



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, February 13, 2024 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Alison Bok, Anthony Liberatore, Pearl Lee, Vidya Kale, Maggie Blackwell, Sue Quam, Mickie Choi Hoe, Nancy Carlson, Georgiana Willis, Ellen Leonard, Thomas Tuning

Directors Absent: None

Staff Present: CEO Siobhan Foster, Paul Nguyen, Carlos Rojas, Steve Hormuth, Connie Habal, Catherine Laster, Francis Gomez, Kurt Wiemann, Angelo Ocampo, Bart Mejia, Megan Feliz

Others Present:
GRF: None
Third: None
VMS: None

1. Call Meeting to Order/Establish Quorum

President Bok 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 Willis 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 Bok asked if there were any changes to the agenda.

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

5. Approval of Minutes

- a. January 9, 2024 – Regular Open Meeting
- b. January 25, 2024 – Agenda Prep Meeting

Director Blackwell made a motion to approve the minutes. Director Choi Hoe seconded.

Hearing no changes or objections, the meeting minutes were approved by unanimous consent.

6. Report of the Chair

President Bok commented on the following items:

- Recent rain storms
- Letter from finance regarding 2023 Property Tax
- Property in January picked up in sales

7. Open Forum (Three Minutes per Speaker)

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

The following members made comments:

- A member commented on the Foundation of Laguna Woods Village
- A member commented on conservation of energy in homes
- A member commented on mental health
- A member commented on The Urban Forest Management Plan

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Leonard commented on the drop-in lounge and the renovation of clubhouse 1
- CEO Foster will speak with Maintenance and Construction about conservation

b. Response to Past Open Forum Speakers – Director Liberatore

Director Liberatore provided responses to the previous Open Forum Speakers from the December Board meeting and advised on updates.

9. VMS Board Update – CEO Foster

CEO Foster discussed the following topic:

- Approved full time employment for residents

10. CEO Report

CEO Siobhan Foster discussed the following items:

- United Basic Assessment
- 2024 Assessment Without Taxes
- Comparison Chart of 55+ Communities
- SCE to Present on Rate Proposal
- CPUC Meeting on Edison Rate Proposal
- Ways to Comment on Edison Proposal
- CH1 Project Update
- 2024 LWAA Exhibit

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. If 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. **Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of December 2023, such review is hereby ratified.**

b. Recommendation from the Landscape Committee

1. Recommendation to Approve the Request for the Removal of One Ficus Tree Located at 796-C Via Los Altos

RESOLUTION 01-24-06

**Approve Removal of One Ficus Tree
796-C Via Los Altos**

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 January 22, 2024, the Landscape Committee reviewed the request from the Member at 796-C, to remove one Ficus tree; and

WHEREAS, the reasons cited by the resident for the removal are sewer and plumbing intrusions, with structural damage to the sidewalk; and

WHEREAS, staff inspected the condition of the tree and found there have been two internal plumbing line stoppages with a report of roots in the line; 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 Ficus tree located at 796-C Via Los Altos;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, the Board of Directors approves the request for the removal of one Ficus tree located at 796-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 Deny Request to Remove One Crepe Myrtle Located at 431-A Avenida Sevilla

RESOLUTION 01-24-07

**Deny Removal of one Crepe Myrtle Tree
431-A Avenida 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 January 22, 2024, the Landscape Committee reviewed a request from the Member at 431-A to remove one Crepe Myrtle tree, the reasons cited are litter and debris affecting walking condition for husband with Parkinson disease; and

WHEREAS, staff inspected the condition of the tree and found it to be in good health with a balanced canopy and no lean; 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 Crepe Myrtle tree located at 431-A Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, the Board of Directors denies the request for the removal of one Crepe Myrtle tree located at 431-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.

