Manor Alterations for review prior to issuance of the Mutual Consents for Demolition and Alteration.

The structural drawings and calculations reviewed by Manor Alterations will also be submitted to the City of Laguna Woods Building Department by the resident with the Mutual Consent as part of the City permit application.

A City of Laguna Woods building permit final will verify compliance with all applicable building codes.

A Neighbor Awareness Notice was sent to manors 430-A, 430-C, 428-B, 428-C, 429-A, 429-B, 429-C, 353-B, 353-C, 353-O and 353-P, on April 11, 2022 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 430-B.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Reviewed By:** Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

Baltazar Mejia, Maintenance & Construction Assistant Director

## **ATTACHMENT(S)**

Appendix A: Conditions of Approval  
Appendix B: Record Documents  
Attachment 1: Scope  
Attachment 2: Variance Application  
Attachment 3: Photos  
Attachment 4: Aerials  
Attachment 5: Resolution 01-22-XX

**CONDITIONS OF APPROVAL**

**Manor:** 430-B

**Variance Description:** Room Addition and Relocation of Interior Walls

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

**Manor-Specific Conditions:**

A. General Comments:

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure

no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.

- C.3. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.4. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.
- C.5. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- C.6. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
- C.7. The Member shall install an appropriate rain gutter system for proper drainage of roof water away from the foundation system.
- C.8. Member's designer to confirm that the existing roof covers the entire addition requested. The Member's drawings indicate and represent this roof coverage.

C.9. The Member shall set the exterior wall back sufficiently to accommodate the roof eave line and not extend any improvements into Common Area.

D. Requirements for Final Inspection by Manor Alterations:

D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.

D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.

*See next page for General Conditions.*

**General Conditions:**

G. General Conditions

- G.1. No improvement shall be installed, constructed, modified or altered at 430-B, (“Property”) within the United Laguna Woods Mutual (“Mutual”) without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. (“VMS, Inc.”), Alterations Division (“Division”), or, in the event of a Variance from the Mutual’s Alteration Standards, the Architectural Control and Standards Committee (“ACSC”). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members (“Member”) agrees to comply with the Mutual’s Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
  
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
  
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property’s Member at 430-B and all future Mutual Members at 430-B.
  
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual’s Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual’s Rules and Regulations.
  
- G.5. Member shall be liable for any violation of the Mutual’s Governing Documents

by any invitee, including any fine, assessment or other charge levied in connection therewith.

- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.11. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
- G.12. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting

the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

- G.13. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.14. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.15. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.16. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.17. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.18. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.20. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- G.21. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could

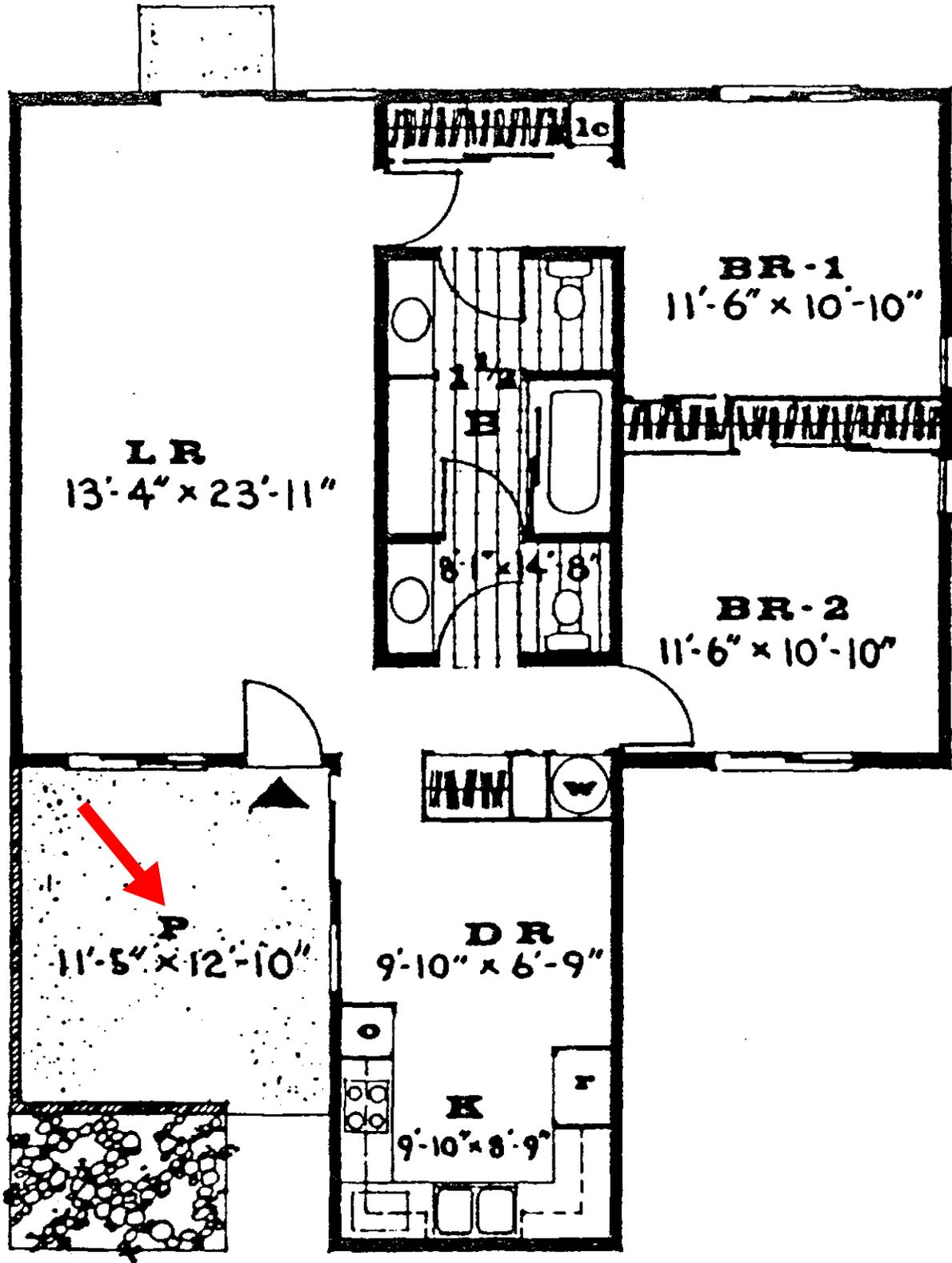
**APPENDIX A:  
CONDITIONS OF APPROVAL**

result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

- G.22. Member shall indemnify, defend and hold harmless United and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

APPENDIX B:  
RECORD DOCUMENTS

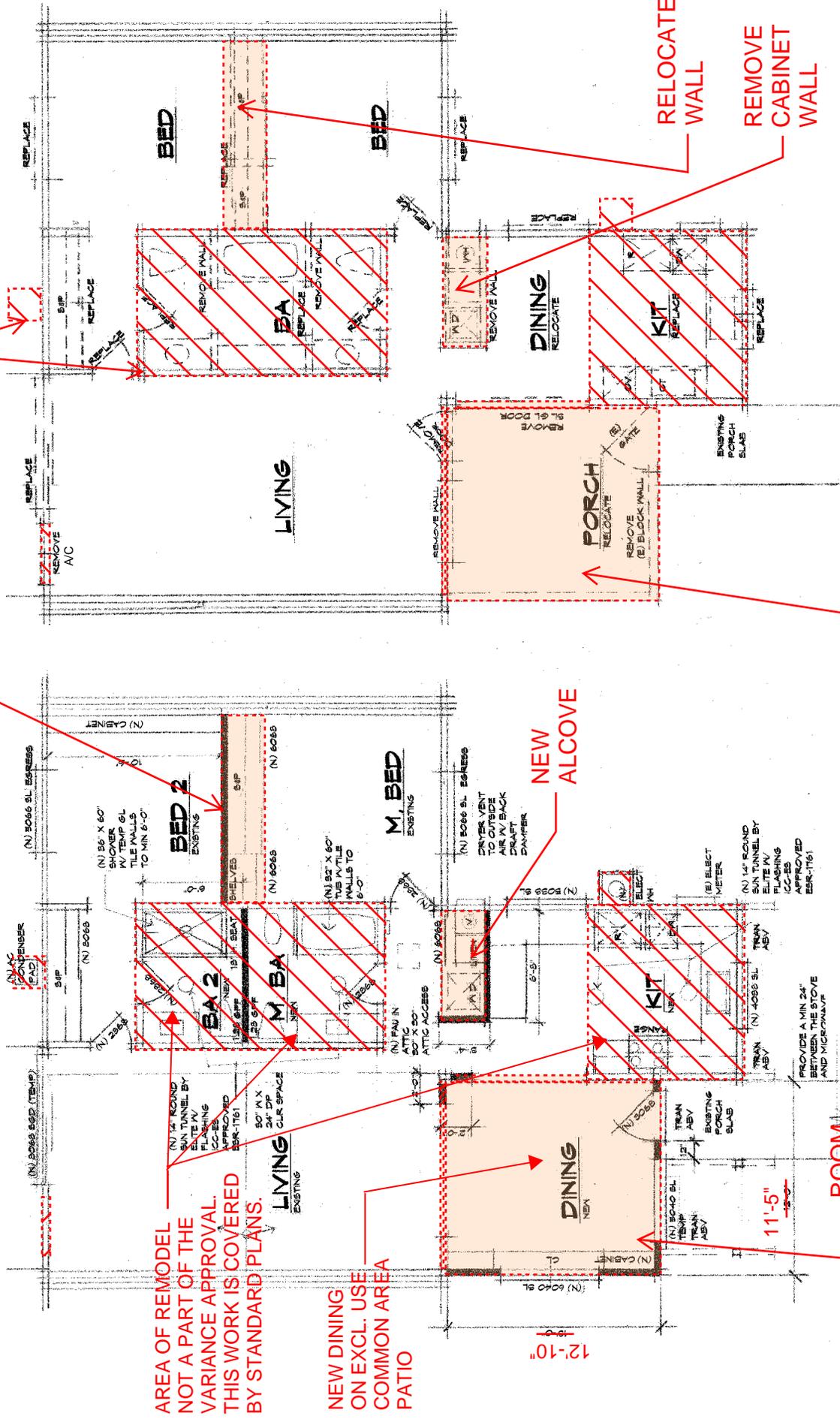
LA CORONA (3 PLAN)



**ATTACHMENT 1:  
SCOPE**

AREA OF REMODEL  
(NOT A PART OF  
VARIANCE)

RELOCATE  
WALL



AREA OF REMODEL  
NOT A PART OF THE  
VARIANCE APPROVAL.  
THIS WORK IS COVERED  
BY STANDARD PLANS.

NEW DINING  
ON EXCL. USE  
COMMON AREA  
PATIO

NEW  
ALCOVE

ROOM  
ADDITION

**NEW FLOOR PLAN**  
1/4"=1'-0"

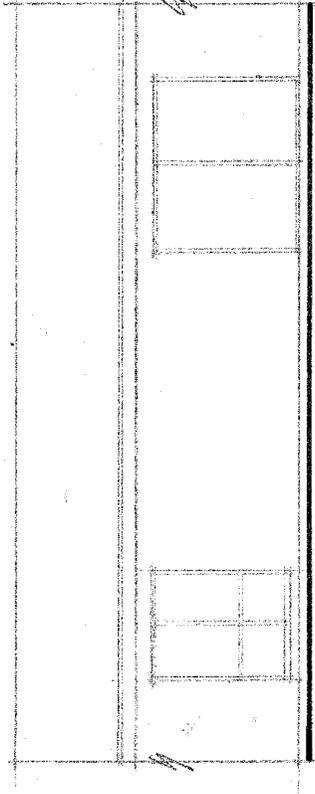
**EXISTING FLOOR PLAN**  
1/4"=1'-0"

DEMOLISH  
EXCLUSIVE-USE  
COMMON AREA

1. THE MEMBER SHALL @ THE ROOM ADDITION INSTALL AN APPROPRIATE RAIN GUTTER SYSTEM FOR PROPER DRAINAGE. OF ROOF WATER AWAY FROM THE FOUNDATION SYSTEM.
2. MEMBER'S DESIGNER SHALL CONFIRM THAT THE EXISTING ROOF COVERS THE ENTIRE ADDITION REQUESTED. THE MEMBER'S DRAWINGS SHALL INDICATE AND REPRESENT THIS ROOF COVERAGE OVER THE NEW DINING ADDITION.
3. MEMBER SHALL SET THE EXTERIOR WALL BACK SUFFICIENTLY TO ACCOMMODATE THE ROOF EAVE LINE AND NOT EXTEND ANY IMPROVEMENTS INTO COMMON AREA.

**ATTACHMENT 1:  
SCOPE**

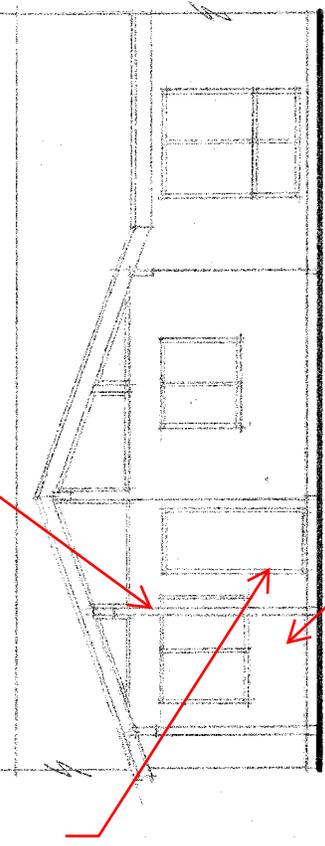
**ROOM ADDITION UNDER  
EXISTING ROOF**



**REAR ELEVATION**  
1/4"=1'-0"

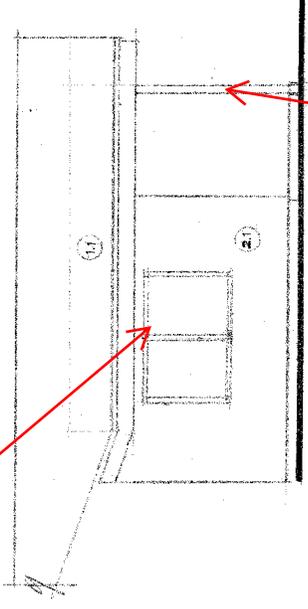
**EXISTING ROOF  
STRUCTURE TO REMAIN**

**NEW FRONT DOOR  
ENTERS INTO DINING  
ROOM.**



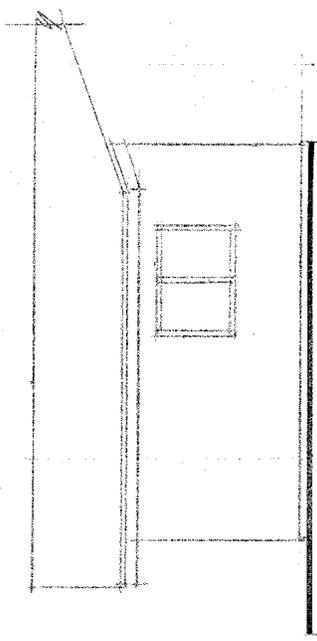
**FRONT ELEVATION**  
1/4"=1'-0"

**ROOM ADDITION UNDER  
EXISTING ROOF**



**LEFT ELEVATION**  
1/4"=1'-0"

**EXISTING ROOF  
STRUCTURE TO  
REMAIN**



**RIGHT ELEVATION**  
1/4"=1'-0"

**ATTACHMENT 2:  
APPLICATION**



MANOR # 430B

ULWM       TLHM

**Variance Request Form**

SA \_\_\_\_\_

Model: <u>La Corona</u>	Plan:	Date: <u>11/25/21</u>
Member Name: <u>DAVID YOUNG</u>	Signature: [REDACTED]	
Phone: [REDACTED]	E-mail: [REDACTED]	
Contractor Name/Co: [REDACTED]	Phone: [REDACTED]	E-mail: [REDACTED]
Owner Mailing Address: [REDACTED] (to be used for official correspondence)		

**Description of Proposed Variance Request ONLY:**

1. ENCLOSE FRONT PATIO AND MAKE IT A DINING AREA
2. RELOCATE INTERIOR WALLS PER NEW FLOOR PLAN
3. STRUCTURAL ENGINEERING DRAWINGS TO BE PROVIDED FOR ALL REMOVED BEARING WALLS AND FOUNDATIONS.

**Dimensions of Proposed Variance Alterations ONLY:**

1. EXTERIOR WALLS OF ~~15 FT BY 12 FT~~ <sup>11'-5" X 12'-10"</sup> - NET SQUARE FOOTAGE OF ~~156 SQ FT~~ <sup>147 SQ FT</sup> FOR ROOM ADDITION

**FOR OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

<p><b>Alteration Variance Request</b></p> <p>Check Items Received:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawing of Existing Floor Plan</li> <li><input type="checkbox"/> Drawing of Proposed Variance</li> <li><input type="checkbox"/> Dimensions of Proposed Variance</li> <li><input type="checkbox"/> Before and After Pictures</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Complete Submittal Cut Off Date:</b></p> <p>Meetings Scheduled:</p> <p>Third AC&amp;S Committee (TACSC): _____</p> <p>United M&amp;C Committee: _____</p> <p>Board Meeting: _____</p> <p><input type="checkbox"/> Denied                      <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Tabled                         <input type="checkbox"/> Other _____</p>
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**ATTACHMENT 2:  
APPLICATION**

Alterations Department/Variance Request  
Laguna Woods Village  
24351 El Toro Road  
Laguna Woods, CA 92637

Subject: 430 Avenida Sevilla Unit B (La Corona Model)

Dear Staff:

We purchased our home in November 2021 and are planning a complete remodel. The home is mostly original with a skylight in the bathroom. We have hired a professional contractor, Ron Harbin, who understands the rules, regulations and insurance requirements for Laguna Woods. After we complete the variance process, our contractor will complete the permit applications for construction.

Our conceptual drawings and preliminary plans of the proposed alteration are attached. In summary, the variances are:

- Enclosing the front patio to make it a new dining area; a net growth of 156 square feet
- Installing a new window in kitchen (smaller than the original window)

We will raise the current patio ground to match the existing floor for the adjoining living room and kitchen. The enclosed dining area will stay within the original patio footprint.

We look forward to working with you and improving our home. We are anxious to get started, hopefully, we can move in the second half of next year. Please call us with any questions.

Sincerely,



David and Teakum Young

[REDACTED]

**ATTACHMENT 3:  
PHOTOS**



**VIEW FROM 430-C REAR COMMON AREA**



**PATIO AT FRONT ENTRY**

**ATTACHMENT 3:  
PHOTOS**

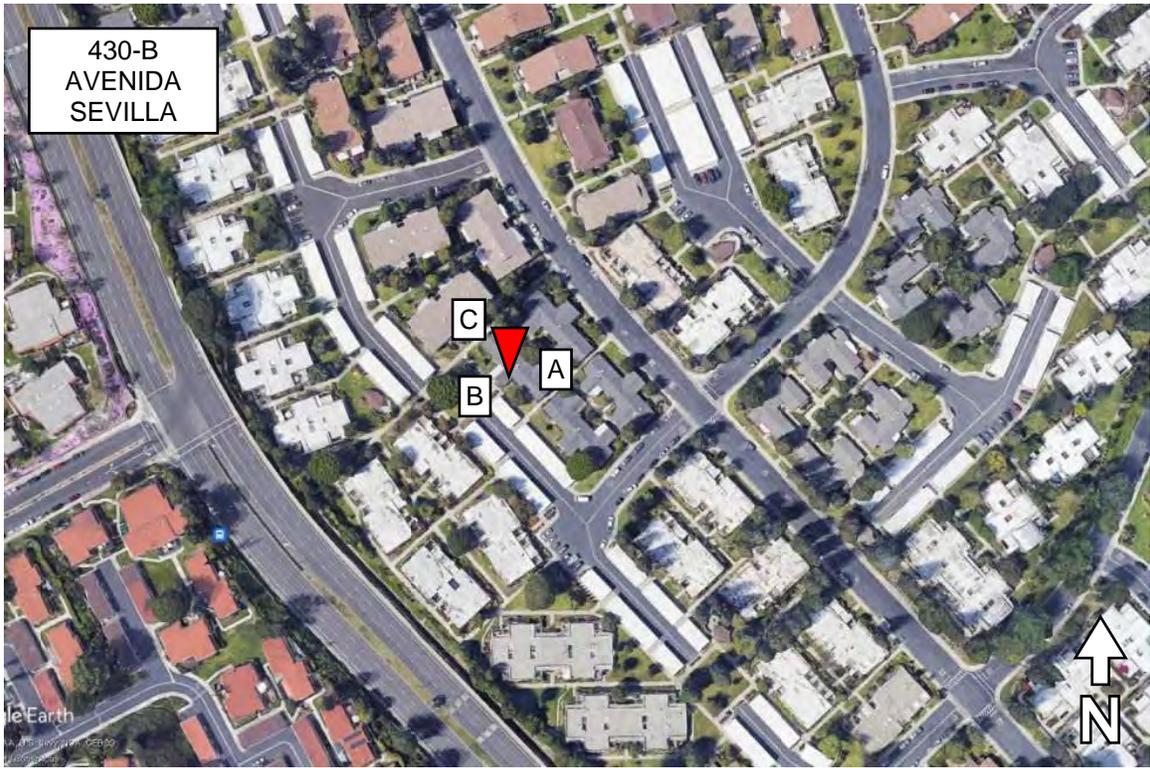


**FRONT ELEVATION**



**REAR COMMON AREA AT SLIDING GLASS DOOR**

**ATTACHMENT 4:  
AERIALS**





**RESOLUTION 01-22-XX**

**Variance Request**

**WHEREAS**, Mr. David Young of 430-B Avenida Sevilla, a La Corona style manor, requests Board approval of a variance for a room addition on the existing front patio and to relocate interior walls; and

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units 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 April 21, 2022; and

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval to the Board;

**NOW THEREFORE BE IT RESOLVED**, on May 10, 2022, the Board of Directors hereby approves the request for a room addition on the existing front patio and to relocate interior walls; and

**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 at 430-B Avenida Sevilla and all future Mutual Members at 430-B Avenida Sevilla; 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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## Sublease Review Confirmation Checklist

By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny sublease applications to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at least one other director, shall randomly check select applications for completeness and conformance with established rules and regulations.

