



## **OPEN SESSION**

### **REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, May 17, 2022 - 9:30 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

### **NOTICE OF MEETING AND AGENDA**

The purpose of this meeting is to conduct the regular Third Mutual Board Meeting in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

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- 1. Call meeting to order / Establish Quorum – President Mutchnick**
- 2. Pledge of Allegiance – Director Frankel**
- 3. Acknowledge Media**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
  - a. April 19, 2022 – Regular Board Meeting
  - b. May 6, 2022 – Agenda Prep Meeting
- 6. Report of the Chair**
- 7. Update from VMS Board**
- 8. Open Forum (Three Minutes per Speaker)** - *At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member may speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1 (669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.*

**9. Responses to Open Forum Speakers**

**10. CEO Report**

**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. In the event 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 the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of March 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

**b. Recommendation from the Landscape Committee:**

- (1) Recommend to Deny Tree Removal Request: 3117-C Via Serena S. – One Rusty Leaf Fig Tree
- (2) Recommend to Approve Tree Removal Request: 3407-A Calle Azul – One Bottlebrush Tree
- (3) Recommend to Approve Landscape Revision Request: 5545-A Rayo Del Sol

**c. Recommendation from the Finance Committee:**

- (1) Approve a Resolution for Recording a Lien against Member ID #933-200-24
- (2) Approve a Resolution for Recording a Lien against Member ID #933-050-29
- (3) Approve Resolution for Recording a Lien against Member ID# 934-330-09
- (4) Approve Resolution for Recording a Lien against Member ID# 932-310-25
- (5) Approve Resolution for Recording a Lien against Member ID# 934-903-42
- (6) Approve Resolution for Recording a Lien against Member ID# 931-900-48
- (7) Approve Resolution for Recording a Lien against Member ID# 931-630-71

**12. Unfinished Business**

- a.** Update Committee Appointments

### **13. New Business**

- a. Inter-Board Anti-Harassment, Anti-Abuse, and Anti-Intimidation Policy and Charter for Joint Hearing Body

### **14. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on May 3, 2022; next meeting June 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer's Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Mutchnick. The committee met on April 25, 2022; next meeting May 23, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Communications Committee – Director McCary. The committee met on April 13, 2022. The next meeting is July 13, 2022, at 1:30 p.m. in the Willow Room and as a virtual meeting.
- d. Report of the Maintenance and Construction Committee – Director Engdahl. The committee met on May 2, 2022; next meeting July 7, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Parking and Golf Cart Subcommittee – Director Bhada. The subcommittee met on March 23, 2022; next meeting May 25, 2022, at 1:30 p.m. in the Board Room.
  - (2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The subcommittee met on February 23, 2022; next meeting May 26, 2022 at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Jarrett. The committee met on May 5, 2022; next meeting June 2, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on April 28, 2022; next meeting July 28, 2022, at 2:00 p.m. in the Sycamore Room.
- g. Report of the Resident Policy and Compliance Committee – Director Mutchnick. The committee met on April 26, 2022; next meeting May 24, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

## **15. GRF Committee Highlights**

- a.** Community Activities Committee – Director McCary. The committee met on May 12, 2022; next meeting, June 9, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on March 30, 2022; next meeting TBA.
- b.** GRF Finance Committee – Director Rane-Szostak. The committee met on April 20, 2022; next meeting June 15, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c.** GRF Landscape Committee – Director Lewis. The committee met on March 9, 2022; next meeting June 8, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d.** GRF Maintenance & Construction Committee – Director Engdahl – The committee met on April 13 2022; next meeting June 8, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Frankel. The committee met on January 28, 2022; next meeting, TBA.
- e.** Media and Communications Committee – Director McCary. The committee met on May 16, 2022; next meeting June 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f.** Mobility and Vehicles Committee – Director Bhada – The committee met on April 6, 2022; next meeting June 1, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g.** Security and Community Access Committee – Director Wayne. The committee met on April 25, 2022; next meeting June 27, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Disaster Preparedness Task Force – Director Rane-Szostak. The task force met on March 29, 2022; next meeting May 31, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h.** Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on April 20, 2022; next meeting May 18, 2022 at 9:00 a.m. as a virtual meeting.
- i.** GRF Strategic Planning Committee – Director Lewis. The committee met on May 2, 2022; next meeting TBA.



- j. Information Technology Advisory Committee – Director Laws. The committee met on May 13, 2022; next meeting TBA.
  - k. Purchasing Ad Hoc Committee – Director Rane-Szostak. The committee met on April 7, 2022; next meeting TBA.
  - l. Website Ad Hoc Committee – Director McCary. Next meeting TBA.
  - m. Insurance Ad Hoc Committee – Director Mutchnick. The committee met on May 9, 2022; next meeting TBA.
- 16. Future Agenda Items--** *All matters listed under Future Agenda Items are items for a future Board Meetings. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*
- 17. Director's Comments**
- 18. Recess -** *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

**Closed Session Agenda**

*Approval of Agenda*

*Approval of the Minutes*

*(a) April 19, 2022—Regular Closed Session*

*(b) May 6, 2022—Special Closed Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjourn**

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**OPEN SESSION**

**MINUTES OF THE REGULAR OPEN MEETING OF THE  
THIRD LAGUNA HILLS MUTUAL BOARD OF  
DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, April 19, 2022 - 9:30 a.m.  
Laguna Woods Village Community Center  
Board Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

**Directors Present:** Robert Mutchnick, Annie McCary, Ralph Engdahl, John Frankel, Jim Cook, Mark Laws, Nathaniel Ira Lewis, Donna Rane-Szostak, Lynn Jarrett, Craig Wayne, Cush Bhada

**Directors Absent:** None

**Staff Present:** Siobhan Foster-CEO, Michelle Estrada, Makayla Schwieter, Catherine Laster, Ellyce Rothrock, Bart Mejia, Eric Nunez, Jose Campos

**Others Present:** VMS- Director diLorenzo

**1. Call meeting to order / Establish Quorum – President Mutchnick, Chair**

President Mutchnick called the meeting to order at 9:30 a.m. and established that a quorum was present.

**2. Pledge of Allegiance**

Director Jarrett led the Pledge of Allegiance.

**3. Acknowledge Media**

The media was acknowledged online and through Village Television.

**4. Approval of Agenda**

President Mutchnick asked for a motion to approve the agenda.

Director Rane-Szostak made a motion to approve the agenda. Director Wayne seconded.

Director Laws moved Consent Calendar item 11d to New Business item 13c.

Hearing no further changes or objections, the agenda was approved unanimously.

## **5. Approval of Minutes**

- a. March 15, 2022 – Regular Board Meeting
- b. April 1, 2022 – Agenda Prep Meeting

President Mutchnick asked for a motion to approve the minutes.

Director McCary made a motion to approve the minutes of March 15, 2022 – Regular Board Meeting. Director Laws seconded.

Hearing no changes or objections, the minutes were approved with Director Bhada abstaining.

Director Rane-Szostak made a motion to approve the minutes of April 1, 2022 – Agenda Prep Meeting. Director Cook seconded.

Hearing no changes or objections, the minutes were approved unanimously.

