



OPEN MEETING

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

**Tuesday, June 14, 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*

- 1. Call to Order / Establish Quorum – President Liberatore**
- 2. Pledge of Allegiance to the Flag – Director Achrekar**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of the Meeting Minutes**
 - a. May 10, 2022 – Regular Open Session
 - b. May 20, 2022 – Special Open Session
 - c. May 26, 2022 – Agenda Prep Meeting
- 6. Report of Chair**
- 7. 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 to have your message read during the Open Forum.***
- 8. Responses to Open Forum Speakers**
- 9. VMS Board Update - Director Robledo**
- 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 Approve Tree Removal Request: 126-T Avenida Majorca – One Canary Island Pine Tree
2. Recommendation to Deny Tree Removal Request: 698-C Avenida Sevilla – One Canary Island Pine Tree (located at 717-C Avenida Sevilla)
3. Recommendation to Deny Tree Removal Request for One 35-Foot-Tall Carrotwood Tree
4. Recommendation to Approve Tree Removal Request: 840-O Rhonda Sevilla - One Volunteer Carrotwood Tree

b. Recommendation from the Architectural Control and Standards Committee

1. Variance Request – 575-D Avenida Majorca (Madrid, 4) Revert a Portion of Existing Room Addition to the Original Outdoor Atrium Conditions

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

d. Update Committee Appointments

12. Unfinished Business

a. Entertain a Motion to Have Future Meetings as Hybrid and In-Person (**MAY Initial Notification—28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

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, March and April 2022, such review is hereby ratified.

c. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Formation of Joint Hearing Body (**MAY Initial Notification- Revised June 2022— 28 day notification for member review and comments to comply with Civil Code §4360**)

d. Entertain a Motion to Approve the Amendment to Election of Membership and Voting Policy (**MAY Initial Notification—28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

e. Strategic Planning Update – President Liberatore (Oral Discussion)

13. New Business – None

14. Director Comments (Two minutes per director)

15. Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on May 31, 2022; next meeting June 28, 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 May 19, 2022; next meeting June 16, 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 May 26, 2022; next meeting June 23, 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 May 19, 2022; next meeting June 16, 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 June 9, 2022; next meeting July 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 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 June 9, 2022; next meeting July 14, 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 June 9, 2022; next meeting July 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 June 8, 2021; next meeting September 14, 2022, at 1:30 p.m. as a virtual meeting.
 - l. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on June 8, 2022; next meeting August 10, 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 May 16, 2022; next meeting June 20, 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 June 1, 2022; next meeting July 3, 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 May 18, 2022; next hearings will be held June 15, 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 July 26, 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. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on June 10, 2022; next meeting June 17, 2022 as a virtual meeting.
 - t. Report of the Insurance Ad Hoc Committee – Director Liberatore. The Committee met on May 24, 2022; next meeting TBA.
 - u. Report of the Website Ad Hoc Committee – Director Liberatore. The Committee met on March 9, 2022; next meeting July 6, 2022 at 10:00 a.m. in the Sycamore Room.
- 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) *May 2, 2022—Special Closed Session*

(b) *May 10, 2022—Regular Closed
Session*

(c) *May 26, 2022—Special Closed Session*

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matters

19. Adjourn

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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, May 10, 2022- 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Pat English

Staff Present: CEO Siobhan Foster, Makayla Schwiertert, Michelle Estrada, Robert Carroll, Eileen Paulin, Steve Hormuth, Catherine Laster, Kurt Wiemann

Others Present: GRF: Juanita Skillman, Elsie Addington
Third: None
VMS: Norm Khan

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 Blackwell 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 Torng asked to move item 11d to Unfinished Business. Hearing no changes or objections, the amended agenda was approved unanimously.

5. Approval of Minutes

- a. April 28, 2022 – Agenda Prep Meeting

b. April 12, 2022 – Regular Open Session

Hearing no objections, the April 28, 2022 – Agenda Prep Meeting Minutes and April 12, 2022 – Regular Open Session Minutes were approved unanimously.

6. Report of the Chair

- President Liberatore announced that he will be out early June.

7. VMS Board Update – Director Kahn

Director Kahn provided a presentation on the following:

- Summary of the VMS Board responsibility
- Resident Service Request Survey

Director Kahn 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 read a poem regarding trees.
- A member commented on the need for sidewalk repairs damaged by tree roots and asked for the oversized trees to be addressed.
- A member commented on financial savings by using a leak alert device, Zircon and inquired about a bench replacement.
- A member provided a 6-page report along with a petition to the board. She commented in opposition to the Canary Island Pine Tree removals.
- A member commented on financial assistance provided by The Foundation.
- A member commented on Davis Stirling's requirements on financial reports.
- Two members, who are neighbors, made a request for an elevator to be installed at their building.
- A member commented on the upcoming elections and requested more benches on Serpentine Walk.
- A member commented on the Age Well transportation proposal.
- A member requested the opening of Clubhouse 3.
- A member commented on plumbing and wasted water.

9. Responses to Open Forum Speakers

- Director Asgari commented on a recent approval for benches at the last GRF meeting. She agreed that she received a similar response in regards to Clubhouse 3.
- Director Blackwell commented in agreement with the elections. She addressed Clubhouse 3 and stated that this is responsibility of the GRF Board. Additionally, she suggested that members contact staff for sidewalk repairs and thanked the member who suggested the leak alert device.
- Recreation Director, Brian Gruner, provided an update on renovations to Clubhouse 3.
- Director Casey provided an overview on the procedure for tree requests and

- requirement for tree removals.
- Director Achrekar responded to the comments on sidewalk repairs, thanked The Foundation, addressed the bench request, Age Well, and offered his email to the members elevator request.
- Director Ross responded to the members comments on sidewalk repairs, Canary Island Pine removals, and elevator request.
- Director Lee thanked the members effort in the petition regarding the Canary Island Pines. She expressed her appreciation for the suggestion of the leak alert device. Additionally, she commented on the elevator request and recommended a chair lift.
- Director Torng responded to member comments on tree removals.
- Director Ardani asked Director Lee for clarification on the chair lifts.
- President Liberatore announced that future inquiries regarding specific updates will be addressed by staff.

10. CEO Report

- CEO Siobhan Foster provided a presentation on the Budget Calendar - 2023 Business Plan.

CEO Foster answered questions from the board.

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

RESOLUTION 01-22-23

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.

- (2) Recommendation to Approve Tree Removal Request: 375-A Avenida Castilla - One Queen Palm

RESOLUTION 01-22-24

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.

- 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

RESOLUTION 01-22-25

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.

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

RESOLUTION 01-22-26

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.

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

President Liberatore called for an approval of the consent calendar.

Hearing no objections, the consent calendar was approved unanimously.

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)**

Discussion ensued among the board regarding the following resolution:

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 videoconference, or that boards make videoconference 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 videoconference.

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 videoconference 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.

Discussion ensued among the board.

Director Blackwell called point of order.

President Liberatore made a motion to postpone the Resolution to 28-days.

Hearing no objections, the motion was approved unanimously.

- 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.**

Director Asgari made a motion to table the approval of the February and March 2022 Financials, and will ratify the approval next month.

Hearing no objections, the motion was approved unanimously.

c. Update Committee Appointments

Discussion ensued among the board regarding the following resolution:

RESOLUTION 01-22-27

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 Mehraim

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 01-22-28

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.

President Liberatore called for an approval of Resolution 01-22-27 and Resolution 01-22-28.

Hearing no objections, the motion to approve the Resolutions were approved unanimously.

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

Discussion ensued among the board regarding the following resolution:

RESOLUTION 01-22-29

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 reserve~~ fund to the ~~reserve operating~~ 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 reserve~~ fund to the ~~reserve operating~~ fund has been determined to be \$2,000,000 and the repayment of such funds from the ~~reserve operating~~ fund to the ~~operating reserve~~ 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 operating~~ fund to repay the \$2,000,000 to the ~~operating reserve~~ 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 reserve~~ fund to the ~~reserve operating~~ 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.

Director Blackwell made a motion to approve Resolution 01-22-29. Director Asgari seconded the motion.

Discussion ensued among the board and a member from the audience.

Director of Financial Services, Steve Hormuth, addressed the member comment and answered questions from the board.

Director Blackwell called point of order and orders of the day.

Director Blackwell made a motion to approve Resolution 01-22-29 as amended. Director Asgari seconded the motion.

The motion was called to a vote and passed 9-1. Director Torng opposed. Director English was absent.

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)**

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.

Director Blackwell made a motion to accept the Resolution to postpone 28-days. Director Casey seconded.

Discussion ensued among the board and CEO Foster.

Operations Manager, Francis Gomez, joined the meeting at 11:40 a.m. to answer Director Ardani's question.

Four members from the audience commented on the resolution.

President Liberatore called to end debate. Director Asgari seconded.

The motion was called to a vote and passed 8-2. Directors' Torng and Bastani opposed. Director English was absent.

Francis Gomez, Steve Hormuth, and Robert Carroll left the meeting at 12:00 p.m.

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

RESOLUTION 01-22-30

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.

Director Asgari made a motion to approve Resolution 01-22-30. Director Blackwell seconded.

Discussion ensued among the board.

Kurt Wiemann, Director of Landscape Services, answered questions from the board.

Four members from the audience commented on the resolution.

The motion was called to a vote and passed 8-1. Director Ross opposed. Director Torng left the meeting temporarily during the vote. Director English was absent.

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

RESOLUTION 01-22-31

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; May 10, 2022, 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.

Director Blackwell made a motion to approve Resolution 01-22-31 as amended. Director Asgari seconded.

Director Asgari made a motion to amend the policy verbiage with the following: On

Page 5 add “may not again be a director”. Page 8, add Item B “All candidates for a director position shall have equal access to all members corporate email address for the purpose of campaigning for an election. Candidates must submit a record request to receive a list for such email addresses.” Page 8, add Item F “All candidates shall receive one page as all rights for campaigning for election and list board member rights.” Director Torng seconded.

Discussion ensued among the board.

Two members from the audience commented on the resolution.

Director Torng requested adding verbiage to verify candidate background information. With no seconds, the motion did not pass.

President Liberatore called a question to end debate. Director Ross seconded.

The motion to end the debate was called to a vote and passed 9-1. Director Torng opposed. Director English was absent.

The amendment to the motion was called to a vote and passed 9-1. Director Bastani opposed. Director English was absent.

The motion as amended was called to a vote and passed 9-1. Director Bastani opposed. Director English was absent.

14. Director Comments (Two minutes per director)

- Director Lee requested that the meetings be shorter.
- Director Torng commented on the management agreement.
- Director Bastani commented on the anti-harassment policy and board president decisions.

Director Asgari made a motion to recess into closed session. Director Lee seconded.

Hearing no objections, the motion was approved unanimously.

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 – 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 1:30 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) April 06, 2022 – Special Closed Session

(b) April 12, 2022 – Regular Closed Session

(c) April 28, 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 3:37 p.m.

DocuSigned by:

Neda Ardani

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Neda Ardani, Secretary of the Board
United Laguna Woods Mutual

United Laguna Woods Mutual
Regular Board Meeting Minutes
May 10, 2022
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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;~~
Approved [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 with 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, or five to six consecutive years, 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.

- 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. [All candidates for a director position shall have equal access to all members corporate email address for the purpose of campaigning for an election. Candidates must submit a record request to receive a list for such email address.](#)
- ~~b.c.~~ 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.
- ~~e.d.~~ Golden Rain Foundation (GRF) meeting rooms shall be available to candidates free of charge for campaign purposes (California Civil Code § 5105(a)(2)).
- e. 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.
- ~~d.f.~~ [All candidates shall receive one page as all rights for campaigning for election and list board member rights.](#)

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;

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- 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 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 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.
 - vi. Explain the reason for each voter eligibility decision made.
 - v i. 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 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.
- 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 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.
- 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 present (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;
- vi. 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 requires reasonable access through, or across, the common area for utility lines or meters;
- v i. 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.

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SPECIAL OPEN MEETING

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

**Friday, May 20, 2022- 1:30 p.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: Pat English

Staff Present: Makayla Schwietert and Michelle Estrada

Others Present: None

1. Call Meeting to Order/Establish Quorum

President Liberatore called the meeting to order at 1:35 p.m. and acknowledged that a quorum was present.

2. Acknowledge Media

The media was acknowledged as present.

3. Approval of Agenda

President Liberatore declared the agenda approved per Civil Code §4920.

Director Ross requested to add discussion of 173-O Avenida Majorca to the agenda.

President Liberatore denied the request as it is a closed session item.

4. Open Forum (Three Minutes per Speaker)

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

- A member commented that this meeting agenda was not noticed properly.