The undersigned Board members affirm that they have reviewed select sublease applications for the period ending April 30, 2022.

- Shareholder date
- Sublease application
- Sublease agreement or addendum/extension
- Credit report, FICO score
- Background check
- Emergency/CodeRed form
- Criminal record
- Age verification

I certify that a random and representative sampling of sublease applications was reviewed to the best of my ability. The applications conform to established rules and regulations.

### UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Liberatore*  
Print Name ANTHONY M. LIBERATORE  
Title PRESIDENT  
Date 04/29/2022

# Membership Trust Transfer Review Confirmation Checklist

By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny membership trust transfer requests to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at least one other director, shall randomly check select membership trust transfer applications for completeness and conformance with established rules and regulations.

The undersigned Board members affirm that they have reviewed select membership trust transfer applications for the period ending April 30, 2022.

- Staff report
- Financial qualifications met
- Attorney opinion letter
- Membership certificate; death certificate (if applicable)
- Credit report, FICO score
- Background check
- Emergency / CodeRed form
- Criminal record
- Age verification

I certify that a random and representative sampling of membership trust transfer applications was reviewed to the best of my ability. The applications confirm to established rules and regulations.

## UNITED LAGUNA WOODS MUTUAL

Signature *Anthony M. Liberatore*  
Print Name ANTHONY M. LIBERATORE  
Title PRESIDENT  
Date 04/29/2022

## **ENDORSEMENT (to board)**

### **Ratify Temporary Borrowing of \$2 Million from Reserve Fund**

Steve Hormuth, Director of Financial Services, presented a staff report recommending Staff recommends the Finance Committee ratify the temporary borrowing of \$2,000,000 by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from the property tax payment issued in April 2022. Payback of the borrowed monies to the advancing fund is planned by June 30, 2022

A motion was made and passed by consensus to accept this recommendation to present at the next Board meeting.



## STAFF REPORT

---

**DATE:** May 10, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Ratify Temporary Borrowing of \$2 Million from Reserve Fund

---

### **RECOMMENDATION**

Staff recommends the Finance Committee ratify the temporary borrowing of \$2,000,000 by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from the property tax payment issued in April 2022. Payback of the borrowed monies to the advancing fund is planned by June 30, 2022.

### **GOVERNING AUTHORITY**

California Civil Code § 5510 Expenditure of Reserve Accounts

- (b) The board shall not expend funds designated as reserve funds for any purpose other than the repair, restoration, replacement, or maintenance of, or litigation involving the repair, restoration, replacement, or maintenance of, major components that the association is obligated to repair, restore, replace, or maintain and for which the reserve fund was established.

California Civil Code § 5515 Borrowing from Reserve Accounts

- (a) Notwithstanding Section 5510, the board may authorize the temporary transfer of moneys from a reserve fund to the association's general operating fund to meet short-term cashflow requirements or other expenses, if the board has provided notice of the intent to consider the transfer in a board meeting notice provided pursuant to Section 4920 (Notice of Board Meeting).
- (b) The notice shall include the reasons the transfer is needed, some of the options for repayment, and whether a special assessment may be considered.
- (c) If the board authorizes the transfer, the board shall issue a written finding, recorded in the board's minutes, explaining the reasons that the transfer is needed, and describing when and how the moneys will be repaid to the reserve fund.
- (d) The transferred funds shall be restored to the reserve fund within one year of the date of the initial transfer, except that the board may, after giving the same notice required for considering a transfer, and, upon making a finding supported by documentation that a temporary delay would be in the best interest of the common interest development, temporarily delay the restoration.

**BACKGROUND**

The Orange County Tax Collector requires the equivalent of six months of property taxes to be paid no later than April 10<sup>th</sup>. By April 2022, only four months of resident property tax contributions had been collected resulting in an operating fund cash deficit of \$2,042,431 (\$1,021,215 x 2 months: May and June) specific to property taxes.

The table below illustrates the inflow of property tax contributions from residents and outflow of payments to the Orange County Tax Collector:

	Contributions	Payment	Rolling Balance
January 2022	1,021,218	-	1,021,218
February	1,021,218	-	2,042,436
March	1,021,218	-	3,063,654
April	1,021,218	(6,127,308)	(2,042,436)
May	1,021,218	-	(1,021,218)
June	1,021,218	-	0

**DISCUSSION**

To provide sufficient funding for the April 2022 property tax payment, a temporary borrowing of \$2,000,000 was needed from United’s Reserve Fund. Funds were moved from the Reserve Fund to the Operating Fund and property tax payment was issued.

**FINANCIAL ANALYSIS**

The borrowed funds will be repaid in full by the end of June via monthly assessments. A special assessment will not be necessary to repay the borrowed funds. Moving funds between accounts is conducted as an account transfer and incurs no bank transaction fees.

**Prepared By:** Steve Hormuth, Director of Financial Services

**Reviewed By:** Jose Campos, Assistant Director of Financial Services  
Pam Jensen, Accounting Manager

**Attachment(s):**

**ATTACHMENT 1                      Resolution 01-22-XX**

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**RESOLUTION 01-22-XX**

**Ratify Temporary Borrowing of \$2 Million from Reserve Fund**

**WHEREAS**, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short-term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920; and

**WHEREAS**, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting; and

**WHEREAS**, it has become necessary to transfer moneys from the operating fund to the reserve fund due to timing differences in when property tax assessments are collected and the corresponding amounts are required to be paid and also due to short term cash flow shortfalls in the reserve fund; and

**WHEREAS**, the amount of funds needed to be transferred from the operating fund to the reserve fund has been determined to be \$2,000,000 and the repayment of such funds from the reserve fund to the operating fund is anticipated to be more than provided by future property tax assessment collections and positive cash flow results from operations; and

**WHEREAS**, it is planned and anticipated that sufficient cash flow will be generated in the reserve fund to repay the \$2,000,000 to the operating fund in two months, therefore a special assessment will not be needed;

**NOW THEREFORE BE IT RESOLVED**, May 10, 2022 that the transfer of up to \$2,000,000 as a temporary transfer from the operating fund to the reserve fund for the reasons stated herein, and with the plan to repay the funds in one two months, but no later than one year from this date, is hereby authorized; 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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## STAFF REPORT

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**DATE:** June 9, 2020  
**FOR:** Board of Directors  
**SUBJECT:** Hybrid Board and Committee Meeting Format

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### **RECOMMENDATION**

Authorize future board and committee meetings to be conducted in hybrid format allowing for director participation in-person and/or by video conference via Zoom or another virtual platform.

### **BACKGROUND**

During the pandemic, board and committee meetings were held virtually or in hybrid format allowing directors to participate in-person and/or by video conference via Zoom. The meeting format was largely dictated by applicable state and county health and safety requirements in effect at the time of the meetings.

### **DISCUSSION**

While there is no legal requirement in the bylaws, Civil Code or Corporations Code for board and committee meetings to be conducted by video conference, or that boards make video conference attendance available to directors, at the April 10, 2022, directors expressed the interest in conducting future board and committee meetings in hybrid format allowing for directors to participate in-person and/or by video conference.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, CEO/General Manager

**Reviewed By:** Catherine Laster, Services Manager

### **ATTACHMENT(S):**

Attachment 1: Resolution 01-22-XX

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**RESOLUTION 01-22-XX**

**Hybrid Board and Committee Meeting Format**

**WHEREAS**, there is no legal requirement in the bylaws, Civil Code or Corporations Code for board and committee meetings to be conducted by video conference, or that boards make video conference attendance available to directors; and

**WHEREAS**, at the April 12, 2022, open meeting of the Board of Directors, directors expressed the interest in conducting future board and committee meeting in-person and/or by video conference.

**NOW THEREFORE BE IT RESOLVED**, June 14, 2022 the Board of Directors of this Corporation hereby authorizes that future board and committee meetings be conducted in hybrid format allowing for director participation in-person and/or by video conference via Zoom or another virtual platform; and

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

**MAY Initial Notification**

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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**Resolution 01-22-XX**  
**United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, May 10, 2022, that the following persons are hereby appointed to serve the Corporation in the following capacities:

**Architectural Control and Standards Committee**

Anthony Liberatore (Chair)  
Reza Bastani  
Cash Achrekar  
Non-Voting Advisors: Michael Mehrain

**Finance Committee**

Azar Asgari, Chair  
Pat English  
Lenny Ross  
Advisor: Dick Rader

**Governing Documents Review Committee**

Maggie Blackwell (Chair)  
Diane Casey  
Pearl Lee  
Advisor: Dick Rader, Juanita Skillman, Mary Stone

**Landscape Committee**

Diane Casey (Chair)  
Maggie Blackwell  
Lenny Ross  
Advisors: Theresa Frost, Mike Peters, Annie Zipkin

**Maintenance and Construction Committee**

Pat English (Chair)  
Reza Bastani  
Pearl Lee  
Non-voting Advisor: Ken Deppe

**Members Hearing Committee**

Neda Ardani (Chair)  
Pearl Lee  
Maggie Blackwell

**New Resident Orientation**

Maggie Blackwell (Chair)  
Cash Achrekar

**Resident Advisory Committee**

Pearl Lee (Chair)  
Diane Casey  
Maggie Blackwell  
Advisor: Nancy Lannon

**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 01-22-19, adopted April 12, 2022, 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 01-22-XX**  
**Golden Rain Foundation Committee Appointments**

**RESOLVED**, May 10, 2022, 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 Strategic Planning Committee**

Cash Achrekar  
Diane Casey  
Anthony Liberatore, Alternate

**GRF Community Activities Committee**

Maggie Blackwell  
Diane Casey

**GRF Finance**

Azar Asgari  
Pat English  
Diane Casey, Alternate

**GRF Landscape Committee**

Maggie Blackwell  
Diane Casey

**GRF Maintenance & Construction**

Cash Achrekar  
Lenny Ross

**Clubhouses & Facilities Renovation Ad Hoc Committee**

Diane Casey  
Pat English

**GRF Media and Communications Committee**

Neda Ardani  
Maggie Blackwell

**GRF Mobility and Vehicles Committee**

Maggie Blackwell  
Pearl Lee

**GRF Security and Community Access**

Maggie Blackwell  
Cash Achrekar

**Disaster Preparedness Task Force**

Diane Casey  
Anthony Liberatore  
Cash Achrekar, Alternate

**Laguna Woods Village Traffic Hearings**

Neda Ardani  
Anthony Liberatore

**Purchasing Ad Hoc Committee**

Diane Casey  
Neda Ardani

**Information Technology Advisory Committee**

Diane Casey  
Cash Achrekar

**Broadband Ad Hoc Committee**

Diane Casey

**Equestrian Center Ad Hoc Committee**

Pat English  
Pearl Lee

**Insurance Ad Hoc Committee**

Anthony Liberatore  
Cash Achrekar  
Lenny Ross

**Website Ad Hoc Committee**

Anthony Liberatore  
Pearl Lee  
Azar Asgari, **Alternate**

**RESOLVED FURTHER**, that Resolution 01-22-20, adopted April 12, 2022, 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.



## STAFF REPORT

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**DATE:** May 10, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

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### **RECOMMENDATION**

The Board of Directors:

1. Adopt the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.
2. Supersede and cancel the Harassment Policy (Resolution 01-18-102) approved on September 26, 2018.

### **BACKGROUND**

The Board of Directors of United Laguna Woods Mutual (“United”), Golden Rain Foundation (“GRF”), and Third Laguna Hills Mutual (“Third”) recognize the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to VMS staff, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

### **DISCUSSION**

To address the need for a clear and consistent Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board presidents and VMS Board chair collaborated with Jeffrey C. Beaumont, Esq. to develop the proposed policy and charter for a joint hearing body, modeled after the effective Village Traffic Hearing Committee. The proposed policy provides guidance relative to harassing, abusive, and intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

On May 3, 2022, GRF introduced the proposed policy and charter and postponed the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360. Third Mutual is expected to consider the proposed policy and charter at its May 17, 2022, board meeting. The proposed policy is being considered by the board of directors of United, GRF, and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

Should the Board of Directors approve the proposed Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board will need to suspend and cancel the existing Harassment Policy (Resolution 01-18-102) approved on September 26, 2018.

**FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, CEO/General Manager

**Reviewed By:** Francis Gomez, Operations Manager  
Eric Nunez, Director of Security

**ATTACHMENT(S)**

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy  
Attachment 2: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee  
Attachment 3: Resolution 01-22-XX

**Golden Rain Foundation, United Laguna Woods  
Mutual and Third Laguna Hills Mutual  
Joint Hearing Body Committee  
ANTI-HARASSMENT, ANTI-ABUSE AND  
ANTI-INTIMIDATION POLICY**

Adopted \_\_\_\_\_, 2022

**I. PURPOSE**

The Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (“United”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This Policy has been adopted by the Board of Directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**II. DEFINITIONS**

- a. **Community** - Laguna Woods Village, including, but not limited to, the Community Center, Gate Houses, Clubhouses and amenities.
- b. **Resident** - An approved occupant of a residence in Laguna Woods Village.
- c. **Staff** - Employees of Village Management Services Inc. (“VMS”) authorized to act on behalf of United, Third and GRF.
- d. **Director** - A member of the Board of Directors of either United, Third or GRF.
- e. **Harassment** - See details under Conditions.
- f. **Abuse** - See details under Conditions.
- g. **Intimidation** - See details under Conditions.
- h. **Governing Documents** - All of the following, collectively: the Articles of Incorporation; the Bylaws; the CC&Rs; the Rules and Regulations; and Resolutions or Policies duly adopted by the Board of Directors of United, GRF and Third; all as may be lawfully amended or modified from time to time.
- i. **Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (“Committee”)** - A hearing body formed via charter by the Board

# Attachment 1

of Directors of United, GRF and Third to address claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.

- j. **Member** - Any person who is an owner of a Unit in United's development or Third's development who has been approved for membership in United or Third in accordance with the Governing Documents.

## II. **CONDITIONS FOR HARASSMENT, ABUSE AND INTIMIDATION**

Below are various definitions and descriptions of harassment under both Federal and California law:

- **Federal Law:** Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose" (18 U.S.C.A. §1514[d][1][B]).
- **California Law:** California defines "harassment" as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).

**Department of Housing and Urban Development (HUD) "Final Rule":** Recent Federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF, United and Third with regard to the investigation and treatment of reported harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners' associations, including GRF, United and Third, are considered housing providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF, United and Third are required to investigate all reported claims of potential harassment of Residents and, as appropriate, take all action permitted under the Governing Documents to address such harassing behavior (24 CFR 100.600).

This Policy interprets and defines harassment in the community to include, without limitations, physical intimidation; threatening bodily harm or to harm one's property; shouting; stalking, such as following someone around to intimidate or "make a point"; disrupting organized activities in progress; entering the second floor of the Community Center without escort or pass; interfering, instructing or otherwise disrupting the work of vendors or Staff; unreasonable, hostile and excessive telephone calls and/or emails to a Resident, Staff or vendor; disparaging someone; humiliating someone; and other behavior which the ordinary person would find unreasonable and/or threatening.

Below are various definitions and descriptions of abuse under both Federal and California law:

- **Federal Law:** Under Federal law, “abuse” is defined to mean “the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” (42 USC §1397[j]).
- **California Law:** Under California law, “abuse” includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, “abuse” also includes conduct that creates a hostile work environment as defined under California law.

Below are various definitions and descriptions of intimidation under both Federal and California law:

- **Federal Law:** Under Federal law, “intimidation” is defined to mean “a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose” (18 USC §1514[d][1]).
- **California Law:** Under California law, the definition of “intimidation” was noted “to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ...” (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

### III. HARASSMENT, ABUSE AND INTIMIDATION COMPLAINTS AND INVESTIGATION

**Harassment, abuse and intimidation is strictly prohibited in the Community.** A complaint involving harassment, abuse and intimidation may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or by emailing [compliance@vmsinc.org](mailto:compliance@vmsinc.org). Staff will inform the reporting party to call the Security Department for documentation of the reported harassment, abuse or intimidation. Staff may also inform the reporting parties to call the Orange County Sheriff’s Department if and when the behavior occurs. Staff will inform the Committee of its receipt of such complaint(s) and will forward the details of the complaint to the Committee for evaluation and investigation. The Committee will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.

A complaint involving harassment, abuse and intimidation by one Resident against another may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or by emailing [compliance@vmsinc.org](mailto:compliance@vmsinc.org). The Security Department may inform the reporting party to call the Orange County Sheriff’s Department if and when the behavior occurs. The Security Department will investigate the complaint and will report its findings to the Committee. The Committee

will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.

Investigating alleged harassment, abuse and intimidation: To determine whether or not harassment, abuse or intimidation is taking place, the Committee evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration and location of the conduct; and the relationships of the people involved. The Committee may take appropriate enforcement action based upon its findings, as outlined below. The Committee shall maintain strict confidentiality of those that report complaints and strict confidentiality of information obtained relative to same.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication, there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.

#### **IV. ENFORCEMENT**

The Committee is authorized to take disciplinary action against directors involving investigated and confirmed claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents. The Committee is also authorized to take disciplinary action against residents involving investigated and confirmed claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.

Discipline shall be imposed after a duly noticed disciplinary hearing in accordance with the requirements of Civil Code Section 5855 and pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third. If a director or resident is found to have engaged in acts constituting harassment, abuse and intimidation, the Committee has the authority to impose monetary fines and suspend Member(s) privileges pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third.

Notwithstanding the foregoing, and regardless of whether disciplinary action is taken, any member to be found to have violated this policy may be removed as an officer of their Board, if serving as such, or from any committee they serve, by their respective Board, i.e., GRF, United and Third.

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a right of appeal to his or her respective corporation's Board.

**CHARTER OF THE  
ANTI-HARASSMENT, ANTI-ABUSE AND ANTI-INTIMIDATION  
JOINT HEARING BODY COMMITTEE FOR  
GOLDEN RAIN FOUNDATION, UNITED LAGUNA WOODS  
MUTUAL AND THIRD LAGUNA HILLS MUTUAL**

**I. INTRODUCTION**

Pursuant to Article VIII of the Amended and Restated Bylaws (“Bylaws”) of Golden Rain Foundation (“GRF”) and California Corporations Code Section 7212, the Board of Directors of GRF is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VIII, Section 1 of the Amended and Restated Bylaws (“Bylaws”) of United Laguna Woods Mutual (“United”) and California Corporations Code Section 7212, the Board of Directors of United is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VII, Section 1 of the Amended and Restated Bylaws (“Bylaws”) of Third Laguna Hills Mutual (“Third”) and California Corporations Code Section 7212, the Board of Directors of Third is entitled to create committees to assist it in the execution of their powers and duties.

This Charter serves to create the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (“Committee”) for GRF, United and Third.

**II. PURPOSE**

The Committee Members (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. The Committee will interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel and other relevant individuals, and impose discipline and provide reports and/or recommendations, as appropriate.

**III. COMMITTEE MEMBERS**

The Committee shall be comprised of two (2) directors from the Board of Directors for GRF, United and Third, therefore totaling six (6) total members. The term of Committee membership shall be concurrent with each Member’s term on their respective Board of Directors in which he or she has been elected or appointed. Committee Members serve at the pleasure of their respective Board in which he or she has been appointed to serve on the Committee and may be removed with or without cause, at any time, in the sole discretion of their respective Board.

## Attachment 2

Committee Members must be in “good standing” at all times, defined as the following:

1. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
2. No outstanding violations of the governing documents of their respective organization, as determined by their respective Board;
3. No active dispute, including pending claims, dispute resolution, litigation or the like between the Committee Member and their respective organization or Board or VMS; and
4. Regular attendance at Committee meetings, which requirement precludes the Committee Member’s absence from three (3) consecutive meetings.

### IV. SCOPE OF AUTHORITY

#### A. Powers and Duties of the Committee

The Committee is formed to serve as a hearing body to address claims involving claims of harassment, abuse and intimidation by directors to staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents. The Committee has the power and authority to investigate claims and interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel, and other relevant individuals. The Committee shall also have the authority to impose discipline against the offending party, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the Boards of GRF, United and Third.

#### B. Committee Member Compensation and Conduct

No Committee Member shall receive compensation of any kind for participation on the Committee.

#### C. Meetings

The Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality. Minutes of all meetings shall be prepared and maintained.