## **6. Report of the Chair**

President Mutchnick provided information on the following:

- Property insurance renewal
- CR&R bins are being replaced with lower height bins
- Town Hall scheduled for April 27<sup>th</sup> in the Sequoia Room at Clubhouse 2

## **7. Update from the VMS Board**

VMS Director diLorenzo gave an update from the last VMS Board Meeting with the following information:

- Overview of Robert Carroll's CR&R presentation
- Work Order Satisfaction Survey
- VMS Strategic Plan Update
- Contact information for Laguna Woods Village

Discussion ensued among the board.

Director Engdahl joined at 9:51 a.m.

**8. Open Forum (Three Minutes per Speaker)** - *At this time Members only addressed the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum to thirty minutes. A member can speak only once during the forum. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments. Members can attend the meeting by joining the Zoom link <https://zoom.us/j/94899806730> or call 1 (699)900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to have your message read during the Open Forum.*

- A member commented on structural damages at her home, sex offenders, and vehicles driving near her property.



- A member commented on health protocols at the upcoming Meet the Candidates forum. He urged the members to cast their votes in the recall election.
- A member commented on vehicles driving near his property, sex offenders, and he asked the board to treat members with fairness.
- A member emailed a comment regarding an email blast sent on behalf of the board.

## **9. Responses to Open Forum Speakers – None**

## **10. CEO Report**

CEO Siobhan Foster reported on:

- Introduction of the new Director of Security, Eric Nunez. Mr. Nunez provided a brief summary of his background and responsibilities at Laguna Woods Village.
- General Services Manager, Catherine Laster, provided details and answered questions from the board regarding the upcoming Meet the Candidates forum on April 22, 2022.
- Health and Wellness Expo will be held April 23, 2022 in Clubhouse 5.

**11. Consent Calendar** - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the Board by one motion. Items removed from the Consent Calendar by members of the Board were moved for further discussion and action by the Board.*

President Mutchnick asked for a motion to approve the Consent Calendar as presented.

Director Jarrett made a motion to approve the Consent Calendar. Director Laws seconded the motion.

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of January 2022, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.
- b. **Recommendation from the Landscape Committee:**
  1. Recommend to Deny Tree Removal Request: 2305- A Via Puerta – One Jacaranda Tree

**RESOLUTION 03-22-34**  
**Deny the Request**  
**For Removal of One Jacaranda Tree**  
**2305-A Via Puerta**

**WHEREAS**, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

**WHEREAS**, on April 7, 2022, the Landscape Committee reviewed a request from the Member at 2305-A to remove one Jacaranda tree. The Member cited the reasons as litter/debris;

**WHEREAS**, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Jacaranda tree located at 2305-A Via Puerta;

**NOW THEREFORE BE IT RESOLVED**, April 19, 2022, the Board of Directors denies the request for the removal of one Jacaranda tree located at 2305-A;

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

2. Recommend to Deny Tree Removal Request: 3028- A Calle Sonora – One American Sweetgum Tree

**RESOLUTION 03-22-35**  
**Deny the Request**  
**For Removal of American Sweetgum Tree**  
**3028-A Calle Sonora**

**WHEREAS**, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.



- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

**WHEREAS**, on April 7, 2022, the Landscape Committee reviewed a request from the Member at 3028-A to remove one American Sweetgum tree. The Member cited the reasons as litter/debris, stating the seed pods make it difficult to use the sidewalk;

**WHEREAS**, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one American Sweetgum tree located at 3028-A Calle Sonora and recommends a canopy thinning and reduction in lieu of removal;

**NOW THEREFORE BE IT RESOLVED**, April 19, 2022, the Board of Directors denies the request for the removal of one American Sweetgum tree located at 3028-A;

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

3. Recommend to Deny Request to Keep Landscape Revisions: 4006-1C Calle Sonora Oeste

**RESOLUTION 03-22-36**  
**Deny the Request To Keep**  
**Revisions Made to Landscaping**  
**Adjacent to 4006-1C Calle Sonora Oeste**

**WHEREAS**, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

**WHEREAS**, on April 7, 2022, the Landscape Committee reviewed a request from the Member at 4006-1C for permission to retain garden area planters

created in the common area adjacent to the fence that abuts the slope next to Building 4006;

**WHEREAS**, the Committee determined that the garden area planters created by this resident at 4006-1C Calle Sonora Oeste violates Mutual policy and that these planters should be removed and restored to turf;

**NOW THEREFORE BE IT RESOLVED**, April 19, 2022, the Board of Directors denies the request for permission to retain garden area planters created in the common area adjacent to the fence that abuts the slope next to Building 4006 and to restore this area to turf;

**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 Finance Committee**

1. Approve a Resolution for Recording a Lien against Member ID # 932-600-37

**RESOLUTION 03-22-37**  
**Recording of a Lien**

**WHEREAS**, Member ID 932-600-37; is currently delinquent to Third Laguna Hills 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**, April 19, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-600-37 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. Cancellation of SCE Electric Vehicle Charging Station Applications**

**12. Unfinished Business – None**

**13. New Business**

- a. Discuss and Consider Resident Suggestion Program – Director Laws (Oral Discussion)**  
Director Laws discussed ideas to review the resident suggestion program.

President Mutchnick suggested that the resident suggestion program can be reviewed within the Communications Committee.



**b. 2023 Budget Discussion (Oral Discussion)**

Jose Campos provided an overview to the board regarding the budget for 2023.

Jose Campos answered questions from the board.

**c. Update Committee Appointments**

Director McCary made a motion to approve the committee appointments. Director Jarrett seconded.

Director Laws asked to be appointed to the GRF Insurance Ad Hoc Committee and GRF Website Ad Hoc Committee.

President Mutchnick stated that the Insurance Ad Hoc Committee is comprised of board presidents. He agreed that Director Laws can be appointed as an alternate to the Website Ad Hoc Committee.

Hearing no further changes, the motion was approved with Director Laws opposing.

**RESOLUTION 03-22-38**  
**Third Mutual Committee Appointments**

**RESOLVED**, April 19, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

**RESOLVED FURTHER**, that each committee chair in consultation with the vice chair may appoint additional members and advisors with interim approval by the Presidents subject to the approval of the Board of Directors:

**Architectural Standards and Control Committee**

Robert Mutchnick, Chair

John Frankel

Ralph Engdahl

James Cook

Craig Wayne

Voting Advisors: Mike Butler and Mike Plean

**Communications Committee**

Annie McCary, Chair

Donna Rane-Szostak

Lynn Jarrett

James Cook

Mark Laws

Cush Bhada, Alternate

**Executive Hearing Committee**

Annie McCary, Chair  
Ralph Engdahl, Co-Chair  
Robert Mutchnick  
Mark Laws  
John Frankel, Alternate

**Finance (Committee of the Whole)**

Donna Rane-Szostak, Chair  
Non-Voting Advisors: John Hess, Wei-Ming Tao

**Investment Ad Hoc Committee**

Robert Mutchnick  
Craig Wayne  
Donna Rane-Szostak

**Garden Villa Recreation Room Subcommittee (Quarterly)**

Lynn Jarrett, Chair  
Donna Rane-Szostak  
Nathaniel Ira Lewis  
Voting Advisors: Martina Mangan, Sharon Molineri