5. Responses to Open Forum Speakers

- Director Blackwell commented that the purpose of this meeting is to discuss strategic planning.
- Director Asgari commented that she does not understand “HUD” and other items

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Special Open Meeting Minutes
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noted on agendas.

- Director Bastani commented on the VMS Management Agreement.

Discussion ensued among the board.

6. Unfinished Business – None

7. New Business

a. Discuss Strategic Planning (Oral Discussion)

President Liberatore invited each director to provide their input on strategic planning.

Director Torng suggested that Village Management Services staff needs better customer service training. He stated that the large amount of service request tickets are due to the lack of customer service.

Discussion ensued among the board.

A member commented on the master plan, budget process, strategic planning.

8. Director's Comments

- Director Asgari suggested that each director provide their ideas in written format to one designated director by the end of this weekend. These will then be combined for all to review at an upcoming meeting.
- Directors Torng, Achrekar, Lee, and Ross agreed with Director Asgari's comment.
- Director Casey commented that the meeting went well and agreed with Director Asgari's comment.
- Director Blackwell commented that in her personal experience, she submitted several service request tickets that were to repair issues out of her control. She has submitted tickets for plumbing repairs and to repair her damaged screen door. She encouraged others to not blame staff for the large amount of service request tickets. She would like for each director to submit their written ideas to her and Director Asgari so they can compare notes and combine all of the ideas.
- Director Bastani commented that cats should not be discussed at this meeting.
- Director Torng commented on the importance of communication and strategic planning.
- President Liberatore asked the board to suggest a future meeting date to further discuss their ideas.

9. Future Agenda Items – None

10. Adjourn

The meeting was adjourned at 3:08 p.m.

DocuSigned by:
Neda Ardani

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Neda Ardani, Secretary of the Board
United Laguna Woods Mutual



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, May 26, 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

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

Directors Absent: Pat English and Lenny Ross

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

Others Present: None

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

President Liberatore called the meeting to order at 2:10 p.m. and established that a quorum was present.

2. Approval of the Agenda

President Liberatore called for an approval of the agenda.

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 June 14, 2022

Director Asgari made a motion to move VMS Update to after Responses to Open Forum Speakers on the open session agendas going forward. Director Torng seconded.

Hearing no changes, the motion was called to a vote and passed 6 - 2. Director's Lee and Achrekar opposed, President Liberatore did not vote.

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Director Torng made a motion to make the previously approved motion, VMS Update to after Responses to Open Forum Speakers on the open session agendas going forward, into a Standard Operating Procedures. Director Bastani seconded.

Hearing no changes, the motion was called to a vote and passed 6 - 2. Director's Lee and Achrekar opposed, President Liberatore did not vote.

Director Asgari made a motion to have VMS staff respond to Open Forum speakers, and then Chair or member of a specific committee will respond. Director Blackwell seconded.

Hearing no changes, the motion was called to a vote and passed 7-1. Director Achrekar opposed, President Liberatore did not vote.

President Liberatore declared the June 14, 2022 open and closed agendas were approved unanimously.

4. Director Comments – None

5. Adjournment

President Liberatore adjourned the meeting at 3:53 p.m.

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



RESOLUTION 01-22-XX

Approve Removal of One Canary Island Pine Tree 126-T Avenida Majorca

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 May 12, 2022, the Landscape Committee reviewed a request to remove one Canary Island Pine tree from the Member at 126-T, who cited the reasons as proximity to the building, an overcrowded situation due to another Canary Island Pine tree, dead needles, and a fire hazard; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Canary Island Pine tree located at 126-T Avenida Majorca;

NOW THEREFORE BE IT RESOLVED, June 14, 2022, the Board of Directors approves the request for the removal of one Canary Island Pine tree at 126-T; 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

Deny Removal of One Canary Island Pine Tree 717-C Avenida Sevilla (requested by 698-C)

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 May 12, 2022, the Landscape Committee reviewed a request to remove one Canary Island Pine tree from the Member at 698-C, who requested the removal of the tree at 717-C. The Member at 717-C is in favor of the removal. The reasons given for removal were poor condition and tree is leaning toward the units; 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 Canary Island Pine tree located at 717-C Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, June 14, 2022, the Board of Directors denies the request for the removal of one Canary Island Pine tree at 717-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

Recommendation to Deny Tree Request: 840-O Ronda Sevilla - One 35-Foot Tall Carrotwood Tree

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 May 12, 2022, the Landscape Committee reviewed a request to remove one 35-foot-tall Carrotwood tree from the Member at 840-O, who cited the reasons as overgrown, structural damage, poor condition, trip hazard due to cracks in the sidewalk, and the area is a hideout for coyotes; 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 35-foot-tall Carrotwood tree located at 840-O Ronda Sevilla;

NOW THEREFORE BE IT RESOLVED, June 14, 2022, the Board of Directors denies the request for the removal of the 35-foot-tall tree Carrotwood tree at 840-O; 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 Volunteer Carrotwood Tree 840-O Ronda Sevilla

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 May 12, 2022, the Landscape Committee reviewed a request to remove one volunteer Carrotwood tree, located two feet from a perimeter wall, from the Member at 840-O, who cited the reasons as overgrown, structural damage, poor condition, trip hazard due to cracks in the sidewalk, and the area is a hideout for coyotes; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one volunteer Carrotwood tree, located two feet from the perimeter wall, at 840-O Ronda Sevilla;

NOW THEREFORE BE IT RESOLVED, June 14, 2022, the Board of Directors approves the request for the removal of one volunteer Carrotwood tree, located two feet from the perimeter wall, adjacent to 840-O; 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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STAFF REPORT

DATE: June 14, 2022
FOR: Board of Directors
SUBJECT: Variance Request:
Mr. Timothy Hawco of 575-D Avenida Majorca (Madrid, 4) Revert a Portion of a Prior Approved Atrium Enclosure back to a Smaller Outdoor Atrium

RECOMMENDATION

The United Architectural Controls and Standards Committee (ACSC) recommends the United Laguna Woods Mutual Board approve the request from Mr. Timothy Hawco of 575-D Avenida Majorca, a Madrid style manor, to revert a portion of a prior approved existing Atrium Enclosure back to a smaller outdoor Atrium with the conditions stated in Appendix A.

BACKGROUND

The original plan of the Madrid style manor has a 10'-1" x 8'-0" atrium adjacent to the Dining Room, Kitchen, and a second Bedroom. In a past alteration (see page 11 of this report), the atrium was enclosed in order to add a Bathroom and add space to the Dining Room. As a result, the second Bedroom was no longer a legal sleeping room, and the unit was to be registered as a "one Bedroom plus Office" unit with the County. Plans have been submitted for review as Attachment 1.

DISCUSSION

The scope of work for this variance is to retain the existing bathroom, but revert the portion of the Dining Room created by the previous alteration back to an outdoor Atrium. By recreating the outdoor Atrium, the Office will have a window added, which should allow the room to be considered a Bedroom. This will need to be confirmed by the Building Department through the plan check process. The new Bedroom #2 will be required to have a window placed through an exterior wall. As none is shown at present, an exterior elevation will be required for review of architectural harmony. Staff suggests this additional request be reviewed by staff and a determination to approve said window be made by staff at a later date.

The area to be occupied by the atrium shall be demolished and replaced with a new lowered exterior atrium slab and wall footings per current building code.

This addition does not increase the number of bedrooms of the manor beyond the original number of bedrooms associated with this style of manor.

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

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

Staff recommends approval of the variance request for the following reasons: reverting the room addition to an atrium is similar to a standard plan for this style of manor; the office will now legally be useable as a bedroom; the interior remodeling will not affect views of adjacent units.

Upon approval by the ACSC and Board, this manor will need to be re-registered with the County as a two-bedroom unit.

Existing trusses will not be allowed to be cut or modified.

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 be submitted by the member to the City of Laguna Woods Building Department with the Mutual Consent as part of the 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 575-A, 575-B and 575-C, on May 10, 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 575-D.

Prepared By: Gavin Fogg, Inspections Supervisor

Reviewed By: 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 of Work

Attachment 2: Application

Attachment 3: Photos

Attachment 4: Aerials

Attachment 5: Resolution

APPENDIX A

CONDITIONS OF APPROVAL

Manor: 575-D

Variance Description: Atrium addition

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 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.2. 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.
- A.3. The means of egress from the second bedroom shall be reviewed for compliance with current Building and Fire codes and approved by the appropriate jurisdictional departments.

B. Materials and Methods:

- B.1. Any piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations through framing.
- B.2. New exterior drain lines shall be tied in with existing exterior drainage system.
- B.3. New atrium walls shall be constructed as exterior walls, with the exterior finish and weatherproofing facing into the atrium space.

C. Requirements for Mutual Consent for Alterations:

APPENDIX A

- 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 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, 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

APPENDIX A

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 575-D, (“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 575-D and all future Mutual Members at 575-D.
- 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

APPENDIX A

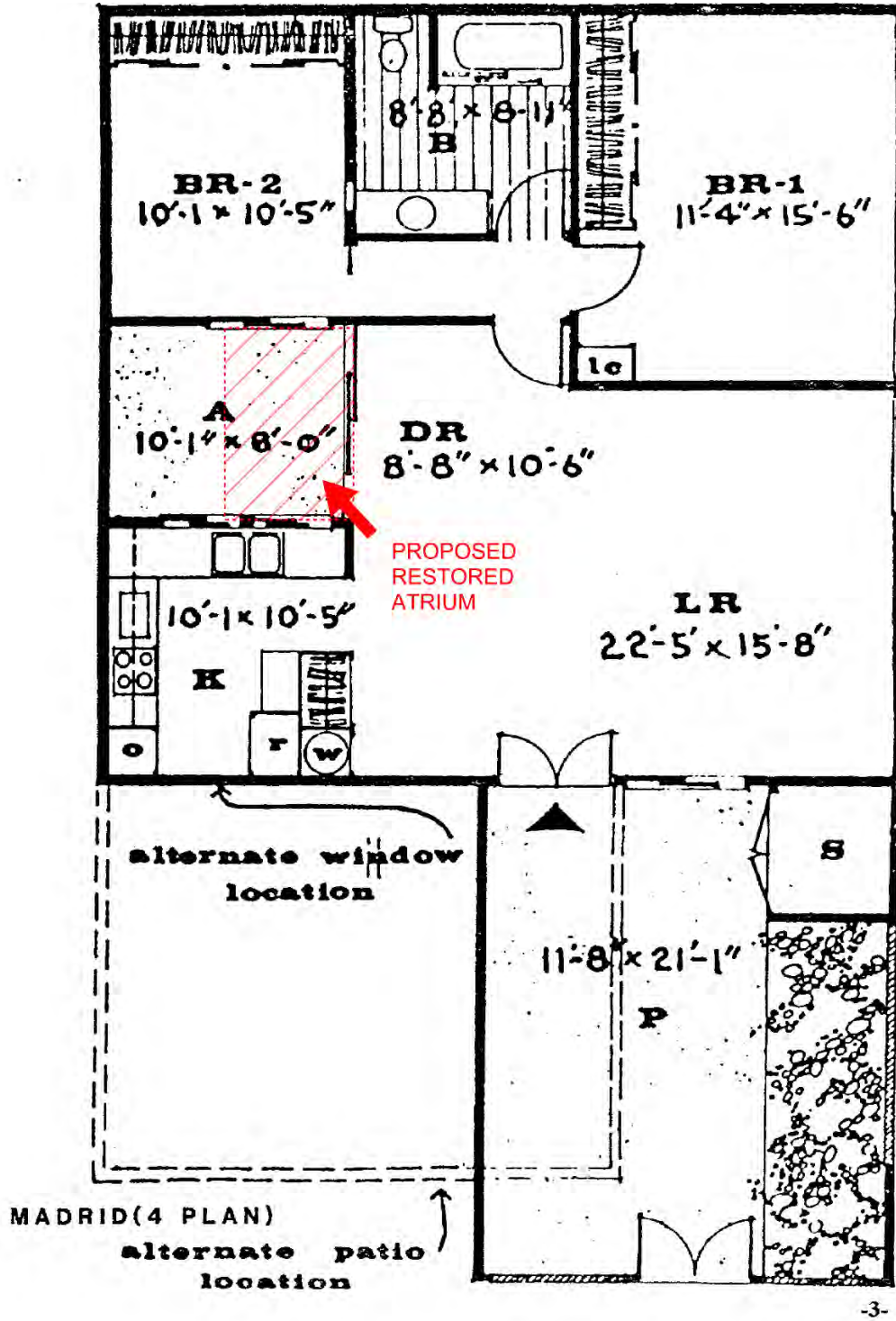
depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

- 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.