#### D. Effect of Decisions by the Committee

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the Board hearing the appeal. For instance, for United, if the Committee imposes a fine, the accused can appeal to the United Board and that Board can affirm or overturn that decision, given the Board can levy fines. However, if the Committee bans the accused from accessing the administrative building or the clubhouse/amenities, the United Board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the accused would need to appeal to GRF, not United.

## Attachment 2

### **E. Insurance/Defense/Indemnity**

GRF, United and Third shall at all times maintain a directors' and officers' liability insurance policy, as required by law and their respective governing documents (i.e., Bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a Member's service on the Committee, and as authorized by the Boards of GRF, United and Third. GRF, United and Third will defend and indemnify Committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the Committee, including any self-insured retention costs, and shared by GRF, United and Third.

### **F. Confidentiality**

Committee Members are obligated to maintain strict confidentiality of information obtained while on the Committee, beyond the term of service on the Committee, and such information shall only be used for its purpose as provided herein.

The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that Committee Members similarly acknowledge and respect the privacy interests of GRF, United and Third and its members, exercising constant vigilance in the handling of confidential information.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.

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**RESOLUTION 01-22-XX**

**Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee**

**WHEREAS**, the Board of Directors of United Laguna Woods Mutual (United”), Golden Rain Foundation (“GRF”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

**WHEREAS**, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

**WHEREAS**, this Policy is being adopted by the Board of Directors of United, GRF, and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**NOW THEREFORE BE IT RESOLVED**, June 14, 2022 that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

**RESOLVE FURTHER**, that Resolution 01-18-102, adopted September 26, 2018, is hereby superseded and canceled; and

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

**MAY Initial Notification**

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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## STAFF REPORT

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**DATE:** May 10, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Proposed Canary Island Pine Tree Reduction Project Ad Hoc Committee

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### **RECOMMENDATION**

To create a Canary Island Pine Tree Reduction Project Ad Hoc Committee.

### **BACKGROUND**

The Landscape Committee met on April 14, 2022, and are making a recommendation to the Board to create this Ad Hoc committee.

In the fall of 2020, the United Board and Landscape Committee requested that staff investigate the possibility and cost of removing mature pine trees that exhibit at least one of the following characteristics; groves of trees, health decline, building conflict with roofs and gutters, dense canopies causing poor turf growth, dense canopies causing an abundance of leaf pick up tickets, and infrastructure damage.

In March of 2021, staff brought preliminary findings to the Landscape Committee, which subsequently directed staff to develop a project and seek proposals for the work. Staff arborists subsequently visited every Canary Island Pine in the community and evaluated them based on the above-mentioned characteristics. These site visits determined that 393 of the trees fell into at least one of the categories and many fell into more than one.

The density of the canopies has caused other concerns; the quantity of needles, cones, and branches falling onto nearby roofs of buildings and carports. This debris has blocked gutters, roof drains, courtyard drains, and down spouts, costing the Mutual vast sums in repairs to structures.

Due to the proximity to infrastructure, many of these trees have caused damage to sidewalks, foundations, pipes, and walls. Eliminating trees in these groves will allow the remaining trees to develop full, healthy canopies without causing a detrimental effect on the overall aesthetics of the area.

There are approximately 18,640 trees in United Mutual, effectively 79 trees per acre. In comparison, Third Mutual has 39 trees per acre. As a result of the proposed project, the tree density will be almost unchanged, at 77 trees per acre. These trees represent 2% of the trees in the Village.

### **DISCUSSION**

When a contract for this proposed project was brought to the United Landscape Committee at the March 10, 2022, meeting, some Members and residents expressed concerns regarding the proposed project. The committee directed staff to put the award of the project on hold. Staff was directed to form an Ad Hoc Committee to involve Members in the tree selection process.

Ad Hoc committees are temporary committees established by the board of directors to address a specific issue. Staff was further directed to perform further research including an environmental evaluation and a second opinion about the proposed project from a third-party arborist.

A resolution for the formation of this proposed Canary Island Pine Tree Reduction Project Ad Hoc committee is necessary to specify duties and responsibilities of the committee (Attachment 1).

### **FINANCIAL ANALYSIS**

There are staff costs involved in the administration of the Ad Hoc Committee. These costs are in the 2022 Business Plan for Landscape Administration.

**Prepared By:** Kurt Wiemann, Director of Landscape Services  
**Reviewed By:** Eve Morton, Landscape Coordinator

### **ATTACHMENT(S)**

**Attachment 1:** Resolution 01-22-XX - United Laguna Woods Mutual Canary Island Pine Tree Reduction Project Ad Hoc Committee Charter



**Resolution 01-22-XX**

**United Laguna Woods Mutual  
Canary Island Pine Tree Reduction Project  
Ad Hoc Committee Charter**

**WHEREAS**, the Canary Island Pine Tree Reduction Project Ad Hoc Committee is hereby established pursuant to Article VII, Section I of the Bylaws of the Corporation;

**NOW THEREFORE BE IT RESOLVED**, May 10, 2022, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Canary Island Pine Tree Reduction Project Ad Hoc Committee as follows:

1. Serve as collaboration between the United Laguna Woods Mutual (“United”) Board and the Village Management Services (“VMS”) Landscape Department regarding the proposed Canary Island Pine Tree Reduction Project.
  - a. Ensure that all trees in the final selection meet the criteria set forth in Resolution 1-13-17, Tree Removal Guidelines.
  - b. Confer with experts e.g. arborists, environmentalists, etc. to recommend potential alternative solutions to the overcrowding of Canary Island Pine trees.
  - c. Report findings and alternatives to the United Mutual Landscape Committee
2. The Committee shall consist of eight resident owners (Members), one Committee Member, and a staff officer.
  - a. The Committee shall meet as necessary, no more often than every three weeks, and be dissolved three months from the date of the Resolution or as directed by the United Landscape Committee.
  - b. Members shall be in good standing and resident owners in the community for a minimum of three years.
3. Make recommendations to the United Mutual Landscape Committee, or to the United Board of Directors on matters related to areas of responsibility in this charter.
4. Perform such other duties related to areas of responsibility in this charter as may be assigned by the United President or United Board.

**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.

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## **ENDORSEMENT (to Board)**

### **Membership Election & Voting Policy**

Committee members have requested that the Membership Election & Voting Policy be reviewed and discussed for possible changes that are now allowed by AB 502.

Director Casey made a motion to add term limits to the Membership Election & Voting Policy, Section 2a, VI, as follows:

2.a, VI. Term Limits. A director who resigns or is removed, or a director who will have served two successive full terms, may not again be a director until the expiration of twelve (12) months after ceasing to be a director.

By unanimous vote, the motion passed.



## STAFF REPORT

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**DATE:** May 10, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Membership Election & Voting Policy

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### **RECOMMENDATION**

Review and provide direction.

### **BACKGROUND**

On June 13, 2006, the board established Membership Elections Standard Operating Procedures to align with changes in California Civil Code. Since the adoption, the Membership Elections Standard Procedures has been revised and renamed to the Membership Election & Voting Policy on seven occasions to comport with the current Civil Code requirements at the time (Resolutions 01-06-49, 01-06-87, 01-08-64, 01-13-90, 01-15-33, 01-16-97 and 01-20-26).

The current policy was last revised to comport with changes from Senate Bill 323 that became effective January 1, 2020. The updates included, but not limited to: allowing all members the opportunity to vote even if they have a delinquent account, allowing a general power of attorney to vote; and a third party inspector of election must send follow notice requirements and include specific language to the notices sent to the membership.

In October 2021, new California State Legislation changes to election requirements for common interest developments passed. The legislation bill known as Assembly Bill 502 (AB502) became effective on January 1, 2022 and require changes to the current election procedures.

These updates include, but not limited to: expansion of language to allow associations smaller than 6,000 separate interests to have elections by acclamation, if the election is uncontested; reinstatement of associations ability to enforce term limits, (i.e. the maximum number of terms or sequential terms that a director may serve); and revises the timeframe by which an association must respond to a petition from the members calling for a special meeting (i.e. to recall the board, etc.).

On April 21, 2022, the Governing Documents Review Committee discussed and review possible changes to the policy to align with new civil code.

## **DISCUSSION**

On April 21, 2022, the Governing Documents Review Committee discussed and review possible changes to the policy to align with new civil code. The Committee made the following addition:

2.a, VI. Term Limits. A director who resigns or is removed, or a director who will have served two successive full terms, may not again be a director until the expiration of twelve (12) months after ceasing to be a director.

## **FINANCIAL ANALYSIS**

None.

**Prepared By:** Francis Gomez, Operations Manager

**Reviewed By:** Blessilda Wright, Compliance Supervisor

## **ATTACHMENT(S)**

Attachment 1: Membership Election & Voting Policy

Attachment 2: Resolution



## MEMBERSHIP ELECTION & VOTING POLICY

Adopted May 14, 2013, Resolution 01-13-90;  
 Revised March 10, 2015, Resolution 01-15-33;  
 Revised September 13, 2016, Resolution 01-16-97;  
 Revised January 9, 2020, Resolution 01-20-26;  
Revised [Date], Resolution 01-22-XX

### 1. Definitions

- a. "Corporation" shall refer to the United Laguna Woods Mutual Corporation.
- b. "Election Records" shall include returned ballots, signed voter envelopes, the Candidate Registration List and the Voter List. The Candidate Registration List means the list of qualified candidates existing as of the close of nominations. The Voter List may include: the name, voting power and either the physical address of the Member's separate interest or the parcel number, or both; and the mailing address of the Member (if different from the physical address or if the parcel number is used).
- c. "Secretary" shall mean an elected member of the Board of Directors who has been elected as a Corporate officer as Secretary.
- d. "Authorized Agent" shall refer to a staff member appointed by the Board of Directors.
- e. "Inspector(s) of Elections" shall refer to an independent third party appointed by the Board of Directors to perform duties and acts to facilitate voting and elections as set forth herein.
- f. "SOP" shall mean and refer to this policy, known as the Membership Elections Policy.
- g. "Submit" shall refer to delivery of a document to the Authorized Agent at the Corporate address: 24351 El Toro Road, Laguna Woods, California.
- h. "Qualified Member" shall mean a member qualified to nominate himself or herself as a candidate for the Board of Directors as set forth herein.

### 2. Nomination Process

- a. Qualifications. Only "Qualified Members" are eligible for candidacy to the Board. All candidates seeking to run in any Election of Directors shall meet the following criteria in order to be considered a Qualified Member for purposes of this SOP:
  - i. Shall be Members of record as defined under Bylaws, Article II, Section 4(h).
  - ii. Shall not be shown on the books of account of the Corporation to be

more than thirty (30) days delinquent in payment of any sums due to the Corporation under his or her Occupancy Agreement or otherwise, and who has been given notice thereof and the opportunity for a hearing concerning the delinquency (Bylaws, Article VI Section 2(b)). Note, this does not include non-payment of collection charges, late charges, fines, fines renamed as assessments, costs levied by a third party, or if the Member has (1) paid under protest per California Civil Code § 5658; (2) has entered into and is current in a payment plan (defined as a signed written agreement between the Board and the Owner) per § 5665, and is current and in compliance will all terms thereof; or (3) if the Member has not been provided the opportunity to engage in Internal Dispute Resolution (“IDR”).

- iii. While a candidate for the Board and during their term as a Director, if elected, the Candidate must have been a member of United for at least one (1) year.
- iv. Candidates and Directors shall not have been convicted of a crime that would either prevent the Corporation from purchasing fidelity bond coverage or terminate the Corporation’s existing coverage.
- v. Members may not serve at the same time as another person who holds joint ownership in the same separate interest who is either already nominated or an incumbent director.

vi. Term Limits. A Director who resigns or is removed, or a Director who will have served two successive full terms, may not again be a Director until the expiration of twelve (12) months after ceasing to be a Director.

- b. In addition to the foregoing qualifications, the Board strongly discourages Members from running for the Board where the candidate or the candidate’s spouse has a conflict of interest with the Corporation, financial or otherwise, or engages in business transactions with the Corporation. Further, such conflicts must be immediately disclosed to the Board of Directors upon its occurrence pursuant to United’s Bylaws.
- c. Any Member may nominate any Qualified Member as a candidate, including himself or herself, by submitting a written application and candidate statement to the Secretary or Authorized Agent of the Corporation that states his or her intention to run for the Board of Directors which must be returned to the Secretary by the closing date stated, which deadline must be at least ninety (90) days before the date the ballots for the election of directors are scheduled to be tabulated. No nominations for the Board can be made after the closing date.
- d. Any committee established by the Board to assist the Board shall submit a final report of all candidates to the Board upon the close of nominations.
- e. Each candidate shall submit to the Secretary or Authorized Agent a statement of background and qualifications not to exceed two hundred fifty (250) words in length by the closing deadline.

Last Updated ~~3-9-2020~~4-21-2022

- i. The following are guidelines for the preparation of the statement of candidate's background and qualifications:
  1. The statement may include: education, business background, civic, social, and community activities;
  2. "Activities" may include organized events, clubs, hobbies or any unique activity;
  3. Date and place of birth shall be considered optional information Length of residency in United; and
  4. Statement of personal philosophy (optional).
- f. Each candidate for a Director position is responsible to directly forward their candidate statement, electronically, to the Inspector of Election and Corporate Secretary and is solely responsible to ensure the accuracy of the information and transmission of the candidate's statement. Once the candidate's statement is submitted, as set forth herein, it is irrevocable and cannot be changed or modified. **United is not responsible for the content of any candidacy statement.**
- g. Any candidate or spouse of a candidate who has a direct or indirect financial interest in any business organization or who is a director, officer or employee of any business, or agency of any county, state or federal government (other than a charitable organization), incorporated or otherwise, which engages in business transactions with the Corporation, shall disclose such relationship to the Board of Directors at the time of their self-nomination.
- h. Candidates must disclose the fact that they have significant outside, time-consuming commitments such as: (a) full time or significant employment responsibilities; (b) full time or significant time commitments to care for others; or (c) extensive travel plans which could impact the time available to conduct Board Business (Bylaws, Art. VIII Sec. 3(e)).
- i. The candidates receiving the highest number of votes, up to the number of directors to be elected, shall be elected as directors and shall take office immediately following their election. Any tie vote shall be broken by lot, which may include any method of randomly deciding the issue as adopted by the Board.

### 3. Eligibility to Vote

- a. Only persons approved for Membership by the Board of Directors and to whom a membership certificate has been issued (or the Member's successor trustee and/or power of attorney (California Civil Code § 5105(g)(2).)) shall be entitled to vote (see Bylaws, Article II Section 4(h)- (i)). This provision shall not be construed to prohibit any Member from receiving a ballot, pursuant to California Civil Code § 5105(g)(1).
- b. Single Memberships in which two or more Members have a joint or undivided interest shall have only one (1) vote (Bylaws, Article V, Section 8(a)(ii)) and

only one such Member may run for, and serve on, the Board at any one time.

c. Record Date:

- i. The record date for determining those Members entitled to receive Notice of a meeting of the Members shall be fifteen (15) days prior to the day that the notice of the meeting is mailed (the "Record Date for Notice");
  - ii. The record date for determining those Members entitled to vote by secret ballot shall be sixty (60) days prior to the day that the secret ballots are mailed (the "Record Date for Secret Ballots");
- d. The inspector(s) of elections shall tabulate the ballots for the election of directors at the Annual Meeting of the Members. The ballots for the vote to approve assessments, elections of directors to fill a vacancy not filled by the Board, amendments to governing documents and/or granting the exclusive use of common area to a Member (unless an exception applies per Civil Code § 4600) shall be tabulated by the inspector(s) of election at a duly noticed (regular or special) meeting of the Members or Board. The Board of Directors shall determine the date, time and place of said Board meeting.

4. **Notice Requirements (Senate Bill 323)**

- a. General notice of the procedure and deadline for submitting a nomination shall be issued at least 30 days before the nomination deadline (unless individual notice has been requested by the Member).
- b. General notice of the following shall be made at least 30 days before ballots are distributed (unless individual notice has been requested by the Member):
  - i. The date and time by which, and address where, ballots are to be returned;
  - ii. The date, time and location of the meeting to tabulate the ballots; and
  - iii. The list of all candidates' names that will appear on the ballot.
- c. United shall permit Members to verify the accuracy of their individual information contained in the Election Records at least thirty (30) days before the ballots are distributed. United or any Member shall report any errors or omissions for either list to the inspectors of election who shall make the corrections within two (2) business days.
- d. At least thirty (30) days before the election, the inspectors of election will deliver to each Member: (1) the ballot and voting instructions; and (2) a copy of the election rules. Note, the election rules may be provided by individual delivery or by posting same on an internet site and providing the corresponding internet site web address on the ballot with the phrase, in at least 12-point font: "The rules governing this election may be found here: <https://www.lagunawoodsvillage.com/residents/united-laguna-woods-mutual/documents>".

**5. Candidate Equal Access to Corporation Media**

- a. All candidates for a Director position shall have equal access to Corporation media for the purpose of campaigning for an election. For purposes of this paragraph, "Corporation media" means the Corporation's cable channel. No candidate may utilize Corporation media for the thirty (30) day period following the date the first election ballot material is sent to the membership for the election of the Board of Directors through the election date, even if for a period longer than thirty (30) days.
- b. In each election for the Board of Directors, the Corporation shall hold a forum ("Meet the Candidates") for the nominees within a Golden Rain Foundation (GRF) facility prior to the date that the ballot materials are sent to the Membership. Meet the Candidates will be for the purpose of allowing the Membership to meet and ask questions of all nominees. All nominees standing for election shall be invited to attend the forum and should appear in person.
- c. Golden Rain Foundation (GRF) meeting rooms shall be available to candidates free of charge for campaign purposes (California Civil Code § 5105(a)(2).).
- d. Any time a ballot measure is required to be sent to the Membership for approval which is unrelated to the election of directors, such as amending the Bylaws or the Occupancy Agreement, the Corporation may hold a town hall meeting – rather than a formal membership meeting – which is an informal gathering of members in which members can express their points of view. Further, if Corporation media is used in connection with such ballot measures, any Member advocating a point of view shall be permitted use of Corporation media, provided the Member's purposes reasonably relate to the ballot measure. The Corporation shall not edit any such communications made by Members, but may include a statement specifying that the Member, and not United, is responsible for that content.

**6. Appointment of Inspectors of Election**

- a. The Board of Directors shall appoint one (1) or three (3) independent third party(ies) as Inspector(s) of Election. An independent third party includes, but is not limited to:
  - i. A volunteer poll worker with the county registrar of voters;
  - ii. A licensee of the California Board of Accountancy;
  - iii. A notary public; and
  - iv. A Member of the Corporation provided such Member is not a member of the Board of Directors or a candidate for the Board of Directors or related to a member of the Board of Directors or a candidate for the Board of Directors.
- b. Inspectors of Election shall not be employees of management; however, prior to the secret ballots being mailed to all of the Members, the inspectors of election may meet to determine to whom the secret ballots shall be returned

(the "Ballot Collector"), which may be an Authorized Agent.

- c. An Inspector or Inspectors may appoint and oversee additional persons to assist as the Inspector or Inspectors deem appropriate. (California Civil Code § 5105 (a)(6))

## 7. Duties of Inspectors of Election

- a. Determine the number of memberships entitled to vote and the voting power of each membership. (California Civil Code § 5110(c)(1))

- i. Eligible Voter List:

Pursuant to Section 4 of this SOP, the Inspectors will create or cause to be created an Eligible Voter List that identifies all Members who are eligible to vote. This list will be used to mail ballots only to those Members entitled to vote by ballot on corporate action without a meeting as of the Record Date specified herein.

- b. Determine when the polls shall close. (California Civil Code § 5110(c)(6).)

- i. The Inspectors of Election shall determine the date that ballots must be received in accordance with California Civil Code § 5115(a.), which states "Ballots...shall be mailed not less than 30 days prior to the deadline for voting." The deadline shall be incorporated into the voter instructions and adopted by the Board of Directors in the form of a resolution.

- c. Oversee the Mailing of the Ballot Package

- i. Obtain certification from the preparer of the ballot packages that all necessary items were enclosed in each Ballot Package Mailing Envelope and that the envelopes were properly addressed to all members on the Eligible Voter list.
      - ii. Ensure that Ballot Package Mailing Envelopes are sent by first class mail to help ensure that all members receive ballots in a timely manner.
      - iii. Obtain a statement from the post office indicating the number of ballot packages mailed.
      - iv. the inspector of election must deliver, or cause to be individually delivered to each member, at least 30 days before an election, both the ballots and either a copy of the election rules or a statement in 12-point font that reads, "the rules governing this election may be found here {insert web address}."

- d. Receive ballots. (California Civil Code § 5110(c)(3).)