**Landscape Committee**

Lynn Jarrett, Chair  
Annie McCary  
Ralph Engdahl  
Donna Rane-Szostak  
Nathaniel Ira Lewis  
Cush Bhada, Alternate  
Non-Voting Advisor: Cindy Baker

**Maintenance and Construction Committee**

Ralph Engdahl, Chair  
Robert Mutchnick  
John Frankel  
Craig Wayne  
James Cook  
Cush Bhada, Alternate  
Non-voting Advisor – David Bienek, Judith Troutman

**New Resident Orientation**

Everybody Participates on a Rotating Basis

**Water Conservation Committee (Quarterly)**

Donna Rane-Szostak, Chair  
John Frankel  
Cush Bhada  
Lynn Jarrett  
Nathaniel Ira Lewis  
Non-Voting Advisor: Lee Goldstein

**Parking & Golf Cart Task Force**

Cush Bhada, Chair  
John Frankel  
Mark Laws  
Non-Voting Advisor: Hal Horne

**Resident Policy and Compliance Committee**

Robert Mutchnick, Chair  
Cush Bhada  
Lynn Jarrett  
Mark Laws  
Nathaniel Ira Lewis, Alternate  
Non-Voting Advisors: Stuart Hack, Mary Seto

**Energy Research Group**

Ralph Engdahl  
John Frankel  
Nathaniel Ira Lewis  
Non-Voting Advisors: Sue Stephens, Bill Walsh

**RESOLVED FURTHER**, that Resolution 03-21-92, adopted December 21, 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.

**RESOLUTION 03-22-39**  
**GRF Committee Appointments**

**RESOLVED**, April 19, 2022, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

**Community Activities Committee**

Annie McCary  
Cush Bhada

**Equestrian Center Ad Hoc Committee**

Cush Bhada  
Annie McCary

**GRF Finance Committee**

Donna Rane-Szostak  
Mark Laws  
Craig Wayne, Alternate

**Purchasing Ad Hoc Committee (new)**

Donna Rane-Szostak  
Ralph Engdahl  
Robert Mutchnick, Alternate

**GRF Landscape Committee**

Lynn Jarrett  
Nathaniel Ira Lewis  
Annie McCary, Alternate

**GRF Maintenance and Construction Committee**

Ralph Engdahl  
James Cook  
John Frankel, Alternate

**Clubhouse Renovation Ad Hoc Committee**

John Frankel  
Ralph Engdahl  
Cush Bhada, Alternate

**GRF Media and Communications Committee**

Annie McCary  
James Cook  
Lynn Jarrett, Alternate

**Broadband Ad Hoc Committee**

Lynn Jarrett  
Annie McCary

**Mobility and Vehicles Committee**

James Cook  
Cush Bhada



**Security and Community Access Committee**

Annie McCary  
Craig Wayne  
Donna Rane-Szostak, Alternate

**Disaster Preparedness**

John Frankel  
James Cook  
Donna Rane-Szostak, Alternate

**Laguna Woods Village Traffic Hearings**

John Frankel  
Mark Laws

**Strategic Planning Committee**

Robert Mutchnick  
Nathaniel Ira Lewis

**Budget Ad Hoc Committee**

Robert Mutchnick  
Annie McCary  
Donna Rane-Szostak, Alternate

**Trash Task Force**

Craig Wayne  
John Frankel, Alternate

**IT Technology Advisory Committee (ITAC)**

Lynn Jarrett  
Mark Laws

**Insurance Ad Hoc Committee**

Robert Mutchnick

**Website Ad Hoc Committee**

Lynn Jarrett  
Annie McCary  
Mark Laws, Alternate

**RESOLVED FURTHER**, that Resolution 03-21-93, adopted December 21, 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.

#### **14. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The committee met on April 5, 2022; next meeting May 3, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer's Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Mutchnick. The committee met on March 28, 2022, and held a special meeting on March 18, 2022; next meeting April 25, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of the Communications Committee – Director McCary. The committee's April 13, 2022 meeting was cancelled. The next meeting is July 13, 2022, at 1:30 p.m. in the Willow Room and as a virtual meeting.
- d. Report of the Maintenance and Construction Committee – Director Frankel. The committee met on March 7, 2022; next meeting May 2, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Report of the Parking and Golf Cart Subcommittee – Director Bhada. The subcommittee met on March 23, 2022; next meeting TBA.
  - (2) Garden Villa Rec. Room Subcommittee – Director Jarrett. The subcommittee met on February 23, 2022; next meeting May 26, 2022 at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Jarrett. The committee met on April 7, 2022; next meeting May 5, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Water Conservation Committee – Director Rane-Szostak. The committee met on February 24, 2022; next meeting April 28, 2022, at 2:00 p.m. as a virtual meeting.
- g. Report of the Resident Policy and Compliance Committee – Director Mutchnick. The committee met on March 2, 2022; next meeting April 26, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

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(1) Equestrian Center Ad Hoc Committee – Director Bhada. The committee met on March 30, 2022; next meeting May 25, 2022.

- b. GRF Finance Committee – Director Rane-Szostak. The committee met on February 16, 2022; next meeting April 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
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(1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Frankel. The committee met on January 28, 2022; next meeting, TBA.

- e. Media and Communications Committee – Director McCary. The committee met on April 18, 2022; next meeting May 16, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
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- g. Security and Community Access Committee – Director Wayne. The committee met on February 28, 2022; next meeting April 25, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Disaster Preparedness Task Force – Director Rane-Szostak. The task force met on March 29, 2022; next meeting May 31, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

- h. Report of the Laguna Woods Village Traffic Hearings – Director Frankel. The hearings were held on March 16, 2022; next meeting April 20, 2022 at 9:00 a.m. as a virtual meeting.
- i. GRF Strategic Planning Committee – Director Mutchnick. The committee met on March 7, 2022; next meeting May 2, 2022 at 9:30 a.m. in the Board Room and as a virtual meeting.



- j. Information Technology Advisory Committee – Director Laws. The committee met on April 1, 2022; next meeting TBA.
- k. Website Ad Hoc Committee – Director McCary; next committee meeting TBA.
- l. Insurance Ad Hoc Committee – Director Mutchnick; next committee meeting TBA.

**16. Future Agenda Items--** *All matters listed under Future Agenda Items are items for a future board meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take actions on these items at a future Board meeting.*

**17. Director's Comments**

- Director Laws commented on a meeting that was discussed to inform all the boards of new laws that will affect HOAs.
- Director McCary thanked the member who commented on urging members to vote in elections.

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

The meeting was recessed into closed session at 11:25 a.m.

**Closed Session Agenda**

*Approval of Agenda*

*Approval of the Minutes*

*(a) March 15, 2022—Regular Closed Session*

*Discuss and Consider Member Matters*

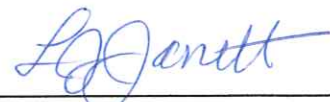
*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**19. Adjournment**

The meeting was adjourned at 3:10 p.m.