APPENDIX B
RECORD DOCUMENTS



ATTACHMENT 1

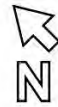
SCOPE OF WORK



- Remove Non-bearing wall
- Remove door
- Remove Ceiling
- Remove Skylight
- Remove Non-Bearing Wall
- Remove double sink
- Remove Counter Top
- Remove Door
- Remove aluminum cover
- Remove floor tile
- Remove non-bearing wall
- Remove Water heater
- Remove Door
- Remove 3' ft. concrete slab for planter

Remove Non-bearing wall

EXISTING/DEMO FLOOR PLAN



LEGEND

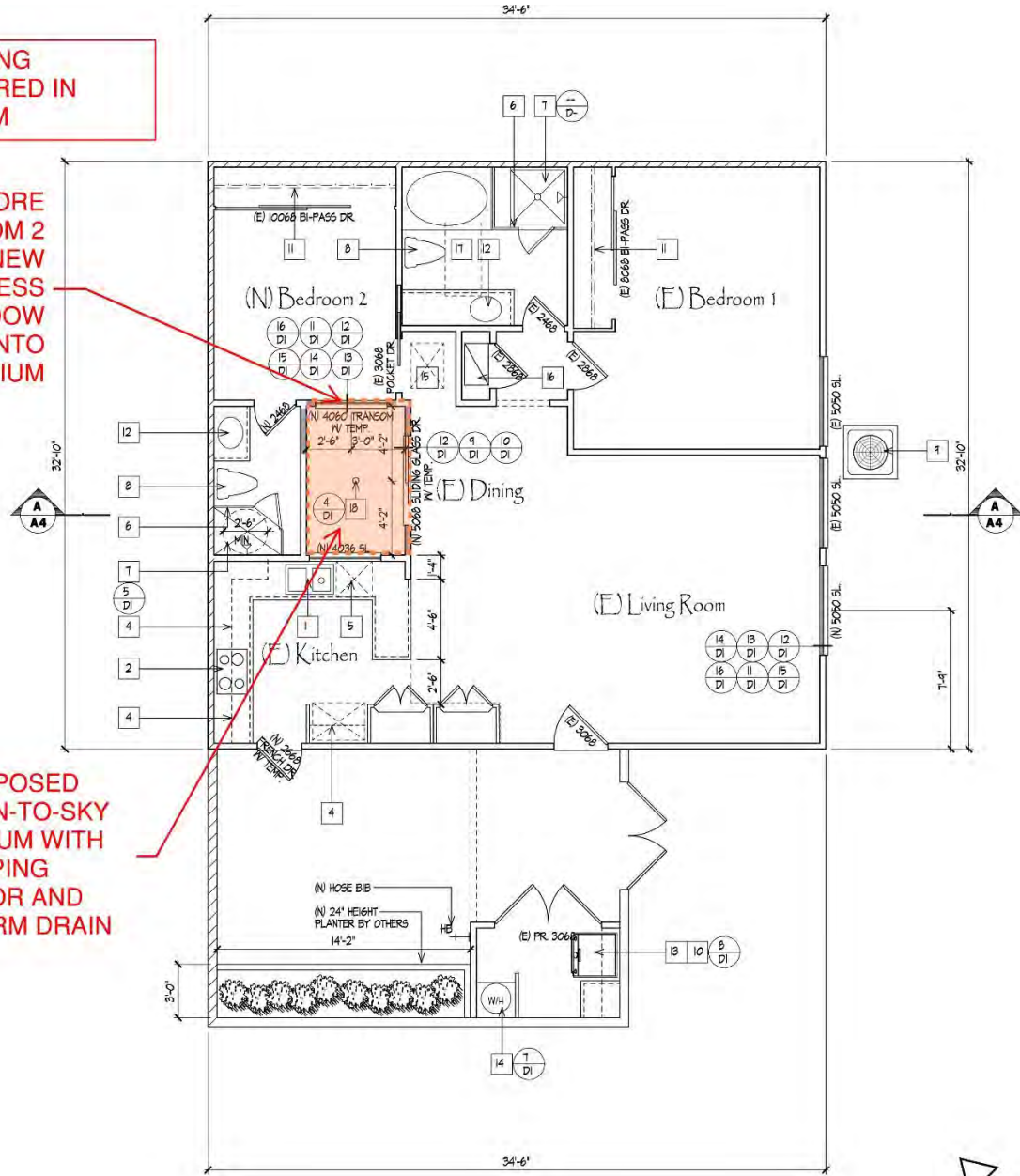
AREA OF VARIANCE

ATTACHMENT 1

LIGHTING
REQUIRED IN
ATRIUM

RESTORE
BEDROOM 2
WITH NEW
EGRESS
WINDOW
INTO
ATRIUM

PROPOSED
OPEN-TO-SKY
ATRIUM WITH
SLOPING
FLOOR AND
STORM DRAIN

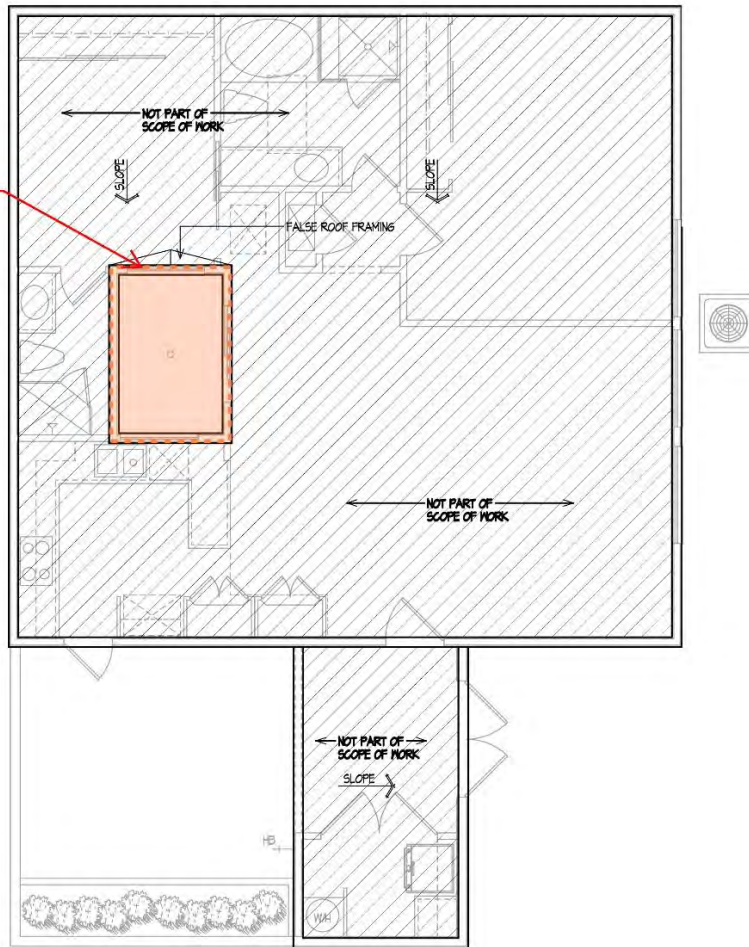


PROPOSE FLOOR PLAN

ATTACHMENT 1



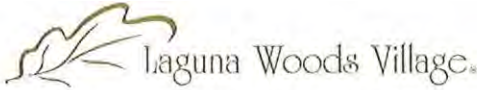
PROPOSED
OPEN-TO-SKY
ATRIUM WITH
ROOF CRICKET
AND PARAPET



ROOF PLAN

ATTACHMENT 2

APPLICATION



MANOR # 575-D

ULWM TLHM

Variance Request Form

SA

| | | |
|--|--|--------------------------------|
| Model: Madrid | Plan: 6 | Date: 1/24/22 |
| Member Name: Timothy Hawco | Signature <i>Timothy Hawco</i> <small>Timothy Hawco (Jan 24, 2022 09:03:53)</small> | |
| Phone: (██████████) | Email: hawcof@██████████ | |
| Contractor Name/Co: Hawco Construction | Phone: (9███)███-███-███ | Email: cj@██████████ |

Description of Proposed Variance Request ONLY:

Remove existing enclosed atrium to create a new open air exterior atrium within the footprint of the original atrium.

Dimensions of Proposed Variance Alterations ONLY:

8'4" x 5'6"

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ Check# _____ BY: _____

| | |
|---|---|
| <p>Alteration Variance Request</p> <p>Check Items Received:</p> <p><input type="checkbox"/> Drawing of Existing Floor Plan</p> <p><input type="checkbox"/> Drawing of Proposed Variance</p> <p><input type="checkbox"/> Dimensions of Proposed Variance</p> <p><input type="checkbox"/> Before and After Pictures</p> <p><input type="checkbox"/> Other: _____</p> | <p>Complete Submittal Cut Off Date:</p> <p>Meetings Scheduled:</p> <p>Third AC&S Committee : _____</p> <p>United AC&S 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> |
|---|---|

v.9.17

ATTACHMENT 3

PHOTOS



Existing dining room area to revert to atrium.



Existing bathroom and den area to revert to master suite.

ATTACHMENT 4
AERIALS



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RESOLUTION 01-22-XX

Variance Request

WHEREAS, Mr. Timothy Hawco of 575-D Avenida Majorca, a Madrid style manor, requests Board approval of a variance for reverting a portion of a prior approved existing Atrium Enclosure back to a smaller outdoor Atrium with the conditions stated in Appendix A; 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 May 19, 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 June 14, 2022, the Board of Directors hereby approves the request for reverting a portion of existing room addition to the original outdoor atrium conditions; 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 575-D Avenida Majorca and all future Mutual Members at 575-D Avenida Majorca; 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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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 May 31, 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. Liberatoro*
Print Name ANTHONY M. LIBERATORO
Title PRESIDENT / UNITED MUTUAL
Date 06/06 / 2022

Sublease Review Confirmation Checklist

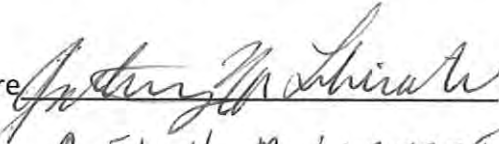
By way of Resolution 01-20-52, the Board of Directors of United Laguna Woods Mutual has elected to delegate its authority to act upon and approve or deny sublease applications to an authorized agent. On a monthly basis, a subcommittee of the Board, consisting of United's secretary and at least one other 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 May 31, 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 confirm to established rules and regulations.

UNITED LAGUNA WOODS MUTUAL

Signature 
Print Name ANTHONY M. LIBERATORO
Title PRESIDENT OF UNITED MUTUAL
Date 06/09/2022



RESOLUTION 01-22-XX

United Laguna Woods Mutual Committee Appointments

RESOLVED, June 14, 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:

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 01-22-27, adopted May 10, 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, June 14, 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 01-22-28, adopted May 10,2022,
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

DATE: June 14, 2022
FOR: Board of Directors
SUBJECT: Hybrid Board and Committee Meeting Format

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

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.

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STAFF REPORT

DATE: June 14, 2022
FOR: Board of Directors
SUBJECT: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

RECOMMENDATION

The Board of Directors 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.

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.

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.

On May 10, 2022, Director Maggie Blackwell made a motion to approve the resolution for discussion purposes and to postpone the final vote 28-days per Civil Code §4360. Director Diane Casey seconded the motion. The motion passed 8-2 with Directors Andre Torng and Reza Bastani opposed. Director Pat English was not present. Resolution 01-22-XX was introduced (May Initial Notification – postpone 28-days for Member review and comment to comply with Civil Code §4360). During the board discussion, revisions to the proposed policy were suggested.

GRF and Third Mutual considered the proposed policy and charter at their May board meetings on May 3 and May 17, 2022, respectively. While both boards introduced the resolution, the boards offered input regarding the proposed policy and charter. Upon conclusion of the May board meetings, the board presidents and VMS Board chair reconvened to consider all input from the three boards and the resulting documents reflect the changes upon which there was agreement, or guided by law. Due to the substantive nature of the proposed changes, the board needs to reintroduce Resolution 01-22-XX and postpone action for 28-days to allow for Member review and comment to comply with Civil Code §4360.

On June 7, 2022, GRF introduced Resolution 90-22-XX with the amended verbiage for discussion purposes and postponed the final vote for 28-days per Civil Code §4360.

FINANCIAL ANALYSIS

None.

Prepared By: Siobhan Foster, CEO

Reviewed By: Francis Gomez, Operations Manager
Eric Nunez, Director

ATTACHMENT(S)

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (redline)

Attachment 2: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (redline)

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 or VMS.
- 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&RsCars; the Rules and Regulations; and Resolutions or Policies duly adopted by the Board of Directors of United including the Occupancy Agreement, 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 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-2255~~ or by emailing 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. The Security Department will investigate the complaint and will report its findings to the Committee. The Committee will thereafter evaluate the findings, and if the complaint is confirmed, shall take such enforcement action as authorized below. ~~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-~~GALL-2255~~ or by emailing 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 pursuant to the VMS Ant-Harassment Policy, 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 (See ATT 1 and ATT 2).