## 8. Secret Ballot Return Instructions

If authorized by the California Legislature, the Corporation may utilize electronic "Secret Ballots." Such procedure will be consistent with what is required in the

Last Updated 3-9-2020~~4-21-2022~~

California Civil Code. For paper Secret Ballots, the following shall apply:

- a. The Secret Ballot itself is not signed by the voter, but is inserted into the Secret Ballot Envelope, which is sealed. The Secret Ballot Envelope shall not have any identifiable markings and is then inserted into the Pre-Addressed Return Envelope, which is also sealed.
- b. In the upper left hand corner of the Pre-Addressed Return Envelope, the voter shall both print and sign his or her name, address, and the unit number that entitles him or her to vote (California Civil Code § 5115(a)(1).).
- c. The Pre-Addressed Return Envelope is addressed to the Inspector or Inspectors of Election, who will tally the votes. The envelope may be mailed or delivered by hand to a location specified by the Inspector or Inspectors of Election. The member may request a receipt for delivery (California Civil Code § 5115(a)(2).).
  - i. Return by Mail
    1. The Pre-Addressed Return Envelope shall be returned on or before the deadline date by mail to the address of the Inspector of Election c/o Ballot Collector as set forth in the voting or ballot return instructions or on the secret ballot.
    2. A second post office box may be used for Secret Ballot packages returned as undeliverable.
    3. Members who desire a receipt for delivery of a mailed Secret Ballot shall mail the Secret Ballot by Certified Delivery – Return Receipt Requested at the Member’s expense.
  - ii. Return by Hand Delivery
    1. Secret Ballots returned by hand shall be deposited by the Member into a locked and secure ballot box located in the lobby of the **Community Center, 24351 El Toro Road, Laguna Woods.**
    2. At the request of the voting Member, the Authorized Agent, which may be management, shall provide a receipt for the hand delivered Secret Ballot.
    3. Inspectors shall retrieve Pre-Addressed Envelopes from the locked ballot box daily and date stamp them.
    4. Secret Ballots may also be hand delivered to the Inspector of Elections at the meeting to tabulate the ballots prior to the close of polls.
    5. All Pre-addressed Return Envelopes received shall remain sealed until they are opened and tabulated in public. The Corporation shall reserve a secure room at the **Community Center (24351 El Toro Road, Laguna Woods)** for use by the

Last Updated ~~3-9-2020~~4-21-2022

Inspector(s) of Election. Notwithstanding, the Inspector(s) of Election may establish a physical boundary or buffer around them during the tabulation of ballots.

- iii. Ballot Return Instructions – The Ballot Return Instructions will be the same as the Secret Ballot Instructions, detailed herein above, with the exception that the Ballot will be inserted into the Pre- Addressed Return Envelope only inasmuch as non-Secret Ballots do not require the use of a double envelope system so the Secret Ballot Envelope will not be utilized.
- d. Determine the authenticity, validity, and effect of proxies, if any.
  - e. Verify voter eligibility.
    - i. Count and record the number of Pre-addressed Return Envelopes received from the post office.
    - ii. Count and record the number of Pre-addressed Return Envelopes received by hand delivery.
    - iii. Place the Pre-addressed Return Envelopes in order by address, which corresponds with the Eligible Voter List. This process may be automated (i.e., barcodes).
    - iv. Void (but do not open) any Pre-addressed Return Envelopes, which does not contain information that identifies the member as an eligible voter (see Section 8.c.i.1 above).
    - v. Void (but do not open) any Pre-addressed Return Envelope that is a duplicate vote.
      1. Revocation. No written ballot may be revoked after deposit in the mails or delivery to the Corporation. (Bylaws, Article V, Section 9(e))
      2. If a voter returns two Pre-addressed Return Envelopes, the Inspectors of Election shall determine which ballot to count. If it can be determined which is the first Pre-addressed Return Envelope sent or received, then it shall be deemed the original ballot, which shall be counted and the other Pre- addressed Return Envelope should be voided.
    - vi. Resolve any challenged ballots. If possible, this should be done before any Pre-Addressed Return Envelope is opened and counting begins.
    - vii. Explain the reason for each voter eligibility decision made.
    - viii. The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of Election or at a location designated by the Inspector or Inspectors of Election until after the tabulation of the vote, at which time the Inspector of Election can maintain custody of the Election Record pursuant to statute, or transfer custody shall be transferred to the

Last Updated ~~3-9-2020~~4-21-2022

Corporation (California Civil Code § 5125(a).).

- f. Count and tabulate the votes.
  - i. All votes shall be counted and tabulated by the Inspector or Inspectors of Election in public at a properly noticed open meeting of the Board of Directors (California Civil Code § 5120(a).).
  - ii. At a properly noticed open meeting of the Board of Directors, the seals of the Secret Ballot Envelopes shall be broken, and the Inspector(s) of Election shall prepare the ballots for tabulation, which may include electronic tabulation scanning. A third-party election services contractor who is not an inspector of election may be deputized by the Inspectors of Election to assist with the preparation and scanning of the ballots.
  - iii. A ballot shall be voided if it contains information identifying the voter (California Civil Code § 5115(a).).
- g. Determine the result of the election
  - i. Once the ballots are scanned and tabulated, the Inspector(s) of Election shall certify the election by signing an official form. The tabulated results of the election shall be promptly reported to the Board and shall be recorded in the minutes of the next meeting of the Board and shall be available for review by members of the Corporation.
  - ii. Within fifteen days of the election, the Board of Directors shall publicize the results of the election.
  - iii. Tabulated ballots shall be packed and sealed, and the Inspectors of Election shall initial the seal to ensure that there is no tampering with the tabulated ballots.
  - iv. The custody of the tabulated ballots and other Election Records as listed in Section 1.b of this SOP shall remain in the custody of the Inspector(s) of Election for not less than one (1) year after the tabulation of ballots, or until the time allowed by Civil Code Section 5145 for challenging the election has otherwise expired. Upon written request, Election Records shall be made available for inspection and review by Members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote.
  - v. After the tabulation of ballots, the Board of Directors or its Authorized Agent (i.e., management) shall return to the post office to pick up any ballots received after the deadline. These ballots shall not be opened and shall be marked "Void – received after deadline".

## 9. Election Mailing Materials

- a. The Corporation shall conduct its election consistent with its Bylaws and state statutes (Bylaws, Article V, Section 8(b)). The official election materials are to be prepared by the Inspector(s) of Election.

Last Updated 3-9-20204-21-2022

- b. As prescribed by law, secret ballot procedures shall be used when voting on the following issues: assessment increases; election and removal of directors; amendments to the Governing Documents (i.e., Articles of Incorporation, Bylaws and Occupancy Agreement); and the grant of exclusive use of Common Area property.
- i. A “secret ballot” is a ballot which does not identify the voter by name, address, lot, unit or parcel number. The term “secret ballot” does not include a ballot for purposes of voting on any matter other than assessments, election or removal of directors, amendments to the Governing Documents or the grant of exclusive use of Common Area property. All secret ballots, including for election of directors, must conform to the requirements of applicable law. Any Bylaws provision inconsistent with the law shall be void.
  - ii. All secret ballots shall provide a reasonable time within which to return the ballot to the Corporation, which may be set at the discretion of the Board unless otherwise required by law. The time for the return of secret ballots may be extended for reasonable intervals at the discretion of the Board.
  - iii. Any action requiring Member approval, other than those requiring a secret ballot, may be submitted for vote by written ballot without calling a meeting of the Members. The written ballot shall describe the proposed action(s), provide an opportunity to specify approval or disapproval of each proposal, and provide a reasonable time within which to return the ballot to the Corporation as set forth in Article V, Section 9 of the Bylaws.
    1. The determination to conduct a vote by written ballot shall be made by the Board or by members having 20% of the eligible voting power signing a written request and delivering same to any Corporation officer (Bylaws, Article V, Section 9(c)).
    2. The officer shall thereupon distribute a written ballot to every Member eligible to vote on the matter. A written ballot may not be revoked.
    3. All solicitations shall indicate the number of responses needed to meet the quorum requirement and the percentage of approvals needed to approve each proposal. The solicitation must specify the time by which the ballot must be received in order to be counted.
    4. Written ballots and solicitations shall be distributed in the same manner as notice of Member meetings. Approval by written ballot shall be valid only when the number of eligible ballots received meets the quorum required at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the

Last Updated 3-9-20204-21-2022

total number of votes cast was the same as the number of votes cast by ballot. Upon tabulation of the ballots, the Board shall promptly notify the Members of the outcome of the vote or failure to meet quorum.

- c. Should state statute allow for electronic voting for those votes which previously required paper Secret Ballots, as referenced herein and in the state statute, then the Corporation may utilize such electronic system consistent with those Rules and Regulations, so long as the electronic voting is consistent with the terms of the applicable and statutory requirements.
- d. To the extent permitted by law, in the event the number of candidates at the close of nominations is not more than the number of open positions on the Board, those candidates shall be considered elected by acclamation, without further action, and the results shall be announced as required by these Rules and law, provided the following are true:
  - i. The Corporation has provided individual notice of the election and the procedure for nominating candidates at least thirty (30) days before the close of nominations; and
  - ii. The Corporation has permitted all candidates to run if nominated, except if the candidate is disqualified, pursuant to this Policy.

10. **Secret Ballots: Removal of Directors by the Membership**

- a. The Members may remove directors by at least a majority of the votes represented at a meeting at which a quorum is present, in accordance with California Corporations Code Section 7222 and the following procedures:
  - i. A petition must be presented, in person, to the President or Secretary of the Corporation, bearing the signatures of Members in good standing who represent at least five percent (5%) of the eligible voting power of the Corporation. The signature and address or Unit number of each petitioner in his or her own handwriting; the name(s) of the sponsor(s) of the petition; and fulfill all other legal requirements.
  - ii. Within twenty (20) days after receipt of such petition, the President, Secretary, or Board shall either call a special meeting or distribute secret ballots to the Members to vote upon the requested recall. Such meeting or vote by secret ballot shall be conducted not less than thirty-five (35) nor more than ninety (90) days after the petition is presented.
  - iii. The director(s) whose removal is being sought shall have the right to rebut the allegations contained in the petition orally, in writing or both. Any written rebuttal shall be mailed by the Corporation or otherwise provided to all Members, together with the recall ballot.
  - iv. If the quorum requirement for a valid membership action is not satisfied or if the recall vote results in a tie, the removal action will have failed.

Last Updated 3-9-2020~~4-21-2022~~

- v. In the event the recall vote is successful, any vacancy must be filled by a vote of the Members following the nomination and election procedures set forth in this SOP, except that nominations to fill a vacancy shall close thirty (30) days before the date of special meeting to elect a director(s) to fill a vacancy(ies). Notice of the special meeting and secret ballots to elect directors to fill any vacancy created by the removal of one or more directors must be sent to Members not less than thirty (30) days before the deadline for voting. The successor director shall serve for the unexpired term of his or her predecessor.

11. **Secret Ballots: Amendments to Governing Documents.**

- a. Votes to amend the Articles of Incorporation, Bylaws, Occupancy Agreement or any other governing documents of the Corporation (“Governing Documents”) requiring a vote of the Members, shall be done by secret ballot pursuant to the SOP. Secret ballots enclosing the text of the proposed amendment must be delivered to every Member not less than thirty (30) days prior to the deadline for voting.

12. **Secret Ballots: Grant of Exclusive Use of Common Area.**

- a. The affirmative vote of at least sixty-seven percent (67%) of Members secret ballot pursuant to the procedures set forth herein is required before the Board may grant exclusive use of any portion of the Common Area to a Member, unless the grant of exclusive use of Common Area meets an exception provided by California Civil Code § 4600(b), or any superseding statute, which includes, but is not limited to any grant of exclusive use that is for any of the following reasons:
  - i. To eliminate or correct engineering errors in documents recorded with the county recorder or on file with a public agency or utility company;
  - ii. To eliminate or correct encroachments due to errors in construction of any improvements;
  - iii. To permit changes in the plan of development submitted to the Real Estate Commissioner in circumstances where the changes are the result of topography, obstruction, hardship, aesthetic considerations, or environmental conditions;
  - iv. To fulfill the requirement of a public agency;
  - v. To transfer the burden of management and maintenance of any Common Area that is generally inaccessible and not of general use to the membership at large;
  - vi. To accommodate a disability;
  - vii. To install and use an electric vehicle charging station in a garage or a designated parking space that meets the requirements of California Civil Code § 4745, where the installation or use of the charging station

Last Updated ~~3-9-2020~~4-21-2022

requires reasonable access through, or across, the common area for utility lines or meters;

- viii. To install and use an electric vehicle charging station through a license granted by an association under California Civil Code § 4745; or
- ix. To comply with governing law.

Any measure placed before the members requesting that the Board grant exclusive use of any portion of the Common Area shall specify whether the Corporation will receive any monetary consideration for the grant and whether the Corporation or the transferee will be responsible for providing any insurance coverage for exclusive use of the Common Area.



**RESOLUTION 01-22-XX**

**Membership Election & Voting Policy**

**WHEREAS**, the Board recognized the need to amend the Membership Election & Voting Policy to align with the current California Civil Code;

**NOW THEREFORE BE IT RESOLVED**; [Date], that the Board of Directors of this Corporation hereby approves the revised Membership Election & Voting Policy, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 01-20-26 adopted June 9, 2020 is hereby superseded in its entirety and cancelled; 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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## Treasurer's Report for May 10, 2022 Board Meeting

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**SLIDE 1** – Through the reporting period of **March 31, 2022**, total revenue for United was \$11,288K compared to expenses of \$10,324K, resulting in net expense of \$964K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund (without Depreciation) shows an operating surplus of \$620K through the reporting period. This chart shows how much of our revenue went into operations, with \$5,630K coming in from assessments and \$369K coming from non-assessment revenue. This is compared to operating expenditures of \$5,379K (without Depreciation).

**SLIDE 3** – This next chart takes the full income statement and compares those results to budget. We can see that United ended the period better than budget by \$934K when combining both operating and reserve savings.

**SLIDE 4** – The most significant variances from budget were attributable to the following:

**Outside Services \$726K**; Timing. Budgets are spread evenly for programs such as building structures, tree maintenance, and countertops/floors/shower enclosures, electrical systems, and plumbing. Favorable variance was offset by Landscape shrub-bed maintenance due to work being contracted to outside vendor for a short-term as the budgeted positions are filled.

**Employee Compensation \$452K**; Favorable variance resulted primarily in M&C departments and Landscape due to open positions. Impacted areas include ground maintenance, damage restorations, carpentry, and plumbing. Recruitment is in progress to fill in current open positions.

**Materials and Supplies \$136K**; Favorable variance resulted in several areas of operations such as interior components, appliances, and paint due to timing of expenditures. Although budgeted throughout the year, expenditures will occur later.

**Unrealized Gain/(Loss) On Investments (\$583K)**; Unfavorable variance due to adverse conditions for bond index fund investments during the reporting period. A monthly entry is made to reflect investment market conditions, which fluctuate.

**Fees & Charges for Services to Residents (\$55K)**; Unfavorable variance resulted from less revenue than budgeted for chargeable damages from moisture intrusion events due to delays in determination hearings.

**SLIDE 5** – On this pie chart, we show non-assessment revenues earned to date of \$400K, excluding the Unrealized Loss on Available for Sale Investments. If you include the unrealized loss on investments, non-assessment revenue totaled a loss of (\$184K). Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Laundry, Resale Processing Fee, Lease Processing Fee, and so forth.



## Treasurer's Report for May 10, 2022 Board Meeting

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**SLIDE 6** – On this pie chart, we see the expenses to date of \$10M, showing that our largest categories of expense are for Employee Compensation, Property and Sales Tax, followed by, Utilities, Insurance, Outside Services, Materials and Supplies, and so forth. At the upper right corner, we show a breakout of the utility category.

**SLIDE 7** – On the next slide we see those same expenses, excluding property and sales tax.

**SLIDE 8** – Our fund balances are shown here. The Contingency Fund balance on March 31, 2022 was \$1,081K. Contributions and investment revenue totaled (\$33K) resulted from unrealized loss on AFS investment due to adverse conditions for bond investments during the reporting period. The Reserve Fund balance on March 31, 2022 was \$19,493K. Contributions and investment revenue collected totaled \$2,174K while expenditures were \$1,849K. Property Taxes Fund balance on March 31, 2022 was (\$6K). Contributions and investment revenue collected totaled \$3,148K while expenditures were \$3,047K.

**SLIDE 9** – We compare this to historical fund balances for the past five years on this chart, which have averaged \$20 Million.

**SLIDE 10** – We have a slide here to show resale history from 2020 - 2022. Through March 31, 2022, United sales totaled 122, which is 34 resales higher than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$306K, which is \$46K higher than prior year for the same time period.

# Financial Report

Preliminary as of March 31, 2022



INCOME STATEMENT (in Thousands)	ACTUAL
Assessment Revenue	\$11,471
Non-assessment Revenue	(\$183)
Total Revenue	\$11,288
Total Expense	\$10,324
Net Revenue/(Expense)	\$964

# Financial Report

Preliminary as of March 31, 2022



## OPERATING ONLY INCOME STATEMENT<sup>1</sup> (in Thousands)

## ACTUAL

Assessment Revenue \$5,630

Non-assessment Revenue \$369

Total Revenue \$5,999

Total Expense<sup>1</sup> \$5,379

Operating Surplus \$620

1) Excludes depreciation

# Financial Report

Preliminary as of March 31, 2022



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$11,471	\$11,424	\$47
Non-assessment Revenue	(\$183)	\$458	(\$641)
Total Revenue	\$11,288	\$11,882	(\$594)
Total Expense	\$10,324	\$11,852	\$1,528
Net Revenue/(Expense)	\$964	\$30	\$934

