OPEN MEETING

REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL
GOVERNING DOCUMENTS REVIEW COMMITTEE

Thursday, June 18, 2020 – 1:30 p.m.
VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Andre Torng - Chair, Sue Margolis, and Neda Ardani

MEMBERS ABSENT: None

ADVISORS PRESENT: None

ADVISORS ABSENT: Bevan Strom

OTHERS PRESENT: Dick Rader, Elsie Addington, and Cash Achrekar

STAFF PRESENT: Francis Gomez, Pamela Bashline, and Debbie Ballesteros

CALL TO ORDER
Andre Torng, Chair, called the meeting to order at 1:30 p.m.

ACKNOWLEDGEMENT OF PRESS
The Media was not present.

APPROVAL OF THE AGENDA
President Margolis made a motion to approve the agenda as presented. Director Ardani seconded the motion.

By unanimous vote the motion carried.

Without objection, the Committee agreed to take items out of order.

APPROVAL OF MEETING REPORTS
President Margolis made a motion to approve the May 21, 2020 meeting report as presented. Director Ardani seconded the motion.

By unanimous vote the motion carried.

CHAIR'S REMARKS

Chair Torng wants to make the reviewing documents more educational. He explained that there are big tasks ahead to clean up the operating rules. He also wants to discuss banned smoking for Laguna Beach and Dana Point.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

<u>REPORTS</u>

OA – Occupancy Agreement

The Committee tabled this discussion to the next meeting.

Compare and Discuss Third Mutual Sales Qualification

The Committee discussed the Third Mutual Sales Qualification. The Committee members made comments and asked questions.

President Margolis made a motion to use the same policy for United. The motion failed for lack of a second.

The Committee directed staff to revise the Sales Qualification with the same formula that Third Mutual is using and bring back for further discussion.

Guide to Operating Rules Update

The Committee tabled this discussion to the next meeting.

<u>ITEMS FOR DISCUSSION AND CONSIDERATION</u>

Authorize Sales to Sign Membership Trust Transfer and Sublease Agreement

The Committee reviewed and discussed Authorize Sales to Sign Membership Trust Transfer and Sublease Agreement. The Committee members made comments and asked questions.

President Margolis made a motion to Authorize the Community Services Division to Sign Membership Trust Transfer and Sublease Agreement. Director Ardani seconded the motion.

By unanimous vote, the motion carried.

Pamela Bashline, Community Services Manager, advised that staff is already approving Sublease Agreements, also known as Lease Authorization Permits, as previous directed by the Board.

Code of Conduct
The Committee reviewed and discussed the Code of Conduct. The Committee members made comments and asked questions.

The Committee directed staff to obtain clarification from legal counsel on some sections, request that legal counsel review, and bring back to the next meeting for further discussion.

Operating Rules issues review
There was no action taken from the Committee on this item.

Committee Member Comments
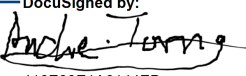There were no comments.

Future Agenda Items
- Review GRF Donation Policy (Andre Torng)
- Discuss standardizing Village-wide working groups which aren't specific to certain Mutual a uniformed structure and scope of work
- Requirements for heirs to become members
- Roles, responsibilities and protocols
- Mission, vision, and strategic directives
- Committee Advisor Qualification Procedure and Policy
- Establish Legal Support Requirement Resolution
- Committee Advisor Qualifications Procedure and Policy

Date of next Meeting
The next meeting is scheduled for Thursday, July 16, 2020 at 1:30 p.m. via virtual meeting.

Adjournment
With no further business before the Committee, the Chair adjourned the meeting at 3:40 p.m.

DocuSigned by:

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Andre Torng, Chair
United Laguna Woods Mutual