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Lynn Jarrett, Secretary of the Board  
Third Mutual Laguna Hills





**OPEN SESSION**

**MINUTES OF THE AGENDA PREP MEETING OF THE THIRD LAGUNA HILLS  
MUTUAL BOARD OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT  
CORPORATION**

**Friday, May 6, 2022 - 9:30 a.m.  
Willow Room/Virtual Meeting  
24351 El Toro Road  
Laguna Woods, California**

The purpose of this meeting was to discuss agenda items for the Third Board Regular Meeting  
Civil Code §4930

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Directors present: Robert Mutchnick, John Frankel, Ralph Engdahl, Jim Cook, Mark Laws, Nathaniel Lewis, Lynn Jarrett, Cush Bhada, Craig Wayne

Directors absent: Annie McCary (excused), Donna Rane-Szostak (excused)

Staff present: CEO-Siobhan Foster, Michelle Estrada, Makayla Schwieter, Catherine Laster

Others present: None

**1. Call Meeting to Order / Establish Quorum**

President Mutchnick called the meeting to order at 9:30 a.m. and established that a quorum was present.

**2. Approval of the Agenda**

President Mutchnick asked for a motion to approve the agenda.

Director Laws made a motion to approve the agenda. Director Wayne seconded.

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

**3. Discuss and Consider Items to be placed on the Third Board Regular Meeting Agenda (open & closed session) on May 17, 2022**

President Mutchnick asked for a motion to approve the May 17, 2022 open and closed session agendas.

Director Jarrett made a motion to approve the May 17, 2022 open and closed session agendas. Director Cook seconded.

Hearing no changes or objections, the May 17, 2022 open and closed session agendas were approved unanimously.

Third Laguna Hills Mutual  
Agenda Prep Open Meeting  
May 6, 2022  
Page 2 of 2

**4. Director Comments**

- Director Laws commented that he sent an email to the Architectural Control and Standards Committee members regarding fees.
- President Mutchnick responded to Director Laws' comment and confirmed that he will follow up with Robbi Doncost and/or Bart Mejia.

**5. Adjournment**

The meeting was adjourned at 10:30 a.m.

DocuSigned by:

*Lynn Jarrett*

9F46D458888A437

Lynn Jarrett, Secretary of the Board  
Third Mutual Laguna Hills



### **RESOLUTION 03-22-XX**

#### **Deny the Request For Removal of One Rusty Leaf Fig Tree 3117-C Via Serena S.**

**WHEREAS**, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

**WHEREAS**, on May 5, 2022, the Landscape Committee reviewed a request from the Member at 3117-C to remove one Rusty Leaf Fig tree. The Member cited the reasons as structural damage, personal preferences, view obstruction, litter/debris, and potential damage to the pedestrians and cars below due to future growth; and

**WHEREAS**, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 as there is no indication of structural damage to the retaining wall or sidewalks and recommends denying the request for the removal of one Rusty Leaf Fig tree located at 3117-C Via Serena S;

**NOW THEREFORE BE IT RESOLVED**, May 17, 2022, the Board of Directors denies the request for the removal of one Rusty Leaf Fig tree located at 3117-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.

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**RESOLUTION 03-22-XX**  
**Approve the Request**  
**For Removal of One Bottlebrush Tree**  
**3407-A Calle Azul**

**WHEREAS**, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

**WHEREAS**, on May 5, 2022, the Landscape Committee reviewed a request from the Member at 3407-A to remove one Bottlebrush tree. The Member cited the reasons as liter/debris, overgrown, potential future damage from roots, and the resident is allergic to the pollen produced by the tree; and

**WHEREAS**, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Bottlebrush tree located at 3407-A Calle Azul;

**NOW THEREFORE BE IT RESOLVED**, May 17, 2022, the Board of Directors approves the request for the removal of one Bottlebrush tree located at 3407-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.

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**RESOLUTION 03-22-XX**

**Approve the Landscape Revision Request  
to Retain Non-Standard Stepping Stones  
5545-A Rayo Del Sol**

**WHEREAS**, on May 5, 2022, the Landscape Committee reviewed a request from the Member at 5545-A to retain non-standard stepping stones which were present when the Member moved into their manor; and

**WHEREAS**, on February 15, 2022, the Third Mutual Board of Directors passed Resolution 3-22-17, establishing guidelines for stepping stone installations; and

**WHEREAS**, the Committee determined that the stepping stones located in the common area between the subject manor and the adjacent manor meet the guidelines set forth in Resolution 03-22-17, and recommends approving the request to retain the non-standard stepping stones located at 5545-A Rayo Del Sol;

**NOW THEREFORE BE IT RESOLVED**, May 17, 2022, the Board of Directors approves the request for permission to retain these stepping stones located at 5545-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.

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### **RESOLUTION 03-22-XX**

#### **Recording of a Lien**

**WHEREAS**, Member ID 933-200-24; is currently delinquent to Third Laguna Hills 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**, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-200-24; 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.

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### **RESOLUTION 03-22-XX**

#### **Recording of a Lien**

**WHEREAS**, Member ID 933-050-29; is currently delinquent to Third Laguna Hills 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**, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-050-29; 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.

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## **RESOLUTION 03-22-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 934-330-09; is currently delinquent to Third Laguna Hills 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**, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-330-09; 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.

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### **RESOLUTION 03-22-XX**

#### **Recording of a Lien**

**WHEREAS**, Member ID 932-310-25; is currently delinquent to Third Laguna Hills 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**, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-310-25; 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.

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## **RESOLUTION 03-22-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 934-903-42; is currently delinquent to Third Laguna Hills 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**, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 934-903-42; 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.

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## **RESOLUTION 03-22-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 931-900-48; is currently delinquent to Third Laguna Hills 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**, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-900-48; 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.

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## **RESOLUTION 03-22-XX**

### **Recording of a Lien**

**WHEREAS**, Member ID 931-630-71; is currently delinquent to Third Laguna Hills 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**, May 17, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-630-71; 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.

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## **RESOLUTION 03-22-XX**

### **Third Mutual Committee Appointments**

**RESOLVED**, May 17, 2022, that the following persons are hereby appointed to serve on the committees and services of this Corporation.

**RESOLVED FURTHER**, that each committee chair in consultation with the vice chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

#### **Architectural Standards and Control Committee**

Robert Mutchnick, Chair  
John Frankel  
Ralph Engdahl  
James Cook  
Craig Wayne  
Voting Advisors: Mike Butler and Mike Plean

#### **Communications Committee**

Annie McCary, Chair  
Donna Rane-Szostak  
Lynn Jarrett  
James Cook  
Mark Laws  
Cush Bhada, Alternate

#### **Executive Hearing Committee**

Annie McCary, Chair  
Ralph Engdahl, Co-Chair  
Robert Mutchnick  
Mark Laws  
John Frankel, Alternate

#### **Finance (Committee of the Whole)**

Donna Rane-Szostak, Chair

Non-Voting Advisors: John Hess, Wei-Ming Tao

**Investment Ad Hoc Committee**

Robert Mutchnick  
Craig Wayne  
Donna Rane-Szostak

**Garden Villa Recreation Room Subcommittee (Quarterly)**

Lynn Jarrett, Chair  
Donna Rane-Szostak  
Nathaniel Ira Lewis  
Voting Advisors: Martina Mangan, Sharon Molineri