# Financial Report

Preliminary as of March 31, 2022



Outside Services

**\$726K**

Employee Compensation

**\$452K**

Materials and Supplies

**\$136K**

Unrealized Gain/(Loss) On AFS Investments

**(\$583K)**

Fees and Charges for Services to Residents

**(\$55K)**

■ Unfavorable ■ Favorable

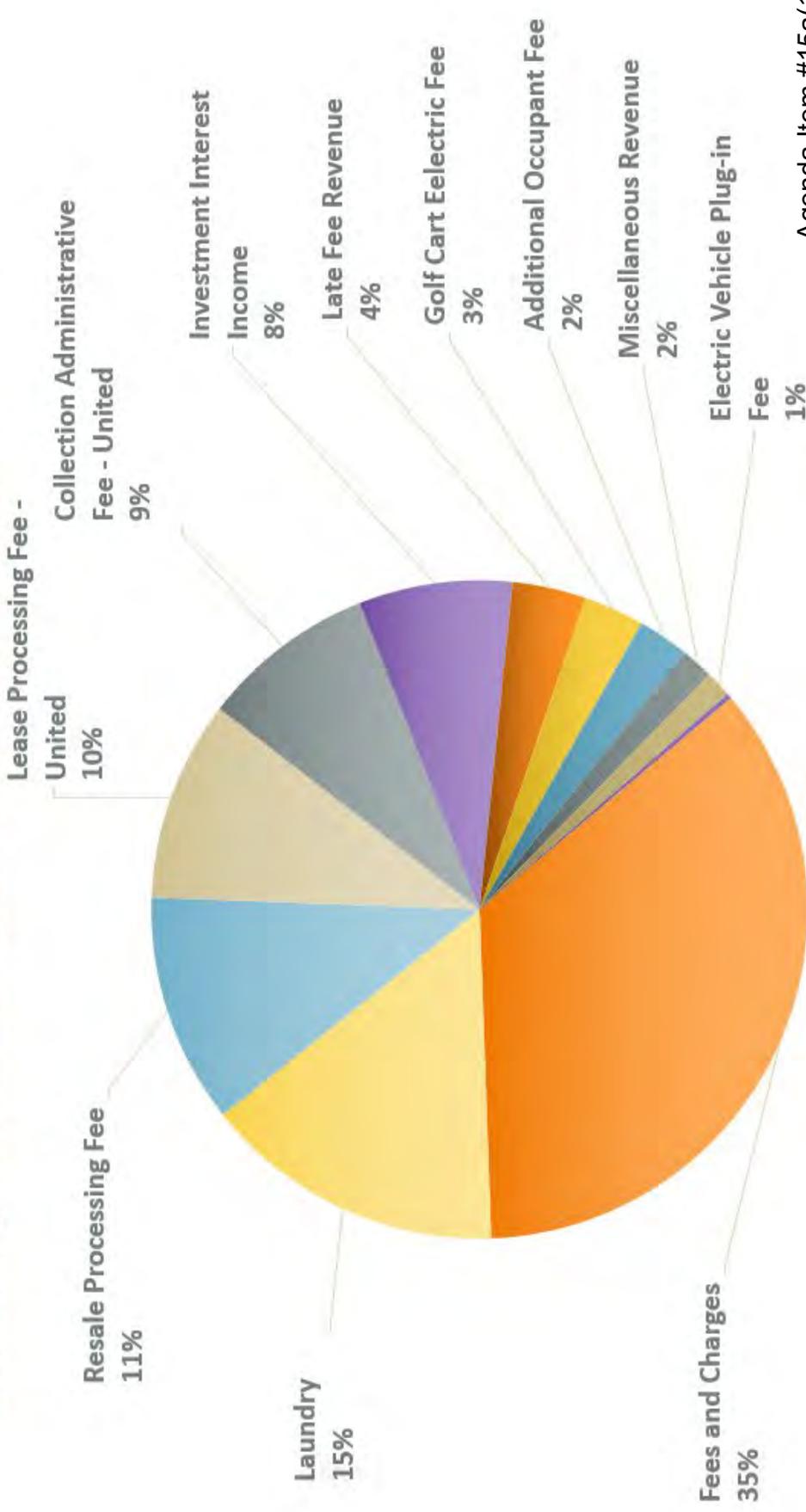
# Financial Report

Preliminary as of March 31, 2022



UNITED LAGUNA WOODS  
MUTUAL

## Total Non Assessment Revenues \$399,549 excluding Unrealized Loss on AFS Investments



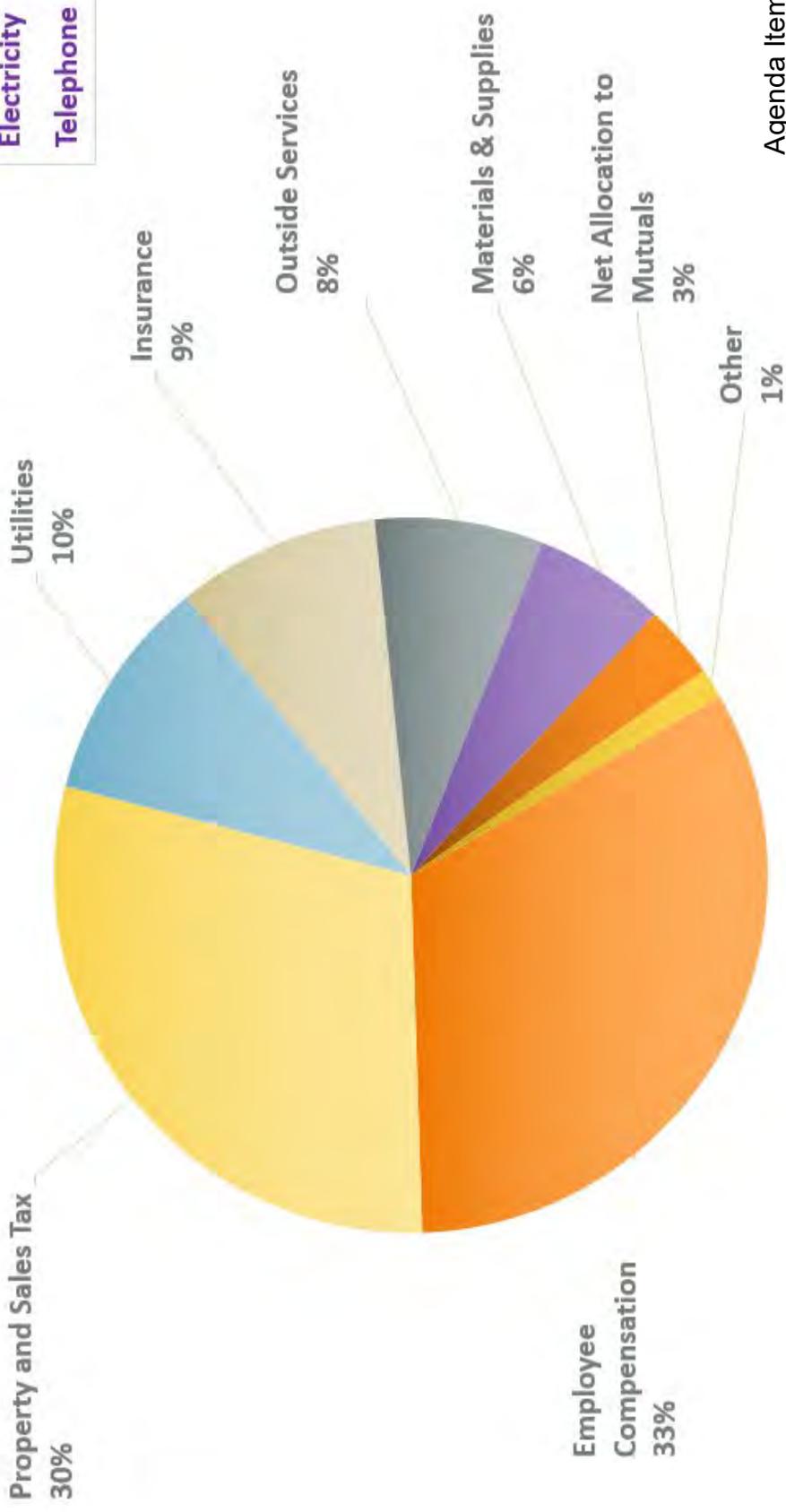
# Financial Report

Preliminary as of March 31, 2022



UNITED LAGUNA WOODS  
MUTUAL

**Total Expense \$10,324,075**

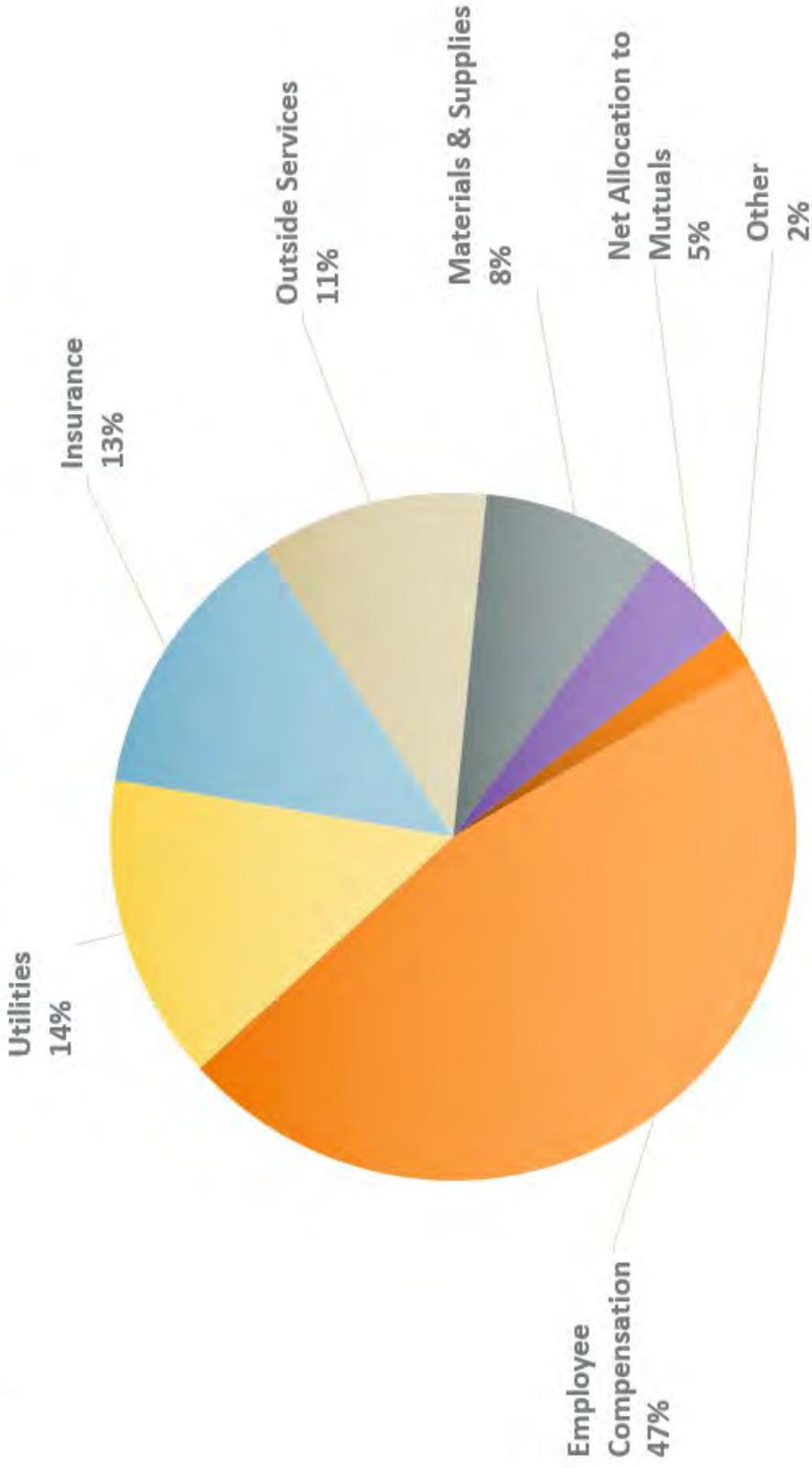


Sewer	\$499,336
Water	\$356,834
Trash	\$136,757
Electricity	\$54,684
Telephone	\$158

# Financial Report

Preliminary as of March 31, 2022

## Total Expenses Excluding Property and Sales Tax \$7,277,005



# Financial Report

Preliminary as of March 31, 2022

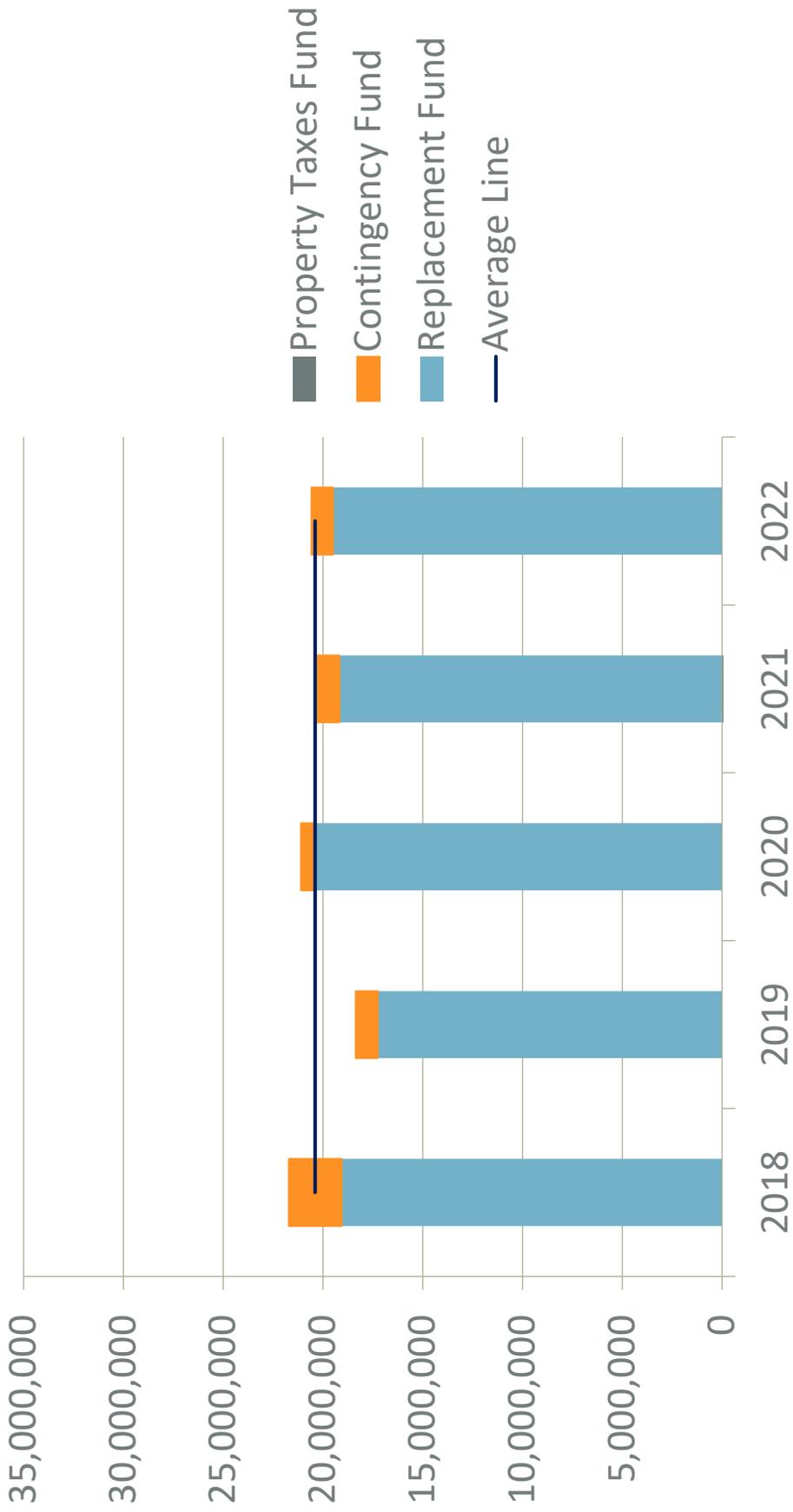


NON-OPERATING FUND BALANCES (in Thousands)	CONTINGENCY	RESERVE	PROPERTY TAX
Beginning Balances: 1/1/22	\$1,114	\$19,168	(\$107)
Contributions & Interest	(33)	2,174	3,148
Expenditures	0	1,849	3,047
Current Balances: 3/31/22	\$1,081	\$19,493	(\$6)

# Financial Report

Preliminary as of March 31, 2022

## FUND BALANCES – United Mutual



# Financial Report

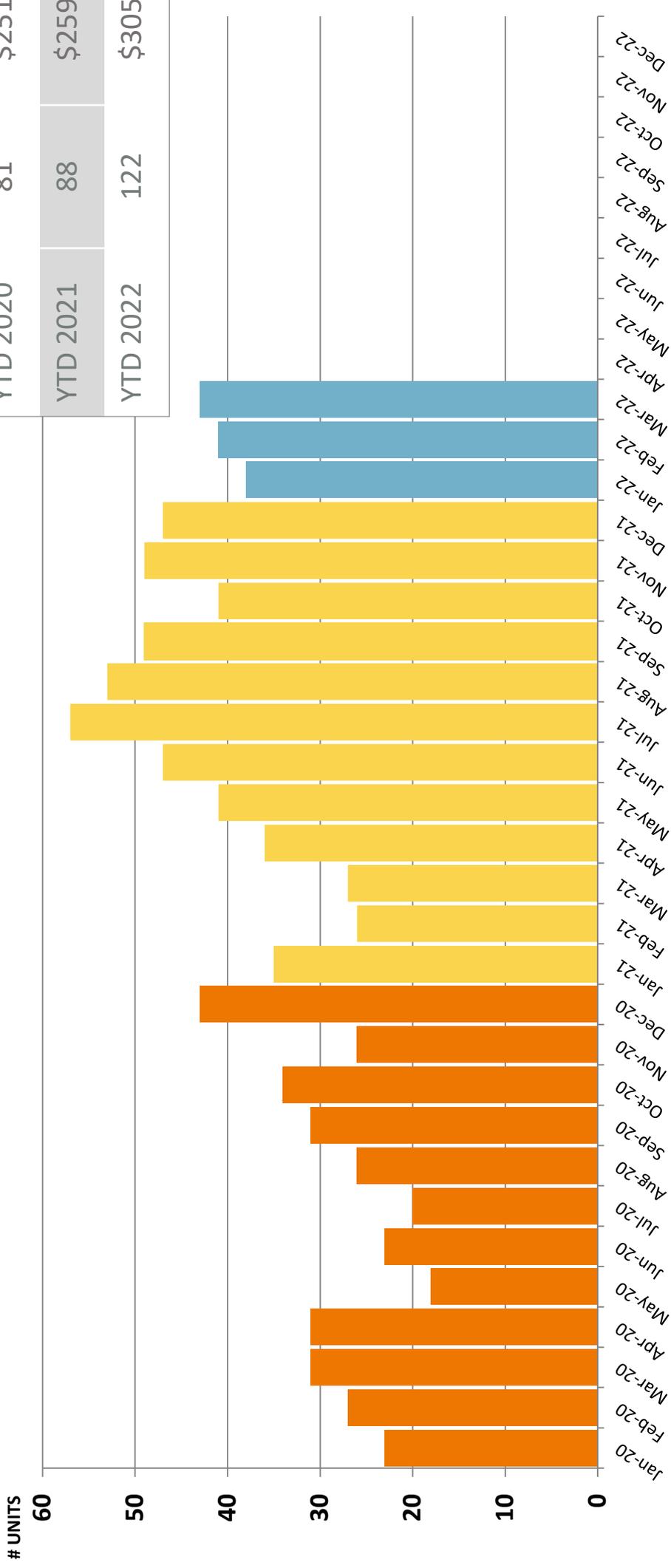
Preliminary as of March 31, 2022

## RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS  
MUTUAL

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	81	\$251,670
YTD 2021	88	\$259,618
YTD 2022	122	\$305,648





**FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION**

Tuesday, April 26, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Azar Asgari – Chair, Lenny Ross, Pat English  
**DIRECTORS ABSENT:** None.  
**ADVISORS PRESENT:** Dick Rader  
**STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez  
**OTHERS PRESENT:** United – Anthony Liberatore

**Call to Order**

Chair Azar Asgari, chaired the meeting and called it to order at 1:32p.m.

**Acknowledgment of Media**

The meeting was recorded via Granicus and made available via Zoom for members of the community to participate virtually.

**Approval of Agenda**

A motion was made and carried unanimously to approve the agenda as presented.

**Approval of the Regular Meeting Report of March 29, 2022**

A motion was made and carried unanimously to amend and approve the committee report with the following change:

- Correct Others Present category from “GRF – Diane Casey” to “United – Diane Casey”.

**Chair Remarks**

I would like to suggest that residents getting more involve with all United committees, such as Finance Committee, Land Scape Committee and Maintenance Committee. Your view is important to us since each of you might see any problem from different angle and your suggested solution might be a big help. Please join us in-person or watch committee by Zoom. Your comment as an experience person in your filed or just simply as a resident is very important to us specially to me.

**Member Comments (Items Not on the Agenda)**

None.

**Department Head Update**

Steve Hormuth, Director of Financial Services, provided an updated on the Purchasing Policy Review, 2023 Business Plan and the 2021 Audit Update issued by KPMG resulting in a favorable opinion.

**Review Preliminary Financial Statements dated March 31, 2022**

The committee reviewed financial statements for March 31, 2022 and questions were addressed.

A member made a comment on the difficulty of interpreting financials. Questions were addressed and no actions were taken.

**Compensation and Outside Services**

The committee reviewed the report. No actions were requested or taken.

**Ratify Temporary Borrowing of \$2 Million from Reserve Fund**

Steve Hormuth presented a staff report stating that a temporary bring of \$2,000,000 is needed from the Reserve Fund. Staff recommends that the committee ratify the temporary borrowing by the Operating Fund from the Reserve Fund to meet cash flow needs resulting from the property tax payment that was issued in April 2022. Monies will be paid back by June 30, 2022. A motion was made and passed by consensus to accept this recommendation to present at the next Board meeting.

**Endorsements from Standing Committees**

None.

**Future Agenda Items**

Insurance Informative Presentation with Dan Yost

Sageview Report Review

June Forecast

**Committee Member Comments**

None.

**Date of Next Meeting**

Tuesday, May 31, 2022 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed to closed session at 3:10 p.m.

**DRAFT**

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Azar Asgari, Chair

# Monthly Resale Report

PREPARED BY

UNITED MUTUAL

REPORT PERIOD

**Community Services Department**

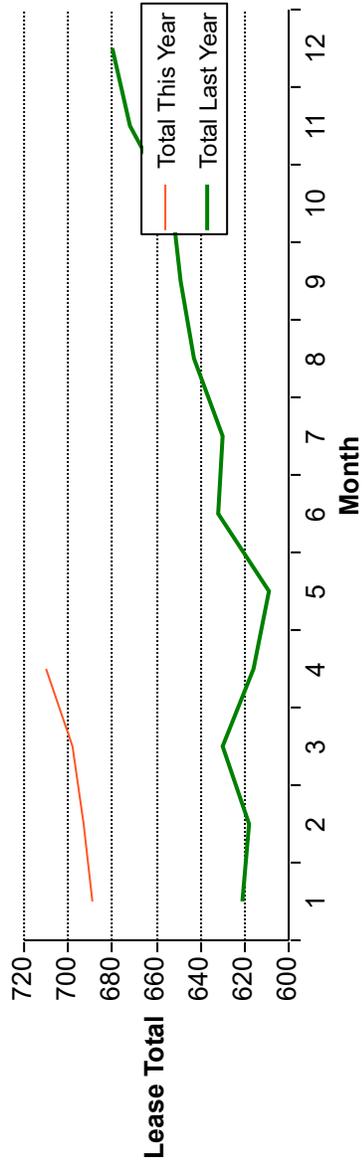
**April, 2022**

MONTH	NO. OF REALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	38	35	\$11,905,094	\$8,997,153	\$313,292	\$257,062
February	41	26	\$11,864,402	\$6,846,600	\$289,376	\$263,331
March	43	27	\$13,513,900	\$6,978,425	\$314,277	\$258,460
April	47	36	\$16,880,200	\$9,605,499	\$359,153	\$266,819
May		*		*		*
June		*		*		*
July		*		*		*
August		*		*		*
September		*		*		*
October		*		*		*
November		*		*		*
December		*		*		*
<b>TOTAL</b>	169.00	124.00	\$54,163,596	\$32,427,677		
<b>ALL TOTAL</b>	169.00	508.00	\$54,163,596	\$144,247,627		
<b>MON AVG</b>	42.00	31.00	\$13,540,899	\$8,106,919	\$319,024	\$261,418
<b>% CHANGE - YTD</b>	36.3%		67.0%		22.0%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

## Monthly Active Leasing Report 2022 Period 4 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased This Year	% Change	Total Renewals	Total Expirations
2022	January	18	33	175	463	689	621	10.9	9.8	1.1	40	19
2022	February	17	30	191	455	693	618	11.0	9.8	1.2	50	21
2022	March	17	28	207	446	698	630	11.0	10.0	1.0	39	29
2022	April	15	31	231	433	710	616	11.2	9.7	1.5	66	32
2022	May					609						
2022	June					632						
2022	July					630						
2022	August					643						
2022	September					649						
2022	October					653						
2022	November					672						
2022	December					680						



**OPEN MEETING**

**REGULAR OPEN MEETING OF THE UNITED LAGUNA WOODS MUTUAL  
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

Thursday, April 25, 2022 - 9:30 AM-11:30AM  
Laguna Woods Village Community Center (Virtual Meeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Anthony Liberatore, Cash Achrekar

**COMMITTEE MEMBERS ABSENT:** Reza Bastani

**ADVISORS PRESENT:** Dick Rader

**STAFF PRESENT:** Robbi Doncost, Lauryn Varnum, Gavin Fogg, Bart Mejia, Manuel Gomez

**1. Call to Order**

Chair Liberatore called the meeting to order at 9:45am after a short recess in order to obtain a quorum.