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.

Attachments (for reference):

ATT 1: Member Disciplinary Process (with footnote that it is subject to change and if it changes, the policy will reflect the updated disciplinary process)

ATT 2: Schedule of Monetary Penalties (with footnote that it is subject to change and if it changes, the schedule will reflect the updated penalties)



MEMBER DISCIPLINARY PROCESS

The following notice is provided pursuant to Civil Code Section §5310 and §5850.

Resolution 01-04-80, adopted July 13, 2004, by the United Laguna Woods Mutual (United) Board of Directors, established a member discipline process for the purposes of holding disciplinary hearings in a timely manner and ensuring progressive discipline. The board of directors is obligated to evaluate and impose if appropriate, member discipline under its bylaws and Civil Code §1363.

Each member of United is obligated to comply with the rules, terms and conditions as set forth in United's governing documents. Following is the disciplinary process adopted by the board of directors when violations occur:

- Upon notice of alleged violation, staff investigates and files an incident report (IR) and/or notice of clutter violation (NOV).
- By way of the initial investigation, should staff identify objective evidence of a violation by a member or their guests, staff will send a letter to the offending party describing the allegation(s) and the disciplinary action that may ensue if not corrected.
- Staff will monitor the situation, and if compliance with the request is not evident, an additional IR and/or NOV is filed, and a letter is sent to the offending party advising that a disciplinary hearing may be scheduled with the board of directors to determine if member discipline is merited. If the alleged violation has been resolved, no further action is required.
- If a disciplinary hearing is merited, staff will proceed with noticing the member for a hearing. Hearings are noticed based on United's Bylaws, Section 2, Discipline.
- During a member disciplinary hearing, the member has the right to meet before the board of directors in executive session. If the board finds the member to be in violation with the mutual's governing documents, the board may impose a fine based on the monetary fee schedule, suspend member privileges and/or consider legal action.

Violations include but are not limited to abandoned/inoperable vehicles, unauthorized alterations, animal nuisance, breezeway clutter, carport clutter, common area clutter, interior clutter, patio clutter, illegal occupancy, nuisance and nonpayment (assessments, chargeable service, disciplinary penalty, traffic citation, etc.).

The member disciplinary process is coordinated by the Compliance Division. A complaint may be registered by calling the Department of Security Services at 949-580-1400 or the Compliance Department at 949-268-CALL, or by emailing compliance@vmsinc.org.



SCHEDULE OF MONETARY PENALTIES

The following notice is provided pursuant to Civil Code Section §5310 and §5850.

The following schedules identify the violations and potential monetary penalties which may be imposed upon a member. Such penalties may be imposed following a hearing by United Laguna Woods Mutual (United) Board of Directors for a violation of those governing documents and rules and regulations by the member, co-occupant, guest or lessee.

| Type of Violation | Range of Penalties |
|--|--------------------|
| Alteration | |
| Examples: Debris, work without a permit, work beyond the allowed hours, expired permit, noncompliance with approved variance request, use of community trash bins, failure to maintain alteration, etc. | \$25 - \$500 |
| Clutter Restrictions | |
| Examples: Balcony, breezeway, carport, common area, interior, patio, vehicle, etc. | \$25 - \$500 |
| Landscape Restrictions | |
| Examples: Saucers/casters not present, too many plants (refer to landscape maintenance manual), vegetable plants, vines attached to walls, wind chimes, etc. | \$25 - \$500 |
| Maintenance/Repair | |
| Examples: (Major) failure to correct fire, safety, health hazard or other dangerous condition; (minor) broken blinds, etc., violation of the paint program, interior pest policy, moisture intrusion event, etc. | \$50 - \$500 |
| Nonpayment | |
| Examples: Nonpayment of assessments, chargeable services, disciplinary fines, facilities or services use charges, traffic citations, etc. | \$25 - \$500 |
| Nuisance Restrictions | |
| Behavior/Disturbances: Assault, theft, trespassing, yelling, etc. | \$25 - \$500 |
| Noise: Activities that interfere with quiet enjoyment such as improperly installed hardwood floors, neighbors playing music or television too loud, loud conversation, etc. | \$25 - \$500 |
| Odors: Strong cooking odors, BBQ smoke entering other units, etc. | \$25 - \$500 |
| Visual: Draping articles over balcony rails, etc. | \$25 - \$500 |

**Attachment 2 -
Anti-Harassment Policy (United)**

| | |
|--|--------------|
| Health/Safety: Hoarders who allow unsanitary conditions to exist that attract insects and rodents, or residents who wash dog feces and urine off their balcony onto the property below them, etc. | \$25 - \$500 |
| Violation of laws: Violations of federal, state, or local ordinances. An example would be public nudity or a resident engaged in drug dealing, etc. | \$25 - \$500 |
| Occupancy Restrictions | |
| Examples: Caregiver policy, short-term rentals, advertisement of short-term/vacation rentals, lease policy, unapproved occupancy, qualifying resident not in unit, room rentals, guest visitations exceeding 60 calendar days within a 12-month period, etc. | \$25 - \$500 |
| Other | |
| Illegal business, nonsmoking policy, portable storage container policy | \$25 - \$500 |
| Pet Restrictions | |
| Examples: Dog not on leash, dog not under control, unreasonable noise (barking), not picking up and disposing of feces, etc. | \$25 - \$500 |
| Examples: Breeding of animals for sale or commercial gain, injury to persons or damage to property caused by animal, etc. | \$50 - \$500 |
| Traffic Rules and Regulations | |
| Examples: Abandoned vehicle, commercial vehicles, excessive vehicles, vehicle oil, etc. | \$25 - \$500 |
| Any violation of the governing documents or rules and regulations not specifically identified in this schedule. | \$25 - \$500 |
| Second or Subsequent Violations of the Same Rule | |
| Ongoing violation of the same event may result in a daily fine in accordance with current monetary penalty schedule until compliance is achieved and/or double of fines imposed. | |

In addition to, or instead of the monetary penalty, the United Board of Directors may impose the following penalties, following a noticed hearing, for a violation of the governing documents or rules and regulations:

1. Suspension of the right to use any facilities owned, operated or managed by United, for a period not to exceed 30 days for each breach, and/or any facilities owned, operated or managed by the Golden Rain Foundation (GRF) for a period not to exceed 90 days for each breach.
2. United may also make an application to a court of competent jurisdiction for legal or equitable relief.

United Bylaws and rules and regulations provide that members/residents who receive a traffic citation may elect to waive their right to a hearing and attend traffic school or forfeit

**Attachment 2 -
Anti-Harassment Policy (United)**

a fine for certain violations and under certain circumstances (see schedule of traffic monetary penalties).

Delinquent regular or special assessments, plus any costs of collection, late charges and interest, shall become a lien on the owner's interest in the common interest development upon recordation of a Notice of Delinquent Assessment in the Official Records of Orange County, California; and said lien may be enforced as provided by Sections 5650-5690 of the California Civil Code, and as otherwise permitted by law.

If you have questions regarding the above information, please contact the Compliance Division during regular business hours at 949-268-CALL or at compliance@vmsinc.org.

**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.

Committee Members must be in “good standing” at all times, defined as the following and the respective polices of each board, Resolution 90-xx-xx, 01-xx-xx, and 03-xx-xx:

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 board meetings.

When the defendant is a board director, the two (2) members of the committee from the defendant’s board will not participate in the hearing. The four (4) committee members from the other boards will hear and render a decision on the case. For example, if the case involves a Third director, the GRF and United committee members would hear and render a decision on the case, preserving the Third committee members ability to hear a possible appeal that would be heard by the full board.

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. In the event of a tie vote, the motion would fail pursuant to Robert’s Rules of Order.

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.

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., 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

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 - Revised June 2022

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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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

DATE: June 14, 2022
FOR: Board of Directors
SUBJECT: Membership Election & Voting Policy

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 with 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.

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- 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

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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

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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

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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.

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- 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

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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.

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- 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

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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; June 14, 2022 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.

MAY Initial Notification—28-day notification for Member review and comments to comply with Civil Code §4360 has been satisfied

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Treasurer's Report for June 14, 2022 Board Meeting

SLIDE 1 – Through the reporting period of **April 30, 2022**, total revenue for United was \$15,031K compared to expenses of \$13,869K, resulting in net expense of \$1,162K.

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 \$806K through the reporting period. This chart shows how much of our revenue went into operations, with \$7,506K coming in from assessments and \$520K coming from non-assessment revenue (without Unrealized Gains). This is compared to operating expenditures of \$7,220K (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 \$1,405K when combining both operating and reserve savings.

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

Outside Services \$1,311K; Timing. Budgets are spread evenly for programs such as building structures, waste line remediation, tree maintenance, and countertops/floors/shower enclosures, damage restorations, and plumbing. Favorable variance was offset by Landscape shrub-bed maintenance, which was contracted to outside vendor for a short-term as the budgeted positions are filled.

Employee Compensation \$603K; 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 current open positions.

Materials and Supplies \$222K; Favorable variance resulted in several areas of operations such as interior components, paint, carpentry, and appliances due to timing of expenditures. Although budgeted throughout the year, expenditures will occur later.

Insurance \$110K; Favorable variance resulted due to lower premiums for property and casualty insurance upon renewal.

Unrealized Gain/(Loss) On Investments (\$831K); 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.

Utilities (\$95K); Unfavorable variance due to less seasonal rainfall. Budget was based on a five-year average of water consumption, however, seasonal rainfall through April was 75% lower than 5-year average during the same period.



Treasurer's Report for June 14, 2022 Board Meeting

SLIDE 5 – On this pie chart, we show non-assessment revenues earned to date of \$567K, excluding the Unrealized Loss on Available for Sale Investments. If you include the unrealized loss on investments, non-assessment revenue totaled a loss of (\$264K). Revenue is organized by category, starting with our largest revenue generating category Fees and Charges to Residents, followed by Laundry, Lease Processing Fee, Resale Processing Fee, and so forth.

SLIDE 6 – On this pie chart, we see the expenses to date of \$14M, 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 April 30, 2022 was \$1,114K. The Reserve Fund balance on April 30, 2022 was \$19,618K. Contributions and investment revenue collected totaled \$2,820K while expenditures were \$2,370K. Property Taxes Fund balance on April 30, 2022 was (\$124K). Contributions and investment revenue collected totaled \$4,197K while expenditures were \$4,214K.

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 April 30, 2022, United sales totaled 169, which is 45 resales higher than prior year for the same time period. The average YTD resale price for a United Mutual manor was \$319K, which is \$58K higher than prior year for the same time period.

Financial Report

Preliminary as of April 30, 2022



| INCOME STATEMENT (in Thousands) | ACTUAL |
|------------------------------------|----------|
| Assessment Revenue | \$15,295 |
| Non-assessment Revenue | (\$264) |
| Total Revenue | \$15,031 |
| Total Expense | \$13,869 |
| Net Revenue/(Expense) | \$1,162 |

Financial Report

Preliminary as of April 30, 2022



| OPERATING ONLY INCOME STATEMENT ¹ (in Thousands) | ACTUAL |
|---|---------|
| Assessment Revenue | \$7,506 |
| Non-assessment Revenue ¹ | \$520 |
| Total Revenue | \$8,026 |
| Total Expense ² | \$7,220 |
| Operating Surplus | \$806 |