**Landscape Committee**

Lynn Jarrett, Chair  
Annie McCary  
Ralph Engdahl  
Donna Rane-Szostak  
Nathaniel Ira Lewis  
Cush Bhada, Alternate  
Non-Voting Advisor: Cindy Baker

**Maintenance and Construction Committee**

Ralph Engdahl, Chair  
Robert Mutchnick  
John Frankel  
Craig Wayne  
James Cook  
Cush Bhada, Alternate  
Non-voting Advisor – David Bienek, Judith Troutman

**New Resident Orientation**

Everybody Participates on a Rotating Basis

**Water Conservation Committee (Quarterly)**

Donna Rane-Szostak, Chair  
John Frankel  
Cush Bhada  
Lynn Jarrett  
Nathaniel Ira Lewis  
Non-Voting Advisor: Lee Goldstein

**Parking & Golf Cart Task Force**



Cush Bhada, Chair  
John Frankel  
Mark Laws  
**Ralph Engdahl, Alternate**  
Non-Voting Advisor: Hal Horne

**Resident Policy and Compliance Committee**

Robert Mutchnick, Chair  
Cush Bhada  
Lynn Jarrett  
Mark Laws  
Nathaniel Ira Lewis, Alternate  
Non-Voting Advisors: Stuart Hack, **Mary Seto**

**Energy Research Group**

Ralph Engdahl  
John Frankel  
Nathaniel Ira Lewis  
Non-Voting Advisors: Sue Stephens, Bill Walsh

**RESOLVED FURTHER**, that Resolution 03-22-38, adopted April 19, 2022, 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.

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**RESOLUTION 03-22-XX**  
**GRF Committee Appointments**

**RESOLVED**, May 17, 2022, that the following persons are hereby appointed and ratified to serve on the Committees of this Corporation:

**Strategic Planning Committee**

Debbie Dotson, Chair (GRF)  
James Hopkins (GRF)  
Gan Mukhopadhyay, Alternate (GRF)  
Robert Mutchnick (Third)  
Nathaniel Ira Lewis (Third)  
Anthony Liberatore, Alternate (United)  
Cash Achrekar (United)  
Diane Casey (United)  
Ryna Rothberg (Mutual 50)  
Advisors: Dick Rader

**Community Activities Committee**

Yvonne Horton, Chair (GRF)  
Elsie Addington (GRF)  
Joan Milliman, Alternate (GRF)  
Annie McCary (Third)  
Cush Bhada (Third)  
Lynn Jarrett, Alternate (Third)  
Maggie Blackwell (United)  
Diane Casey (United)  
Ryna Rothberg, (Mutual 50)  
Advisor: Roland Boudreau, Ajit Gidwani

**Equestrian Center Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)  
Yvonne Horton (GRF)  
Cush Bhada (Third)  
Annie McCary, (Third)  
Pat English (United)  
Pearl Lee (United)  
Advisors: Susan Hemberger

**Revenue Resources Ad Hoc Committee**

~~Cush Bhada (Third)~~  
~~Donna Rane-Szostak (Third)~~  
~~Yvonne Horton, Chair (GRF)~~  
~~Bunny Carpenter (GRF)~~  
~~Elsie Addington (GRF)~~

~~Diane Casey (United)~~

~~Azar Asgari (United)~~

~~Lenny Ross (United)~~

~~Advisors: Dennis Boudreau, Dick Rader, Dave Beneck, Fred Vogt~~

### **Finance Committee**

James Hopkins, Chair (GRF)

Elsie Addington (GRF)

Deborah Dotson, Alternate (GRF)

Donna Rane-Szostak (Third)

Mark Laws (Third)

Azar Asgari (United)

Diane Casey, Alternate (United)

Pat English (United)

Al Amado, (Mutual 50)

Sue Stephens, Alternate (Mutual 50)

Advisor: Rosemarie diLorenzo

### **Information Technology Advisory Committee (ITAC)**

James Hopkins, Chair (GRF)

Bunny Carpenter (GRF)

Deborah Dotson (GRF)

Diane Casey (United)

Cash Achrekar (United)

Lynn Jarrett (Third)

Mark Laws (Third)

Advisor: Sue Margolis

### **Landscape Committee**

Juanita Skillman, Chair (GRF)

Reza Karimi (GRF)

Yvonne Horton Alternate (GRF)

Maggie Blackwell (United)

Diane Casey (United)

Lynn Jarrett, (Third)

Nathaniel Ira Lewis (Third)

Annie McCary, Alternate (Third)

Vacant (Mutual 50)

### **Maintenance & Construction Committee**

Egon Garthoffner, Chair (GRF)

Gan Mukhapadhyay (GRF)

Reza Karimi, Alternate (GRF)

James Cook (Third)

John Frankel, Alternate (Third)

Ralph Engdahl (Third)

Cash Achrekar (United)

Lenny Ross (United)

Sue Stephens (Mutual 50)

Advisors: Steve Leonard, Bill Walsh, Carl Randazzo

### **Clubhouse Renovation Ad Hoc Committee**

Egon Garthoffner, Chair (GRF)  
Gan Mukhopadhyay (GRF)  
Deborah Dotson (GRF)  
Reza Karimi (GRF)  
John Frankel (Third)  
Cush Bhada, Alternate (Third)  
Ralph Engdahl (Third)  
Diane Casey (United)  
Pat English (United)  
Advisors: Cathy Garris, Carl Randazzo, Bill Walsh

### **Media and Communications**

Joan Milliman, Chair (GRF)  
Juanita Skillman (GRF)  
Deborah Dotson, Alternate (GRF)  
Annie McCary (Third)  
James Cook (Third)  
Lynn Jarrett, Alternate (Third)  
Neda Ardani (United)  
Maggie Blackwell (United)  
Ryna Rothberg, (Mutual 50)  
Advisors: Carmen Pacella, Tom Nash, Lucy Parker, Theresa Frost

### **Website Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Debbie Dotson (GRF)  
Elsie Addington, Alternate (GRF)  
Anthony Liberatore (United)  
Pearl Lee (United)  
Azar Asgari, Alternate (United)  
Lynn Jarrett (Third)  
Annie McCary (Third)  
Mark Laws, Alternate (Third)  
Advisor: Lucy Parker, Diane Phelps

### **Broadband Ad Hoc Committee**

Joan Milliman, Chair (GRF)  
Jim Hopkins (GRF)  
Debbie Dotson (GRF)  
Annie McCary (Third)  
Lynn Jarrett (Third)  
Diane Casey (United)  
Vacant (United)

### **Mobility & Vehicles Committee**

Don Tibbetts, Chair (GRF)  
Egon Garthoffner (GRF)  
Elsie Addington, Alternate (GRF)

James Cook (Third)  
Cush Bhada (Third)  
**Ralph Engdahl, Alternate (Third)**  
Maggie Blackwell (United)  
Pearl Lee (United)  
Margaret Bennett (Mutual 50)  
Sue Stephens, Alternate (Mutual 50)  
Advisor: Vashi Williams

**Security and Community Access**

Don Tibbetts, Chair (GRF)  
Reza Karimi (GRF)  
Annie McCary (Third)  
Craig Wayne (Third)  
Donna Rane-Szostak, Alternate (Third)  
Cash Achrekar (United)  
Maggie Blackwell (United)  
Sue Stephens (Mutual 50)  
Margaret Bennett, Alternate (Mutual 50)

