



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 14, 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, Mickie Choi Hoe, Nancy Carlson, Georgiana Willis, Ellen Leonard, Thomas Tuning, Sue Quam

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Steve Hormuth, Catherine Laster, Kurt Wiemann, Alan Grimshaw, Pamela Bashline, Francis Gomez, Manuel Gomez, Guy West, Bart Mejia, Eric Nunez

Others Present:
GRF: None
Third: Andrew Ginocchio
VMS: Kathryn Bravata

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 Quam 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. April 9, 2024 – Regular Open Meeting
- b. April 25, 2024 – Agenda Prep Meeting

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:

- Encouraged residents to participate in community life, and to apply for available board position, as all skills are welcomed and needed.

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 parking concerns that were not addressed by security.
- A member commented on a collapsed sewer lateral causing flooding in their manor.
- A member commented on the Foundation of Laguna Woods Village.
- A member commented on financial options for the Board to avoid a special assessment.
- A member commented on the Building E discussions, specifically stating the importance of the computer workshops and not moving locations.
- A member commented on concerns regarding lack of communication for flood that occurred in their manor.
- A member commented on the change in the grass cutting schedule.
- A member commented on FHA loans and alleged retaliation from VMS.
- A member provided clarification regarding Corporate Members and what they do.
- A member commented receiving delayed bills for damages in their manor.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- CEO Foster provided follow up and addressed some of the items discussed from members during Open Forum.
- Director Carlson commented on the parking concerns made by one of the members.
- Director Tuning thanked everyone who provided comments.
- Director Quam commented on how serious the shortage of the reserve fund.
- Director Blackwell commented on the landscaping concerns.
- Director Lee addressed and provided clarification regarding the delayed billing from maintenance and construction.
- Director Choi Hoe additionally discussed the budget process and importance of building the reserve fund.

- Director Willis encouraged residents to attend all committee and budget meetings.

b. Response to Past Open Forum Speakers – Director Leonard

Director Leonard provided updates to the previous Open Forum speakers from the April Board meeting.

9. VMS Board Update – Director Bravata

Director Bravata introduced herself and provided her experiences and work backgrounds.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- 2025 Budget Meetings – Version 1
- Residents eligible for full-time employment
- FCC proposal – Broadband Bulk Billing
- SCE Emergency Repairs: Gate 5
- Clubhouse 1 Renovation
- Community Fitness Center Hours
- City of Laguna Woods General Plan and Zoning Code Update
- Orange County Vector Control District
- Employee Excellence Awards

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 March 2024, such review is hereby ratified.

b. Recommendation from the Landscape Committee

1. Recommendation to Deny the Request for the Removal of One Canary Island Pine Tree Located at 494-D Calle Cadiz

RESOLUTION 01-24-37

**Deny Removal of one Canary Island Tree
494-D Calle Cadiz**

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 22, 2024, the Landscape Committee reviewed a request from the Member at 494-D to remove one Canary Island tree, the reasons cited for removal is perceived damage to alteration patio deck tile; and

WHEREAS, staff inspected the condition of the tree and found it to be in good health with a balanced canopy, no lean and no signs of pest; 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 tree located at 494-D Calle Cadiz;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors denies the request for the removal of one Canary Island tree located at 494-D; 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 the Request for the Removal of a Podocarpus Tree Located at 321-H Avenida Carmel

RESOLUTION 01-24-38

**Approve Removal of One Podocarpus Tree
321-H Avenida Carmel**

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 22, 2024, the Landscape Committee reviewed the request from the Member at 321-H, to remove one Podocarpus tree; and

WHEREAS, the reasons cited by the resident for the removal is proximity to the atrium; and

WHEREAS, staff inspected the condition of the tree and found noticeable bulge in the root flare at the base of the trunk; 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 Podocarpus tree located at 321-H Avenida Carmel;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for the removal of one Podocarpus tree located at 321-H; 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 Removal of a Bottle Tree Located at 321-H Avenida Carmel