1) Excludes unrealized loss

2) Excludes depreciation

Financial Report

Preliminary as of April 30, 2022

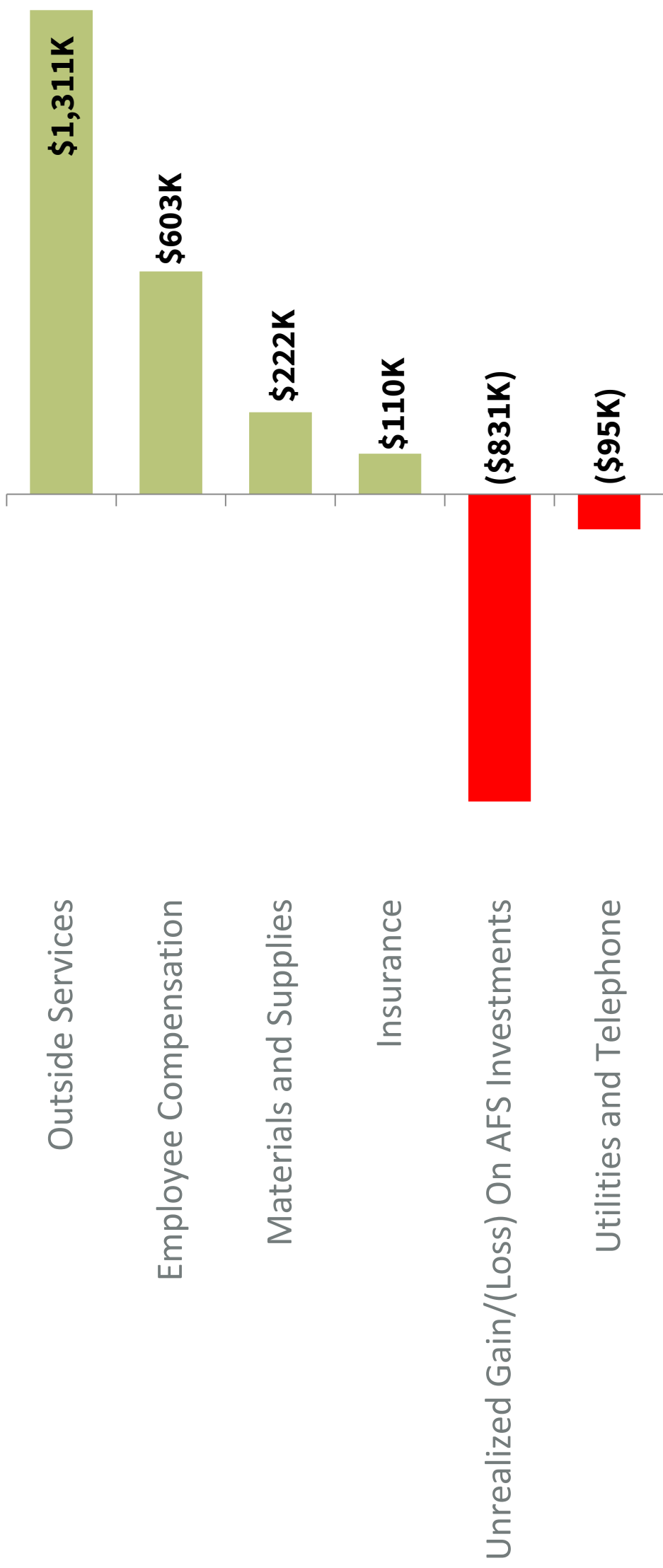


UNITED LAGUNA WOODS
M U T U A L

| INCOME STATEMENT (in Thousands) | ACTUAL | BUDGET | VARIANCE B/(W) |
|------------------------------------|----------|----------|-------------------|
| Assessment Revenue | \$15,295 | \$15,232 | \$63 |
| Non-assessment Revenue | (\$264) | \$610 | (\$874) |
| Total Revenue | \$15,031 | \$15,842 | (\$811) |
| Total Expense | \$13,869 | \$16,085 | \$2,216 |
| Net Revenue/(Expense) | \$1,162 | (\$243) | \$1,405 |

Financial Report

Preliminary as of April 30, 2022



■ Unfavorable ■ Favorable

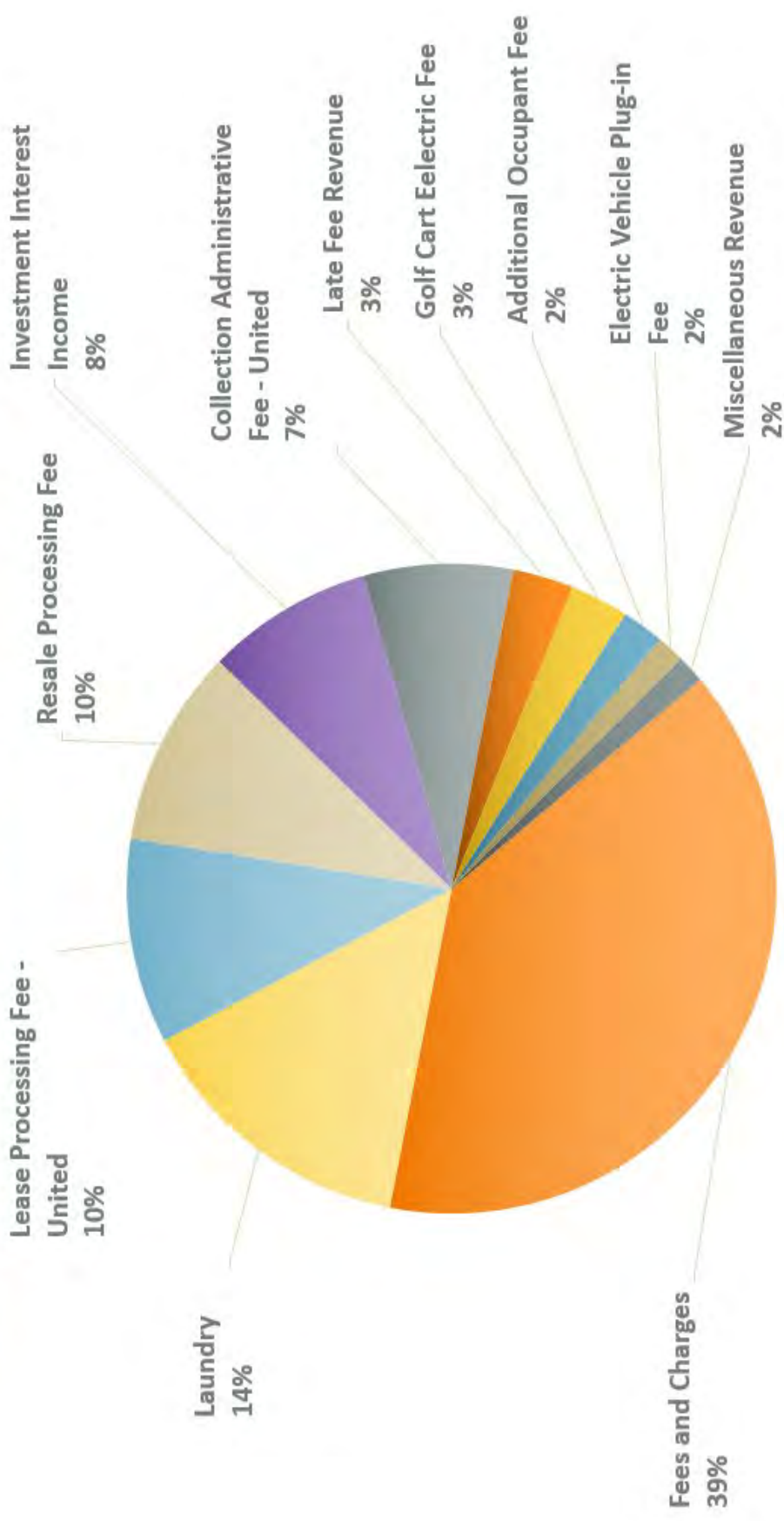
Financial Report

Preliminary as of April 30, 2022



UNITED LAGUNA WOODS
M U T U A L

Total Non Assessment Revenues \$567,467 excluding Unrealized Loss on AFS Investments



Financial Report

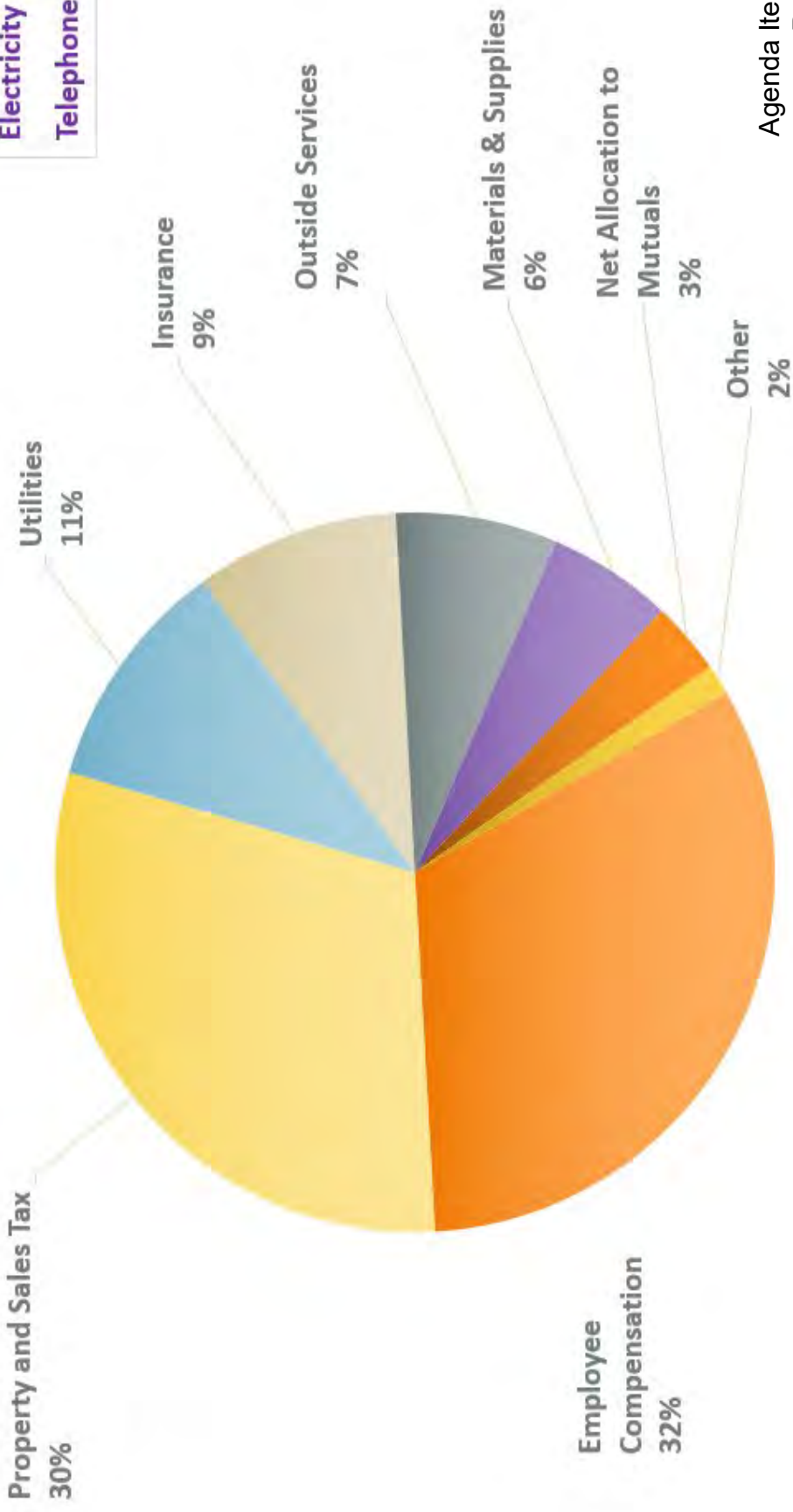
Preliminary as of April 30, 2022



UNITED LAGUNA WOODS
M U T U A L

| | |
|-------------|-----------|
| Sewer | \$653,204 |
| Water | \$554,990 |
| Trash | \$179,143 |
| Electricity | \$66,967 |
| Telephone | \$208 |

