



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, September 12, 2023 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore, Alison Bok, Pearl Lee, Vidya Kale, Maggie Blackwell, Azar Asgari, Cash Achrekar, Sue Quam, Diane Casey

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Carlos Rojas, Jose Campos, Bart Mejia, Steve Hormuth, Manuel Gomez

Others Present: GRF: None
Third: None
VMS: Manny Robledo

1. Call Meeting to Order/Establish Quorum

President Ross 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 Liberatore 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 Ross asked if there were any changes to the agenda.

Director Bok made a motion to approve the agenda. Director Achrekar seconded.

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

5. Approval of Minutes

- a. August 8, 2023 – Regular Open Meeting
- b. August 9, 2023 – United Budget Business Plan Review
- c. August 24, 2023 – Agenda Prep Meeting

Director Asgari made a motion to approve the minutes of August 8, 2023 – Regular Open Meeting, August 9, 2023 – United Budget Business Plan Review and August 24, 2023 – Agenda Prep Meeting. Director Bok seconded.

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

6. Report of the Chair

President Ross commented on the following items:

- The election process is currently underway, and urged residents to vote for whoever they believe are the best candidates.
- Stated that there are some candidates who are not campaigning within guidelines and advised staff to follow up regarding such.
- Budget process is close to being finalized, and expressed the amount of work that went towards this year's budget.
- Expressed that the Board has worked together diligently to get the finances, amongst other things, in order, which have allowed for civility and productivity of the Board.

Director Quam entered the meeting at 9:38 a.m.

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 water heater concerns.
- A member requested that United and GRF work together to evaluate self-management vs hiring a third-party management company.
- A member stated that when submitting a ticket for landscape or maintenance, there is typically no follow up window, which has caused frustration amongst residents.
- A member commented on a neighboring resident who is currently undergoing cancer treatment, and expressed their concern of a fumigation of their building that is scheduled for this month and requested for the fumigation to be rescheduled.
- A member commented on alleged elder abuse, and the request to obtain financial documentation.
- A member commented on their concerns regarding the loss of property value, and lack of communication between VMS departments.
- A member stated that an elevator at a neighboring manor has broken down which has created an issue for residents living on the second floor, unable to leave their respective manors, and requested the Board respond to this matter quickly.
- A member commented on Candidates who are not campaigning within guidelines.
- Assistant Corporate Secretary read a member comment on the work of the Foundation of Laguna Woods Village.

- A member commented on the importance of the ability to obtain private loans.
- A member commented on the high cost of fire insurance and requested that the Orange County Fire Authority assess the community for potential fire damage.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Bok addressed the comment regarding Self-Management and provided her opinion on the matter.
- Director Liberatore additionally commented on Self-Management vs Third Party Management.
- Director Tuning commented on the fast response from VMS addressing member concerns from prior meeting and stated that VMS is addressing the concerns regarding candidates who are not campaigning within guidelines.
- Director Asgari commented on the benefits of evaluating self-management vs third party management.
- Director Quam commented that she, as a candidate, spoke at a recent Landscape Committee meeting regarding her candidacy and stated that she did not see any issues with that.
- President Ross addressed each member comments and stated that follow ups will be made for each concern.
- Director Kale stated that some of these member comments need to be addressed quickly, as they appear to be very urgent.

b. Response to Past Open Forum Speakers – Director Asgari

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

9. VMS Board Update – Director Robledo

VMS Director Robledo discussed the following topics:

- VMS Communications
 - Electronic
 - High-Visibility
 - Broadcast
 - Print
 - Governance
- “What’s Up in the Village”
 - Sent via email on Friday’s to nearly 17,000 residents
- CodeRed: Emergency Notifications
- Find more News, Updates, and Activities via the Laguna Woods Village website
- The Village Breeze
- Receive Business Plan Mailings via Email
- Go Online, Don’t Wait in Line

Director Robledo answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Employee Service Awards
 - Celebrates employees who achieve milestones in their tenure in providing services to the community.
- “Bright Ideas” Program
 - Five awards issued to date totaling \$4,500, saving \$70,800 annually, and reflected in proposed 2023 business plans.
- Manor Alterations Counter Remodel
 - Manor alterations remodeling front counter for walk-in service to deliver more accessible and accommodating experience for resident needs.
- Recreation Reminders
 - Clubhouse 4 will now be opened from 9 a.m. to 4 p.m. Saturday and Sunday.
 - Studios are working toward having volunteer supervisors in place to be open entire time.
 - Maintenance security at recreation amenities is important.
- Health and Wellness Expo
 - Saturday, October 7th from 10 a.m. to 1 p.m. at Clubhouse 5.
 - Sponsor, MemorialCare, will be offering vaccines to the first 400 residents who sign up to schedule appointment.