RESOLUTION 01-24-39

Deny Removal of one Bottle Tree 321-H Avenida Carmel

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 22, 2024, the Landscape Committee reviewed a request from the Member at 321-H to remove one Bottle tree, the reasons cited for removal is pet health

due to seed pods; and

WHEREAS, staff inspected the condition of the tree and found it to be in good health with a balanced canopy, no lean, favorable root flare, and non-toxicity of seed pods; 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 Bottle tree located at 321-H Avenida Carmel;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors denies the request for the removal of one Bottle tree located at 321-H; and

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

4. Recommendation to Deny the Request for the Removal of One Crape Myrtle Tree Located Behind 460-C Avenida Sevilla

RESOLUTION 01-24-40

Deny Removal of one Crape Myrtle Tree 460-C 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 April 22, 2024, the Landscape Committee reviewed a request from the Member at 460-C to remove one Crape Myrtle tree, the reasons cited for removal is potential root intrusion and leaf debris; and

WHEREAS, staff inspected the condition of the tree and found it to be in good health with a balanced canopy, no lean and no signs of pest; 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 Crape Myrtle tree located at 460-C Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors denies the request for the removal of one Crape Myrtle tree located at 460-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.

5. Recommendation to Approve the Request for the Removal of One Monterey Pine Tree Located at 55-B Calle Aragon

RESOLUTION 01-24-41

Approve Removal of One Monterey Pine Tree 55-B 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 22, 2024, the Landscape Committee reviewed the request from the Member at 55-B, to remove one Monterey Pine tree; and

WHEREAS, the reasons cited by the resident for the removal is safety and potential to fall; and

WHEREAS, staff inspected the condition of the tree and found girdling root growth at the base; 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 Monterey Pine tree located at 55-B Calle Aragon;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for the removal of one Monterey Pine tree located at 55-B; and

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

6. Recommendation to Approve the Request for a Bench at 60-Q Calle Cadiz

RESOLUTION 01-24-42

Approve Request for a Bench 60-Q Calle Cadiz

WHEREAS, March 12, 2024, that the Board of Directors adopted Resolution 01-24-27, Bench Policy:

- 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

WHEREAS, on April 22, 2024, the Landscape Committee reviewed the request from the Member at 60-Q, to place a bench near unit; and

WHEREAS, the reasons cited for the request is many residents in the area do not drive or are disabled and have to wait long periods of time for a ride; and

WHEREAS, staff recommends approve the bench placement on the sidewalk, near the carport, adjacent to the parking stalls; and

WHEREAS, the committee determined that the bench meets the guidelines established in Resolution 01-24-27, and thereby recommends approving the request located at 60-Q Calle Cadiz;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for bench located at 60-Q; and

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

7. Recommendation to Approve the Request for a Bench Near Upper Bridge Aliso Creek Walking Area

RESOLUTION 01-24-43

Approve Request for a Bench Upper Bridge Aliso Creek

WHEREAS, March 12, 2024, that the Board of Directors adopted Resolution 01-24-27, Bench Policy:

- 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

WHEREAS, on April 22, 2024, the Landscape Committee reviewed the request from the Member at 207-F, to place a bench at the upper bridge of Aliso Creek; and

WHEREAS, the reasons cited for the request is to replace a bench that was removed due being unsafe; and

WHEREAS, staff recommends approval of the bench placement near the upper bridge of Aliso Creek; and

WHEREAS, the committee determined that the bench meets the guidelines established in Resolution 01-24-27, and thereby recommends approving the request by 207-F;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, the Board of Directors approves the request for bench located at upper bridge of Aliso Creek; 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

1. Recommendation to Approve a Variance Request to Replace Wood Framed Stucco Wall with Wrought Iron Fence at Manor 2148-A Ronda Granada

RESOLUTION 01-24-44

Variance Request

WHEREAS, Member located at 2148-A Ronda Granada, a Cordoba style manor, requests Architectural Control and Standards Committee approval of a variance to replace wood framed stucco wall with wrought iron fence; 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 Control and Standards Committee or in person at the Architectural Control and Standards Committee Meeting on April 18, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved for approval of the variance to replace wood framed stucco wall with wrought iron fence;

NOW THEREFORE BE IT RESOLVED, on May 14, 2024, the United Laguna Woods Mutual Board hereby approves the request to replace wood framed stucco wall with wrought iron fence; 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 2148-A Ronda Granada and all future Mutual Members at 2148-A Ronda Granada; 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.

- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in April 2024, and such review is hereby ratified.**
- e. Recommendation from the Finance Committee - None**
- f. Update United Committee Assignment**

RESOLUTION 01-24-45

United Laguna Woods Mutual Committee Appointments

RESOLVED, May 14, 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)
Anthony Liberatore
Nancy Carlson
Tom Tuning, Alternate
Non-Voting Advisors: Dick Rader, Juanita Skillman, ~~Mary Stone~~

Landscape Committee

Sue Quam (Chair)

Anthony Liberatore
Vidya Kale
Non-Voting Advisors: Ann Beltran, Mary Sinclair

Maintenance and Construction Committee

Alison Bok (Chair)
Pearl Lee
Mickie Choi Hoe, Alternate
Ellen Leonard
Non-Voting Advisors: Ralph Magid

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
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 01-24-26, adopted March 12, 2024, 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 Choi Hoe made a motion to approve the Consent Calendar. Director Willis seconded.

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

12. Unfinished Business

- a. Entertain a Motion to Approve Revision to Standard 22: Patio Slabs, Walkways and Pavers (April 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 01-24-46

REVISED STANDARD 22: PATIO SLABS, WALKWAYS AND PAVERS

WHEREAS, the United Laguna Woods Mutual recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Mutual recognized the need to update and clarify the construction methods and materials of patio slabs, walkways and pavers;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 22: Patio Slabs as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-19-20 adopted February 12, 2019, 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 to revise standard 22. Director Quam seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously.

b. Disciplinary Update Report

Francis Gomez, Compliance Manager, discussed the disciplinary update report and answered questions from the Board.

13. New Business

a. United Mutual Town Hall

President Bok stated that the upcoming Town Hall for June 14th will be an educational Town Hall discussing candidate statements, committee meetings, how to access website, etc.

Discussion ensued among the Board.

b. Entertain a Motion to Approve the Revised Financial Qualifications Policy (May 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 Financial Qualifications Policy

WHEREAS, United Laguna Woods Mutual is formed to provide housing to its Members on a mutual nonprofit basis; and

WHEREAS, it is in the best interest of the Corporation to protect and preserve the financial integrity of the Corporation; and

WHEREAS, United desires to clarify that it recognizes Third Mutual's multiple unit owner requirements for members desiring to purchase a unit in United Laguna Woods Mutual when other units are owned in the community;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, that the Board of Directors of this Corporation hereby approves to amend Section III (D) - *Ownership of Multiple Memberships* of its Financial Qualification requirements as attached to the official meeting minutes of this meeting; and

RESOLVED FURTHER, that Staff is hereby directed to disseminate this information to the realty community serving Laguna Woods Village; and

RESOLVED FURTHER, that Resolution 01-21-54 adopted August 10, 2021, and Resolution 01- 21-60 adopted September 14, 2021 are 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.

Director Blackwell made a motion to approve the Revised Financial Qualifications Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Kale seconded.

Discussion ensued among the Board.

Director Blackwell made an amendment to the policy, requesting the addition of the word “separately”. Director Quam seconded.

Hearing no changes, the motion to amend the policy was called to a vote and passed unanimously.