Total Expense \$13,868,957



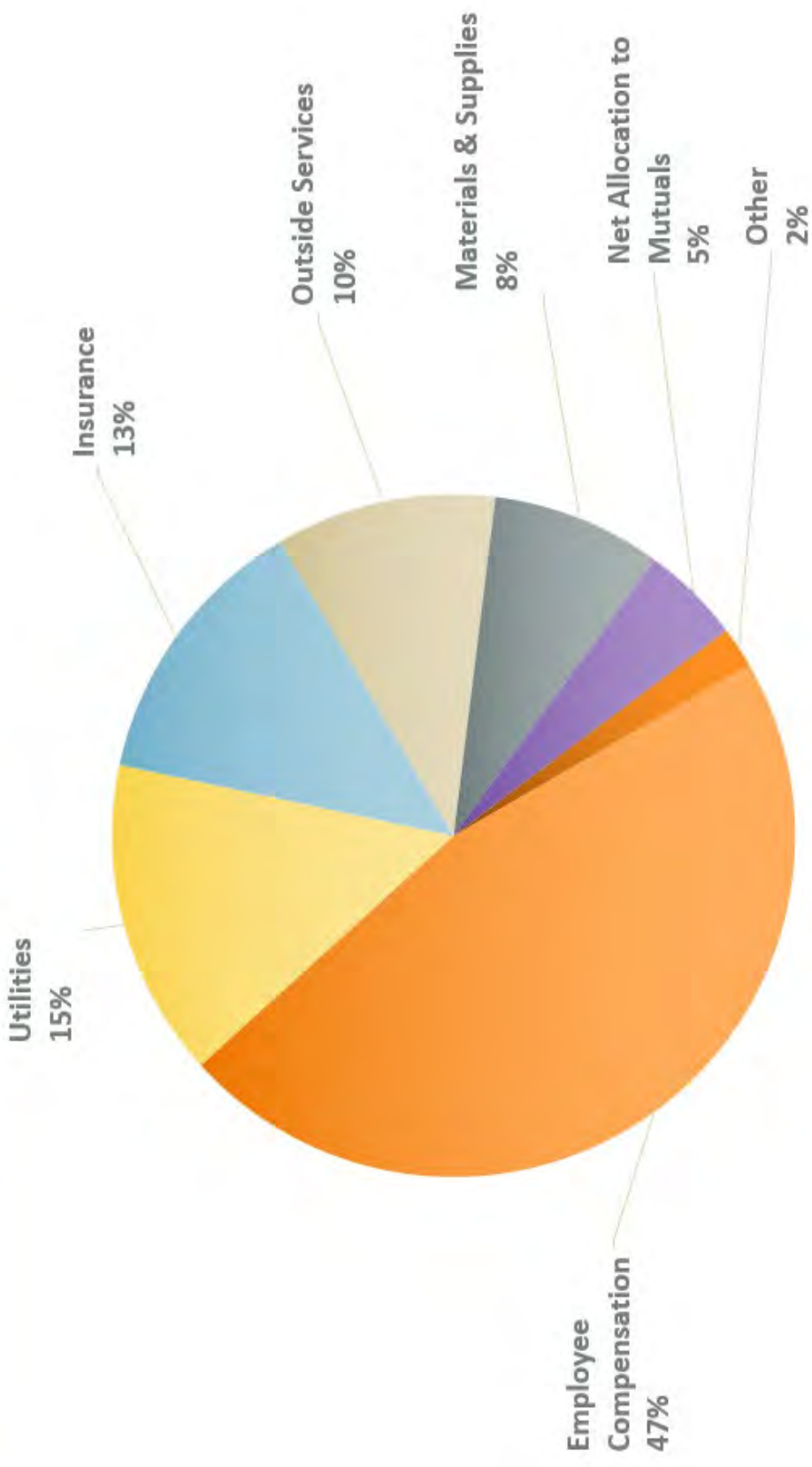
Financial Report

Preliminary as of April 30, 2022



UNITED LAGUNA WOODS
MUTUAL

Total Expenses Excluding Property and Sales Tax \$9,655,266



Financial Report

Preliminary as of April 30, 2022

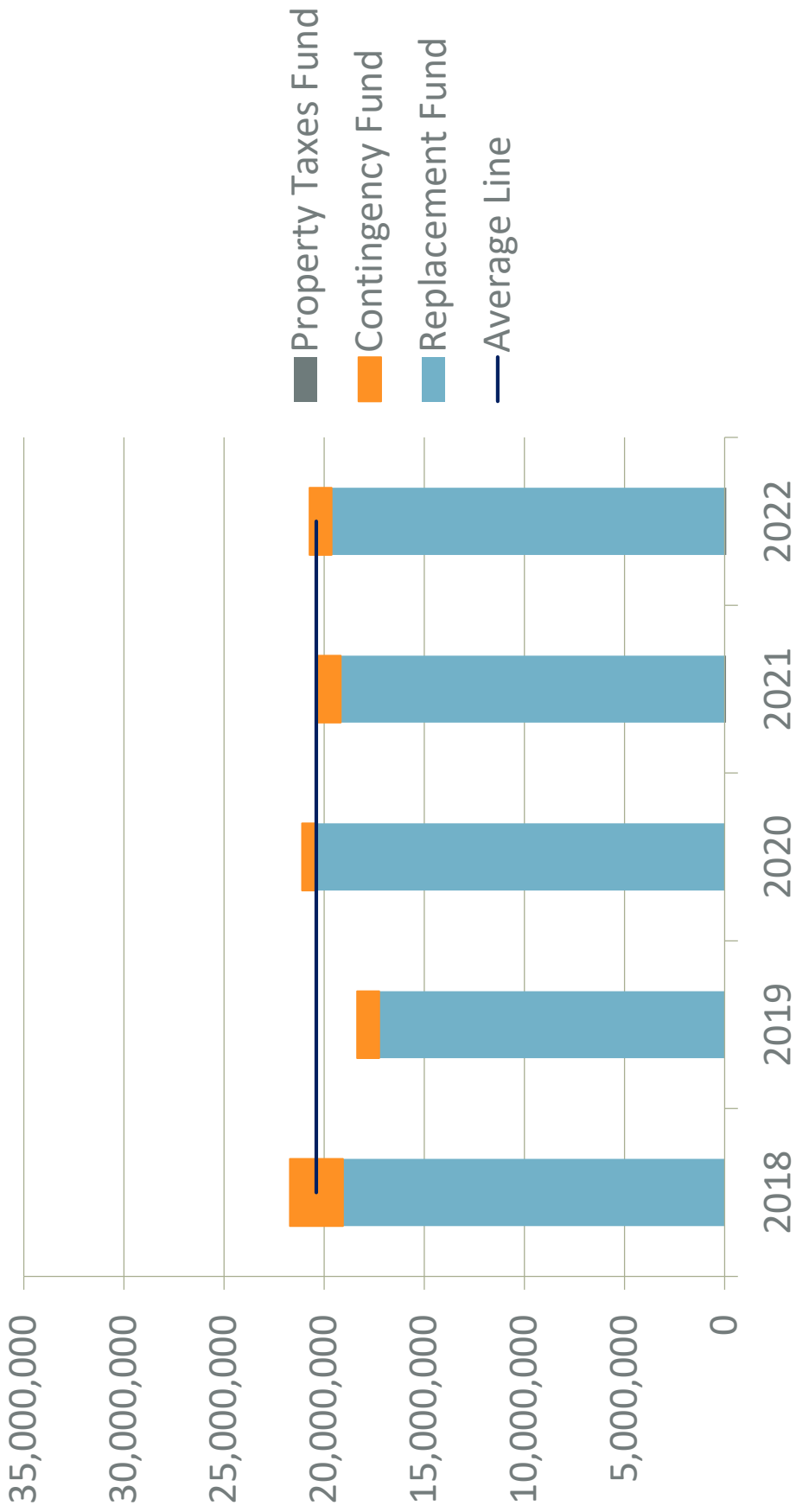


| NON-OPERATING FUND BALANCES (in Thousands) | CONTINGENCY | RESERVE | PROPERTY TAX |
|--|-------------|----------|-----------------|
| Beginning Balances: 1/1/22 | \$1,114 | \$19,168 | (\$107) |
| Contributions & Interest | 0 | 2,820 | 4,197 |
| Expenditures | 0 | 2,370 | 4,214 |
| Current Balances: 4/30/22 | \$1,114 | \$19,618 | (\$124) |

Financial Report

Preliminary as of April 30, 2022

FUND BALANCES – United Mutual



Financial Report

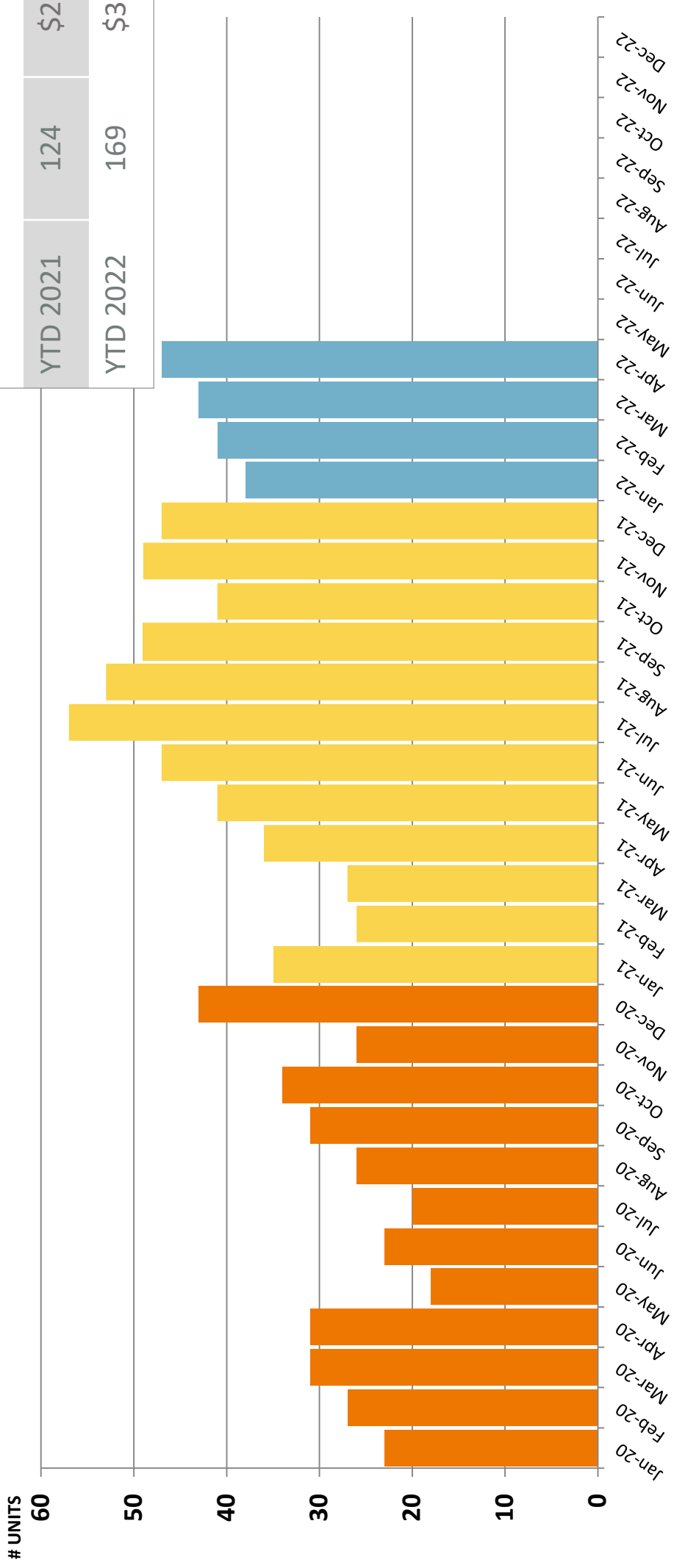
Preliminary as of April 30, 2022

RESALE HISTORY – United Mutual



UNITED LAGUNA WOODS
MUTUAL

| | NO. OF RESALES | AVG. RESALE PRICE |
|----------|-------------------|----------------------|
| YTD 2020 | 112 | \$246,894 |
| YTD 2021 | 124 | \$261,418 |
| YTD 2022 | 169 | \$319,025 |





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

Tuesday, May 31, 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 – Diane Casey, Cash Achrekar
GRF – Juanita Skillman

Call to Order

Chair Azar Asgari, chaired the meeting and called it to order at 1:31 p.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 approve the committee report as presented.

Chair Remarks

Director Asgari made the following statement: Nomination for the election of the new United Mutual directors has opened as of May 25th. Since we have many educated and talented residents living in the United Mutual we hope that caring and civic-minded folks will step forward and apply to become candidates for upcoming open seats. One new idea from a new director can bring great impact and positive changes in Laguna Woods Village. There are many emerging issues that need attention and expertise such as water, insurance, loans, solar energy, landscaping, authorization and many more. As Elizabeth Andrew once said, “volunteers do not necessarily have the time they have the heart”.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, provided an update on the 2023 budget process and what the process entails for upcoming 2022 budget meetings.

Review Preliminary Financial Statements dated April 30, 2022

The committee reviewed financial statements for April 30, 2022 and questions were addressed.

Compensation and Outside Services

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

Endorsements from Standing Committees

None.

SageView Report Review

Dan Quirk, Senior Investment Advisor from SageView Advisory Group, presented the United investment portfolio with advisement on potential trades. Discussion ensued and Director Lenny Ross made a motion to make a recommendation for the board to consider and discuss the possibility of moving 25% of total investments into 6-month T-Bills, 25% into 1-year T-Bills, 25% into 18-month T-Bills, and the remaining 25% into 24-month T-Bills. The motion passed by a 2-1 vote.

Insurance Informative Presentation

Dan Yost, Risk Manager, provided a summary of the United Mutual insurance coverage, budget and allocation. Questions were addressed.

HR Staffing Report

Steve Hormuth presented the committee with a VMS, Inc staffing report displaying current job openings per department. Director Asgari recommended to staff to begin advertising the job openings at Universities. Steve Hormuth stated he will pass on the suggestion. Questions were addressed.

Future Agenda Items

June Forecast

Committee Member Comments

None.

Date of Next Meeting

Tuesday, June 28, 2022 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:21 p.m.

