



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

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

Directors Absent: Ellen Leonard, Pearl Lee

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Jose Campos, Manuel Gomez, Blessilda Wright, Jeff Spies, Kurt Wiemann

Others Present: GRF: None
Third: None
VMS: Kathryn Bravata, Cynthia Rupert, Robert Reyes

1. Call Meeting to Order/Establish Quorum

President Bok called the meeting to order at 9:32 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 further changes or objections, the motion to approve the agenda was approved unanimously.

5. Approval of Minutes

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

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

6. Report of the Chair – None

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 thanked the Directors for serving on the board and requested dumpster areas be cleaned on a scheduled basis
- A member commented on corporate compliance concerns
- A member requested for a ramp to be placed over their building staircase to allow her mother better access to their home, and additionally expressed safety concerns of a nearby lifted sidewalk
- A member commented on a “Stop the Recall” email that was distributed to residents.
- A member encouraged residents to attend an upcoming Town Hall meeting that will address the upcoming recall concerns
- Assistant Corporate Secretary read a member email commenting on their opposed stance regarding the upcoming Recall meeting.
- Assistant Corporate Secretary read a member email commenting on their in-favor stance regarding the upcoming Recall meeting.
- Assistant Corporate Secretary read a member comment regarding the Foundation of Laguna Woods Village

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

CEO Foster informed the Board that staff will look into adding a ramp on the staircase and fixing the broken sidewalk that a member commented on.

b. Response to Past Open Forum Speakers – Director Quam

Director Quam provided updates to the previous Open Forum speakers from the July Board meeting.

9. VMS Board Update – Director Bravata

Director Bravata discussed the following items:

- Recent Bright Ideas award was awarded to staff member Josh Monroy
- Concerns were brought to the attention of the VMS Board regarding Gate Ambassador abuse from resident guests visiting Laguna Woods Village
- Bicycle registration program was held on August 9th, allowing members to register bicycle serial numbers with staff as a way to retrieve lost bicycles
- Sixteen residents applied to jobs at Village Management Services, Inc.

- Approaching the GRF 60th Anniversary event on September 9th located at Clubhouse 2.

10. CEO Report

a. CEO Report

CEO Siobhan Foster discussed the following items:

- Rain gutter cleaning
- 2024 seal coat and paving programs
- Website transformation progress
- Village communication platforms

CEO Foster answered questions from the board.

b. Survey Results

President Bok and Director Willis presented the recent Survey Results and 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 June 2024, such review is hereby ratified.

b. Recommendation from the Landscape Committee

- 1. Recommendation to Deny the Request for the Removal of One Magnolia Tree Located at 257-C Calle Aragon**

RESOLUTION 01-24-74

Deny Removal of One Magnolia Tree 257-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 July 22, 2024, the Landscape Committee reviewed a request from the Member at 257-C to remove one Magnolia tree the reasons cited is the leaf debris and structural damage; 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 noticeable surface roots leading to the manor; 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 one Magnolia tree located at 257-C Calle Aragon;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors denies the request for the removal of one Magnolia tree located at 257-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 the Request for the Removal of One Carrotwood Tree Located at 565-A Avenida Sevilla**

RESOLUTION 01-24-75

Deny Removal of One Carrotwood Tree 565-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 July 22, 2024, the Landscape Committee reviewed a request from the Member at 565-A to remove one Carrotwood tree the reasons cited is the leaf debris and

personal preference; 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 pest activity; 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 one Carrotwood tree located at 565-A Avenida Sevilla;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors denies the request for the removal of one Carrotwood tree located at 565-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 the Request for the Removal of Three Canary Island Pine Trees Located at 795-D Via Los Altos

RESOLUTION 01-24-76

**Deny Removal of Three Canary Island Pine Trees
795-D 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 July 22, 2024, the Landscape Committee reviewed a request from the Member at 795-D to remove three Canary Island Pine trees, the reasons cited is leaf debris and structural damage; and

WHEREAS, staff inspected the condition of the trees and found them to be in good health with balanced canopies, no leaning, and no surface roots leading towards the manor; 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 three Canary Island Pines tree located at 795-D Via Lost Altos;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors denies the request for the removal of three Canary Island Pine trees located at 795-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.

4. Recommendation to Approve the Request for the Removal of One Aleppo Pine Tree Located at 251-A Calle Aragon

RESOLUTION 01-24-77

**Approve Removal of One Aleppo Pine Tree
251-A 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 July 22, 2024, the Landscape Committee reviewed the request from the Member at 251-A, to remove one Aleppo Pine tree; and

WHEREAS, the reasons cited by the resident for the removal are structural damage and lean; and

WHEREAS, staff inspected the condition of the tree and found to be in good health, with an balanced canopy, and a self-corrected lean; 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 Aleppo Pine tree located at 251-A Calle Aragon;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors approves the request for the removal of one Aleppo Pine tree located at 251-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.