3. Recommendation to Deny Request for the Off-Schedule Tree Trimming of One Sycamore Tree Located at Common Parking Stalls at Building 81

RESOLUTION 01-24-08

**Deny Off-Schedule Trimming of One Sycamore Tree
Common Parking Stalls Building 81**

WHEREAS, on January 22, 2024, the Landscape Committee reviewed a request for the off-

schedule trimming of one Sycamore tree received from the Member at 84-H, who cited the reasons being target of bird defecation; and

WHEREAS, staff inspected the condition of the tree and found the tree to be in good health with a balanced canopy; and

WHEREAS, the committee is recommending to accept Staff's recommendation to deny the off-schedule trimming of the tree and maintain the scheduled trimming in 2025; and

WHEREAS, the committee is recommending to accept Staff's recommendation to give the member the option to pay for the off-schedule tree trimming if they choose to get it done;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, the Board of Directors denies the off-schedule trimming of the tree at common parking stalls building 81 and maintains the scheduled trimming of the tree in 2025; and

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

c. Recommendation from the Architectural Control and Standards Committee - None

d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in January 2024, and such review is hereby ratified.

e. Recommendation from the Finance Committee

1. Ratification of the resolution number for the Revised Purchasing Policy - The Revised Purchasing Policy was adopted on 10/23/2023, at a special open meeting of the United Board. The approved policy was not formally assigned a resolution number in October 2023. The omission of the resolution number assignment is to be ratified at the regular open United board meeting held on 02/13/2024, via the consent calendar. 01-23-72*

RESOLUTION 01-23-72*

Revised Purchasing Policy

WHEREAS, the Purchasing Task Force is aimed to establish robust purchasing controls to optimize the internal procurement and contracting procedures. The primary objective is to enhance transparency and to institute a professional, competitive approach to the acquisition of products and services; and

WHEREAS, the task force met numerous times during 2023 to: 1) incorporate revisions necessary for the upcoming ERP (Enterprise Resources Planning) implementation, 2) clarify items identified by members of the task force, and 3) review authority limits; and

NOW THEREFORE BE IT RESOLVED, October 23, 2023, that the Board of Directors of this Corporation hereby approves the Purchasing Policy, Purchasing Matrix, Change Order Policy, Sole Source Form, and Single Source Form as presented; and

RESOLVED FURTHER, that Resolution 01-16-109 adopted November 8, 2016, is hereby superseded and cancelled.

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

2. Approve a Resolution for Recording a Lien Against Member ID # 947-409-02

RESOLUTION 01-24-09

Recording of a Lien

WHEREAS, Member ID 947-409-02; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-409-02 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.

f. Update United Committee Assignment

RESOLUTION 01-24-10

United Laguna Woods Mutual Committee Appointments

RESOLVED, February 13, 2024, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Controls and Standards Committee

Anthony Liberatore (Chair)
Sue Quam
Ellen Leonard
Maggie Blackwell, Alternate

Finance Committee

Mickie Choi Hoe (Chair)
Thomas Tuning
Alison Bok
Anthony Liberatore, Alternate
Non-Voting Advisors: Robert Tucker, Eric Carlson, Ken Benson

Governing Documents Review Committee

Maggie Blackwell (Chair)

~~Vidya Kale~~

Anthony Liberatore

Nancy Carlson

Tom Tuning, Alternate

Non-Voting Advisors: Dick Rader, Juanita Skillman, Mary Stone

Landscape Committee

Sue Quam (Chair)

Anthony Liberatore

~~Georgiana Willis~~

Vidya Kale, ~~Alternate~~

Non-Voting Advisors: Ann Beltran, Mary Sinclair

Landscape Tree Ad Hoc

Sue Quam, (Chair)

Georgiana Willis

Non-Voting Advisors: Cheryl Nielsen, Mary Sinclair, Ken Benson,
Jack Salvador, Carl Randazzo, Robert Reyes

Maintenance and Construction Committee

Alison Bok (Chair)

Pearl Lee

Mickie Choi Hoe, Alternate

Ellen Leonard

Members Hearing Committee

Pearl Lee (Chair)

Maggie Blackwell

Nancy Carlson

Vidya Kale, Alternate

Alison Bok, Alternate

Georgiana Willis, Alternate

New Resident Orientation

Alison Bok (Chair)

Pearl Lee

Anthony Liberatore

Resident Advisory Committee

Anthony Liberatore (Chair)

Pearl Lee, Alternate

Ellen Leonard

~~Georgina Willis~~

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 01-23-69, adopted December 12, 2023, 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.

Director Blackwell made a motion to approve the Consent Calendar. Director Choi Hoe seconded.

Discussion ensued among the Board.