**2. Acknowledgement of Media**

Zoom platform via Granicus.

**3. Approval of Agenda**

Approved by consensus.

**4. Approval of Meeting Report for February 17, 2022.**

Approved by consensus.

**5. Chair's Remarks**

Chair Liberatore expressed remorse for the committee's prior meeting postponement and pledged to work in a more efficient manner.

**6. Member Comments - (Items Not on the Agenda)**

None.

**7. Manor Alterations Division Manager Update**

Staff Officer Bart Mejia discussed the status of the Manor Alterations Division, confirming that staff was at full capacity and fully trained. Mr. Mejia confirmed that emails and phone calls are answered/returned within 24 hours of receipt.



Chair Liberatore inquired if any effects from COVID are still felt, but Mr. Mejia clarified that staff is in an ideal space for processing applications. Director Achrekar asked for clarification on the distinctions between permit classifications. Staff Officer Robbi Doncost gave a brief summary.

**Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

**Status of Mutual Consents**

**8. Monthly Mutual Consent Report**

Mr. Mejia summarized the report, stating that Manor Alterations was acting as a well-functioning unit.

**Variance Requests:**

**A. Variance Request - 861-Q Ronda Mendoza (Castilla, HH08\_1), Install (3) Exterior WIFI- Enabled Battery-Operated Security Cameras**

Mr. Mejia summarized the history of this variance moving between committees, and staff's recommendation to approve the request. The resident, David Myszko, spoke on behalf of his variance, including his desire for a sense of safety. Director Achrekar inquired if the resident had experienced any issues or problems, and expressed concern that many residents will also mount cameras. After discussion ensued, the motion was passed to recommend the variance for approval to the United Board.

**B. Variance Request – 430-B Avenida Sevilla (La Corona, 3BR) A Room Addition on Front Exclusive Use Common Area and to Relocate Interior Walls**

Mr. Mejia presented the variance, discussed the details, and Chair Liberatore inquired about the details regarding common area vs exclusive-use common area. After discussion ensued, the motion was passed to recommend the variance for approval to the United Board.

**Items for Discussion**

**9. ACM: Legal Involvement Progress**

Chair Liberatore clarified that prior to meeting with the mutual's legal representation he would connect with the Chair of Third ACSC.

**10. Water Heaters in Common Area**

**A. Current Status of Issuance and Application of a CAUA**

Mr. Doncost raised the issue of Water Heaters within common area, and the ongoing layered discussion surrounding the installation, including the legal ramifications of common area. Director Rader highlighted a section of Davis-Sterling, offering a potential alternative path for approvals. Director Achrekar and Chair Liberatore discussed speaking with legal counsel.



Resident Ana Traweek raised a question about asbestos and ACM protocols for renovations within manors, and Mr. Mejia confirmed all alterations must confirm to AQMD and OSHA standards regarding asbestos.

**Items for Future Discussion:**

**11. No issues were raised.**

**Concluding Business:**

**12. Committee Member Comments**

None.

**13. Date of Next Meeting – Thursday April May 19, 2022 9:30 AM**

**14. Adjournment – 10:50 AM**

Anthony Liberatore, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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**OPEN MEETING**

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL  
LANDSCAPE COMMITTEE**

**Thursday, April 14, 2022 – 9:30 A.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Diane Casey, Maggie Blackwell

**COMMITTEE MEMBERS ABSENT:** Lenny Ross

**OTHERS PRESENT:** Juanita Skillman, Anthony Liberatore, Siobhan Foster, Annie Zipkin

**ADVISORS PRESENT:** None.

**STAFF PRESENT:** Kurt Wiemann, Eve Morton

**1. Call to Order**

Called to order at 9:30 a.m.

**2. Acknowledgment of Media**

No media were present.

**3. Approval of the Agenda**

Director Blackwell made a motion to approve the agenda. The committee was in unanimous support.

**4. Approval of the Meeting Report for March 10, 2022**

Director Blackwell made a motion to approve the Report. The committee was in unanimous support.

**5. Chair's Remarks**

Chair Casey stated that this committee will be setting up the Canary Island Pine Tree Reduction Ad Hoc committee.

## **6. Department Head Update**

Mr. Wiemann stated that the Canary Island Pine Tree Reduction Project is on hold.

Staff was directed to have an environmental study conducted and to engage a third-party arborist to write reports with their professional opinion about the proposed project. The Board has approved the funds for these consultants.

Canary Island Pine trees which were on the original list for litter or turf problems have been removed from the list of trees for this proposed project.

Staff is reviewing the trees on the list that are on the perimeter and will remove any from the list unless they are damaging infrastructure.

A map of where all the trees are located for this proposed project will be available for review.

An Ad Hoc committee is on the agenda for today and next step will be Board review.

El Toro Water District has put into place a voluntary 15% reduction in water use. Next phase would be a 30% reduction and we are hoping it doesn't come to that.

### **a) Project Log**

Mr. Wiemann reviewed the Project Log with the committee and answered some questions.

### **b) Graph Comparing Village Water Usage Over Time**

Mr. Wiemann reviewed this report with the committee.

## **7. Member Comments (Items not on the agenda)**

Topics included:

- Questions about hiring an environmentalist
- Issues with the Landscape Department
- Water
- White stripe on a slope
- Questions about the proposed Canary Island Pine Tree Reduction Project

## **8. Response to Member Comments**

Director Blackwell said there has always been a procedure in place for a Member to request a tree removal.

Items for Discussion and Consideration

**9. Tree Removal Request: 40-C Calle Aragon – Two Silk Oak Trees**

Director Blackwell made a motion to accept staff recommendation and deny this request. The committee was in unanimous support.

**10. Tree Removal Request: 375-A Avenida Castilla – One Queen Palm**

Director Blackwell made a motion to accept staff recommendation and approve this request. The committee was in unanimous support.

**11. Discuss a Canary Island Pine Tree Removal Project Ad Hoc Committee**

Chair Casey confirmed that she had received a petition against this project which included 241 signatures.

Discussion ensued about the proposed Ad Hoc Committee.

Director Blackwell made a motion to recommend to the Board to form this Ad Hoc Committee and to task this Ad Hoc Committee with reviewing the proposals for the environmental report and the third-party arborist. The committee was in unanimous support.

Concluding Business:

**12. Committee Member Comments**

Director Blackwell stated that tree removal is a big issue. She said it will be good to hear what the environmental report will say about this proposed project.

A Member agreed with Director Blackwell and said we need to look carefully at this proposed project. She said it is great that citizens gave their opinion on this project.

Turf removal is very important and it is a luxury to have any turf during this drought. Succulents are a good alternative. They come in many colors. Perhaps knock on people's doors to see what they would want to see.

Chair Casey stated that these studies will help us with a strategic plan.

Director Blackwell stated that it would be ideal to get rid of small strips of turf which are scattered throughout the Village.

**13. Date of Next Meeting – Thursday, May 12, 2022**

**14. Adjournment at 10:39 p.m.**

*Diane Casey*

Diane Casey (May 3, 2022 15:39 PDT)

Diane Casey, Chair

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**OPEN MEETING**

**REPORT OF THE REGULAR OPEN MEETING OF THE  
UNITED LAGUNA WOODS MUTUAL  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, April 27, 2022 - 9:30 a.m.  
24351 El Toro Road - Board Room and Virtual with Zoom**

**MEMBERS PRESENT:** Pat English - Chair, Pearl Lee, Lenny Ross (in for Reza Bastani)

**MEMBERS ABSENT:** Reza Bastani

**ADVISORS PRESENT:** None

**OTHERS PRESENT:** **GRF:** Juanita Skillman  
**United:** Anthony Liberatore  
Richard Rader

**STAFF PRESENT:** Manuel Gomez - Maintenance & Construction Director, Baltazar Mejia - Maintenance & Construction Assistant Director, Guy West - Projects Division Manager, Koh Shida - Maintenance Operations Manager, Eric Nuñez - Director of Security, Laurie Chavarria - Senior Management Analyst, Sandra Spencer - Administrative Assistant

**1. Call to Order**

Chair English called the meeting to order at 9:31 a.m.

**2. Acknowledgement of Media**

Chair English noted that the meeting was broadcasting on Granicus and being recorded.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved by unanimous consent.

**4. Approval of the Meeting Report – February 23, 2022**

Hearing no objection, the minutes of the February 23, 2022, Regular Open Meeting were approved by unanimous consent.

## **5. Chair's Remarks**

Chair English commented that she was happy to be there and thanked the staff for their hard work.

## **6. Member Comments - (Items Not on Agenda)**

There were no member comments.

## **7. Department Head Update**

Mr. Gomez introduced the new Director of Security, Eric Nuñez, to the committee. Mr. Nuñez greeted the committee and provided information about his experience and background.

### **Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

## **8. Project Log**

## **9. Solar Production Report**

Hearing no objection, the Consent Calendar was approved by unanimous consent.

### **Items for Discussion and Consideration:**

## **10. Shepherd's Crook Program Update**

Mr. West provided a PowerPoint overview of the Shepherd's Crook Program and answered questions from the committee. To date, 3,564 linear feet of CMU wall has received Shepherd's Crook with 17,436 linear feet remaining. For 2022 through 2025, 320 linear feet of new fencing is scheduled to be installed each year, replacing the barbed wire. The Project Log reflects the current status of the project.

Discussion ensued regarding the decision to install the minimum number of linear feet per year for budgetary reasons.

Following the discussion of the Shepherd's Crook Program, the committee asked for an update on the solar panel policy.

Mr. Mejia gave a brief overview of the carport solar installation which took place in 2017 and answered questions from the committee. He commented that the system is working as intended and has generated approximately 5 million kWh hours to date which translates into a savings of approximately \$1 million; a maintenance contract is in place to handle any problems that may arise. Discussion ensued regarding the bi-annual cleaning schedule and the Landscape Department's tree trimming efforts which ensure maximum efficiency and production and the issue of the original return on investment.

Staff was directed to bring a more extensive report to the committee with regard to the discussion on the assumptions were made when the system was approved in 2016-2017 and how they have fared over the years to a future meeting.

**Items for Future Agendas:**

- Results of RFP for Compliance with SB326
- Review Solar Panel Policy

**Concluding Business:**

**13. Committee Member Comments**

- Director Lee commented on the solar panel return on investment and expressed interest in the report that will be provided at the next meeting.
- Director Skillman commented that she is looking forward to the solar project report and the project was initially included laundry rooms and that individual solar panel reports would not be available in the report that Mr. Mejia will be providing.
- Chair English is interested to know how many individuals have solar panels on their manors.

**14. Date of Next Meeting:** June 22, 2022

**15. Recess:** The meeting was recessed at 10:03 a.m.

*Draft*

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Pat English, Chair

Pat English, Chair  
Manuel Gomez, Staff Officer  
Telephone: (949) 268-2380

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FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, April 20, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Jim Hopkins – Chair, Azar Asgari, Debbie Dotson, Diane Casey, Donna Rane-Szostak, Elsie Addington, Mark Laws, Sue Stephens (Alternate for Al Amado)

**DIRECTORS ABSENT:** Al Amado

**ADVISORS PRESENT:** Rosemarie DiLorenzo

**STAFF PRESENT:** Jose Campos, Kurt Wiemann, Robert Carroll, Erika Hernandez

**OTHERS PRESENT:** United – Advisor: Dick Rader  
GRF – Bunny Carpenter, Yvonne Horton, Egon Garthoffner, Juanita Skillman

**Call to Order**

Director James Hopkins, Treasurer, chaired the meeting and was called to order at 1:33 p.m.

**Acknowledgement of Media**

The meeting was streamed through Granicus and made available via Zoom for members of the community to participate virtually.

**Approval of Meeting Agenda**

A motion was made and carried unanimously to approve the agenda as presented.

**Approval of the Regular Meeting Report of February 16, 2022**

A motion was made and carried unanimously to approve the committee report as presented.

**Chair Remarks**

Director Hopkins thanked VMS, Inc for bringing forth items to be reviewed by Directors in order to render endorsements on certain projects.

**Member Comments (Items Not on the Agenda)**

None.

**Department Head Update**

Jose Campos, Assistant Director of Financial Services, commented on the Purchasing Policy, 2023 Business plan development and the 2021 Audit Update issued by KPMG, who issued a favorable opinion.

### **Review Preliminary Financial Statements dated March 31, 2022**

The committee reviewed the financial statements dated March 31, 2021. Questions were addressed.

### **Endorsement from Standing Committees**

Landscape Services – Supplemental Funding for Change Order for Unforeseen Permitting Costs Related to the Replacement of Hydraulic Lifts in Mower Shop. Kurt Wiemann, Director of Landscape Services, presented a staff report requesting approval of a supplemental appropriation fund in the amount of \$22,569 for unforeseen permitting costs related to the replacement of two hydraulic lifts in the mower shop. A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

General Services – Moving of Bus Benches to Improve Pedestrian Movement. Robert Carroll, Director of General Services, presented a staff report with various options to prioritize relocation of 40 bus benches to improve pedestrian movement. Option 2 listed on the report included contracted labor to install the current benches and reducing project cost to \$97,625. The endorsement from the finance committee is to recommend a supplemental appropriation of \$97,625 to be funded from the Contingency Fund. A motion was made and carried unanimously to accept the recommendation to endorse and present at the next board meeting.

### **Future Agenda Items**

None.

### **Committee Member Comments**

None.

### **Date of Next Meeting**

Wednesday, June 15, 2022 at 1:30 p.m.

### **Recess to Closed Session**

The meeting recessed to closed session at 2:33 p.m.

  
J. W. Hopkins (Apr 25, 2022 13:49 PDT)

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James Hopkins, Chair



**OPEN MEETING**

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
STRATEGIC PLANNING COMMITTEE**

**Monday, March 7, 2022 – 9:30 a.m.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center 24351 El Toro Road**

---

**Director Present:** Debbie Dotson, Anthony Liberatore, Bunny Carpenter, Ira Lewis, James Hopkins, Gan Mukhopadhyay, Diane Casey

**Directors Absent:** Robert Mutchnick, Cash Achrekar, Gay Page (Advisor)

**Staff Present:** CEO-Siobhan Foster, Michelle Estrada, Makayla Schwiertert

**Others Present:** Richard Rader (Advisor), Ralph Engdahl, Elsie Addington

**1. Call to Order—Director Dotson, Chair**

Chair Dotson called the meeting to order at 9:31 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

Hearing no changes or objections, the agenda was approved unanimously.

**3. Approval of the Minutes**

- a. **GRF Strategic Planning Committee Meeting – June 28, 2021**
- b. **GRF Strategic Planning Committee Meeting – January 10, 2022**

Hearing no changes or objections, the minutes of June 28, 2021 and January 10, 2022 were approved unanimously.

**4. Chair's Remarks**

Chair Dotson commented due to the mission statement of GRF, all boards collaborating on one strategic plan is not realistic and emphasized that the long-term planning needs of each mutual, VMS, and GRF are very diverse. The mission statement of the committee is to create achievable GRF goals, including that for the clubhouses, land owned by the trust, and services that fall under the reach of GRF, and the committee is composed of members of the other boards to provide useful ideas under that scope.

**5. Old Business**

- a. **Committee Member Ideas With Research**

Director Carpenter commented that Committee Members should conduct research and see what is needed for the future of GRF, so that the Board knows what parameters to work with. Additionally, emphasized that a good budget is important for planning the future.

Director Hopkins stated that one of the focal points of this Committee is to focus on things inside their control. Provided an example that Broadband may be moving to the cloud. Expressed that those such things, will need to be prepared in advance in order to respond to them when and if they become an issue.

Director Lewis reminded the Committee Members that everything has a cost, and asked the members what type of budget is currently in use. Recommended that an infusion of cash from the outside would be the most ideal thing to do to create more development for the people within the village.

Director Liberatore mentioned his concern with regards to insurance. Stated that GRF owes it to the residents to explore all the possibilities, including their own insurance company.

Director Mukhapadhyay commented on the importance of forming a committee to discuss such insurance issues/concerns.

Discussion ensued further among the board.

#### **b. Questions for Community Survey/Focus Groups**

Chair Dotson stated that all questions and research should be compiled into a list. Shared that the list will create the building blocks for a plan.

### **6. New Business**

#### **a. CEO Report on VMS Strategic Planning**

CEO-Foster commented that in November 2019, VMS updated a strategic plan, however, due to the unforeseen Covid-19 Pandemic, such plans were changed. There will be an update to the VMS Strategic Plan, with a meeting on March 22, 2022. Representatives will include members from each Boards. The purpose of this meeting and the VMS Strategic Plan is to be able to provide better service to clients, provide Swat Analysis, revisit the 5-year Mission Statement, and revisit the 3-year goals; 6-month action items will be enforced to support such 3-year goals. The VMS Strategic Planning Committee will convene every 6 months to ensure all goals are met.

Chair Dotson and CEO Foster answered questions from the Committee Members.

### **7. Future Agenda Items – None**

### **8. Next Meeting – May 2, 2022, at 9:30 a.m.**

### **9. Committee Member Comments**

- Several Directors commented on their appreciation of the professionalism demonstrated which made this a successful meeting.
- Chair Dotson commented on providing additional research to future meetings.

GRF Strategic Planning Committee

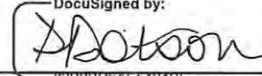
March 7, 2022

Page 2 of 2

**10. Adjournment**

There being no further business the meeting was adjourned at 10:06 a.m.

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Debbie Dotson, Chair  
GRF Strategic Planning Committee

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## **OPEN MEETING**

### **REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE**

Thursday, March 10, 2022 – 1:30 p.m.  
Board Room/Virtual Meeting

- MEMBERS PRESENT:** Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Dennis Boudreau, Ajit Gidwani
- MEMBERS ABSENT:** Ryna Rothberg, Cush Bhada, Pearl Lee
- OTHERS PRESENT:** Bunny Carpenter, Joan Milliman, Debbie Dotson, Egon Garthoffner, Anthony Liberatore
- STAFF PRESENT:** Brian Gruner, Jennifer Murphy, Tom McCray, Jackie Kupfert

#### **Call to Order**

Chair Horton called the meeting to order at 1:33 p.m.

#### **Acknowledgement of Media**

There was no press present.

#### **Approval of Agenda**

A motion was made, and by consensus, the agenda was approved.

#### **Approval of Committee Report for January 13, 2022**

A motion was made, and by consensus, the report was approved.

#### **Chair's Remarks**

Chair Horton thanked all 65 Library volunteers as without their help during COVID many residents would not have been able to use this resource. These volunteers increased usage by 220%.

#### **Report of the Recreation and Special Events Director**

Mr. Gruner stated the following operational updates: emergency signage has been posted at all facilities to ensure proper information is provided when 911 is contacted; delivery services charges are increasing and will have a financial impact operationally; quarter distribution is

resuming on Monday, March 14 in the Community Center Recreation office during normal business hours of Monday through Friday, 8 a.m. to 5 p.m.; the Recreation Department is working closely with the Finance Department and IT to generate delinquent reports for notification to those residents that have not paid for Recreation fees charged; a quote to install cameras in all clubhouses is in process.

Mr. Gruner stated the following facility updates: Garden Center 2 gate was activated on Tuesday, March 8 and a new gate code was instituted at Garden Center 1; staff has received 18 volunteer applications for the Garden Centers with interviews starting next week; the Equestrian Center has a new mini-horse named Sebastian; four new shade structures have been installed and the rose garden has been updated at the front entrance at the Equestrian Center; Clubhouse 6 volunteer applicants will be interviewed beginning March 21 with anticipation of opening this clubhouse soon; Pool 2 is closed for annual maintenance with Pool 1 to be closed next for annual maintenance; the Performing Arts Center has ongoing renovations in the dining room kitchens, rehearsal room and billiards room and will be closing due to asbestos abatement.

Ms. Murphy stated the following events: the Performing Arts Center will host Stevie Nicks Illusions concert at 7pm on Saturday; St. Patrick's Day dinner will be hosted at Clubhouse 5 on March 17 with tickets on sale at the Clubhouse 5 office; monthly free movies normally at the Performing Arts Center will be moved to Clubhouse 7 on March 21 and will show Jungle Cruise; AARP tax program which is sponsored by PC Club will be at Clubhouse 7 during the asbestos abatement process; the Village Bazaar booth sales are full and the event will be in the Clubhouse 5 parking lot, 10 a.m. to 2 p.m. on April 2; the annual Village Games have returned with registration open now at the Community Fitness Center during regular business hours; the Village Games will be held April 11 through May 2; Easter at the Equestrian Center will be held on April 16, 9 to 11 a.m. with many activities for families and entrance is free; the Health and Wellness Expo will be hosted at Clubhouse 5 on April 23, 10 a.m. to 2 p.m. and entrance is free.