5. Recommendation to Deny the Request to Remove the Trellis Between Common Area 2041 and 2036 Via Mariposa

RESOLUTION 01-24-78

**Deny Removal of the Trellis Between 2041 and 2036
2038-C Via Mariposa E**

WHEREAS, on July 22, 2024, the Landscape Committee reviewed a request to remove the trellis by the member at 2038-C, cited the reasons being the trellis is dangerous, obstructive landscaping that makes it hazardous for mobility-impaired residents to walk from the carports and trash bins; and

WHEREAS, staff inspected the area and found the trellis essential for preventing further plant damage and reducing Mutual's liability; and

WHEREAS, the committee is recommending accepting the Staff's recommendation to deny the removal of the trellis; and

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors denies the request for the removal of the trellis in the common area between 2041 and 2038; 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 Deny Request to Remove Plant Material to Place a Crushed Stone Pathway Between Common Area 2041 and 2036 Via Mariposa

RESOLUTION 01-24-79

**Deny Removal of Plant Material to Place Crushed Stone Pathway
Between 2041 and 2036
2038-C Via Mariposa E**

WHEREAS, on July 22, 2024, the Landscape Committee reviewed a request to remove the existing plant material to place a crushed stone pathway by member at 2038-C, cited the reasons being a shorter walk for the mobility-impaired residents to walk from the carports and trash bins; and

WHEREAS, staff inspected the area and found the desired pathway poses Mutual liability as the area is turf; and

WHEREAS, the committee is recommending accepting the Staff's recommendation to deny the removal of plant material to place a crushed stone pathway; and

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors denies the request for the removal of plant material to place a crushed stone pathway common area between 2041 and 2038; 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 Extend Living Room on Exclusive Use Common Area Front Patio Area at Manor 236-B Calle Aragon

RESOLUTION 01-24-80

Variance Request

WHEREAS, Member of 236-B Calle Aragon, a Seville style manor, requests Architectural Control and Standards Committee approval of a variance to extend living room on exclusive use common area front patio; 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 July 18, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved to recommend approval by the United Board of Directors of the variance to extend living room on exclusive use common area front patio;

NOW THEREFORE BE IT RESOLVED, on August 13, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to extend living room on exclusive use common area front patio; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Member at 236-B Calle Aragon and all future Mutual Members at 236-B Calle Aragon; 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. Recommendation to Approve a Variance Request to Extend Living Room on Exclusive Use Common Area Front Patio Area at Manor 2149-A Ronda Granada

RESOLUTION 01-24-81

Variance Request

WHEREAS, Member of 2149-A Ronda Granada, a Monterey style manor, requests Architectural Control and Standards Committee approval of a variance to extend living room on exclusive use common area front patio; 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 July 18, 2024; and

WHEREAS, the Architectural Control and Standards Committee reviewed the variance and moved to recommend approval by the United Board of Directors of the variance to extend living room on exclusive use common area front patio;

NOW THEREFORE BE IT RESOLVED, on August 13, 2024, the United Laguna Woods Mutual Board of Directors hereby approves the request to extend living room on exclusive use common area front patio; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Member at 2149-A Ronda Granada and all future Mutual Members at 2149-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 June 2024, and such review is hereby ratified.**
- e. **Recommendation from the Finance Committee**

- 1. **Approve a Resolution for Recording a Lien Against Member ID # 947-413-22**

RESOLUTION 01-24-82

Recording of a Lien

WHEREAS, Member ID 947-413-22; 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, August 13, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-413- 22 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. Approve a Resolution for Recording a Lien Against Member ID # 947-373-44

RESOLUTION 01-24-83

Recording of a Lien

WHEREAS, Member ID 947-373-44; 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, August 13, 2024, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-373-44 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.

3. Publish Notice of Sale Against Member ID # 947-413-50

RESOLUTION 01-24-84

Initiate Foreclosure (Notice of Sale)

RESOLVED, August 13, 2024 that the Board of Directors of this Corporation hereby authorizes initiation of foreclosure of a lien for delinquent assessments that has been validly recorded for parcel number 947-413-50; 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.

4. Publish Notice of Sale Against Member ID # 947-413-81

RESOLUTION 01-24-85

Initiate Foreclosure (Notice of Sale)

RESOLVED, August 13, 2024 that the Board of Directors of this Corporation hereby authorizes initiation of foreclosure of a lien for delinquent assessments that has been validly recorded for parcel number 947-413-81; 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.

f. GRF Committee Highlights (*Items 16a -16h is being Approved on the Consent Calendar*)

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

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

12. Unfinished Business

- a. Entertain a motion to Approve the Passive Business Policy and Application (July 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 01-24-86

Revised Policy Regulating Passive Home Businesses

WHEREAS, United Mutual's governing documents state that members shall use their units as a private dwelling, and for no other purpose; and