Director Leonard made an amendment to the original motion to remove item 11b (3) from the Consent Calendar and place it under New Business. Director Carlson seconded.

Hearing no further changes or objections, the amended motion was called to a vote and failed 3-8-0. Director Leonard, Director Carlson, and Director Willis were in favor.

Hearing no changes or objections, the original motion to approve the Consent Calendar was called to a vote and passed 8-1-2. Director Kale opposed and Director Leonard and Director Willis abstained.

12. Unfinished Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 18: Gutters and Downspouts (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Blackwell read the following resolution.

RESOLUTION 01-24-11

STANDARD 18: GUTTERS AND DOWNSPOUTS

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, that the Board of Directors

of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-19-49 adopted June 11, 2019, is hereby superseded in its entirety and no longer in effect; and

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

Director Blackwell made a motion to approve the resolution for Standard 18. Director Liberatore seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 10-0-1. Director Willis abstained.

- b. Entertain a Motion to Approve Smoking Policy (January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-12

Smoking Policy

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

NOW THEREFORE BE IT RESOLVED, on February 13, 2024, that the Board of Directors of this Corporation hereby approves the revisions to the Smoking Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-17-26 approved on February 14, 2017; is hereby superseded and canceled; and

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

Director Blackwell made a motion to approve the resolution for the smoking policy. Director kale seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

13. New Business

a. United Mutual Town Hall

President Bok discussed having potential future topics and asked for suggestions.

- Blackwell & Choi Hoe – Finance Assessment Fees (March)
- Ellen Leonard – Water & Electricity Utilities (April)

Discussion ensued among the Board.

b. Entertain a Motion to Approve the 2024 Inspector of Elections

Director Blackwell read the following resolution.

RESOLUTION 01-24-13

Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

WHEREAS, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, that due to UniLect Corporation's agreement to conform to the criteria established in the specifications as inspector of election and its familiarity with the Community, the Board of Directors of United Laguna Woods Mutual hereby approves UniLect Corporation to perform inspector of election services for the 2024 Election of Directors; and

RESOLVED FURTHER; that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

Director Blackwell made a motion to approve the resolution to Approve Inspector of Election Services. Director Quam seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

c. Entertain a Motion to Approve the Updated Bench Policy (February initial notification –

28-day notification for member review and comments to comply with Civil Code §4360)

Director Blackwell read the following resolution.

RESOLUTION 01-24-XX

Bench Policy

WHEREAS, Resolution 01-12-34 adopted February 14, 2012 states the type of bench, color, and model of bench; and

WHEREAS, the landscape committee recognizes it does not address location, placement, adjacent surfaces or other safety considerations; and

NOW THEREFORE BE IT RESOLVED, February 14, 2024, that the Board of Directors of this Corporation introduces the revised Bench Policy which gives guidance and direction on the type of bench, color, and model of bench, request procedure, placement, and safety considerations; and

RESOLVED FURTHER, Heritage Bench style made of recycled plastic slats in cedar color and a heavy-duty cast aluminum frame, powder coated in black for all benches. Benches should have the following requirements:

- Benches should have a seat height of 17" to 19" above ground or floor space.
- Clear "firm and stable" ground space adjacent to benches should be included and should be a minimum of 30" x 48".
- Seat backs should be provided that extend the full length of the seat.
- Benches should include armrests; and

RESOLVED FURTHER, for benches located on paved walkways, the bench should be placed behind the back of the sidewalk. In locations where this is not possible, there should be at least four feet of clear space in front of the bench to allow for pedestrian traffic while someone is seated on the bench and thirty inches on at least one side to permit a wheelchair to sit aside the bench; and

RESOLVED FURTHER, in unpaved areas, such as passive parks and landscaped areas, benches shall be placed where there is clear access to the bench on unobstructed, weather resistant, firm, and stable ground from a paved walkway. If there is more than one bench in a given area, at least one shall be accessible by wheelchairs; and

RESOLVED FURTHER, seating areas should be shaded, if possible and benches should be anchored to prevent unauthorized movement or theft; and

RESOLVED FURTHER, no benches can be donated as a memorial and no plaque maybe placed on them; and

RESOLVED FURTHER, requests for benches, whether to be funded by the Mutual or by donation, shall be accomplished through the Landscape Request Form process. As with other requests, staff would meet with the requestor, ascertain the need and possible

locations and prepare a recommendation for consideration by the Landscape Committee; and

RESOLVED FURTHER, that Resolution 01-12-34, adopted February 14, 2012 is hereby superseded 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.