### **Member Comments (Items Not on the Agenda)**

Members were called to speak regarding the new pool schedule; installing more pergolas; Lawn Bowling guests, tournament purse winnings and non-club use of the facility; Clubhouse 4 art studio card access and studio hours; kids swim resuming.

Chair Horton stated Pool 2 normally opens at 7 a.m. but due to maintenance closure, Pool 4 opens at 8 a.m. for resident use. Pool 5 opens at 6 a.m. and Pool 1 opens at 8 a.m. Chair Horton stated installation of shade/pergolas should be addressed by the Maintenance & Construction committee. Chair Horton stated Clubhouse 4 is not staffed past normal business hours, so rooms may not be open later due to no staff onsite. Mr. Gruner stated the Lawn Bowling club has approximately 126 members with only approximately 25 non-residents. GRF approved 20% non-resident members within a club. Mr. Gruner stated the club

confirmed there is no tournament purse prize. Mr. Gruner stated Kids Swim will return Memorial Day weekend at Pool 6.

## **CONSENT**

A motion was made to approve the consent calendar.

Motion passed unanimously.

## **REPORTS**

**Revenue Resources Ad Hoc Update** - Chair Horton stated it is with regret that we inform you of the disbandment of the Revenue Resources Ad Hoc committee. With staff levels at an all-time low, supply chain issues and costs rising exponentially, it is not prudent at this time to continue meeting.

This committee may reconvene in the future which would be announced at CAC to ensure the community is apprised of its reinstatement.

**Golf Greens Committee Update** - Mr. McCray stated the committee toured the golf course for generating ideas for improvements. The following improvements have been discussed and/or implemented: in-house installation of railings to green tees that are more difficult to walk; addressing normal progression of SoCal Golf Assoc rerating of the golf course which is a standard practice; moving starting points of some rated tee markers; recommended addition of a mat to one of the tees on course 3 to reduce damage to the grass. This committee has been very constructive.

Member was called to speak regarding the reinstatement of tee times for the Tuesday Skins Game, now called a scramble, due to the service it provides to the community.

**Men's Golf Club Annual Memorial Tournament** - Ms. Murphy read member emails and members were called to speak regarding the following: those in favor of hosting the Men's Golf Club Annual Memorial Golf Tournament allowing fundraising for the Foundation which assists those residents in need; the Men's Golf Club paying \$800 for setting up the event; fees not charged currently

Discussion ensued.

Motion was made to grant the Men's Golf Club use of the golf course for the Annual Memorial Tournament on May 21 with the stipulation of paying guest fees in full.

Motion passed 3-1-1.

## **Operating Rules**

**Pickleball** - Mr. Gruner presented the proposed Pickleball operating rule change of the addition of (maximum of 15 minutes) to #10.

Discussion ensued.

A motion was made to approve staff recommended changes to the Pickleball Operating Rules to state players may play one game only (maximum of 15 minutes) if others are waiting to play.

Motion passed unanimously.

**Garden Centers** - Mr. Gruner stated proposed changes to the Garden Center operating rules are being introduced to ensure fairness for all gardeners.

The following changes were recommended:

L5 and M3 should match in verbiage

O1 only addresses Garden Center 2 tree plots and may need to address Garden Center 1- would like staff to rework the verbiage

O3 has fruit trees listed with no mention of citrus

O6 may need to state fallen flowers only as flowers are not allowed

Change H1 to no pets allowed in the Garden Centers (with exception of service animals)

G2 may be changed to include resident partner

Discussion ensued regarding the following: organic waste receptacle at the Garden Centers; Chinese interpretation; omission of alcohol/drugs use referenced in B5; GRF smoking restrictions; service animal allowance on property.

Chair Horton stated green waste goes in the dumpsters at the Garden Centers. Mr. Gruner stated the translation is for the disciplinary process only. Chair Horton stated B5 is omitted as the use of alcohol and drugs cannot be enforced due to legality of alcohol permitted on GRF property. Chair Horton stated state and federal law protects service animals which are the only animals allowed at the Garden Centers.

Staff was instructed to institute changes and present to the April CAC meeting.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

**Duplicate Bridge Tournament Room Reservation Rental Rate and July 4 Annual Rollover Exception** - Ms. Murphy stated to review and recommend to cancel and supersede Resolution 90-11-28 to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament and recommend the Duplicate Bridge Club's request

for an exception to the Permanent/Rollover Reservation Policy for a July 4 automatic annual rollover.

Discussion ensued.

Members were called to speak regarding the following: changing the tournament to the last weekend of January; GRF will not receive monies if no tournament is held; in favor of staff recommendation; thank you to Clubhouse 2 supervisor Laura Cooley and Recreation Manager Jennifer Murphy for their continued assistance; residents only have to ask for room reservations, not clubs.

A motion was made to cancel and supersede Resolution 90-11-28 to show the cancellation of the exception rate during the annual February Duplicate Bridge tournament and recommend the Duplicate Bridge Club's request for an exception to the Permanent/Rollover Reservation Policy for a July 4 automatic annual rollover.

Motion passed unanimously.

**Charity Golf Tournaments** - Mr. Gruner stated to review and recommend the Recreation Department schedule and coordinate up to three community charity golf events sponsored by Laguna Woods Village golf clubs at the Laguna Woods Village 27-Hole Golf Course.

Discussion ensued.

Staff was directed to present this recommendation to the Golf Greens Committee, then present to the Community Activities Committee and then present to the GRF board for final review.

**Saddle Club Donation - Equestrian Center Shade Structures** - Ms. Murphy stated to review and recommend the donation of two shade shelters for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy.

A motion was made to accept the staff recommendation of the donation two shade shelters for the Laguna Woods Village Equestrian Center.

Motion passed unanimously.

**Old Pros Donation - Equestrian Center** - Ms. Murphy stated to review and recommend a resolution of the donation of \$1,000 for the Laguna Woods Village Equestrian Center in accordance with the Donation Policy.

A motion was made to accept the staff recommendation of the donation of \$1,000 for the Laguna Woods Village Equestrian Center.

Motion passed unanimously.

**Village Community Fund Phase Two - Equestrian Center** - Ms. Murphy stated to review and recommend Phase Two Village Community Fund (VCF) Equestrian Center Help the Herd fundraising campaign proposal in the amount of \$33,565.

A motion was made to accept staff recommendation of Phase Two Village Community Fund (VCF) Equestrian Center Help the Herd fundraising campaign proposal in the amount of \$33,565.

Motion passed unanimously.

**ITEMS FOR FUTURE AGENDAS**

**Club Insurance** – Staff was directed to keep this item under Future Agendas.

**CONCLUDING BUSINESS**

**Committee Member Comments**

None

**Date of Next Meeting**

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, April 14, 2022.

**Adjournment**

There being no further business, the Chair adjourned the meeting at 4:03 p.m.

\_\_\_\_ *Yvonne Horton* \_\_\_\_  
Yvonne Horton, Chair

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
EQUESTRIAN AD HOC COMMITTEE

Wednesday, March 30, 2022 – 1 p.m.  
Sycamore Rom

**MEMBERS PRESENT:** Bunny Carpenter, Chair, Yvonne Horton, Pearl Lee, Pat English, Susan Hemberger

**MEMBERS ABSENT:** Annie McCary, Cush Bhada

**OTHERS PRESENT:** None

**STAFF PRESENT:** Jennifer Murphy, Laura Cobarruviaz, Hailey Yocham, Jackie Kupfert

**Call to Order**

Chair Carpenter called the meeting to order at 1:07 p.m.

A motion was made to approve the agenda.

Motion passed unanimously.

**ITEMS FOR DISCUSSION AND CONSIDERATION**

**Help the Herd Program Update**

Ms. Murphy stated we are proposing phase two of the Help the Herd Village Community Fund fundraising. This proposal was pre-approved by VCF and CAC and will be presented to GRF for final approval in April. The focus will be installation of shade structures for remaining turnouts, replacement of the small pen and to raise funds for additional veterinary care for the GRF herd. Ms. Hemberger was instrumental in the first phase and the committee thanked her for her unyielding commitment. New team members will meet with Ms. Hemberger and staff to ensure phase two is successful. Ms. Murphy will represent the program update at future meetings.

**Senior Equestrian Supervisor Update**

**2022 Equestrian Center Events**

Ms. Cobarruviaz stated promotional information is out for Easter event at the Equestrian Center which will host Easter egg hunts for all ages, Easter bunny, petting zoo, child activities, horse parade, shuttles for attendees and snacks for purchase to benefit the Equestrian Center. Director Horton inquired as to spectators. Ms. Cobarruviaz stated all are welcome.

The Village Renaissance Faire will be hosted on May 21. A flyer has been given to the Clubhouse 4 Supervisor to disseminate to artisans for booth participation to ensure a Renaissance theme will be adhered. This event will host a fortune teller, Old Pros stage performances, bands/music, horse events, Renaissance Faire performers, Viking food truck, foam axe throwing, hair braiding and more and will be partially wheelchair assessible. Plastic beer mugs with the Laguna Woods Village logo will be for sold for \$5. If all are not sold, these will be offered for sale at the Clubhouse 2 July 4 event. More details are being discussed at weekly staff planning meetings.

Some Equestrian riders will participate in Village Games on April 30. The Equestrian Center will host a horse show in June and the Hoedown will be hosted in the fall.

Director English suggested an entry fee for the Renaissance Faire of \$10 for adults and free for children. Chair Carpenter stated she is happy to hear the community speaking of the Equestrian Center often, especially Sebastian, the miniature horse.

### **Security Fencing**

Ms. Cobarruviaz presented the quotes for the security fencing with one quote as a privacy, built in fence and the other as a standard chain link fence with sheeting for privacy. Ms. Cobarruviaz stated the following concerns that mitigate the installation of security fencing: a gang related shooting near the park near the Equestrian Center last weekend; many homeless visit the center daily; no staff is onsite during the late hours and some boarders must come to take care of their horses; horses may escape to El Toro Road. Chair Carpenter concurred this would be a capital and inquired as to if Security is aware of these incidents. Ms. Cobarruviaz stated Security is in full support of this installation.

The committee directed staff to present the higher quote for the added safety features to the CAC committee then the Finance committee for a supplemental appropriation in 2022.

### **Horse Sales and Purchases**

Ms. Cobarruviaz stated the sale proceeds from Remy were added to the horse purchase budget and another horse may be purchased tomorrow. Patrick may be sold this week. Murphy (purchased last year) has a neuro weakness and degenerative disease in his ligaments. Staff will find him a good home. Ms. Murphy inquired as to the number of GRF horses in the herd. Ms. Cobarruviaz stated we are half leasing Beau, full leasing Nemo and Tonka and own Rascal, Jerry, Belle, Camelia, Patrick and Murphy. Lease horses are very successful as we pay for their care, but we may exit the lease if the horse does not fit the program.

Ms. Cobarruviaz stated a part-time instructor is to be hired to assist with adding more lessons as the program is full at this time with a wait list of approximately 149. Horsemanship classes will be offered to those on the wait list in the interim. She stated currently there are approximately 40 lesson riders per week. In May, staff will offer a horse experience class to those on the waiting list so they may ride and approximate 40 people per month will be accommodated.

### **Hosting Clinics**

Ms. Cobarruviaz stated a Working Actuation and Dressage clinic is planned for May 7 and 8 hosting a trainer from Portugal. The current statewide horse quarantine is about to be lifted which allows outside agencies to rent the arena. The Equestrian Center may host four clinics this summer.

Ms. Hemberger inquired as to if the Equestrian Center will go to paperless invoicing for charges as is done at golf. Ms. Murphy stated ActiveNet will be used at the Equestrian Center to ensure ease of payment, but will require an additional part-time office staff person.

### **Trail**

Ms. Cobarruviaz stated the trails have been improved with added mulch, tree/bush trimming and repaired broken fencing. Staff is researching the removal of trash at the neighboring apartment perimeter, contacted the concrete division to remove concrete/rebar remnants at the trail entrance and sending a trail map to Marketing and PR to disseminate to residents. Residents may enjoy the trails with the understanding that bikes are not allowed and pets must be on leash at all times. The Landscape Department used tree stumps to create a perimeter fencing near the mulch area and will make benches out of tree stumps under shade trees. Ms. Cobarruviaz thanked the Landscape Department, Concrete Division and Marketing and PR Department.

Director Horton stated private property signs must be posted to ensure proper trail usage by residents only.

### **Personnel**

Ms. Murphy stated recruitment for a part-time office person is underway and an additional part-time stable hand position will be requested for the 2023 budget.

Chair Carpenter inquired as to if a log is kept for those who visit the Equestrian Center and stated if so, this number should be included when requesting new staff. Ms. Cobarruviaz stated staff enters those visitor numbers.

Discussion ensued about a community tour for new employees. Chair Carpenter stated she will speak with Media and Communications regarding the staff tours.

Chair Carpenter directed staff to include Equestrian Center utilization in the CAC report and to break out the Equestrian Center in the Financial Statement for CAC.

### **Quarantine Procedures**

Ms. Cobarruviaz stated the new quarantine procedures listed in the packet. The quarantine procedures document will be included in the boarder packet and some of the information will be added in the operating rules. Ms. Murphy presented the updated operating rules including eviction information and stated these will be posted on the Laguna Woods Village website.

Ms. Hemberger inquired as to a separate quarantine area. Ms. Cobarruviaz stated the materials are available and Maintenance is currently working on the hay barn which is expected to be completed by summer.

Director Horton inquired with Ms. Siobhan Foster, CEO, as to the use of Lot 5 near the Equestrian Center for turnouts. Ms. Cobarruviaz stated this would assist with space issue as there are not currently enough turnouts for the entire herd She stated the pest control supervisor stated additional funding is used to spray the weeds in Lot 5. Director Horton stated a new large pen could be erected by using existing poles.

### **FUTURE BUSINESS**

### **Equine Assisted Learning Program Update**

Ms. Cobarruviaz stated the two possible ways to move forward with this program: use of Audrey Grider who provides workshop learning regarding emotional needs or use of The Shea Center for Therapeutic Riding in San Juan Capistrano. Insurance for Ms. Grider is ready, but she is not willing to do the billing of attendees or promotion of the program. Staff would need to assist.

Staff was instructed to update at next meeting.

### **Bulk Shavings Initiative**

Ms. Cobarruviaz stated bulk shavings may be implemented in the fall or early next year with the addition of the new part-time stable hand as the current lead stable hand does not have time to handle the intake of bulk shavings which includes moving them to individual stalls. The sides on the hay barn must be completed prior to adding bulk shavings deliveries.

Staff was directed to leave this under Future Business.

## **CONCLUDING BUSINESS**

### **Member Comments**

Director Lee stated she is amazed at all that is being planned and that which was accomplished in the past year.

Director Horton stated more staff is needed. Chair Carpenter stated the progress has been so swift which confirms that additional staff is needed. The new services have created more income which allowed for Ms. Yocham to become full-time and filling her open part-time position.

Director English stated staff has done a fantastic job and this is one of the most interesting committees. Ms. Hemberger stated bravo to staff and the committee as all worked together to improve the Equestrian Center.

Chair Carpenter stated staff is doing a great job and thanked all for attending the meeting.

### **Next meeting**

The date of the next meeting will be May 25, 2022 at 1 p.m.

### **Adjournment**

Chair Carpenter adjourned the meeting at 2:24 p.m.

  
Bunny Carpenter, Chair



**OPEN MEETING**

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
LANDSCAPE COMMITTEE**

**Wednesday, March 9, 2022 – 1:30 P.M.**

**BOARD ROOM/ VIRTUAL MEETING  
Laguna Woods Village Community Center  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Juanita Skillman, Lynn Jarrett, Maggie Blackwell (via Zoom); Substitutes: Donna Rane-Szostak and Yvonne Horton

**COMMITTEE MEMBERS ABSENT:** Ira Lewis, Reza Karimi, Diane Casey

**OTHERS PRESENT:** Elsie Addington

**ADVISORS PRESENT:** None

**STAFF PRESENT:** Kurt Wiemann, Eve Morton, Bob Merget

**1. Call to Order**

Chair Skillman called the meeting to order at 1:30 p.m.

**2. Acknowledgement of Media**

No press was present.

**3. Approval of the Agenda**

Director Rane-Szostak made a motion to approve the agenda. The committee was in unanimous support.

**4. Approval of the Meeting Report for December 8, 2021**

The Report was approved without objections.

**5. Committee Chair Remarks**

Chair Skillman made a recommendation that all those interested in the proposed thinning out of Canary Pines attend the United Landscape Meeting on March 10th to get the real story, not just rumors.

## **6. Department Head Update**

### **6a. Update on Master Control Irrigation System**

Mr. Wiemann stated that the MCIS is almost ready to go out to bid. We are taking our time putting this out, we want to make sure we won't miss anything, It's a huge system with little documentation.

We expect to have it out to bid in mid-April. With the documentation ready for the Committee's review at the next meeting in June.

### **6b. Information on Different Colored Notification Flags on Ground and What They Mean**

Mr. Wiemann reviewed a chart indicating the different colored notification flags in the ground and what each indicates.

The flags seen most often in the Village are the yellow ones which are used after herbicide is sprayed. The herbicide dries in a couple of hours, however, staff will keep the yellow flags there for two days.

Blue flags mean an irrigator is working on the system and will be coming back to complete the repairs.

Purple flags indicate reclaimed water.

Director Jarrett requested that Mr. Wiemann bring examples of the flags to the next meeting.

## Reports

### **7. Update on the Creek**

Mr. Wiemann is filing the final paperwork to request an amended agreement which would allow the use of a herbicide to create a channel of free flowing water down the length of the creek to create areas for turtles and fish to grow.

Staff works at the creek in April and August and November/December.

The Village is only allowed to cut cattails to a foot above the water line.

A member inquired as to whether the area down by the bridge be wider? Or will there be minimal channel there? Mr. Wiemann reported that they are focusing upstream from the bridge. Additional areas will be selected by the biologist. Native plants cannot be disturbed. There will be water there you can see flowing.

## Items for Discussion and Consideration

### **8. Member Comments (Items Not on the Agenda)**

None.

**9. Response to Member Comments**

None.

**10. Bob Merget; Tree Arborist and Support Landscape Manager**

Mr. Merget shared a PowerPoint with the committee to illustrate what he looks at when inspecting trees.

Director Jarrett commented that the Village residents would like to see these slides. Perhaps Mr. Merget could narrate over the slides with Village Television to record for YouTube video for residents.

**11. Third Board Director Donna Rane-Szostak; Water Conservation**

Director Rane-Szostak presented a PowerPoint to the committee regarding water use and conservation.

Concluding Business:

**12. Committee Member Comments**

Director Jarrett stated that it was an excellent meeting..

Chair Skillman thanked Director Rane-Szostak for sitting in and for her water use presentation

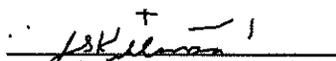
Director Horton stated that she will bring Director Rane-Szostak's idea to install timers on the showers at the swimming pools to a future GRF Community Activities Committee meeting.

Director Blackwell stated that the photo in the presentation of a very low aquifer should be on a cover of any water report.

**13. Date of Next Meeting – Wednesday, June 8, 2022 at 1:30 p.m.**

Chair Skillman stated that the work which Grounds Maintenance performs will be highlighted at the next meeting.

**14. Adjournment at 2:58 p.m.**

  
\_\_\_\_\_  
Juanita Skillman (Mar 22, 2022 15:45 PDT)

Juanita Skillman, Chair

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**REPORT OF THE REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, February 9, 2022 – 9:30 A.M.**  
**Virtual Meeting**

- MEMBERS PRESENT:** Egon Garthoffner, Gan Mukhopadhyay, Cash Achrekar, Sue Stephens, Lenny Ross, James Cook, Ralph Engdahl
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Bunny Carpenter, Elsie Addington, Juanita Skillman, Debbie Dotson, John Frankel, Advisors Carl Randazzo, Bill Walsh, Steve Leonard
- STAFF PRESENT:** Guy West – Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette - Maintenance & Construction Assistant Director, Brian Gruner – Recreation and Special Events Director, Robert Carroll – General Services Director, Chuck Holland – Information and Resident Services Director, Carlos Rojas – Director of Operations, Rodger Richter – Project Manager, Azita Badri – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

**1. Call to Order**

Chair Garthoffner called the meeting to order at 9:31 a.m. and stated that he didn't see a quorum of members yet but that additional committee members will log in soon so the meeting will continue.

**2. Acknowledgement of Media**

Chair Garthoffner noted no members of the media were present.

**3. Approval of the Agenda**

Chair Garthoffner asked that a discussion on the Community Center Third Floor Renovations be added as Item 11a. The agenda was approved as amended.

**4. Approval of Meeting Reports**

- a. Approval of Meeting Report for October 13, 2021
- b. Approval of Meeting Report for December 8, 2021

The meeting reports for October 13, 2021 and December 8, 2021 were approved as written.

## 5. Chair's Remarks

Chair Garthoffner reminded the committee that all contracts brought to the committee should be given serious consideration and in-depth review. The contracts involve large sums of money and care needs to be shown in the spending of funds.

## 6. Member Comments (Items Not on the Agenda)

Mr. Gomez requested that it be noted in the record that a quorum was present.