WHEREAS, United Mutual recognized the need to establish restricted conditions under which a passive business may be conducted, and on September 11, 2001, the Board adopted its Policy Regulating Home Occupations; and

WHEREAS, it is necessary to update the current policy by removing any reference to Laguna Woods Mutual No. Fifty, make clarifying statements that the Mutual's intent of the policy is to prescribe a reasonable standard that allows certain businesses to operate in a member's unit without negatively affecting the neighbors and/or the community, and to make other scrivener administrative updates by making language consistent throughout the policy;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, that the Board of Directors of this corporation hereby adopts the revised Policy Regulating Passive Home Businesses as attached to the official meeting minutes of this corporation; and

RESOLVED FURTHER, that any violations of said policy can result in suspension of the use of GRF facilities and voting privileges, and a monetary penalty of up to \$500; and

RESOLVED FURTHER, that Resolution U-01-82 adopted September 11, 2001 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 Passive Business Policy and Application.
Director Kale seconded.

Discussion ensued among the Board.

Jeff Spies, Community Services Manager, provided an overview and answered questions from the Board.

There being no changes, the motion was called to a vote and passed 7-2-0. Directors Willis and Carlson opposed.

- b. **Entertain a Motion to Approve a Revision to Standard 24: Skylight Installations (July 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 01-24-87

REVISE STANDARD 24: SKYLIGHT INSTALLATIONS

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 revise Standard: 24 Skylight Installations;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 24 Skylight Installations as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-19-09 adopted January 08, 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 Revision to Standard 24: Skylight Installations. Director Kale seconded.

Discussion ensued among the Board.

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

- c. **Entertain a Motion to Approve Revision to Standard 43: Bathroom Splits (July 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 01-24-88

REVISE STANDARD 43: BATHROOM SPLITS

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 revise Standard: 43 Bathroom Splits;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard: 43 Bathroom Splits as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-18-114 adopted November 13, 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 Revision to Standard 43: Bathroom Splits. Director Liberatore seconded.

Discussion ensued among the Board.

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

- d. **Entertain a Motion to Approve Revision to Permit-less Alteration Policy (July 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 01-24-89

REVISE LIKE-FOR-EQUIVALENT ALTERATION POLICY

WHEREAS, The United Laguna Woods Mutual permanently enacted a Permit-Less Alteration Policy to allow members to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for equivalent replacement of existing alteration components and components installed by the mutual; and

WHEREAS, the United Architectural Control and Standards Committee and Manor Alterations agree that the policy has been effective but requires revisions to meet existing city and state requirements and to avoid confusion;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to the Like-For- Equivalent Alteration Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-21-45 adopted July 13, 2021, 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 Revision to like-for-equivalent Alteration Policy. Director Liberatore seconded.

Discussion ensued among the Board.

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

- e. **Entertain a Motion to Rescind Manor Alteration Conformance Deposit Fee (July 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 01-24-90

RESCIND MANOR ALTERATIONS CONFORMANCE DEPOSIT FEE

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

WHEREAS, the Mutual recognized the need to rescind the conformance deposit fee;

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby rescinds the conformance deposit fee as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-19-23 adopted February 12, 2019, is hereby 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 Rescind Manor Alteration Conformance Deposit Fee. Director Choi Hoe seconded.

Discussion ensued among the Board.

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

- f. **Disciplinary Update Report**

Blessilda Wright, Compliance Supervisor, discussed the disciplinary update report and answered questions from the Board.

13. New Business

- a. **United Mutual Town Hall**

Director Carlson discussed how informative the recent Town Hall meeting was that occurred on Friday, August 9, 2024, 2:00 p.m. at Clubhouse 3. One of the topics discussed was the Trust and how it works alongside with GRF.

- b. **Entertain a motion to Approve Revision to Standard 18: Gutters and Downspouts (August 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 18: GUTTERS & DOWNSPOUTS

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 revise Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, September 10, 2024, the Board of Directors of this Corporation hereby adopts revisions and amendments to Standard 18: Gutters and Downspouts as attached to the official minutes of this meeting; and

RESOLVED FURTHER, Resolution 01-24-11 adopted February 13, 2024, 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 Revision to Standard 18: Gutters and Downspouts for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Liberatore seconded.

Discussion ensued among the Board.

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

- c. **Entertain a Motion to Approve Updated Landscape Committee Charter**

Director Blackwell read the following resolution.

RESOLUTION 01-24-91

Landscape Committee Charter

WHEREAS, On December 11, 2012, the Board adopted resolution 01-12-224 that pursuant to Article VII, Section I of the Bylaws, a Landscape Committee was established as a standing committee of this corporation; and

WHEREAS, this committee charter is intended to set objectives and processes to protect and enhance the beauty and value of the landscape in United Laguna Woods Mutual and the interest of all its members; and

WHEREAS, this Charter is being adopted by the United Board to define the purpose, responsibilities, and limitations of the committee; and

WHEREAS, on July 22, 2024, the Landscape Committee approved the recommendation to update the current committee charter; and

NOW THEREFORE BE IT RESOLVED, August 13, 2024, the Board of Directors of this Corporation hereby approves the updated Charter of the Landscape 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 this resolution.