**OTHER COMMITTEES:**

**Disaster Preparedness Task Force**

Carlos Rojas, Chair  
Juanita Skillman (GRF)  
Gan Mukhapadhyay (GRF)  
James Cook (Third)  
John Frankel (Third)  
Donna Rane-Szostak, Alternate (Third)  
Anthony Liberatore (United)  
Diane Casey (United)  
Cash Achrekar, Alternate (United)  
John Carter (Mutual 50)  
Advisors: Tom Soule, Bruce Bonbright

**Laguna Woods Village Traffic Hearings**

(Chair will alternate between Boards)  
Elsie Addington (GRF)  
Deborah Dotson, Alternate (GRF)  
John Frankel (Third)  
Mark Laws (Third)  
Neda Ardani (United)  
Anthony Liberatore (United)  
Board Members by Rotation (Mutual 50)

**Purchasing Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)  
Jim Hopkins (GRF)  
**~~Robert Mutchnick (Third)~~**  
**Mark Laws (Third)**

Donna Rane-Szostak (Third)  
Ralph Engdahl, Alternate (Third)  
Diane Casey (United)  
Neda Ardani (United)  
Advisor: Carl Randazzo

**Select Audit Task Force**

James Hopkins (GRF)  
Diane Phelps (GRF)  
Cynthia Rupert (United)  
Peggy Moore (Third)

**Insurance Ad Hoc Committee**

Bunny Carpenter, Chair (GRF)  
Anthony Liberatore (United)  
Lenny Ross (United)  
Cash Achrekar (United)  
Robert Mutchnick (Third)  
Mark Laws (Third)  
Jim Cook (Third)  
Yvonne Horton (GRF)  
Reza Karimi (GRF)  
Juanita Skillman (GRF)  
Advisor: Lelang Isaacs, Kathryn Freshley, Bob Laux

**RESOLVED FURTHER**, that Resolution 03-22-39 adopted April 19, 2022, 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 this resolution.

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## STAFF REPORT

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**DATE:** May 17, 2022  
**FOR:** Board of Directors  
**SUBJECT:** Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Formation of Joint Hearing Body

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### **RECOMMENDATION**

The Board of Directors:

1. Adopt the Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and authorize the formation of a Joint Hearing Body to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. ("VMS"), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.
2. Supersede and cancel the Harassment Policy (Resolution 03-20-27) approved on April 21, 2020.

### **BACKGROUND**

The Board of Directors of Third Laguna Hills Mutual ("Third"), Golden Rain Foundation ("GRF"), and United Laguna Woods Mutual ("United") recognize the need for a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to VMS staff, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents.

### **DISCUSSION**

To address the need for a clear and consistent Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board presidents and VMS Board chair collaborated with Jeffrey C. Beaumont, Esq. to develop the proposed policy and charter for a joint hearing body, modeled after the effective Village Traffic Hearing Committee. The proposed policy provides guidance relative to harassing, abusive, and intimidating behavior and issues a mechanism for addressing such behavior by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

On May 3, 2022 and May 10, 2022, respectively, GRF and United introduced the proposed policy and charter and postponed the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360. The proposed policy is being considered by the board of directors of Third, GRF and United, in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

Should the Board of Directors approve the proposed Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy, the board will need to suspend and cancel the existing Harassment Policy (Resolution 03-20-27) approved on April 21, 2020.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Siobhan Foster, CEO/General Manager

**Reviewed By:** Francis Gomez, Operations Manager  
Eric Nunez, Director of Security

### **ATTACHMENT(S)**

Attachment 1: Inter-Board Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy  
Attachment 2: Charter of Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee  
Attachment 3: Resolution 03-22-XX

**Golden Rain Foundation, United Laguna Woods  
Mutual and Third Laguna Hills Mutual  
Joint Hearing Body Committee  
ANTI-HARASSMENT, ANTI-ABUSE AND  
ANTI-INTIMIDATION POLICY**

Adopted \_\_\_\_\_, 2022

**I. PURPOSE**

The Board of Directors of Golden Rain Foundation (“GRF”), United Laguna Woods Mutual (“United”), and Third Laguna Hills Mutual (“Third”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. This Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee.

This Policy has been adopted by the Board of Directors of GRF, United and Third in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**II. DEFINITIONS**

- a. Community** - Laguna Woods Village, including, but not limited to, the Community Center, Gate Houses, Clubhouses and amenities.
- b. Resident** - An approved occupant of a residence in Laguna Woods Village.
- c. Staff** - Employees of Village Management Services Inc. (“VMS”) authorized to act on behalf of United, Third and GRF.
- d. Director** - A member of the Board of Directors of either United, Third or GRF.
- e. Harassment** - See details under Conditions.
- f. Abuse** - See details under Conditions.
- g. Intimidation** - See details under Conditions.
- h. Governing Documents** - All of the following, collectively: the Articles of Incorporation; the Bylaws; the CC&Rs; the Rules and Regulations; and Resolutions or Policies duly adopted by the Board of Directors of United, GRF and Third; all as may be lawfully amended or modified from time to time.
- i. Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee (“Committee”)** - A hearing body formed via charter by the Board

of Directors of United, GRF and Third to address claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.

- j. **Member** - Any person who is an owner of a Unit in United's development or Third's development who has been approved for membership in United or Third in accordance with the Governing Documents.

## II. **CONDITIONS FOR HARASSMENT, ABUSE AND INTIMIDATION**

Below are various definitions and descriptions of harassment under both Federal and California law:

- **Federal Law:** Under federal law, "harassment" is defined to mean "a serious act or a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose" (18 U.S.C.A. §1514[d][1][B]).
- **California Law:** California defines "harassment" as unlawful violence, a credible threat of violence or a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys or harasses that person, and that serves no legitimate purpose (Code of Civil Procedure §527.6[b][3]).

**Department of Housing and Urban Development (HUD) "Final Rule":** Recent Federal regulations/guidelines enacted by the Department of Housing and Urban Development (HUD) impose certain obligations on GRF, United and Third with regard to the investigation and treatment of reported harassment. The new guidelines, adopted in August 2016, were enacted in an effort to further define and address housing discrimination in the form of harassment. In that regard, HUD's new guidelines now deem any form of harassment in housing or within housing developments a form of illegal discrimination. Based on HUD's guidelines, homeowners' associations, including GRF, United and Third, are considered housing providers, and as such are required to evaluate alleged harassment to investigate whether a resident is being subjected to harassment to the extent that it may amount to illegal housing discrimination. Pursuant to the guidelines, GRF, United and Third are required to investigate all reported claims of potential harassment of Residents and, as appropriate, take all action permitted under the Governing Documents to address such harassing behavior (24 CFR 100.600).

This Policy interprets and defines harassment in the community to include, without limitations, physical intimidation; threatening bodily harm or to harm one's property; shouting; stalking, such as following someone around to intimidate or "make a point"; disrupting organized activities in progress; entering the second floor of the Community Center without escort or pass; interfering, instructing or otherwise disrupting the work of vendors or Staff; unreasonable, hostile and excessive telephone calls and/or emails to a Resident, Staff or vendor; disparaging someone; humiliating someone; and other behavior which the ordinary person would find unreasonable and/or threatening.