DRAFT

Azar Asgari, Chair

Monthly Resale Report

PREPARED BY
Community Services Department

MUTUAL
United

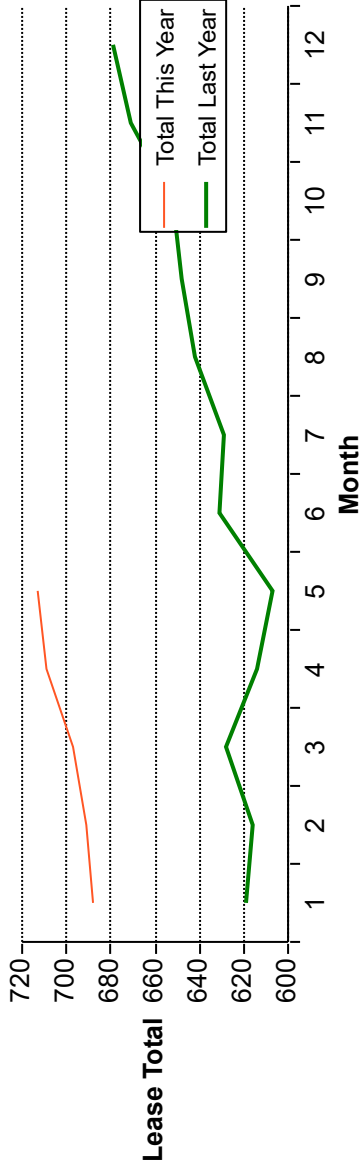
REPORT PERIOD
May, 2022

| MONTH | NO. OF RESALES | | 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 | 42 | 41 | \$16,042,396 | \$10,258,400 | \$381,962 | \$250,205 |
| June | | * | | \$13,580,100 | | * \$288,938 |
| July | | * | | \$16,700,700 | | * \$292,995 |
| August | | * | | \$15,529,600 | | * \$293,011 |
| September | | * | | \$15,157,100 | | * \$309,329 |
| October | | * | | \$12,259,900 | | * \$299,022 |
| November | | * | | \$13,969,200 | | * \$285,086 |
| December | | * | | \$14,364,950 | | * \$305,637 |
| TOTAL | 211.00 | 165.00 | \$70,205,992 | \$42,686,077 | | |
| ALL TOTAL | 211.00 | 508.00 | \$70,205,992 | \$144,247,627 | | |
| MON AVG | 42.00 | 33.00 | \$14,041,198 | \$8,537,215 | \$331,612 | \$259,175 |
| % CHANGE - YTD | 27.9% | | 64.5% | | 27.9% | |

% Change calculated (ThisYear - LastYear)/LastYear

* Amount is excluded from percent calculation

Monthly Active Leasing Report 2022 Period 5 (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 | 31 | 165 | 474 | 688 | 619 | 10.9 | 9.8 | 1.1 | 40 | 19 |
| 2022 | February | 18 | 27 | 180 | 466 | 691 | 616 | 10.9 | 9.7 | 1.2 | 50 | 20 |
| 2022 | March | 18 | 25 | 196 | 458 | 697 | 628 | 11.0 | 9.9 | 1.1 | 39 | 29 |
| 2022 | April | 15 | 29 | 220 | 445 | 709 | 614 | 11.2 | 9.7 | 1.5 | 66 | 32 |
| 2022 | May | 15 | 27 | 236 | 435 | 713 | 607 | 11.3 | 9.6 | 1.7 | 32 | 35 |
| 2022 | June | | | | | | 631 | | | | | |
| 2022 | July | | | | | | 629 | | | | | |
| 2022 | August | | | | | | 642 | | | | | |
| 2022 | September | | | | | | 648 | | | | | |
| 2022 | October | | | | | | 652 | | | | | |
| 2022 | November | | | | | | 671 | | | | | |
| 2022 | December | | | | | | 679 | | | | | |



OPEN MEETING

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

**Thursday, May 19, 2022 - 9:30 a.m.
Laguna Woods Village Community Center/Virtual
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

COMMITTEE MEMBERS PRESENT: Anthony Liberatore, Cash Achrekar, Reza Bastani

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Bart Mejia, Richard DeLaFuente, Gavin Fogg, Sandra Spencer

OTHERS PRESENT: Richard Rader

1. Call to Order / Establish Quorum – Chair

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

2. Acknowledgement of Media

Zoom platform via Granicus.

3. Approval of Agenda

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

4. Approval of Meeting Report for April 21, 2022

Chair Liberatore acknowledged the correction of two typos as pointed out by staff. Hearing no objection, the edited meeting report for April 21, 2022 was approved by unanimous consent.

5. Chair's Remarks

Chair Liberatore commented on his continued efforts to reach out to the President of Third Mutual and the attorney for clarification on alterations for asbestos to streamline the process with the city and staff.

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, informing that Richard DeLaFuente will be leaving VMS as of May 20, 2022, and thanked him for his service to the community. Additional staffing issues were briefly discussed. Chair Liberatore also thanked Mr. DeLaFuente for his service and wished him continued success.

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

The Consent Report was approved unanimously.

Variance Requests:

A. Variance Request – 575-D Avenida Majorca (Madrid, 4) Revert a Portion of Existing Room Addition to the Original Outdoor Atrium Conditions

Mr. Mejia summarized the request including the fact that the owner wished to return the manor to its original configuration with an atrium. A window was removed in a prior remodel creating a one-bedroom plus office and this variance would return the manor to a two-bedroom floorplan with a window to the atrium. After discussion ensued, the motion was passed unanimously to recommend the variance for approval to the United Board.

Items for Discussion

9. Inter-Mutual Discussion on ACM

Mr. Mejia reiterated that the assignment has been given to the attorney to review the current process and to see if there is a way to streamline the process or if it must remain the same due to any findings the attorney may determine. Chair Liberatore requested staff add this item to a future agenda.

Items for Future Discussion:

- Electrical Vehicle Charging Update
- Inter-Mutual Discussion on ACM

Concluding Business:

10. Committee Member Comments

A brief discussion took place among the committee members as to the status of Electric Vehicle Charging stations being approved by SCE. Staff verified that the subject has been pursued at the United M&C. Staff was directed to add updates on this item to future agendas.

Director Bastani requested that a monthly report that he receives be discontinued.

Chair Liberatore thanked the directors and staff. He also thanked Mr. DeLaFuente for his service and wished him good luck.

11. Date of Next Meeting – Thursday, June 16, 2022, 9:30 a.m.

12. Adjournment – 10:06 a.m.

X 
Anthony Liberatore, Chair

Anthony Liberatore, Chair
Baltazar Mejia, Staff Officer
Telephone: 949-268-2281

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UNITED LAGUNA WOODS
M U T U A L

OPEN MEETING

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

**Thursday, May 12, 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, Anthony Liberatore substituting for Lenny Ross

COMMITTEE MEMBERS ABSENT: Lenny Ross

OTHERS PRESENT:

ADVISORS PRESENT:

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 add an item to the agenda called "Discuss the Proposed Canary Island Pine Tree Project and Ad-Hoc Committee." President Liberatore seconded. The committee was in unanimous support to approve the additional item.

4. Approval of the Meeting Report for April 14, 2022

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

5. Chair's Remarks

None.

6. Department Head Update

Mr. Wiemann shared some Key Performance Index slides with the committee and answered some questions.

a) Project Log

Mr. Wiemann reviewed the Project Log with the committee.

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:

- The Landscape Request Form
- Questions about roots and trees
- Using herds of goats to keep grass trimmed
- Requests for new sprinkler heads

8. Response to Member Comments

Mr. Wiemann stated that he will look into each comment and address them.

Director Blackwell directed one resident to attend the Community Activities Committee to make comments about the Garden Centers.

Mr. Wiemann requested that residents call Resident Services if they see a broken sprinkler head.

9. (Addition to agenda) Discuss Canary Island Pine Tree Reduction Project and Ad-Hoc Committee

Director Blackwell made a motion to cancel the proposed Canary Island Pine Tree Reduction Project. President Liberatore seconded. The committee was in unanimous support.

Director Blackwell made a motion to continue with an Ad-Hoc committee in order to educate interested parties about tree care. President Liberatore seconded. The committee was in unanimous support.

Chair Casey stated that the residents who have expressed an interest in being on the Ad-Hoc committee, will be emailed and asked to submit a short paragraph indicating why they feel they would be a good candidate for the Ad-Hoc committee. Responses will be given to the Directors on this committee, who will then review them, and name the eight people chosen for the Ad-Hoc committee at the June Landscape Committee meeting. Then, that recommendation must go to the Board for approval.

Member comments on this topic included:

- Questions regarding the environmental report
- Reasons for thinning of trees should be further discussed
- Ad-Hoc committee should have multiple points of view

Mr. Wiemann reviewed the process of tree removal requests submitted by Members.

President Liberatore stated that an Ad-Hoc committee is great because more residents are involved in decision making.

Mr. Wiemann report that appropriated funds will be used for environmental report and any leftover money will go to tree trimming.

Director Liberatore left the meeting at 10:40 a.m.

10. Tree Removal Request: 126-T Avenida Majorca – One Canary Island Pine Tree

Director Blackwell made a motion to deny staffs' recommendation and to approve the request for removal of this tree. The committee was in unanimous support.

11. Tree Removal Request: 698-C Avenida Sevilla – One Canary Island Pine Tree (located at 717-C Avenida Sevilla)

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

12. Tree Removal Request: 840-O Rhonda Sevilla – Two Carrotwood Trees

Director Blackwell made a motion to accept staff recommendation and deny the request to remove the 35-foot-tall Carrotwood. The committee was in unanimous support.

Director Blackwell made a motion to accept staff recommendation and approve the request for removal of the volunteer Carrotwood tree. The committee was in unanimous support.


Concluding Business:

13. Committee Member Comments

Various comments were made.

14. Date of Next Meeting – Thursday, June 9, 2022

15. Adjournment at 11:10 a.m.


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

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)

James Hopkins, Chair



OPEN MEETING

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

**Monday, May 2, 2022 – 9:30 a.m.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center 24351 El Toro Road**

-
- Director Present:** Debbie Dotson, Anthony Liberatore, Ira Lewis, Bunny Carpenter, James Hopkins, Gan Mukhopadhyay and Robert Mutchnick, Ryna Rothberg, Diane Casey
- Directors Absent:** Cash Achrekar
- Staff Present:** CEO-Siobhan Foster, Michelle Estrada, Makayla Schwiertert
- Others Present:** Richard Rader (Advisor)
GRF: Elsie Addington, Joan Milliman, Juanita Skillman (left the meeting at 9:51 a.m.)

- 1. Call to Order—Director Dotson, Chair**
Chair Dotson called the meeting to order at 9:39 a.m. and established that a quorum was present.
- 2. Acknowledgment of Media**
Chair Dotson acknowledged the media as present.
- 3. Approval of the Agenda**
Director Mutchnick made a motion to approve the agenda. Director Rothberg seconded the motion.

Hearing no changes or objections, the agenda was approved unanimously.
- 4. Approval of the Minutes**
 - a. GRF Strategic Planning Committee Meeting – March 7, 2022**

Chair Dotson requested that the minutes of March 7, 2022 be revised to remove Elsie Addington from attendance.

Hearing no further changes or objections, Chair Dotson declared the minutes of March 7, 2022 were approved unanimously.
- 5. Members Comments – None**

6. Chair's Remarks

Chair Dotson commented on the questionnaire results of the VMS Strategic Planning Meeting. A similar questionnaire will be developed and distributed to the GRF Strategic Planning Committee. Chair Dotson provided an overview of items that reviewed at several committee meetings.

7. CEO Report on VMS Strategic Planning Meeting

CEO Foster provided an overview of the 3-year goals that were reviewed during the VMS Strategic Planning Meeting on March 22, 2022.

CEO Foster answered questions from the committee.

8. Old Business

a. Ideas for Long-Term Planning

Chair Dotson commented on that she will continue to work with the committee on ideas.

9. Future Agenda Items

- a. Questionnaires
- b. Surveys

10. Next Meeting – TBA

11. Committee Member Comments

- Director Rothberg asked to receive the minutes from the last two meetings.
- Director Mutchnick commented on Third Mutual's review of electric vehicle charging stations.
- Director Liberatore expressed his appreciation for what the committee is doing to improve the community.
- Director Lewis provided a suggestion of placing electric vehicle charging stations at specific locations. Additionally, he asked for a map of open space within the community.
- Director Hopkins commented on the role of the committee.
- Director Mukhopadhyay commented that he agrees with the other committee members and noted that the committee has limited resources and time.
- Director Carpenter commented on obtaining a reserve study.
- Advisor Rader commented on a tabled item from a previous meeting in regards to an additional swimming pool.

Director Casey joined the meeting at 10:10 a.m.

12. Adjournment

There being no further business the meeting was adjourned at 10:20 a.m.