Director Blackwell made a motion to approve Updated Landscape Committee Charter. Director Kale seconded.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 8-0-1. Director Willis abstained.

d. Entertain a Motion to Approve the 2023 Operating Fund Deficit Transfer

Director Blackwell read the following resolution.

RESOLUTION 01-24-92

2023 Operating Deficit Transfer

WHEREAS, the United Laguna Woods Operating Statement as of December 31, 2023 reflected an operating deficit, net of Depreciation, in the amount of \$742,441 due to United's 2023 fiscal year operating fund expenses exceeding revenues by \$742,441 after excluding noncash depreciation expenses; and

NOW THEREFORE BE IT RESOLVED, August 13, 2024, that the Board of Directors hereby authorizes a transfer in the amount of \$742 441 from the Contingency Fund to the Operating

Fund due to the 2023 Operating Fund Deficit; 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 2023 Operating Fund Deficit Transfer. Director Kale seconded.

Discussion ensued among the Board.

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

14. Directors' Comments (Two minutes per director)

- Director Blackwell commented that Board Directors should keep discussion at the meeting only, rather than discussing meeting topics via email.
- President Bok thanked staff for assisting with the recent Survey.

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on July 30, 2024; next meeting September 24, 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 – July
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The committee met on July 18, 2024; next meeting August 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 August 8, 2024; next meeting September 12, 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 June 20, 2024; next meeting August 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 July 22, 2024; next meeting August 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 July 29, 2024; next meeting October 23, 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 August 8, 2024; next meeting September 12, 2024, at 4:00 p.m. in the Elm Room and as a virtual meeting.
- h.** Report of the United Revenue Ad Hoc Committee – Director Liberatore. The ad hoc committee met on August 2, 2024; next meeting August 15, 2024, at 4:30 p.m. in the Cypress Room.

16. GRF Committee Highlights (*Approved under the Consent Calendar*)

- a.** Report of the GRF Finance Committee. The committee met on June 19, 2024; next meeting August 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b.** Report of the Community Activities Committee. The committee met on August 8, 2024; next meeting September 12, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c.** Report of the GRF Landscape Committee. 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. The committee met on June 12, 2024; next meeting August 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Space Planning Ad Hoc Committee. 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. The committee met on July 15, 2024; next meeting October 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f.** Report of the Mobility and Vehicles Committee. The committee met on August 7, 2024; next meeting November 6, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g.** Report of the Security and Community Access Committee. The committee met on June 26, 2024; next meeting August 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings. The Traffic Hearings were held on July 17, 2024; next hearings on September 18, 2024, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force. The task force met on July 30, 2024; next meeting September 24, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

- h. Report of the Information Technology Advisory Committee. The committee met on July 26, 2024; next meeting August 30, 2024, as a virtual meeting.

17. Future Agenda Items

- *Revision to Standard 18: Gutters and Downspouts*
- *Recall Presentation*

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 11:26 a.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) July 9, 2024 – Regular Closed Meeting

(b) July 25, 2024 – Special Closed Meeting

(c) May 14, 2024 – Regular Closed Meeting (Update)

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 2:25 p.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



POLICY REGULATING PASSIVE HOME BUSINESSES

The governing documents of Third Laguna Hills Mutual and United Laguna Woods Mutual state that members shall use their units as a private dwelling, and for no other purpose. However, both mutuals recognize the need to establish restricted conditions under which a passive business may be conducted within a residential unit, and this policy regulating passive home businesses was adopted by United Laguna Woods Mutual via Resolution U-01-82 on September 11, 2001, and by Third Laguna Hills Mutual via Resolution M3-01-38 on August 21, 2001.

The intent of the restrictions is to preclude the use of the dwelling unit in any manner that creates a nuisance, has an adverse effect on the mutual's insurance rates, or has a negative impact on surrounding properties. A nuisance or negative impact can result from increased vehicular traffic, pedestrian traffic, noise and parking congestion, as well as other conditions that affect other residents or properties in the surrounding area.

Further, it is the mutual's intent to prescribe a reasonable standard that allows certain businesses to operate without negatively affecting neighbors and/or the community.

