



OPEN MEETING

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

Thursday, November 21, 2019 – 1:30 P.M.
Laguna Woods Village Community Center, Sycamore Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Andre Torng - Chair, Juanita Skillman, Manuel Armendariz, Sue Margolis, and Neda Ardani

MEMBERS ABSENT: Reza Bastani

ADVISORS PRESENT: Bevan Strom and Mary Stone

ADVISORS ABSENT: None

OTHERS PRESENT: Dick Rader and Cash Achrekar

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

CALL TO ORDER

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

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF THE AGENDA

Director Armendariz moved to approve the agenda as presented. President Margolis seconded the motion.

By unanimous vote the motion carried.

APPROVAL OF MEETING REPORTS

President Margolis made a motion to approve the October 28, 2019 meeting report as presented. Director Armendariz seconded the motion.

By unanimous vote the motion carried.

CHAIR'S REMARKS

Chair Torng stated that the Committee should not be alarmed with the number of discussion items on the agenda. He further stated that the Committee will only discuss what they can within the two hour allotted meeting time.

MEMBER COMMENTS ON NON-AGENDA ITEMS

Maggie Blackwell commented on the minutes and supplemental agenda items were not published online.

Roberta Berk questioned if United has a disability policy.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

The Committee and staff responded to members comments.

Consent Calendar:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Review and Discuss Committee Charter

The Committee reviewed the Governing Documents Review Committee Charter. The Committee members commented and asked questions.

President Margolis made a motion to amend the Committee Charter as outlined below. Director Armendariz seconded the motion.

By unanimous vote, the motion carried.

Following are the amendments to the Governing Documents Review Committee Charter:

1. Review governing documents which also includes including policies, resolutions and operating rules for compliance with applicable laws;
2. Consider conformance, as required, between each governing document with another governing document;
3. Confer, as appropriate, with United Managing Agent;
4. Consult with United Corporate Counsel, as appropriate and upon approval of Board President and Committee Chair before Committee action; and

5. Make regular Committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents which also includes including policies, resolutions and operating rules;

Review and Discuss Co-Occupancy Policy

Pamela Bashline, Community Services Manager, presented the Co-Occupancy Policy. The Committee members commented and asked questions.

President Margolis made a motion to approve Staff's Recommendation to take no further action at this time. Director Armendariz seconded the motion.

By unanimous vote, the motion carried.

Review and Discuss Resales and Sublease Policy and Procedure

Ms. Bashline presented the Resales and Lease Policy and Procedure. The Committee members commented and asked questions.

Without objection, the Committee tabled this discussion for the next meeting.

Review and Discuss Committee Advisor Qualification Procedure and Policy

Due to time restraint, the Committee tabled this item for the next meeting.

Review and Discuss Recognition Agreement for Lenders

The Committee reviewed the Recognition Agreement for Lenders. The Committee members commented and asked questions.

Without objection, the Committee tabled this discussion for the next meeting.

Review and Discuss Election Rules

Blessilda Wright, Compliance Supervisor, presented the Election Rules. The Committee members commented and asked questions.

The Committee directed staff to send the Elections Rules to legal counsel for review and comment.

Committee Member Comments

President Margolis asked the Committee for volunteers for a research group to review the Operating Rules. The group consists of President Margolis, Directors Skillman and Achrekar, Advisor Stone, and Ms. Blackwell.

Advisor Stone reminded the audience to wait their turn until called upon by the Chair.

Future Agenda Items

- Requirements for heirs to become members

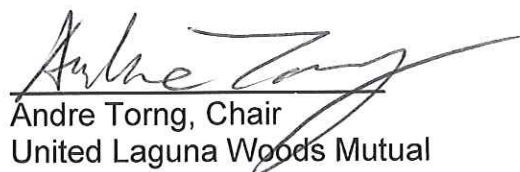
- Appeals Policy
- A member guide to United governance
- Discuss standardizing Village-wide working groups which aren't specific to certain Mutual a uniformed structure and scope of work
- Tax abatement
- Roles, responsibilities and protocols
- Mission, vision, and strategic directives
- Welcome Packet

Date of next Meeting

The next meeting is scheduled for Thursday, January 16, 2020 at 1:30 p.m. in the Sycamore Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 3:27 p.m.



Andre Torng, Chair
United Laguna Woods Mutual