- A member commented about the desire to have the two archery clubs consulted in regard to the improvements being considered at Clubhouse 1.
- A member inquired as to when access would be allowed to the billiards room in Clubhouse 3.

Chair Garthoffner addressed the concern about the archery range and stated that there are no plans to make any changes at this time.

Mr. West verified that the billiards room in Clubhouse 3 is in the process of being beautified and would be completed and open for use in May of 2022.

## 7. Department Head Update

Mr. West commented that the pickleball court lighting project is scheduled to be complete by February 11, 2022.

### Consent:

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

## 8. Project Log

### Items for Discussion and Consideration:

## 9. SCE Charge Ready Application Status

Mr. Mejia presented an SCE Electrical Charging Application Status Update via PowerPoint and answered questions from the committee. Discussion ensued regarding the number of charging ports, the proposed locations and the costs associated with the installations. Committee members made suggestions about considering other locations, reducing the number of ports, and comments were offered regarding ADA Compliance, convenience of locations, funding source for the project, and potential income generation.

Staff was directed to have SCE continue with the review process with the same number of ports originally applied for and work with SCE to conduct site evaluations and develop conceptual designs. SCE would provide those services at no charge to GRF.

## **10. Moving of Bus Benches to Improve Pedestrian Movement**

Mr. Carroll presented a report proposing that in-house staff move twenty bus benches in 2022 and twenty in 2023 at a cost of \$46,200 per year. Discussion ensued regarding the price of each bench and the cost of installation, potential relocation of benches to reduce cost, the need to bring the United Board into the decision, original funding and maintenance responsibility belonging to GRF. For comparison, a bid was obtained from an outside contractor in the amount of \$119,372. Chair Garthoffner suggested that since this is a safety issue, work should be done as quickly as reasonably possible.

Staff was directed to bring an additional quote from another outside contractor to a future committee meeting. The quote should include the cost of installation and a less expensive style of bench, similar to the existing benches in the community. Chair Garthoffner will call a special meeting to expedite the resolution of this matter, if necessary.

## **11. Resident Services Space Plan – PowerPoint Presentation**

Mr. West presented a Call Center Space Planning presentation via PowerPoint. Discussion ensued regarding the proposed floor plan, furniture options, sound mitigation options, and costs to safely and comfortably accommodate 17 employees within the space. Mr. Holland elaborated on the design, answered questions from the committee and endorsed the proposed space plan. Mr. West provided a line-item estimate but stated that bids from contractors after an RFP could be much lower.

Staff was directed to bring a detailed cost estimate for the resident services call center space planning project to a future committee meeting.

### **11a. Third Floor Community Center Renovations**

Chair Garthoffner reminded the committee that in 2018, a plan was approved to renovate the third floor of the community center and \$750,000 was allocated for that project. The gym was subsequently moved to the first floor and now there is a new proposal to renovate the vacant space on the third floor. Chair Garthoffner asked for clarification on how much of the original allocation was spent.

Mr. Gomez presented a Community Center 3rd Floor Renovation presentation via PowerPoint and explained that the renovation is needed to improve efficiencies and facilitate adjacencies for staff in various divisions/departments. He reminded the committee that a contract award for the renovations will be discussed in closed session today.

Chair Garthoffner asked for a comprehensive space planning review of all the locations under consideration, including the table tennis area, to determine how to efficiently use the community center.

Staff was directed to arrange a meeting as soon as possible between staff, this committee, and the Recreation, Landscape, and M&C departments, to address space utilization issues before moving forward with any plan.

## **12. Building E Feasibility**

Mr. West presented a report on the background and description of the current conditions at Building E, including staffing accommodations via PowerPoint. Mr. West reiterated that estimated costs have not

been determined but that space for current and future additional staff would need to be included in the scope of work. Utility locations and the available footprint space would be considered when deciding where the new building would be located.

Staff was directed to wait until after the comprehensive space planning meeting before giving Rengel+co. any further direction on the project.

### **13. Golf Driving Range Turf**

Mr. West updated the committee on the history of the driving range conditions and the challenges that the golf maintenance staff face on a daily and seasonal basis regarding golf ball collection, drainage issues, and fencing. He reminded the committee that a contract for turf renovation will be discussed in closed session today.

### **Concluding Business:**

### **14. Committee Member Comments**

- Discuss Broadband HVAC replacement at the next meeting
- Add MelRok Energy Measurement Efficiency System to next agenda
- All generators should be evaluated to ensure proper maintenance
- All advisors are permitted to attend the closed session if they have signed the Non-Disclosure Agreement
- A workshop meeting will be scheduled for March 9 at 9:30 a.m.

**15. Date of Next Meeting:** April 13, 2022

### **16. Recess**

The meeting was recessed at 1:40 p.m.



Egon Garthoffner, Chair

Guy West, Staff Officer  
Telephone: (949) 268-2380  
Egon Garthoffner, Chair



**REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION  
MEDIA AND COMMUNICATIONS COMMITTEE**

**Monday, April 18, 2022 – 1:30 p.m.  
Board Room / Virtual Hybrid Meeting**

**REPORT**

**Members Present:** Chair Joan Milliman; Directors, Juanita Skillman, Annie McCary, Neda Ardani, Maggie Blackwell; Advisor, Carmen Pacella; Alternates Deborah Dotson, Lynn Jarrett

**Members Absent:** Directors James Cook, Ryna Rothberg; Advisors Theresa Frost, Tom Nash, Lucy Parker

**Others Present:** Elsie Addington, Egon Garthoffner, Richard Rader

**Staff Present:** Eileen Paulin, Paul Ortiz, Ellyce Rothrock, Susan Logan-McCracken

**1. Call to Order**

Meeting was called to order at 1:30 p.m. and a quorum was established by Chair Milliman.

**2. Acknowledgement of Media**

None present.

**3. Approval of Agenda**

Approved by unanimous consent.

**4. Approval of Report for March 21, 2022**

Approved by unanimous consent.

**5. Chair's Remarks**

Chair Milliman welcomed the committee to spring and highlighted the Village Breeze cover, which captures the season. She mentioned that the photographer is a resident in the Village. She thanked the Department of Media and Communications for producing this publication and all the other communications.

**6. Member Comments**

Richard Rader mentioned he tried to sign up for CNN+, but could not, because it requires the TV provider to be listed. Are there any plans to offer this programming? As a follow-up question, Mr. Rader asked if there is any possibility this channel could be streamed through the internet.

Mr. Ortiz stated this was considered about four or five years ago, and GRF Media and Communications Committee decided that this would be too expensive. He also thought this would be available as a pay streamed service.

## **Items for Discussion**

### **7. Media and Communications Report – Eileen Paulin**

Ms. Paulin stated it's been a busy month and it's getting busier as more amenities open back up. She highlighted from the Media and Communications Activities Report:

- The event at the Equestrian Center on April 16, which drew 500 people
- The 73 projects tracked, 125 posts to the website, the CEO's office fielding 400 to 500 phone calls and information@lagunavillage.com email address that gets utilized
- The April/May 2022 Village Breeze, which just mail dropped
- Targeted communications coming out of our department, such as the Manor Alterations newsletter every other week
- The CR&R trash rollout and new bulky-item collection process communicated in the magazine, email blast and on the message boards
- The third informational GRF Transportation meeting next month
- Strong open rates reported on iContact
- Overseeing all of the budget PowerPoint decks, Maintenance and Construction notices and Third Mutual's fumigation notices.

She mentioned that CEO Siobhan Foster has attended meetings with different gate groups and the Garden Villa Association. Ms. Paulin has accompanied her on these appearances. They plan to continue to go out and meet with these resident groups.

New resident orientations and docent tours are in person and running well. The request for new docents received a great response. The next step will be training the new docents. The attendance numbers are up for new resident orientations and the docent tours are full.

Ms. Paulin highlighted tasking completed by Village Television:

- "This Day" broadcasting six days a week
- The Monday, Friday and Saturday movies
- "Trading Post" show
- City Council meetings for City of Laguna Woods
- "Let's Talk Tech" show
- Over 2,000 minutes of original content

Ms. Paulin commended Chicago Club's video coverage of the History Center.

She discussed the Laguna Woods Art Association's participation in an Earth Month public awareness campaign in partnership with the El Toro Water District, the artist Wyland and the Municipal Water District of Orange County. Campaign artwork will be temporarily on display in the Community Center after which the Art Association will keep and display.

### **8. Website Ad Hoc Committee – Ellyce Rothrock**

Ms. Rothrock reported that at the April 5 GRF board meeting, resolution 90-22-18 was passed to approve the Website Ad Hoc Committee. As soon as we have the roster of committee members, we will go forward with regular meetings, focus groups and formal activities.

### **9. Broadband Services Report – Paul Ortiz**

Mr. Ortiz reported a 22% increase in subscriber count compared to a year ago. More people are watching Village Television and subscribing to the YouTube Channel. More people are streaming and using the internet to view a lot of their content. He also reported that pay channel subscriptions are down as residents are moving toward streaming services.

He reported that internet subscribers are converting to higher speeds because of the demand for bandwidth and demand for interaction with their device.

Mr. Ortiz mentioned the meeting that transpired with West Coast Internet and will have more information at a later date, adding that prices have not increased since 2014.

Mr. Ortiz stated Village Television is doing a wonderful job. The TV studio was recently honored to have Bob Eubanks as a guest, promoting a fitness device.

He announced that Village Television is producing a new show, "Did You Know?" hosted by Rebeca Gilad, who interviews people in our community from all over the world. P.J. Higgins, Cole Young and Mark Weiss are helping produce this program.

Mr. Ortiz mentioned some technical issues the studio has been having, but the head engineer and staff created a workaround. He commended the support of headend engineer John Nadal and the Broadband staff.

Director Skillman asked whether the international pay TV channels are streaming. Mr. Ortiz stated that he believed that some of those channels are available directly online and that those international channels retained their subscribers since they became available in the Village.

Director McCary asked whether the new Village Television program "Did You Know?" has already launched. Mr. Ortiz stated the premier aired in April and that the program airs on Sundays at 3:30 p.m. He added that they are in production on the May programs.

Director McCary asked about the technical issues. Mr. Ortiz explained some of the technical details with the router, server and cameras.

Mr. Ortiz mentioned that the Village Television studio acquired a desk from another local studio that moved and needed to offload some furniture. The division had budgeted to replace its decades-old studio desk for \$17,500, but estimated the one they acquired cost less than \$2,000.

Director Skillman thanked Village Television for the new table in the other part of the studio where she records the "Trading Post" show.

### **Items for Future Agendas**

Director Skillman asked about the Broadband Ad Hoc Committee. Ms. Paulin stated that they anticipate having a recommendation from The Broadband Group soon and added this to next month's agenda.

Ms. Paulin stated that for the advisor handbook, we need to schedule deadlines to get that project moving.

Ms. Paulin stated that staff is waiting to hear back from West Coast Internet. They are recommending a modest price increase, because the future direction of the industry is moving from cable to streaming.

### **Concluding Business**

#### **Committee Member Comments**

Advisor Pacella stated it was great to be back in person, adding that the more people you get in the seats, the more activity you'll have. He stated he and others who have commented are extremely happy with the Village Breeze and to keep up the good work. He thanked Mr. Ortiz for all his efforts.

Director Blackwell stated she thinks Media and Communications is one of the hardest working groups in the Village. This is phenomenal communication. The residents are learning. The Village Breeze, weekly reports and other communications are easy to read and accessible.

Director McCary agreed with Director Blackwell's comments on how communication is being delivered. She commended the work the staff is doing to produce good communications and consistent delivery. She thanked everyone for a smooth meeting.

Chair Milliman echoed what was said. She thanked all for a wonderful job and stated we're lucky to have the professional staff we have.

Ms. Paulin stated on behalf of the group that we like what we do and we're doing the best we can. She commended the synergy of every staff member present, in the studio and at Broadband Services.

Ms. Rothrock stated she feels very fortunate to work under Ms. Paulin's leadership, as the visionary for the department, and lucky to work with talented, wonderful colleagues.

Mr. Ortiz thanked everyone for their comments.

Director Ardani thanked everyone for a good meeting and the beautiful Village Breeze. She requested publishing again the chargeable services and alterations chart that was published in a past issue. She also requested an update on the trash bins and a discussion ensued.

Ms. Paulin received a trash update message during this meeting that CR&R will provide low-profile bins free of charge for residents who have expressed difficulty placing their trash in the new bins, which are 6 inches taller than previous bins. CR&R is manufacturing low-profile bins to accommodate resident requests. Send CR&R an email to request the low-profile bins.

Director Skillman stated we have no control over CR&R and requested encouraging residents to leave the organic trash cans where they are. If the bins are not where they're supposed to be on the CR&R drivers' route, they won't empty them.

Director Dotson thanked everyone for a great meeting and commended Mr. Ortiz and the team for being professional and a pleasure to work with.

Director Jarrett commended everyone on a good meeting, wonderful work and great communication.

**Date of Next Meeting – Monday, May 16, 2022, at 1:30 p.m.**

#### **Adjournment**

Chair Milliman adjourned the meeting at 2:28 p.m.

*p.p. Joan Milliman / SLM*  
Joan Milliman, Chair  
Media and Communications Committee



REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION OF LAGUNA WOODS  
SECURITY AND COMMUNITY ACCESS COMMITTEE

The Regular Meeting of the Security and Community Access Committee was held on Monday, April 25, 2022 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

**MEMBERS PRESENT:** Don Tibbetts, Eric Nuñez, Craig Wayne, Annie McCary, Maggie Blackwell, Reza Karimi, Cash Achrekar, Margaret Bennett

**OTHERS PRESENT:** Grace Stencel, Mike Epstein, Vision Club, Elsie Addington, Bunny Carpenter, Debbie Dotson

**STAFF PRESENT:** Tom Siviglia, Jayanna Abolmoloki

**CALL TO ORDER**

Don Tibbetts, Chair, called the meeting to order at 1:30 PM.

**ACKNOWLEDGEMENT OF PRESS**

Media was not present.

**APPROVAL OF AGENDA**

By way of consensus, the Committee approved the agenda as presented.

**APPROVAL OF MEETING REPORT**

By way of consensus, the Committee approved the February 28, 2022 meeting report.

**CHAIRMAN'S REMARKS**

Chair Tibbetts acknowledged the new faces at the meeting, and he stated that the newest face was Chief Nuñez, who took over from Carlos Rojas. Chair Tibbetts explained that Mr. Rojas is now the Director of Operations for VMS.

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

A resident asked the committee if there is a Drone policy in place, and where she can find it.

**RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS**

Chair Tibbetts answered her question, and Jayanna Abolmoloki offered to send the policies to the resident via email.

Eileen Paulin, Director of Media and Communications, entered the meeting and discussed the Drone policy as well.

Members made comments and asked questions.

## **REPORTS**

### **Disaster Preparedness Task Force Report**

Chief Nuñez discussed the meeting report attached to the agenda packet. Chief Nuñez mentioned that the Disaster Preparedness Task Force has items and information on display at the Village Library during the month of April, and he encouraged the committee to view the display.

### **RV Update**

Chief Nuñez discussed the provided RV Lot parking statistics. Nuñez explained that the waiting list is based off of space size. Members made comments and asked questions.

### **Security Statistics**

Chief Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Solar Powered Stop Signs Staff Report**

Tom Siviglia paraphrased the staff report. Members made comments and asked questions. A motion was made for the staff report to be escalated to the GRF Board. By unanimous consent, the motion was approved.

### **“No Bicycle” Signs at Aliso Creek Park Committee Consideration**

Chief Nuñez explained the request made by a resident to have signs installed at Aliso Creek Park. A motion was made for the creation of a staff report, which would be presented back to the committee. By unanimous consent, the motion was approved.

## **ITEMS FOR FUTURE AGENDAS**

“No Bicycle” Signs at Aliso Creek Park Staff Report

## **CONCLUDING BUSINESS**

### **DATE OF THE NEXT MEETING**

The next meeting is scheduled for Monday, June 27, at 1:30 p.m. in a hybrid meeting on Zoom, and in the Board Room in the Laguna Woods Village Community Center.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Tibbetts adjourned the meeting at 2:38 p.m.

Submitted by:

*Don Tibbetts*

Don Tibbetts (Apr 27, 2022 16:31 PDT)

Don Tibbetts, Chair

Apr 27, 2022

Date

**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN  
FOUNDATION DISASTER PREPAREDNESS TASK FORCE**

**Tuesday, March 29 2022 9:30 AM**

**VIRTUAL MEETING**

**MEMBERS PRESENT:** Acting Chair: Tom Siviglia, Juanita Skillman, Sandy Benson, Donna Rane-Szostak, John Frankel, Jim Riedel, Bruce Bonbright, Diane Casey, Grace Stencel, James Cook, Sue Stephens

**OTHERS PRESENT:** Doug Gibson

**STAFF PRESENT:** Jayanna "JJ" Abolmoloki

**THE MEETING WAS CALLED TO ORDER:** 9:31 AM

**ACKNOWLEDGEMENT OF THE PRESS:** None present.

**APPROVAL OF THE AGENDA:** By consensus, the agenda was approved.

**APPROVAL OF MEETING REPORT:** By consensus, the meeting report was approved.

**CHAIRS REMARKS:** Chair Tom Siviglia shared that he is standing-in as the Chair for this meeting while VMS is still in the process of hiring a new Security Director. Tom also shared that the Tower's Repeater was supposed to be installed yesterday. However, it was delayed due to the rain.

**MEMBER COMMENTS:** A Member of the Gate 11 club, reported that their next meeting will be held on April 12<sup>th</sup>, 2022 from 9:00 AM to Noon. He gave the committee an open invitation to attend. The Member also stated that they are continuing to recruit Good Neighbor Captains as well.

**REPORTS**

**RADIO & COMMUNICATIONS:** Bruce Bonbright reported that the radio drill went very well, and that 15 out of 16 participants responded. The one member who did not respond will have her radio examined by Tom Siviglia to ensure it is working properly.

**OFFICE MANAGER/ADVISOR:** Grace Stencel stated that she is reporting on behalf of Tom Soule for this meeting. Grace reported that the deposits for March

came out to a total of \$300.00. Grace also shared that the sales for March to-date come out to a total of \$351.00. She reported that the most popular items in March were personal survival kits, water heater hoses, and car kits. Grace shared that the Office currently has 5 active volunteers, but they are hoping to have a few more along with some substitutes. Grace shared that the current advertising is working, and that there were 44 walk-ins in March.

Grace shared that she and a neighbor, who is a registered nurse, are visiting each Clubhouse cabinet to ensure uniformity in supplies and set-up, and they are creating a list of what needs to be ordered for each cabinet. Grace encouraged the committee members to view the Disaster Prep display in the Village Library during the month of April. Grace concluded by reminding the committee that Building Damage forms are no longer used by Good Neighbor Captains.

**RECRUITMENT / RETENTION / TRAINING:** Juanita Skillman shared that she and Sandy Benson will be at the Village Bazaar again on April 2<sup>nd</sup>, 2022.

**GRF BOARD:** Gan Mukhopadhyay introduced himself as a new member of the committee, and shared that he did not have anything to report.

**UNITED BOARD:** No report.

**THIRD BOARD:** Donna Rane-Szostak stated that she would like to share the Involvement Opportunities Document with the Third Board. James Cook introduced himself as a new member of the committee and shared his professional background.

**TOWERS:** Sue Stephens reported that the Towers has a total of 56 Floor Captains, and that she will send the roster to Juanita Skillman and JJ Abolmoloki.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson reported that she will be at the Village Bazaar with Juanita Skillman on April 2<sup>nd</sup>, 2022 at Clubhouse 5. Sandy also shared that she has 100 File of Life packages to hand-out, 250 "Pet Inside" stickers, and 250 brochures regarding pet preparedness to hand-out at the Bazaar. Sandy thanked JJ Abolmoloki for taking-on the responsibility of maintaining the list of confidential resident information regarding the Pet Evacuation Sub Committee.

## **DISCUSSIONS AND CONSIDERATIONS**

**FIRE AVERT PROGRAM UPDATE:** Tom Siviglia reported that he has 3 more devices to install. However, they have experienced an issue with the

plugs due to some manors having uncommon insertion types. Tom shared that one current participant experienced the device in action when they accidentally burnt bacon on the stove. The participant stated that the device performed exactly as it should have. Members made comments and asked questions.

**INVOLVEMENT OPPORTUNITIES DOCUMENT:** Tom Siviglia explained the attached document, which lists 5 different ways residents may participate in the Disaster Preparedness Task Force. Tom shared that this was requested at the last meeting. He thanked JJ Abolmoloki for creating the document.

**MEMBER COMMENTS:**

Juanita Skillman stated that she believes the Disaster Tas Force needs more publicity. Juanita stated she will bring figures for purchasing branded tablecloths and/or banners to the next meeting.

Diane Casey stated that the Red Cross is typically assigned to specific areas, and that she would check to see if Laguna Woods has anyone assigned to them.

Gan Mukhopadhyay volunteered to assist in assessing building structures.

Tom Siviglia thanked everyone for their participation, and stated that the time spent is very valuable even if most residents don't realize it.

**NEXT MEETING: May 31, 2022 at 9:30 AM**

**ADJOURNMENT: 10:01 AM**

Submitted By:

*Tom Siviglia*

Mar 31, 2022

Tom Siviglia, Acting Committee Chair

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