Limitations of Dwelling Use

1. The business shall not change the principal character of the dwelling as a residence.
2. The business shall not employ persons, paid or unpaid, who are not bona fide residents of the dwelling.
3. The business shall be conducted only within the dwelling structure interior and shall not operate in, or be conducted upon any common area or limited-use common area, including a garage, patio, balcony or carport.
4. The business shall not display any signage or other evidence of a business inside or on the exterior of the premises.
5. The business operator shall not use the dwelling address in any advertisement or on any business stationery or business cards.
6. The business shall not occupy more than one room within the dwelling, or 25% of the gross floor area, whichever is less.
7. The business shall not produce, store, maintain on the site or use in its operation any hazardous material (other than typical household cleaning materials in small quantities) that can affect the mutual's insurance rates.
8. No tools, materials or any equipment used in the business may generate smoke, noise, dust, odors or vibration that are atypical of residential property use.
9. A business that uses telephone, computer or mail marketing may not ship, send or otherwise distribute, or receive delivery of business-related goods or merchandise, at the dwelling.
10. Persons conducting home businesses are subject to the regulatory codes and ordinances of the jurisdiction(s) in which the dwelling is located.

Violations of this policy can result in suspension of the use of GRF facilities and voting privileges, and a monetary penalty of up to \$500.

APPLICATION FOR PERMIT TO CONDUCT A PASSIVE BUSINESS IN A MANOR		MUTUAL <input type="checkbox"/> UNITED <input type="checkbox"/> THIRD
RESIDENT NAME		MANOR ADDRESS
DESCRIBE NATURE OF BUSINESS (SALES, COUNSELING, CONSULTING, ADMINISTRATIVE, ETC.)		
DESCRIBE WHERE AND HOW SERVICES WILL BE PROVIDED (IN CUSTOMER'S HOME, HOME OFFICE, ETC.)		
APPLICANT ACKNOWLEDGMENT		
<p>I am applying for this permit to conduct a business in or from my Laguna Woods Village manor. I understand that the governing rules of my mutual homeowners' association prohibit the conduct of any business, commercial undertaking or other professional activity that can cause a nuisance to other residents or to the community at large.</p> <p>I attest that the business will not cause an increase in vehicular and/or pedestrian traffic, either from deliveries of product for resale, shipping or otherwise; that the business will not cause excessive noise, parking congestion and other conditions that affect other residents or surrounding areas; and that my manor address will not appear on my business stationery or business cards, or in any advertising that I may use to solicit business.</p> <p>I have read the mutual policy regulating passive home businesses on the reverse side of this application form and agree to comply with all the restrictions and conditions therein.</p>		
APPLICANT SIGNATURE		DATE

ACTION BY MUTUAL BOARD OF DIRECTORS	
APPLICATION DENIED	APPLICATION APPROVED
The board of directors of this mutual corporation has reviewed the application to conduct a passive business. Based on the information provided, the board of directors denies this application.	The board of directors of this mutual corporation has reviewed the application to conduct a passive business. Based on assurances provided by the applicant herein, the board of directors approves this application.
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
DATE	DATE



STANDARD 24: SKYLIGHT INSTALLATIONS

AUGUST, 1992

REVISED FEBRUARY 2003, RESOLUTION 01-03-40

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

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

REVISED JANUARY 2019, RESOLUTION 01-19-09

REVISED August 13, 2024, RESOLUTION 01-24-87

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DESIGN CRITERIA

2.1 All skylight design and installations shall comply with all applicable building codes including the International Building Code (IBC) and Title 24 requirements for lighting and ventilation.

2.2 Skylights may be openable of fixed type.

A. See section 3.6 A for placement guidelines of openable skylights.

2.3 All skylights to be double lens/glazing construction.

2.4 The maximum skylight size shall comply with all current building codes and Title 24.

2.5 Finished opening size of skylight well, where it terminates at ceiling may vary. Finish openings at ceiling may be left open or covered with translucent panels.

A. Opening size and/or coverings shall conform to Title 24 light and ventilation requirements.

2.6 Skylight lens/glazing shall be off white or smoke tinted in color. Clear lens/glazing is not allowed.

- 2.7 All skylight framework finishes within a manor are to match.
- 2.8 Any deviation in style will require review and approval by Manor Alterations and/or Board of Directors.
- 2.9 Tubular type skylights are permitted. See **Standard 25 Tubular Skylight Installations** for all guidelines and requirements for tubular type skylights.

3.0 **APPLICATIONS**

- 3.1 Verification of roof warranty is required prior to any skylight(s) installation. If there is a roof warranty in effect, the member must contract with said roofing company providing that warranty for all roofing tie-ins.
- 3.2 All roofing tie-ins must be in strict compliance with applicable building codes and United Laguna Woods Mutual Standards and drawings.
- 3.3 Electrical fixtures installed within the skylight well, shall comply with all current building and electrical codes.
- 3.4 Skylights installed on a patio or balcony cover must comply with cover manufacture recommended installation guidelines and must comply with all current applicable building codes.
- 3.5 All skylights shall be curb mounted and installed per skylight manufactures guidelines.
 - A. Curb is to be framed in 2 x 6 material minimum. Unless noted otherwise by the manufacture, mounting of skylights to the curb shall be with galvanized or stainless-steel hex-head screws with neoprene washers to aid in removal during re-roofing.
- 3.6 No skylight shall be installed within 12 inches of any vent, ridge, roof valley or vertical structure.
 - A. All openable skylights shall be located a minimum of 10 feet away from all plumbing vents or the vent shall terminate 3 feet above the skylight. Openable skylights shall be a minimum of 3 feet from any environmental air vent – i.e. stove hood, bathroom fan etc. (per California Plumbing Code, section 906.2 – subject to code updates and revisions.)
- 3.7 Skylight installations performed in existing acoustical sprayed ceiling may encounter asbestos. The member and contractor must comply

with all asbestos protocols currently in effect with the City of Laguna Woods Building Department.