Kurt Wiemann, Landscape Director, spoke on the item and answered questions from the Board.

Director Blackwell made a motion to approve the Resolution for Bench Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe seconded the motion.

Discussion ensued among the Board.

Director Liberatore made an amendment to the original motion to send this item back to the committee to make changes. Director Carlson seconded.

Hearing no further changes, the amended motion was called to a vote and failed 4-5-2. Director Leonard, Director Tuning, Director Carlson, and Director Liberatore voted in favor and President Bok and Director Willis abstained.

There being no changes, the original motion was called to a vote and passed 8-3-0 (FEBRUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360). Director Leonard, Director Carlson, and Director Liberatore opposed.

d. Entertain a Motion to Approve the Urban Forest Management Plan

Director Blackwell read the following resolution:

RESOLUTION
01-24-14

Urban Forest Management Plan

WHEREAS, pursuant to the Governing Documents of United Mutual, the Board of Directors is responsible for the management and upkeep of the common areas within, including the landscaping and trees; and

WHEREAS, United Mutual has over 18,585 trees with 236 different species, each having different growth rates, water needs, and differing sizes; and

WHEREAS, the Mutual adopted Resolution 01-13-17, Five-Year Species-Based Tree Trimming Policy, as the most efficient manner in which to maintain the Mutual's tree inventory and resources; and

WHEREAS, tree trimming is just one piece of an efficient, long-term maintenance plan of the mutual tree inventory; and

WHEREAS, an effective Urban Forest Management Plan takes into consideration the condition of the inventory, contains an efficient replanting plan to maintain the inventory, as well as adapting to changes in the environment and the forecasted long-term drought conditions; and

WHEREAS, the United Mutual Urban Forest Management Plan is a long-term management tool that enables the Board and staff to make effective decisions that will maintain and enhance the beauty and safety of the tree inventory; and

NOW THEREFORE BE IT RESOLVED, effective February 13, 2024, that the Board of Directors of this Corporation hereby enacts the United Mutual Urban Forest Management Plan attached to this resolution;

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

Director Blackwell made a motion to approve the resolution for the urban forest management plan. Director Quam seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed 10-0-1. Director Willis abstained.

- e. Entertain a Motion to Approve the Revision to Resale Inspection Fees
(February initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Blackwell read the following resolution:

RESOLUTION 01-24-XX

REVISED REALE INSPECTION FEES

WHEREAS, resale inspections are utilized to identify any damages, **and/or alterations** and/ or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/ or **corrections and/or** replacements that may be the mutual's financial responsibility; and

WHEREAS, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not

recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associated with the transactions;

NOW THEREFORE BE IT RESOLVED, March 12, 2024, the Board of Directors of this Corporation hereby revises the Resale Inspection Fees as follows:

First Inspection	\$353 \$360
Re-Inspection (if required)	\$ 57 \$60
Final Inspection (if required)	\$103 \$110

RESOLVED FURTHER, that each charge will be billed separately; and

RESOLVED FURTHER, that when a progress inspection is requested or when a request for final inspection fails, the Member will be charged a re-inspection fee; and

RESOLVED FURTHER, no fee will be charged for a final inspection if, after the first inspection, it is determined that there are no corrections for the member to complete prior to the close of escrow; and

RESOLVED FURTHER, that the first inspection portion of the fees will be billed as a chargeable service to the seller upon completion of the first inspection, and the re-inspection and final inspection portion of the fee will be collected through escrow upon closing; and

RESOLVED FURTHER, Resolution 01-08-16 adopted January 08, 2008, is hereby superseded and canceled; and

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

Director Blackwell made a motion to approve the Resolution for revised resale inspection fees for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe seconded the motion.

Bart Mejia, Assistant Director of Maintenance and Construction, discussed the item and answered questions from the Board.

Discussion ensued among the Board.

Director Carlson made an amendment to the original motion to update the language in the resolution. Director Leonard seconded.