There being no changes, the original motion was called to a vote and passed 9-1-1. Director Leonard opposed. Director Lee was absent for the vote. *(MAY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).*

c. Entertain a Motion to Approve the Subleasing, Resales and Membership Transfer Fees (May 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

Subleasing, Resales, and Membership Transfer Fees

WHEREAS, the Community Services Division collects fees when processing resale packages, non- escrow membership transfers, and subleasing and lodger applications; and

WHEREAS, the processing fees have been in place for several years and are currently included in their associated policies, but not been officially approved by way of resolutions; and

WHEREAS, all Community Services fees established by the board should be identified in one resolution and placed on the website to provide transparency and improve communications;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, that the Board of Directors of this corporation hereby ratifies and adopts the following fee schedule related to processing all resale packages, non- escrow membership transfers and subleasing/lodger applications:

United Sublease Permit / Lodger Room Rental Fees	
Administration Processing Fees	\$160
Application Rush Fee	\$100
Application Renewal Fee	\$160
Application Extension Fee (if the original agreement is less than 12 months)	\$60
United Resale Fees	
Additional Fee for Recording of Memorandums for Cash Sales	\$280
United Trust / Transfer Fees	
Membership Certificate Non-Escrow Transfer	\$50
Recording of Memorandums (NEW)	\$280

RESOLVED FURTHER, that Resolution 01-13-138 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the fee schedule shall be placed on the website; 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 subleasing, resales, and membership transfer fees for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Quam seconded.

Discussion ensued among the Board.

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

d. Entertain a Motion to Approve the Revised United Mutual Maintenance and Construction Committee Charter

Director Blackwell read the following resolution.

RESOLUTION 01-24-XX

UNITED MAINTENANCE AND CONSTRUCTION COMMITTEE CHARTER

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the

Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

WHEREAS, on November 19, 2019, the Board of Directors reviewed and approved a revised Committee charter; and

WHEREAS, the Maintenance and Construction Committee's charter is periodically revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, May 14, 2024, that the Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance and Construction Department and make necessary recommendations to the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall review on a continuing basis short-term and long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

RESOLVED FURTHER, that the Committee shall monitor major Operating and Reserve maintenance programs, such as roofing, asphalt maintenance and replacement, external painting, and the like; and

RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution 01-19-86 adopted November 12, 2019 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.

Director Blackwell made a motion to approve the resolution to the Revised United Mutual Maintenance and Construction Committee Charter to postpone the final vote for 28-days per Civil Code §4360. Director Kale seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 8-3-0. Directors Quam, Leonard, and Carlson opposed.

Per President Bok's advisement, the item will be brought back for review and final approval at the June Board meeting.

e. Entertain a Motion to Approve a Supplemental Appropriation from Replacement Fund for Dry Rot Repair Program

Director Blackwell read the following resolution.

RESOLUTION 01-24-48

Supplemental Appropriation for Dry Rot repair Program

WHEREAS, as part of the annual exterior prior-to-paint program, staff inspects the condition of all wood elements that are scheduled to receive new exterior paint coating; and

WHEREAS, any wood components that are found to have dry rot are replaced with new wood in preparation for painting; and

WHEREAS, an unusually large and unanticipated amount of dry rot has been uncovered that requires removal and replacement; and

WHEREAS, the funding levels allocated in the 2024 Business Plan for dry rot repairs will not be sufficient to fund all of the work needed to complete the 2024 paint program; and

WHEREAS, a supplemental appropriation in the amount of \$500,000 is needed to provide funding for unanticipated dry rot repairs;

NOW THEREFORE BE IT RESOLVED, on May 14, 2024, the Board of Directors of this corporation hereby authorize a supplemental appropriation in the amount of \$500,000 to be funded from the Reserve Fund for unanticipated dry rot repairs; 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 the resolution to approve the Supplemental Appropriation from Replacement Fund for Dry Rot Repair Program. Director Tuning seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously.

f. Entertain a Motion to Approve a Supplemental Appropriation from the Contingency Fund for Emergency Roof Repair

Director Blackwell read the following resolution.