3.8 NO TRUSSES SHALL BE CUT IN THE INSTALLATION OF A SKYLIGHT.

- A. Trusses exposed as a result of a skylight installation must comply with all current building and fire code guidelines.

4.0 MAINTENANCE

- 4.1** The member is responsible for all ongoing maintenance of skylights, including any subsequent water leaks that can be directly attributed to said skylight installation.
- 4.2** Should the skylight need to be removed for any building related maintenance, the member is responsible for all costs associated with skylight removal and replacement.

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STANDARD 43: BATHROOM SPLITS

FEBRUARY 2018, RESOLUTION 01-18-26

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

REVISED NOVEMBER 2018, RESOLUTION 01-18-114

REVISED August 13, 2024, RESOLUTION 01-24-88

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 DEFINITIONS

2.1 Bathroom Split: The creation of an additional bathroom, within the interior confines of a manor and is adjoined to or shares space with an existing bathroom. See Section 5.0 Sample Floorplan.

3.0 APPLICATIONS

3.1 Current building codes will always take precedence.

3.2 A bathroom split may be added to a manor under the following conditions:

- A. Only non-structural or non-load bearing wall may be altered or removed.
- B. The new design layout will not change or impact the total number of existing designated sleeping rooms to the unit.
- C. All alterations to comply with current plumbing and building Codes.
- D. For all designs that include more than two bathrooms, a licensed engineer's report - verifying that said design will not exceed the design capacity of the building plumbing system currently servicing this manor will be required.

3.3 Prior to commencing any work, a mutual plumbing waste line inspection is required at the area(s) being impacted by the alteration. The member is responsible for requesting the inspection and all applicable costs for service.