Hearing no further changes, the amended motion was called to a vote and passed 10-0-0. Director Kale was absent for the vote.

Director Carlson made an amendment to her amended motion to update the inspection fees with the 1st inspection fee being raised to \$360, the re-inspection fee to \$60, and final inspection fee to \$110. Director Leonard seconded.

Hearing no further changes, the amendment to the amended motion was called to a vote and passed 8-3-0. Director Tuning, Director Kale, and Director Blackwell opposed.

There being no changes, the original motion was called to a vote and passed unanimously as amended. (FEBRUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

f. Entertain a Motion to Approve a Supplemental Appropriation to Replace Benches on Friendship Walk

Director Blackwell read the following resolution:

RESOLUTION 01-24-15

Replacement of Benches at Friendship Walk

WHEREAS, February 14, 2012, the Board of Directors approved the installation of seven Heritage Style benches along Friendship Walk at an estimated cost of \$5,250 from the Replacement Fund; and

WHEREAS, due to the materials of the benches being recycled plastic and green aluminum, they have begun decaying over time; and

WHEREAS, the rust and decay pose a threat to the structural integrity of the current benches;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, that the Board of Directors of this Corporation hereby agrees to replace the seven benches ~~with Oak Iron Valley Slatted benches purchased from Kings River Casting, Inc. in accordance with Resolution 01-24-XX United Bench Policy~~ in the amount of \$8,661 from the Reserve Fund and to be installed by the General Services Department; and

RESOLVED FURTHER, that Resolution 01-12-48 is hereby canceled and replaced by this resolution; 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 made a motion to approve the resolution for replacement of benches at

friendship walk. Director Choi Hoe seconded.

Discussion ensued among the Board.

Director Blackwell made an amendment to the motion to have staff update the resolution. Director Quam seconded.

Hearing no changes or objections, the amended motion was called to a vote and passed unanimously.

Hearing no further changes or objections, the original motion was called to a vote and passed unanimously as amended.

g. Membership Disciplinary Matter

1. Disciplinary Update Report

Francis Gomez, Compliance Manager, gave an update on the disciplinary report.

14. Directors' Comments (Two minutes per director)

- Director Liberatore had a question for Bart Mejia
- Director Choi Hoe commented on working hard
- Director Blackwell commented on the amendments today
- Director Quam commented on the hard work done by the committees and landscape staff
- Director Lee commented on trees and benches and thanked Nancy Carlson on her suggestions of fee changes
- Director Kale on the way the meetings are running smoothly
- Director Carlson commented on the importance of members attending committee meetings and thanked the people that helped her at the town hall
- Director Leonard commented on see something, say something. Specifically, water issues inside the community. Wants people to alert resident services and security
- Director Willis commented on being on the landscape committee

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on January 30, 2024; next meeting March 26, 2024 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 – January

- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 18, 2024; next meeting February 15, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Carlson. The Committee met on January 11, 2024 and February 8, 2024; next meeting March 14, 2024, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on January 18, 2024; next meeting February 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Quam. The Committee met on January 22, 2024; next meeting February 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Lee. The Committee met on January 17, 2024; next meeting February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Liberatore. The Committee met on January 11, 2024 and February 8, 2024; next meeting March 14, 2024, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Choi Hoe. The Committee met on December 20, 2023; next meeting February 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Community Activities Committee – Director Leonard. The Committee met on February 8, 2023; next meeting March 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the GRF Landscape Committee – Director Quam. The Committee met on November 8, 2023; next meeting February 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Maintenance & Construction Committee – Director Bok. The committee met on December 20, 2023; next meeting February 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Bok. The Ad Hoc Committee met January 3, 2024; next meeting TBA.
 - (2) Space Planning Ad Hoc Committee – Director Carlson. The Ad Hoc

Committee met on January 31, 2024. Next meeting March 6, 2024, at 1:30 p.m. in the Board Room.

- e. Report of the Media and Communications Committee – Director Quam. The Committee met on January 15, 2024; next meeting April 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Mobility and Vehicles Committee – Director Carlson. The Committee met on February 7, 2024; next meeting May 1, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on October 25 2023; next meeting February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings – Director Blackwell. The Traffic Hearings were held on January 17, 2024; next hearings on February 21, 2024, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on January 30, 2024; next meeting March 26, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h. Report of the Information Technology Advisory Committee – Director Quam. The Committee met on February 2, 2024; next meeting February 23, 2024, as a virtual meeting.