CEO Foster answered questions from the board.

The Board took a 10-minute recess at 11:10 a.m. and resumed at 11:21 a.m.

Director Casey entered the meeting at 11:15 a.m.

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 July 2023, such review is hereby ratified.**
- b. **Recommendation from the Landscape Committee**
 - (1) **Recommendation to Deny the Request for Removal of One Southern Magnolia Tree Located at 135-A Avenida Majorca**

RESOLUTION 01-23-46

**Deny Removal of one Southern Magnolia tree
135-A Avenida Majorca**

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on August 28, 2023, the Landscape Committee reviewed a request from the Member at 135-A to remove one Southern Magnolia tree, the reasons cited are overgrown and litter/debris; and

WHEREAS, staff inspected the condition of the tree and found it to be in fair health with an unbalanced canopy and misshapen branch structure due to a conflict with a Brazilian Pepper tree located at 132-D; 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 Southern Magnolia tree located at 135-A Avenida Majorca;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors denies the request for the removal of one Southern Magnolia tree located at 135-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.

(2) Recommendation to Approve the Request for Removal of One Southern Magnolia Tree Located at 396-A Avenida Castilla

RESOLUTION 01-23-47

**Approve Removal of One Southern Magnolia Tree
396-A Avenida Castilla**

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.

- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on August 28, 2023, the Landscape Committee reviewed the request from the Member at 396-A, to remove one Southern Magnolia tree; and

WHEREAS, the reasons cited by the resident for the removal are overgrown, litter/debris and sewer damage; and

WHEREAS, staff inspected the condition of the tree and found there have been four internal plumbing line stoppages with a report of roots in the line; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Southern Magnolia tree located at 396-A Avenida Castilla;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors approves the request for the removal of one Southern Magnolia tree located at 396-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 Approve the Request for Removal of One Bronze Loquat Tree Located at 692-C Avenida Castilla

RESOLUTION 01-23-48

**Approve Removal of One Bronze Loquat Tree
692-C Avenida Castilla**

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on August 28, 2023, the Landscape Committee reviewed the request from the Member at 692-C, to remove one Bronze Loquat tree; and

WHEREAS, the reasons cited by the resident for the removal are overgrown, litter/debris and lack of sunlight; and

WHEREAS, staff inspected the condition of the tree and found that it was planted by an unknown party too close to the adjacent wall; 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 Bronze Loquat tree located at 692-C Avenida Castilla;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors approves the request for the removal of one Bronze Loquat tree located at 692-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.

c. Recommendation from the Architectural Control and Standards Committee

(1) Recommendation to Approve the Variance Request to Demolish Exterior Stucco Wall and Expand Kitchen at Manor 308-C Avenida Castilla

RESOLUTION 01-23-49

Variance Request

WHEREAS, Member of 308-C Avenida Castilla, a Barcelona style manor, requests Board approval of a variance for a Kitchen Extension into 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 Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on August 17, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for a Kitchen Extension into Front Patio;

NOW THEREFORE BE IT RESOLVED, on September 12, 2023, the United Laguna Woods Mutual Board of Directors hereby approve the request for a Kitchen Extension into 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 308-C Avenida Castilla and all future Mutual Members at 308-C Avenida Castilla; 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 August 2023, and such review is hereby ratified.

e. Recommendation from the Finance Committee - None

Director Bok made a motion to approve the Consent Calendar. Director Achrekar seconded.

Hearing no changes or objections, the motion to approve the Consent Calendar was approved unanimously.

12. Unfinished Business

a. Entertain a Motion to Approve the Recognition Agreement for Non-Institutional Lenders (July initial notification – revised August – postpone – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)

RESOLUTION 01-23-XX

Recognition Agreement for Non-Institutional Lenders

WHEREAS, the United Laguna Woods Mutual Board of Directors carries a fiduciary financial obligation of the Corporation; and

WHEREAS, United Laguna Woods Mutual Bylaws, Article III, Section 1 provides that prospective members unable to satisfy financial requirements may be approved for Membership if another financially qualified person enters into an Agreement with the Corporation to become financially responsible for expenses associated with such membership and that other person meets the financial requirements established by the Corporation, and

WHEREAS, a Guarantor Agreement has been developed to comport with the Article III, Section 1 of the Bylaws and has been in use for many years, and