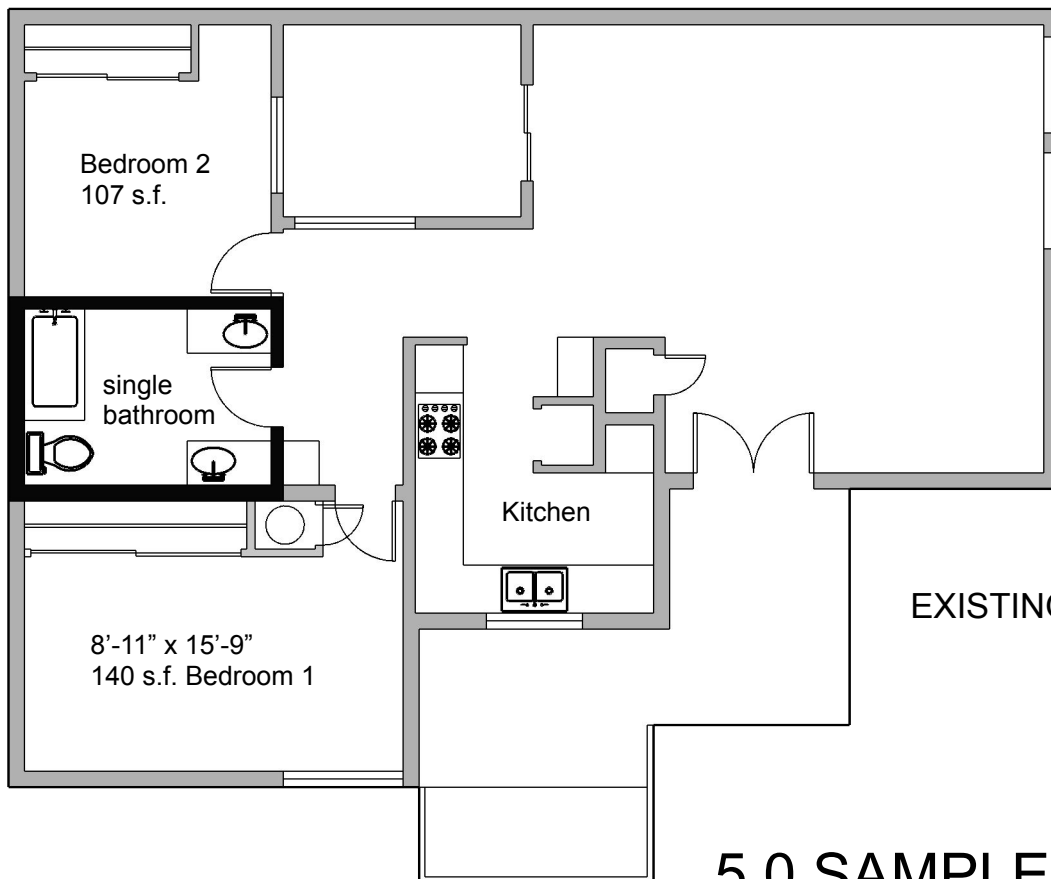
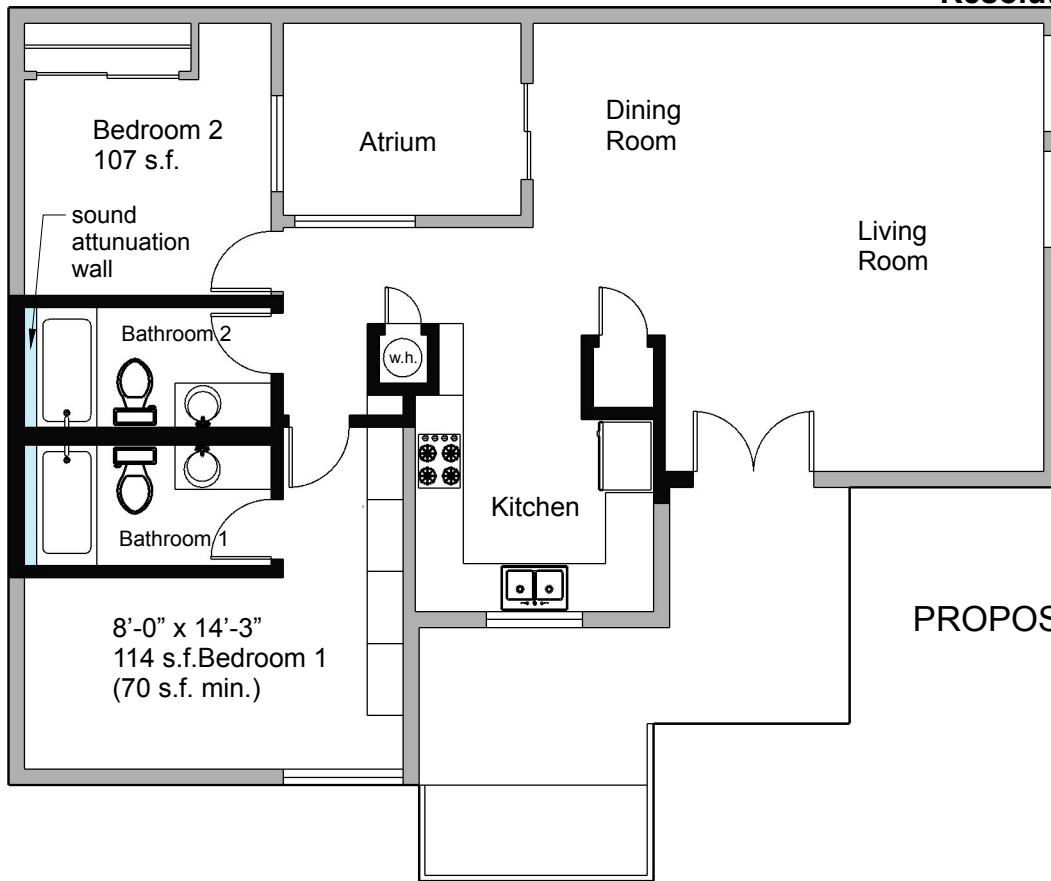
- A. Failure to obtain waste line clearance report prior to any work beginning, will result in the member being responsible for repair to existing plumbing system needed to facilitate the alteration work being completed.
- 3.4** Detailed and scaled architectural or engineered plans shall be submitted to Manor Alterations for review and approval. Plans to include but not limited to:
 - A. Architectural plans
 - B. Engineering plans – as needed
 - C. All connection points to existing system
 - D. All piping types and sized
 - E. Vent and or exhaust locations
- 3.5** Final “as built” plans to be submitted to Manor Alterations at project competition.
- 3.6** All pressure lines shall be securely strapped to prevent movement or knocking.
- 3.7** A separate furred sound attenuation wall will be required where new layout comes in contact with an adjoining manor demising wall. Details to be included with plan submittal.
- 3.8** All vents and or exhaust fans must be installed per United **Standard 14 Exhaust Fan / Vent Installations**
- 3.9** All PVC flat roof work involving penetrations and tie-ins for vent(s) and or exhaust fan installations must be made by a mutual approved roofing vendor.
 - A. Verification of any existing roof warranty is also required.
 - B. If any roof still has an active roof warranty, the member must use the roofing contractor that is providing this warranty.
 - C. An approved Roofing Contractor Verification Form is required prior to issuance of a Mutual Consent.
 - D. Member is responsible for all roofing costs and coordination with said approved roof vendor.