RESOLUTION 01-24-49

Supplemental Appropriation for Emergency Roof Repairs

WHEREAS, there are 1,124 buildings in United Mutual with a mixture of flat and sloped roofs; and

WHEREAS, unusually wet rain seasons in 2023 and 2024 have resulted in an unprecedented number of roof repair requests; and

WHEREAS, the approved budget allocation for emergency roof repairs in 2024 is \$90,000; and

WHEREAS, a supplemental appropriation in the amount of \$121,445 is needed to provide funding to pay for services rendered and anticipated costs for the remainder of 2024;

NOW THEREFORE BE IT RESOLVED, on May 14, 2024, the Board of Directors of this corporation hereby authorize a supplemental appropriation in the amount of \$121,445 to be funded from the Reserve Fund for unanticipated emergency roof repairs; 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 the resolution to approve a Supplemental Appropriation from the Contingency Fund for Emergency Roof Repair. Director Liberatore seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously.

Director Leonard was not present for the vote.

- g. Entertain a Motion to Approve Revision to Standard 11: Doors; Exterior (May 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

REVISE STANDARD 11: DOORS; EXTERIOR

WHEREAS, the United Laguna Woods Mutual recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Mutual recognizes the need to update and clarify the construction methods and materials of all exterior doors;

NOW THEREFORE BE IT RESOLVED, June 11, 2024, that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 11: Doors; Exterior as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-18-84 adopted August 14, 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 this resolution.

Director Blackwell made a motion to approve the standard 11 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Quam seconded.

Discussion ensued among the Board.

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

- h. Entertain a Motion to Appoint Jeff Spies, Patty Kurzet, and Catherine Laster as**

Authorized Agents to Sign Specific Documents

Director Blackwell read the following resolution.

RESOLUTION 01-24-50

Appoint Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents for the Purpose of Signing Specific Documents

WHEREAS, the Memorandum of Occupancy Agreement, Memorandum of Termination of Occupancy Agreement, Occupancy Agreement, simple trust transfers, Sublease Permits and Lodger Applications and their respective extension and addendum applications are signed on a daily basis on behalf of the Corporation;

NOW THEREFORE BE IT RESOLVED, May 14, 2024, that the Board of Directors of this Corporation hereby authorizes Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents to sign on behalf of the Corporation as directed by the Board of Directors to approve/deny the following: Memorandum of Occupancy Agreements, Memorandum of Termination of Occupancy Agreements, Occupancy Agreements, simple trust transfers, and Sublease Permits and Lodger Applications with applicable extension and addendum applications, effective June 1, 2024; and

RESOLVED FURTHER, that resolution 01-17-10, approved January 26, 2017 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.

Director Blackwell made a motion to approve the resolution to the Appoint Jeff Spies, Patty Kurzet, and Catherine Laster as Authorized Agents for the Purpose of Signing Specific Documents. Director Kale seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously.

THE BOARD TOOK A FIVE-MINUTE RECESS

14. Directors' Comments (Two minutes per director) – None

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on March 26, 2024; next meeting May 28, 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 – April

- b.** Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on April 18, 2024; next meeting May 16, 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 April 11 and May 9, 2024; next meeting June 13, 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 April 18, 2024; next meeting May 16, 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 April 22, 2024; next meeting May 20, 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 April 24, 2024; next meeting June 26, 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 April 11 and May 9, 2024; next meeting June 13, 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 April 17, 2024; next meeting June 19, 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 April 11 and May 9, 2024; next meeting June 13, 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 May 8, 2024; next meeting August 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 April 10, 2024; next meeting June 12, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

- (1) Space Planning Ad Hoc Committee – Director Carlson. The ad hoc committee met on May 1, 2024, at 1:30 p.m. in the Board Room; next meeting TBD.
- e. Report of the Media and Communications Committee – Director Willis. The committee met on April 15, 2024; next meeting July 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 15, 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 April 24, 2024; next meeting June 26, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- (1) Laguna Woods Village Traffic Hearings – Director Kale. The Traffic Hearings were held on April 17, 2024; next hearings on May 15, 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 March 26, 2024; next meeting May 28, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h. Report of the Information Technology Advisory Committee – Director Tuning. The committee met on April 26, 2024; next meeting May 31, 2024, as a virtual meeting.