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Debbie Dotson, Chair

GRF Strategic Planning Committee

OPEN MEETING

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

Thursday, May 12, 2022 – 1:30 p.m.
Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Annie McCary, Diane Casey, Cush Bhada, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: Ryna Rothberg

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Lynn Jarrett, Juanita Skillman, Cash Achrekar

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert

Call to Order

Chair Horton called the meeting to order at 1:36 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Blackwell made a motion to amend the agenda as follows: Tennis operating rules will be discussed before Garden Center operating rules.

Director Bhada seconded.

Motion passed unanimously.

Approval of Committee Report for April 14, 2022

This agenda item will be reviewed at the June CAC meeting.

Chair's Remarks

Chair Horton thanked the audience for attending the meeting and stated the Garden Center as well as the Tennis Center is governed by the Golden Rain Foundation and the trust. Most of the operating rules were changed for clarity. We, on this committee, take our jobs as volunteers very seriously. Leadership is tough whether you are a GRF board member, committee member or working for VMS. The Recreation Department has the hardest job of

all as the face of all amenities within Laguna Woods Village. She suggested that each resident member come to the CAC meeting with positive input instead of rhetoric. No outbursts will be tolerated.

Report of the Recreation and Special Events Director

Mr. Gruner stated the following operational updates: actively recruiting part-time staff; staff is continuing to work on the 2023 budget; a club president meeting will be hosted in June with details to follow.

Mr. Gruner stated the following facility updates: a new stainless steel outdoor sink will be installed at the bocce ball courts; a new projector screen is to be installed in the Clubhouse 1 ballroom next Tuesday; the Garden Center volunteer program has begun after training was completed; finalizing camera installation for added security measures at both Garden Centers; the Golf driving range routine maintenance project is underway and should conclude this week; VCF fundraising efforts for the Help the Herd program has raised over \$4,500 in the past month with a goal of \$33, 565; a professional training clinic was held at the Equestrian Center which had 25 attendees; new horse experience classes will begin tomorrow at the Equestrian Center; the Clubhouse 6 volunteer program has been successful; summer pool hours will go into effect Memorial Day weekend including the reopening of Pool 6 to allow for the Children's Swim program to resume; renovation continues at the Performing Arts Center which includes new flooring in both kitchens and billiards room and an HVAC system update.

Mr. Gruner stated Easter at Equestrian event was attended by over 500 people which included many families. The Health and Wellness Expo was hosted at Clubhouse 5 and had over 820 attendees making this the most successful Expo to date. The Fitness Centers hosted the Village Games for the first time since the pandemic. The Mother's Day brunch at Clubhouse 5 is sold out. Staff will conduct a site walk through at the Performing Arts Center to review the needs of a new sound system.

Ms. Murphy announced the following upcoming Recreation events: the new class Contemporary Jazz Dance requires registration of five classes for \$25 and will be held at the Clubhouse 5 fitness room on Wednesdays, 4:30 to 5:30 p.m.; *Coda*, the free movie on Monday, May 16, will be held at the Performing Arts Center at 2 p.m.; the Village Renaissance Faire will be held at the Equestrian Center on Saturday, May 21 from noon to 5 p.m. with a \$5 entry fee and free shuttle service will be available from 11:30 a.m. to 5:30 p.m. from the employee parking lot above the Equestrian Center; the free Memorial Day event will be on Monday, May 31 and will host the All American Boys Choir at 1 p.m. at the Performing Arts Center (tickets are required (up to four per manor) and may be picked up at the Performing Arts Center box office which is open Monday, Wednesday, Friday, 9 a.m. to noon); on June 4, the 8th annual Art Affair will be held at Clubhouse 2, 11 a.m. to 4 p.m. (entry is free); patio concerts return to the Clubhouse 1 back patio on June 9, 6:30 to 8:30 p.m. and tickets may be purchased at the Clubhouse 1 office for \$15 each; Splash Days

return to Pool 2 starting June 10, noon to 4 p.m. and tickets may be purchased at the Recreation office or Clubhouse 2 office for \$5 for those 2 years and older; Clubhouse 5 will host the Father's Day brunch on June 19 at 11 a.m. with tickets sold at the Clubhouse 5 office.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding changes in Pool 1 rules to allow exclusive use during Aquadettes practice in the month of August; Pool 1 maintenance to be scheduled during October to March; billiards room tables in disrepair; limitations on open facilities due to lack of staffing; in favor of Kourts at the tennis facility.

CONSENT

Director Bhada made a motion to approve the consent calendar. Director McCary seconded.

Motion passed unanimously.

REPORTS

Table Tennis Operating Hours – Members were called to speak regarding the extension of the Table Tennis room operating hours.

Mr. Gruner stated the Recreation Department is working with the Security Department to begin recruiting staff.

Operating Rules

Tennis Center – Members were called to speak regarding in favor of Tennis Center operating rules and suggestion of edits.

Director Bhada made a motion to approve the tennis center operating rules. Director Blackwell seconded.

Discussion ensued.

Motion passed unanimously.

Garden Centers – Members were called to speak regarding opposition to the proposed Garden Center operating rules; fencing of tree plots; length of wait list; timers for watering; theft of produce; input from gardeners for operating rules; creation of a community garden; camera installation; operating rules edits; email notifications; wheelbarrow storage; disposal of food waste.

Director Blackwell made a motion to approve the Garden Center operating rules. Director Addington seconded. Director Blackwell rescinded her motion.

Director Blackwell made a motion to receive the Garden Center operating rules as updated, review and present at next CAC meeting. Director Bhada seconded.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Sponsorship of Miniature Horse at Equestrian – Mr. Gruner stated the staff recommendation to review and recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian’s care in accordance with the GRF Donation Policy.

Director Bhada made a motion to accept the sponsorship donation for the miniature horse at the Equestrian Center. Director McCary seconded.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Golf Greens Committee Update – Staff was directed to keep this item under 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, June 9, 2022.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:07 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 assessable. 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 is was an excellent meeting..

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

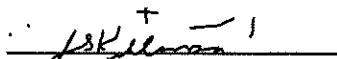
Director Horton stated that she will bring Director Rane-Szostak's idea to install timers on the showers at the swimming pools to a future GRF Community Activities Committee meeting.

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, May 16, 2022 – 1:30 p.m.
Board Room / Virtual Hybrid Meeting**

Members Present: Chair Joan Milliman; Directors Neda Ardani, Maggie Blackwell, James Cook, Annie McCary, Ryna Rothberg, Juanita Skillman; Advisors Theresa Frost, Tom Nash, Carmen Pacella, Lucy Parker

Members Absent: None

Others Present: Elsie Addington, Bunny Carpenter, Egon Garthoffner, Norman Kahn, Richard Rader, Doug Rook

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 April 18, 2022

Approved by unanimous consent.

5. Chair's Remarks

Chair Milliman gave the floor to Ms. Paulin to discuss the staff response to the Geneva Presbyterian Church shooting incident that occurred on Sunday.

Ms. Paulin discussed the staff's response to the event and expressed condolences to everyone touched by it. She highlighted the importance of everyone in the Village signing up for the CodeRED emergency notification system, as this is the means by which urgent messages are deployed in an emergency, as they were twice on Sunday. She also mentioned Social Services will continue to be available for any counseling needs related to this incident. A discussion ensued.

6. Member Comments

Ms. Rothrock read one written comment about the loud volume of television commercials. Mr. Ortiz said a technician would come to his residence to investigate the cause and fix the issue. For residents with similar issues, Broadband Services technicians can remedy.

Items for Discussion

7. Media and Communications Report – Eileen Paulin

Ms. Paulin stated the Village survey, mailings and signage were all cut from next year's Media and Communications budget. She highlighted from the Media and Communications activities report:

- Traffic on info@lagunawoodsvillage.com email
- The latest Village Breeze
- Strong open rates on email blasts
- Recreation events, including Wellness Expo, Renaissance Faire and more
- Social Services programs
- New Equestrian Center horses Seby and Gus
- New resident orientations and docent tours

She commended the TV studio for quickly changing its programming this morning in light of yesterday's incident.

New docent training starts tomorrow. Director Rothberg asked if docent tour participants include residents from the Towers. Ms. Rothrock answered surveys are offered afterward, but that information is not available before the tour.

Director McCary thanked staff for the TV6 slides when presenting board updates.

Director Cook asked what our limitations are with regard to transitioning from cable programming to streaming and about fiber optics to the street. Mr. Ortiz answered that residents currently have fiber to the curb, but the hope is to further that to the home. The oldest components in the current cable system go back to the 1999 rebuild.

Director Blackwell discussed ads other than MemorialCare in the Village Breeze. Ms. Paulin stated the magazine won't accept ads from a competitor, but other categories are accepted, and a discussion ensued.

8. The Broadband Group Report – Eileen Paulin

Ms. Paulin stated that since Broadband Services, Village Television, Media 55 and Internet moved under Media and Communications, Mr. Ortiz has cut costs significantly since his promotion to Broadband Services General Manager in May 2021. That includes significant savings in closed captioning of around \$30,000 a year, reduced franchise tax fees, the acquisition of a studio news desk for substantially less than was budgeted and cutting adult programming that had few subscribers. She stated cable and internet industries are going through significant changes, programming fees are increasing and major advertising is moving away from television toward internet streaming.

She stated the CEO will join the call with The Broadband Group next week. The ad hoc committee will meet in June.

9. Website Ad Hoc Committee – Ellyce Rothrock

Ms. Rothrock stated she received the approved roster at the last GRF board meeting. She read the names of the committee, restated the mission and discussed critical areas of the website that require attention, including site navigation, search function for site content and governing documents, document management, single sign-on, resident portal, interface with Granicus and TeamUp applications, contact forms and club websites.

10. Broadband Services Report – Paul Ortiz

Mr. Ortiz reported on the first quarter financials for the Broadband Services Division, which oversees the community's fiber-optic cable network, Village Television, Media Services 55, cable advertising and high-speed internet services. Highlights from his report include:

- The cable television network finished the first quarter better than budget because operating costs were lowered more than expected.
- Broadband Services accounts for 42% of GRF's non-assessment revenue.
- Programming costs per manor per month are forecasted to increase each year.
- Premium movie channel subscriptions are decreasing while high-speed internet services are increasing as more people move to streaming.
- Monday, Friday and Saturday movies remain popular; Village Television aired "Cyrano" May 2 after receiving requests.
- April saw the highest jump in Village Television subscriber counts from 2,337 in March to 3,180 in April.
- Village Television's YouTube channel received 67,500 views for "Beyond the Red Carpet With Francine Brokaw" and 35,000 views for an interview with Lady Colin Campbell.
- Internet prices have not increased since 2014.
- Non-assessment revenue for first quarter equaled \$468,295.

Mr. Ortiz announced that Village Television will feature its own foreign film festival in June, an idea requested by Director Kahn.

Director McCary asked about the franchise tax fees ending first quarter at "0% percent better" as reported in the cable television network operation report. Mr. Ortiz stated the franchise tax fees are right on budget. A discussion ensued.

Director Addington asked about the \$64.99 fee for YouTube and Mr. Ortiz answered that it's a per-month fee. A discussion ensued about the Lady Colin Campbell interview on Village Television.

Director Skillman thanked Director Kahn for the foreign film festival idea and stated she has received positive feedback from Village residents on this upcoming programming.

Items for Future Agendas

Chair Milliman stated the items listed would likely be on next month's agenda.

Concluding Business

Committee Member Comments

Advisor Nash commended the meeting and stated he was encouraged to see the direction we're going.

Advisor Frost apologized for being late; a work meeting ran late. She asked how to get Village Television once we switch to streaming. Mr. Ortiz discussed possibilities, adding that it would be a slow transition.

Director Ardani commended the meeting.

Advisor Parker stated she was impressed with the staff response to yesterday's emergency.

Advisor Pacella commended the Media and Communications staff for the amount and quality of work they accomplished, especially jumping into action with the incident over the weekend.

Director Rothberg stated the meeting was very informative.

Director Blackwell stated she was happy to be here and to learn so much.

Director Skillman thanked the staff for their work, which is demonstrated in the pages of today's meeting agenda packet.

Director McCary echoed Advisor Parker's and Advisor Pacella's comments about the great job this team does.

Ms. Paulin discussed objectives for the Broadband and website ad hoc committees over the next few months.

Ms. Rothrock stated it was great to see everyone and encouraged all to stay safe.

Mr. Ortiz stated the member who commented about loud television commercials will have a technician at his home on Thursday.

Ms. McCracken thanked everyone for participating in the meeting.

Chair Milliman thanked the staff for the work they do, adding that feeling informed makes us feel safe; people tend to panic when they don't know what's going on.

Date of Next Meeting – Monday, June 20, 2022, at 1:30 p.m.

Adjournment

Chair Milliman adjourned the meeting at 2:55 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 12th, 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 2nd, 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 2nd, 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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