WHEREAS, on June 27, 2023 the United Finance Committee approved the United Recognition Agreement for Non-Institutional Lenders whose purpose is to research loan options and reexamine current policies restricting the use of private loans; and

WHEREAS, prospective members currently have two avenues available to satisfy United Laguna Woods Mutual financial requirements: (1) they may qualify financially on their own merits with or without a loan from a qualified financial institution or non-institutional lender who have entered into an individual recognition agreement with the Corporation. (2) they may obtain a Guarantor who meets the financial qualifications established by United Laguna

Woods Mutual from time to time,

NOW THEREFORE BE IT RESOLVED, September 12, 2023, that Board of Directors of this Corporation hereby approves the United Recognition Agreement for Non-Institutional Lenders as attached; and

RESOLVED FURTHER, the Resolution 01-16-107 adopted on November 8 2016, is hereby is superseded and cancelled.

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

Director Bok made a motion to approve the resolution for Recognition Agreement for Non-Institutional Lenders. Director Asgari seconded.

Discussion ensued among the Board.

Director Blackwell made a motion to request to postpone further discussion of this item until a scheduled Q&A forum has been provided at a committee meeting. Director Kale seconded.

Discussion ensued among the Board.

A few members commented and addressed the item in discussion.

Hearing no changes, the motion to postpone was called to a vote and passed 6-5-0. Directors Bok, Tuning, Ross, Quam, and Asgari were opposed.

No longer applicable, the original motion was not called to a vote.

- b. Entertain a Motion to Approve the Revised Rules for Committee Meetings (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 01-23-50

Rules for Committee Meetings

WHEREAS, the Board adopted the Open Meeting Act Protocol and Procedures to establish guidelines, protocol and procedures to conduct Board/Association business; and

WHEREAS, the Governing Documents Review Committee is tasked to review policy and processes for consistency, clarity, and efficiency; and

WHEREAS, the Committee has recognized the need to establish Rules for Committee

Meetings based upon Roberts Rules of Order;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors of this Corporation hereby adopts the following Rules for Committee Meetings:

1. The Chair of a Committee or two Committee members may call a Committee meeting.
2. A Committee can originate recommendations and motions concerning subjects within its area or responsibility without specific instructions from the Governing Board.
3. A Committee should consider particular motions referred to it by the Board of Directors.
4. A Committee **Member** acts validly if its decisions are agreed to at a properly called meeting of which every Committee was given proper notice.
5. A Committee can provide recommendations and actions only if a quorum of its members are present in person and/or electronically.
6. At least one member of the Committee must be physically present, **if the meeting is scheduled at a physical location.**
7. After the presentation of a Staff Report, a member of the Committee may make a motion to accept staff recommendation or to act upon the report.
8. The Chair can make motions and vote.
9. Residents may be heard during member comments.
10. Residents may be heard on an issue after Committee members discussion and before the vote is taken.
11. A Committee may vote to refer for future consideration an issue suggested by a resident.

RESOLVE FURTHER, that the officers and agents of this Corporation are here by authorized on behalf of this Corporation to carry out the purpose of this resolution.

Director Casey left the meeting at 12:13 p.m.

Director Quam made a motion to approve the resolution for Rules for Committee Meetings. Director Bok seconded.

Discussion ensued among the Board.

Director Tuning made an amendment to the Resolution adding to number 6 "... if the meeting is scheduled at a physical location." Director Quam seconded.

Hearing no changes, the amendment to motion was called to a vote and passed 9-1-0. Director Asgari opposed.

Hearing no changes, the original motion as amended was called to a vote and passed 7-1-2. Director Kale opposed. President Ross and Director Achrekar abstained.

13. New Business

a. United Mutual Town Hall

Director Asgari provided an update regarding the August Town Hall meeting that had focused on the topic of Finance.

Discussion ensued among the Board.

The October Town Hall Meeting topic will be regarding Lodgers.

A member commented on the topic in discussion.

b. Entertain a Motion to Approve the Lodger Policy (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Lodger Room Rental Policy and Application

WHEREAS, Civil Code § 1946.5 defines a “lodger” as “a person contracting with the owner of a dwelling unit for a room or room and board within the dwelling unit personally occupied by the owner, where the owner retains a right of access to all areas of the dwelling unit occupied by the lodger and has overall control of the dwelling unit”; and