17. Future Agenda Items

- *Financial Qualifications Policy*
- *Subleasing, Resales and Membership Transfer Fees*
- *Revision to Standard 11: Doors; Exterior*

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 12:44 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) April 9, 2024 – Regular 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 4:13 p.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



STANDARD 22: PATIO SLABS, WALKWAYS AND PAVERS

MAY 1996, RESOLUTION U-96-62

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

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

REVISED FEBRUARY 2019, RESOLUTION 01-19-20

REVISED May 24, 2024, RESOLUTION 01-24-46

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 PREPARATIONS

- 2.1** All proposed locations and areas directly connected with proposed locations will be reviewed by Manor Alterations in the plan review process for conformance to existing guidelines. A site inspection may be required prior to approval.
- 2.2** VMS Landscape Services to be notified prior to excavation to locate all irrigation components in the vicinity of the work. All irrigation relocations shall be performed by VMS staff. Member is responsible for any and all VMS Landscape Services irrigation relocation costs.
- 2.3** No patio extensions will be allowed that will restrict drainage or that will restrict access to areas where on-going maintenance is required.

3.0 APPLICATIONS

- 3.1** All installations must have a minimum slope and be able to drain to inlets or landscaping.
- 3.2** Plantings or dirt areas inside the defined patio squared off perimeters may be covered over providing the paving area does not extend beyond the existing walls.
- 3.3** Patio slab extensions shall not encroach into common areas.
- 3.4** An approved variance will be required if proposed plan does extend into common areas.

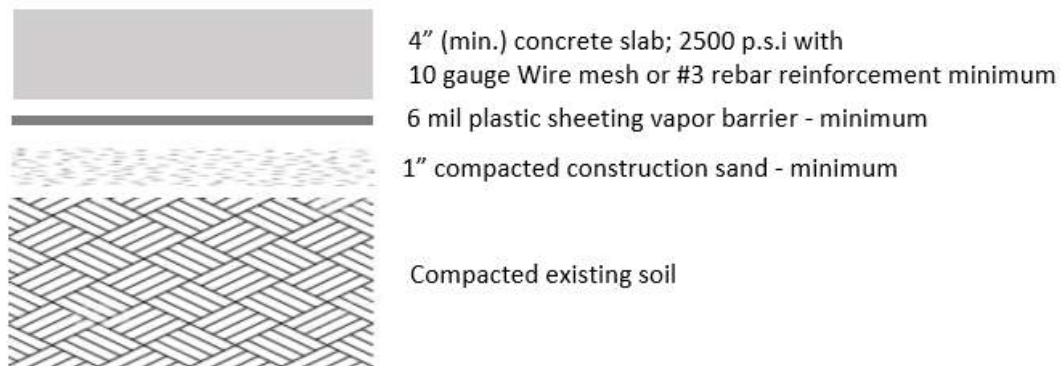
3.5 Patios and walkways may be constructed of a concrete slab or interlocking concrete pavers.

3.6 Interlocking concrete pavers

- A. Pavers may be 7/8 of an inch to 1 inch thick if overlaid on existing concrete slab. Pavers must be a minimum of 2 3/8 inches thick if overlaid on sand.
- B. Interlocking paver installations over sand must use a 4 inch deep 'Class 2' sub-base under a 1 inch thick layer of course sand as the top-base. Paved area must be compacted with a vibrating flat plate or hand tamper to lock pavers into place.
- C. Interlocking paver installations must use treated wood, redwood, or plastic edging if required by manufacturer. Edging shall be secured in place per manufacturer's guidelines. Edging will not be required when abutting to walls or concrete slabs or walkways.

3.7 Concrete slabs

- A. If the proposed patio slab is adjoined to an existing slab, a detail of how the slab will be doveled to existing slab must be provided.
- B. Concrete slabs to be constructed as per this section detail:



PATIO SLAB SECTION

- C. Slip resistance finish: For safety considerations, it is recommended that any finish of a concrete slab have a SCOF (Static Coefficient of Friction) of .06 or higher, conforming to established ADA guidelines.
- D. Concrete stamping options to be reviewed and approved by Manor Alterations for conformance to Mutual's standards.