- 3.10** A licensed structural engineer's stamped drawing must be included in submittal documents if design involves cutting or altering roof trusses or any building structural elements.

4.0 OBLIGATIONS

- 4.1** Member is responsible for damages to roof or other structures caused by any alteration.
- 4.2** The mutual member is responsible for, and will bear all costs associated with clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.

5.0 SAMPLE FLOOR PLAN (SEE ATTACHED)





LIKE-FOR-EQUIVALENT ALTERATION POLICY

JULY, 2021

REVISED August 13, 2024, RESOLUTION 01-24-89

The Architectural Control and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for equivalent replacements of existing components. The purpose of the Like-For-Equivalent (LFE) process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a Mutual Consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The mutual requires notification of the Like-For-Equivalent replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the mutual from liability. The member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Like-For-Equivalent Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors' manors as a result of this LFE replacement.

Category I: Replace items that have already received alteration approval and are currently installed:

Like-For-Equivalent replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing

Initial list: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration refrigerators
- Alteration stoves/oven (Plug-in only)
- Alteration microwaves (Non-vented)
- Alteration kitchen counter-tops (including backsplash)
- Alteration kitchen cabinet doors (and fronts)
- Alteration shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners (Plug-In only)

Category II: For Component replacement in (original) unaltered areas.

Like-For-Equivalent replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven (Plug-in only)
- Microwaves (Non-Vented)
- Kitchen counter-tops (including backsplash) and sinks and faucets
- Kitchen cabinet Doors (and fronts)
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Bathroom vanities

Category III: (All manors) Decorative and Functional changes as noted below will not require any notification (including Like-For-Equivalent Form not needed) nor disturb mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.
- Closet doors
- Shelving attached to walls for books, knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- Painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (decorative non-electrical only)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Deployment: In order to make a Like-For-Equivalent notification, the member, is required to complete the online form available on the Community website (www.lagunawoodvillage.com) under Manor Alterations.

Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.



CHARTER OF THE LANDSCAPE COMMITTEE FOR UNITED LAGUNA WOODS MUTUAL

INTRODUCTION

This Charter establishes the Landscape Committee for United Laguna Woods Mutual. Pursuant to Article VII, Section I of the Bylaws, the Landscape Committee was established as a standing committee on December 11, 2012. The Board of Directors approved the updated charter on August 13, 2024.

PURPOSE

The Committee serves to advise and set policy for landscape staff, ensuring the enforcement of rules, regulations, and policies in the Landscape Maintenance Manual and Urban Forest Management Plan throughout United Laguna Woods Mutual. The Committee also helps develop long-range plans for future landscape developments and improvements, considering anticipated future water supplies for irrigation. Additionally, the Committee promotes the efficient use of water in the community.

COMMITTEE MEMBERS

The Committee shall consist of three directors from the Board of Directors for United Laguna Woods Mutual. The term of Committee membership shall coincide with each Member's term on their respective Board of Directors. Committee Members serve at the pleasure of their Board and may be removed with or without cause, at any time, at the sole discretion of their respective Board.

Committee Members must be in "good standing" at all times, defined as:

1. Current in the payment of assessments and all other financial obligations to their respective organization.
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 similar matters between the Committee Member and their respective organization or Board or VMS.
4. Regular attendance at Committee meetings, with a requirement that the Committee Member not be absent from three consecutive meetings.

POWER AND DUTIES OF THE COMMITTEE

The Committee will work with the Third Mutual Landscape Committee, the GRF Landscape Committee, and the managing agent to determine service levels, capital and operating budget requirements for the Community. It will review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors. The Committee will update the rules and regulations in the Landscape Manual as needed, develop policies regarding pest control, and promote and oversee green waste recycling programs. The Committee will also perform tasks assigned or referred to by the President or the Board of Directors.

COMMITTEE MEMBER COMPENSATION

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

MEETINGS

The Committee shall meet as necessary and as required to perform its duties in open and closed sessions to maintain confidentiality when needed. Minutes of all meetings shall be prepared and maintained.

The Committee will review each request for a landscape change and visit sites as necessary. Requests may be granted based on information supplied by a qualified staff member without an on-site visit. The Committee will report on its activities to the Board of Directors at monthly Board meetings or when requested by the President.

CONFIDENTIALITY

Committee Members are obligated to maintain strict confidentiality of information obtained while serving on the Committee beyond the term of service, and such information shall only be used for its intended purpose. The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to contracts, member discipline, and personnel matters (Civil Code Section 4935). While focusing on transparency, the California legislature has emphasized the importance of privacy. Therefore, Committee Members must acknowledge and respect the privacy interests of United Laguna Woods Mutual and its members, exercising constant vigilance in handling confidential information.