WHEREAS, in context here, in order to classify a guest/tenant as a “lodger,” the Shareholder must retain access to all areas of the dwelling unit and have overall control of the dwelling unit. Also under Civil Code Section 1946.5, in order to remove a lodger from the dwelling unit, the Shareholder must give the lodger a written termination notice which is at least as long as the days between rent payments, not exceeding 30 days. Once the notice period expires, the Shareholder can treat the lodger as a “trespasser” and have the lodger removed pursuant to the provisions of Section 602.3 of the Penal Code (i.e., guilty of an infraction and may, pursuant to Section 837, be arrested for the offense); and

WHEREAS, the United Mutual Board recognizes the need to adopt a Lodger Room Rental Policy and Application to ensure compliance with Civil Code § 4739 and United’s and GRF’s Governing Documents;

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors of this Corporation hereby approves and adopts the Lodger Room Rental Policy and Application, as attached to the official minutes of this meeting; and

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

Director Quam made a motion to approve the Resolution for Lodger Room Rental Policy and Application for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Blackwell seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 8-2-0. Directors Asgari and Bok opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

c. Entertain a Motion to Approve Revisions to the Alteration Fee Schedule (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Alteration Fee Schedule

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED November 14, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be

included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

RESOLVED FURTHER, that Resolution 01-23-14 adopted March 14, 2023 is hereby superseded and canceled; and

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

Director Quam made a motion to approve the Resolution for Alteration Fee Schedule for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-0. Director Achrekar opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

d. Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the Mutual is interested in revising the current policy to reflect increases in electricity rates;

NOW THEREFORE BE IT RESOVED, November 14, 2023 that the Board of Directors of this corporation hereby adopts the revised Electricity Usage Reimbursement Policy, as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the

average cost of the prior month and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident.

- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Operating Fund.

RESOLVED FURTHER, that Resolution 01-18-33 adopted March 13, 2018, 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 Quam made a motion to approve the Resolution for Revised Electricity Usage Reimbursement Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-0. Director Achrekar opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

- e. **Entertain a Motion to Include a Non-Emergency Chargeable Service for Painting Alterations (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Quam read the following resolution.

RESOLUTION 01-23-XX

Non-Emergency Maintenance Chargeable Services

WHEREAS, the Board has established a “Chargeable Maintenance Services Policy”; and

WHEREAS, in 2017, the Board amended the policy to establish a charge of \$50.00 for a Missed Maintenance Appointment to be charged to residents who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

WHEREAS, the Board desires to amend the policy further to include non-emergency maintenance chargeable services for painting of authorized member exterior alterations;

NOW THEREFORE BE IT RESOLVED, November 14, 2023, that the Board of Directors hereby approves the attached new non-emergency maintenance chargeable services list; and

RESOLVED FURTHER, that the existing service charge for all maintenance chargeable services shall remain \$10; and

RESOLVED FURTHER, the City permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$50 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; 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 Quam made a motion to approve the Resolution for Non-Emergency Maintenance Chargeable Services for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed 9-1-0. Director Asgari opposed. (SEPTEMBER Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

- f. **Entertain a Motion to Approve the Resolution for Herbicide Spray Guidelines and Acknowledgement Form (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Quam read the following resolution.

RESOLUTION 03-23-XX

Herbicide Spray Cessation Guidelines

WHEREAS, due to staffing levels and the proliferation of invasive kikuyu grass, the only practical way to control weeds in the shrub beds and turf edges is the use of herbicides; and

WHEREAS, some members of United Mutual have requested that staff not use herbicides

in the shrub beds adjacent to their respective units; and

WHEREAS, due to the increased labor associated with hand weeding shrub beds, residents requesting the cessation of herbicide application adjacent to their units should be responsible for the timely removal of weeds and maintenance of the turf edges at the shrub beds; and

WHEREAS, said members of United Mutual making such requests shall fill out and sign an agreement stating their intention and responsibility to perform the weeding and edging of the shrub beds;

WHEREAS, the Landscape Department shall retain the responsibility for regular pruning of shrubs and the right to apply herbicides to turf areas, insecticides when necessary.

NOW THEREFORE BE IT RESOLVED, November 14, 2023 the Board of Directors introduces the ability to request cessation of herbicide applications in the shrub bed areas following the filing of a signed No Herbicide Agreement; and

RESOLVED FURTHER, all responsibility of weeding and turf edging in the shrub beds shall become the responsibility of the requesting resident; and

RESOLVED FURTHER, all other routine maintenance of the shrub beds shall remain the responsibility of the Landscape Department; 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 Quam made a motion to approve the Resolution for Herbicide Spray Guidelines and Acknowledgment Form for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bok seconded the motion.

Discussion ensued among the Board.

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

g. 2024 Business Plan

- **Entertain a Motion to Approve the 2024 United Business Plan**

Director Quam read the following resolution.