Below are various definitions and descriptions of abuse under both Federal and California law:

- **Federal Law:** Under Federal law, “abuse” is defined to mean “the knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” (42 USC §1397[j]).
- **California Law:** Under California law, “abuse” includes, but is not limited to, intentionally or recklessly causing or attempting to cause bodily injury, sexual assault and placing a person in reasonable apprehension of imminent serious bodily injury to that person or to another. Abuse is not limited to the actual infliction of physical injury or assault (Family Code §6203). For purposes of this Policy, “abuse” also includes conduct that creates a hostile work environment as defined under California law.

Below are various definitions and descriptions of intimidation under both Federal and California law:

- **Federal Law:** Under Federal law, “intimidation” is defined to mean “a serious act or course of conduct directed at a specific person that (i) causes fear or apprehension in such person; and (ii) serves no legitimate purpose” (18 USC §1514[d][1]).
- **California Law:** Under California law, the definition of “intimidation” was noted “to make timid or fearful; to inspire or affect with fear; to make fearful; to frighten ... to deter, as by threats. ...” (In re Bell, 19 Cal. 2d 488, 122 P.2d 22 [1942][dissent]).

### III. HARASSMENT, ABUSE AND INTIMIDATION COMPLAINTS AND INVESTIGATION

**Harassment, abuse and intimidation is strictly prohibited in the Community.** A complaint involving harassment, abuse and intimidation may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or by emailing [compliance@vmsinc.org](mailto:compliance@vmsinc.org). Staff will inform the reporting party to call the Security Department for documentation of the reported harassment, abuse or intimidation. Staff may also inform the reporting parties to call the Orange County Sheriff’s Department if and when the behavior occurs. Staff will inform the Committee of its receipt of such complaint(s) and will forward the details of the complaint to the Committee for evaluation and investigation. The Committee will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.

A complaint involving harassment, abuse and intimidation by one Resident against another may be registered by calling the Security Department at 949-580-1400 or the Compliance Division at 949-268-CALL or by emailing [compliance@vmsinc.org](mailto:compliance@vmsinc.org). The Security Department may inform the reporting party to call the Orange County Sheriff’s Department if and when the behavior occurs. The Security Department will investigate the complaint and will report its findings to the Committee. The Committee

will thereafter conduct an investigation, and if the complaint is confirmed, shall take such enforcement action as authorized below.

Investigating alleged harassment, abuse and intimidation: To determine whether or not harassment, abuse or intimidation is taking place, the Committee evaluates the nature of the unwelcome conduct, the context in which the incidents occur, the severity, scope, frequency, duration and location of the conduct; and the relationships of the people involved. The Committee may take appropriate enforcement action based upon its findings, as outlined below. The Committee shall maintain strict confidentiality of those that report complaints and strict confidentiality of information obtained relative to same.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication, there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information and the sharing of such information is therefore expressly authorized for this purpose.

#### **IV. ENFORCEMENT**

The Committee is authorized to take disciplinary action against directors involving investigated and confirmed claims of harassment, abuse and intimidation by directors toward staff of VMS, fellow directors and residents. The Committee is also authorized to take disciplinary action against residents involving investigated and confirmed claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents.

Discipline shall be imposed after a duly noticed disciplinary hearing in accordance with the requirements of Civil Code Section 5855 and pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third. If a director or resident is found to have engaged in acts constituting harassment, abuse and intimidation, the Committee has the authority to impose monetary fines and suspend Member(s) privileges pursuant to rules, regulations and fine and enforcement policies duly adopted by the Boards of GRF, United and Third.

Notwithstanding the foregoing, and regardless of whether disciplinary action is taken, any member to be found to have violated this policy may be removed as an officer of their Board, if serving as such, or from any committee they serve, by their respective Board, i.e., GRF, United and Third.

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a right of appeal to his or her respective corporation's Board.

**CHARTER OF THE  
ANTI-HARASSMENT, ANTI-ABUSE AND ANTI-INTIMIDATION  
JOINT HEARING BODY COMMITTEE FOR  
GOLDEN RAIN FOUNDATION, UNITED LAGUNA WOODS  
MUTUAL AND THIRD LAGUNA HILLS MUTUAL**

**I. INTRODUCTION**

Pursuant to Article VIII of the Amended and Restated Bylaws ("Bylaws") of Golden Rain Foundation ("GRF") and California Corporations Code Section 7212, the Board of Directors of GRF is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VIII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of United Laguna Woods Mutual ("United") and California Corporations Code Section 7212, the Board of Directors of United is entitled to create committees to assist it in the execution of their powers and duties.

Pursuant to Article VII, Section 1 of the Amended and Restated Bylaws ("Bylaws") of Third Laguna Hills Mutual ("Third") and California Corporations Code Section 7212, the Board of Directors of Third is entitled to create committees to assist it in the execution of their powers and duties.

This Charter serves to create the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee ("Committee") for GRF, United and Third.

**II. PURPOSE**

The Committee Members (as defined in Article III) will serve as a hearing body to address claims of harassment, abuse and intimidation by directors toward staff of Village Management Services Inc. ("VMS"), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents toward staff of VMS, directors and other residents. The Committee will interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel and other relevant individuals, and impose discipline and provide reports and/or recommendations, as appropriate.

**III. COMMITTEE MEMBERS**

The Committee shall be comprised of two (2) directors from the Board of Directors for GRF, United and Third, therefore totaling six (6) total members. The term of Committee membership shall be concurrent with each Member's term on their respective Board of Directors in which he or she has been elected or appointed. Committee Members serve at the pleasure of their respective Board in which he or she has been appointed to serve on the Committee and may be removed with or without cause, at any time, in the sole discretion of their respective Board.



Committee Members must be in “good standing” at all times, defined as the following:

1. Current in the payment of assessments and all other financial obligations to their respective organization, i.e., GRF, United and Third;
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 the like between the Committee Member and their respective organization or Board or VMS; and
4. Regular attendance at Committee meetings, which requirement precludes the Committee Member’s absence from three (3) consecutive meetings.

#### **IV. SCOPE OF AUTHORITY**

##### **A. Powers and Duties of the Committee**

The Committee is formed to serve as a hearing body to address claims involving claims of harassment, abuse and intimidation by directors to staff of VMS, fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents. The Committee has the power and authority to investigate claims and interface with the Board of Directors of GRF, United and Third, as well as VMS, legal counsel, and other relevant individuals. The Committee shall also have the authority to impose discipline against the offending party, subject to notice and hearing procedures, pursuant to rules, regulations and fine and enforcement policy duly adopted by the Boards of GRF, United and Third.

##### **B. Committee Member Compensation and Conduct**

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

##### **C. Meetings**

The Committee shall meet as necessary and as required to perform its duties privately in executive session to maintain confidentiality. Minutes of all meetings shall be prepared and maintained.