17. Future Agenda Items

- Updated Bench Policy
- Revision to Resale Inspection Fees
- Roberts Rule of Order Critique
- 2025 Budget

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 12:06 p.m. into the Closed Session.

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

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) January 9, 2024 – Regular Closed Meeting

(b) January 29, 2024 – Special Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 3:12 p.m.

DocuSigned by:

Maggie Blackwell

B277887BDC547B...

Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual

THIS PAGE LEFT BLANK INTENTIONALLY



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

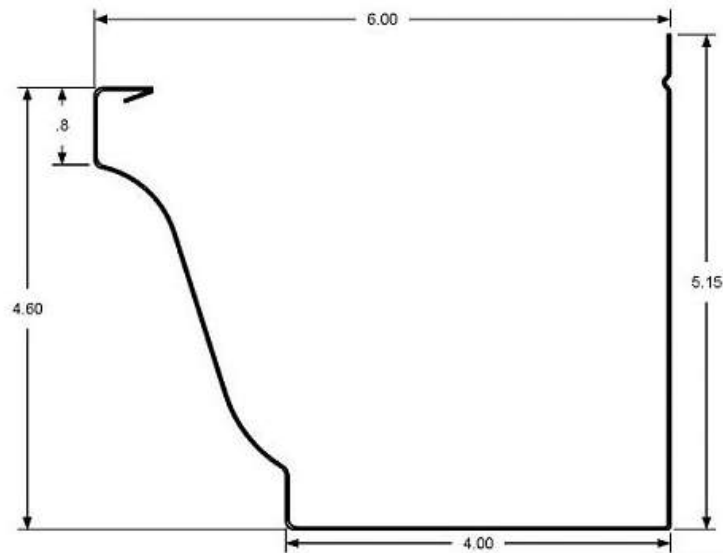
REVISED FEBRUARY 13, 2024, RESOLUTION 01-24-11

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Gutters shall be installed per industry standards and slopped towards the downspouts.
- 2.2** Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will affect surface drainage in an adverse way.
- 2.3** Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage way from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.9** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.10** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.11** All penetrations must be properly sealed. Exposed woods must be primed and painted to match the existing paint of the building. Member will be responsible for all damagers to roof or fascia.
- 2.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.



Smoking Policy

Resolution 01-24-12; Adopted February 13, 2024

I. Purpose

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

II. Definitions

For the purposes of this policy:

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

III. Conditions

Smoking is prohibited in the following areas:

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

- d. Balconies and patios in residential facilities. For the purpose of this policy, closed or unenclosed Units, balconies and patios where smoke escapes.
- e. Carports.
- f. Any common area within 20 feet from any building so long as smoke does not enter any enclosed area in which smoking is prohibited.
- g. Private residence, but residents are required to use adequate ventilation devices such as air-purifiers, etc.
- h. Smoking marijuana is only permitted inside a residence.

IV. Smoking is allowed in the following areas:

- a. In a completely enclosed vehicle.
- b. In any common area which is 20 feet from any building as long as smoke does not enter any other residence or any enclosed area which smoking is prohibited.
- c. Closed balcony, or patio where no smoke escapes or where there are adequate ventilation devices or air purifiers to prevent the escape of smoke.
- d. Smoking marijuana is permitted only in enclosed residence.

V. Enforcement

- a. A complaint can be registered with the Security Services Department by calling 949-580-1400. The Security Services Department and Compliance Division will investigate and follow the Member Discipline Process.
- b. United is authorized to take disciplinary action against the Shareholder/Member of the Unit where the violating smoker visits, works, or resides.
- c. If remediation is determined necessary, remediation costs may be assessed per Resolution 01-08-21 (adopted February 12, 2008):
 - i. Reasonable remediation costs for the damage or effects of the second-hand smoke would be paid for by the Member responsible of the smoker's Unit.
 - ii. Remediation costs due to a defect in United property are the responsibility of United.
 - iii. Remediation costs beyond those which would be construed as reasonable would be borne by complainant.