RESOLUTION 01-23-51

2024 BUSINESS PLAN RESOLUTION

RESOLVED, September 12, 2023, that the Business Plan of this Corporation for the year 2024 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$51,215,478 is required by the Corporation to meet the United Laguna Woods Mutual operating expenses, reserve contributions, and restricted fund contributions for the year 2024 after deducting \$531,132 derived from prior years' operating surplus. In addition, the sum of \$17,316,422 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2024. Therefore, a total of \$68,531,900 is required to be collected from and paid by the members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$28,085,532, of which \$14,657,642 is planned from the Reserve Fund and \$13,427,890 from the Property Taxes Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2024, inclusive of property taxes and property insurance as filed in the records of the Corporation, and said assessments to be due and payable by the members of this Corporation on the first day of each month; 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 Quam made a motion to approve the 2024 United Business Plan Resolution. Director Asgari seconded.

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

- **Entertain a Motion to Approve the 2024 United Reserves Funding Plan**

Director Quam read the following resolution.

RESOLUTION 01-23-52

2024 RESERVE FUND RESOLUTION

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure

statements for common interest developments;

WHEREAS, planned assessment or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years; and

NOW THEREFORE BE IT RESOLVED, September 12, 2023, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) prepared by Association Reserves™ for fiscal year 2024; 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 Quam made a motion to approve the 2024 United Reserves Funding Plan Resolution. Director Asgari seconded.

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

THIS ITEM HAS BEEN POSTPONED FOR THE NEXT BOARD MEETING
h. New Resident Orientation (Oral Discussion)

Director Bok made a motion to discuss the Committee Reports at the November Board meeting. Director Asgari seconded.

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

14. Directors' Comments (Two minutes per director)

- Director Lee commented on continued Board member misconduct, and urged that the Board hold a high level of integrity and professionalism.
- Director Asgari addressed her time on the Board as a Director, and thanked the Board.
- President Ross thanked Directors Asgari and Achrekar for their hard work and dedication as United Board Directors.

THIS ITEM HAS BEEN POSTPONED FOR THE NEXT BOARD MEETING

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on August 29, 2023; next meeting September 26, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- (1) Treasurer's Report – August
 - (2) United Finance Committee Report – August
 - (3) Resales/Leasing Reports – August
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on August 17, 2023; next meeting October 19, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - c. Report of Member Hearings Committee – Director Lee. The Committee met on August 10, 2023; next meeting September 14, 2023, 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 August 17, 2023; next meeting September 21, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - e. Report of the Landscape Committee – Director Casey. The Committee met on August 28, 2023; next meeting September 25, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on August 23, 2023; next meeting October 25, 2023, at 9:30 a.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 10, 2023; next meeting September 14, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

THIS ITEM HAS BEEN POSTPONED FOR THE NEXT BOARD MEETING

16. GRF Committee Highlights

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on August 16, 2023; next meeting October 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - b. Report of the Community Activities Committee – Director Lee. The Committee met on August 10, 2023; next meeting September 14, 2023, 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 August 22, 2023; next meeting November 8, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - d. Report of the GRF Maintenance & Construction Committee – President Ross. The committee met on August 9, 2022; next meeting October 11, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- (1) Clubhouse (Facilities) Ad Hoc Committee – Director Bok. The Ad Hoc

Committee met March 15, 2023; next meeting TBA.

- e. Report of the Media and Communications Committee – Director Quam. The Committee met on July 17, 2023; next meeting September 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on August 2, 2023; next meeting October 4, 2023, 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 August 23 2023; next meeting October 25, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on August 16, 2023; next hearings on September 20, 2023, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on July 25, 2023; next meeting September 26, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (3) Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on August 11, 2023; next meeting TBA.
- h. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on August 25, 2023; next meeting September 29, 2023 at 1:30 p.m. as a virtual meeting.

17. Future Agenda Items

- *Lodger Policy*
- *Revisions to the Alteration Fee Schedule*
- *Revised Electricity Usage Reimbursement Policy*
- *Non-Emergency Chargeable Service for Painting Alterations*
- *Resolution for Herbicide Spray Guidelines and Acknowledgement Form*

18. Recess - *At this time the meeting will recess for lunch and reconvene to Closed Session to discuss the following matters per California Civil Code §4935.*

The meeting recessed at 1:53 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) August 8, 2023 – Regular Closed Meeting

(b) August 24, 2023 – Special Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters
Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 5:09 p.m.

DocuSigned by:

Tom Tuning

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Tom Tuning, 1st Vice President of the Board
United Laguna Woods Mutual