##### **D. Effect of Decisions by the Committee**

Decisions by the Committee to impose disciplinary action against an offending member shall be subject to a conditional right of appeal, whereas the right to appeal only applies to the appeal of a decision that can be addressed by the Board hearing the appeal. For instance, for United, if the Committee imposes a fine, the accused can appeal to the United Board and that Board can affirm or overturn that decision, given the Board can levy fines. However, if the Committee bans the accused from accessing the administrative building or the clubhouse/amenities, the United Board cannot hear any appeal regarding same as GRF has the authority to impose that discipline, and therefore the accused would need to appeal to GRF, not United.

**E. Insurance/Defense/Indemnity**

GRF, United and Third shall at all times maintain a directors' and officers' liability insurance policy, as required by law and their respective governing documents (i.e., Bylaws), which shall cover volunteer committee members, among others, for actions and/or omissions done in the official capacity of a Member's service on the Committee, and as authorized by the Boards of GRF, United and Third. GRF, United and Third will defend and indemnify Committee members for claims, costs, defense fees, etc., incurred as a result of their official service on the Committee, including any self-insured retention costs, and shared by GRF, United and Third.

**F. Confidentiality**

Committee Members are obligated to maintain strict confidentiality of information obtained while on the Committee, beyond the term of service on the Committee, and such information shall only be used for its purpose as provided herein.

The Open Meeting Act authorizes boards to meet in executive session to consider litigation, matters relating to the formation of contracts, member discipline and personnel matters. (Civil Code Section 4935.) The underlying principle of the Open Meeting Act is transparency. While focusing primarily on the interests of transparency by way of Civil Code Section 4935, the California legislature has underscored the importance of individual and corporate privacy. If boards were required to discuss such sensitive matters in a public forum, individuals would be irreparably damaged. It is paramount that Committee Members similarly acknowledge and respect the privacy interests of GRF, United and Third and its members, exercising constant vigilance in the handling of confidential information.

Notwithstanding the foregoing, VMS investigates incidents of harassment from an employer's standpoint, and by necessary implication there will be overlap when an employee is harassed by a director. For example, VMS will investigate the harassment to determine what action must be taken to protect the employee, while the Committee will also investigate and determine what action to take against the director. Accordingly, VMS and the Committee must be able to share information, and the sharing of such information is therefore expressly authorized for this purpose.

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**RESOLUTION 03-22-XX**

**Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and  
Charter of the Joint Hearing Body Committee**

**WHEREAS**, the Board of Directors of Third Laguna Hills Mutual (“Third”), Golden Rain Foundation (“GRF”), and United Laguna Woods Mutual (United”) require a clear and consistent policy to address claims of harassment, abuse and intimidation by directors to staff of Village Management Services, Inc. (“VMS”), fellow directors and residents, as well as claims involving harassment, abuse and intimidation by residents to staff of VMS, directors and other residents; and

**WHEREAS**, this Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy (“Policy”) is intended to provide guidance relative to such behavior and issue a mechanism for addressing same by the Anti-Harassment, Anti-Abuse and Anti-Intimidation Joint Hearing Body Committee; and

**WHEREAS**, this Policy is being adopted by the Board of Directors of Third, GRF, and United in the exercise of their respective duties to maintain, protect and enhance the value and desirability of Laguna Woods Village and the interests of all of its members.

**NOW THEREFORE BE IT RESOLVED**, [Date] that the Board of Directors of this Corporation hereby introduces the Anti-Harassment, Anti-Abuse and Anti-Intimidation Policy and Charter of the Joint Hearing Body Committee, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-20-27, adopted April 21, 2020, 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 purpose of this resolution.

**MAY Initial Notification**

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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## Chair's Report for May 17, 2022 Board Meeting

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**SLIDE 1** – Through the reporting period of **March 31, 2022**, total revenue for Third was \$10,801K compared to expenses of \$7,690K, resulting in a net revenue of \$3,111K.

**SLIDE 2** – In Finance, we keep a close eye on the operating portion of our financial results. The Operating Fund shows an operating surplus of \$1,074K through the reporting period. This chart shows how much of our revenue went into operations, with \$7,151K coming in from assessments and \$423K coming from non-assessment revenue. This is compared to operating expenditures of \$6,500K (without Depreciation).

**SLIDE 3** – This next chart takes the full income statement and compares those results to budget. We can see that Third ended the period better than budget by \$1,844K when combining both operating and reserve revenues and expenses.

**SLIDE 4** – The most significant variances from budget were attributable to:

- **Outside Services \$947K**; Favorable variance resulted from the timing of payments, and the start time of projects. Although budgeted throughout the year, roofing work began in March. Similarly, tree maintenance work began in March. Favorable variance resulted in Risk Fire Management; the project is in the bid phase.
- **Insurance \$383K**; Favorable variance was due to property insurance coming in lower than anticipated. The property insurance policy is scheduled to renew June 1.
- **Employee Compensation & Related \$317K**; Favorable variance resulted primarily due to open positions in M&C and Landscape departments. Impacted areas include ground maintenance, damage restorations, carpentry, and plumbing. Recruitment is in progress to fill in open positions.
- **Legal Fees \$99K**; Favorable variance was due to less demand for legal services than anticipated.
- **Fees and Charges for Services to Residents (\$32K)**; Unfavorable variance due to less revenue than budgeted for chargeable damages from moisture intrusion events due to delays in determination hearings.
- **Investment (\$37K)**; Unfavorable variance due to lower interest rate than expected. Third purchased treasury bills in March with a return of 90 basis points, which will result in revenue coming in closer to budget for the remainder of the year.



### Chair's Report for May 17, 2022 Board Meeting

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**SLIDE 5** – On this pie chart, we show non-assessment revenues received to date of \$448K by category, starting with our largest revenue generating categories of Chargeable Services, Permit Fee, Lease Processing Fee, Laundry Revenue, Resale Processing Fee, Late Fee Revenue, and so on.

**SLIDE 6** – On this pie chart, we see the expenses to date of \$7,690K by category, starting with our largest categories of Employee Compensation & Related, Insurance, Utilities, Outside Services, so on.

**SLIDE 7** – The non-operating fund balance on March 31, 2022 was \$30,533K. YTD contributions and interest were \$3,227K while YTD expenditures were \$1,156K.

**SLIDE 8** – We compare the non-operating fund balances to historical fund balances for the past five years on this chart, which has averaged \$29 Million. Third Laguna Hills Mutual has been committed to supporting reserve requirements while providing more contingency funds for unexpected events.

**SLIDE 9** – We have a slide here to show resale history from 2020 - 2022. Through March 31, 2022, Third sales totaled 116, which is 1 higher than prior year for the same time period. The average YTD resale price for a Third Mutual was \$470K, which is \$42K higher than prior year for the same time period.



# Financial Report

As of March 31, 2022



INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$10,353
Non-assessment Revenue		\$448
Total Revenue		\$10,801
Total Expense		\$7,690
Net Revenue/(Expense)		\$3,111

# Financial Report

As of March 31, 2022



OPERATING INCOME STATEMENT (in Thousands)		ACTUAL
Assessment Revenue		\$7,151
Non-assessment Revenue		\$423
Total Revenue		\$7,574
Total Expense <sup>1</sup>		\$6,500
Operating Surplus		\$1,074

1) excludes depreciation

# Financial Report

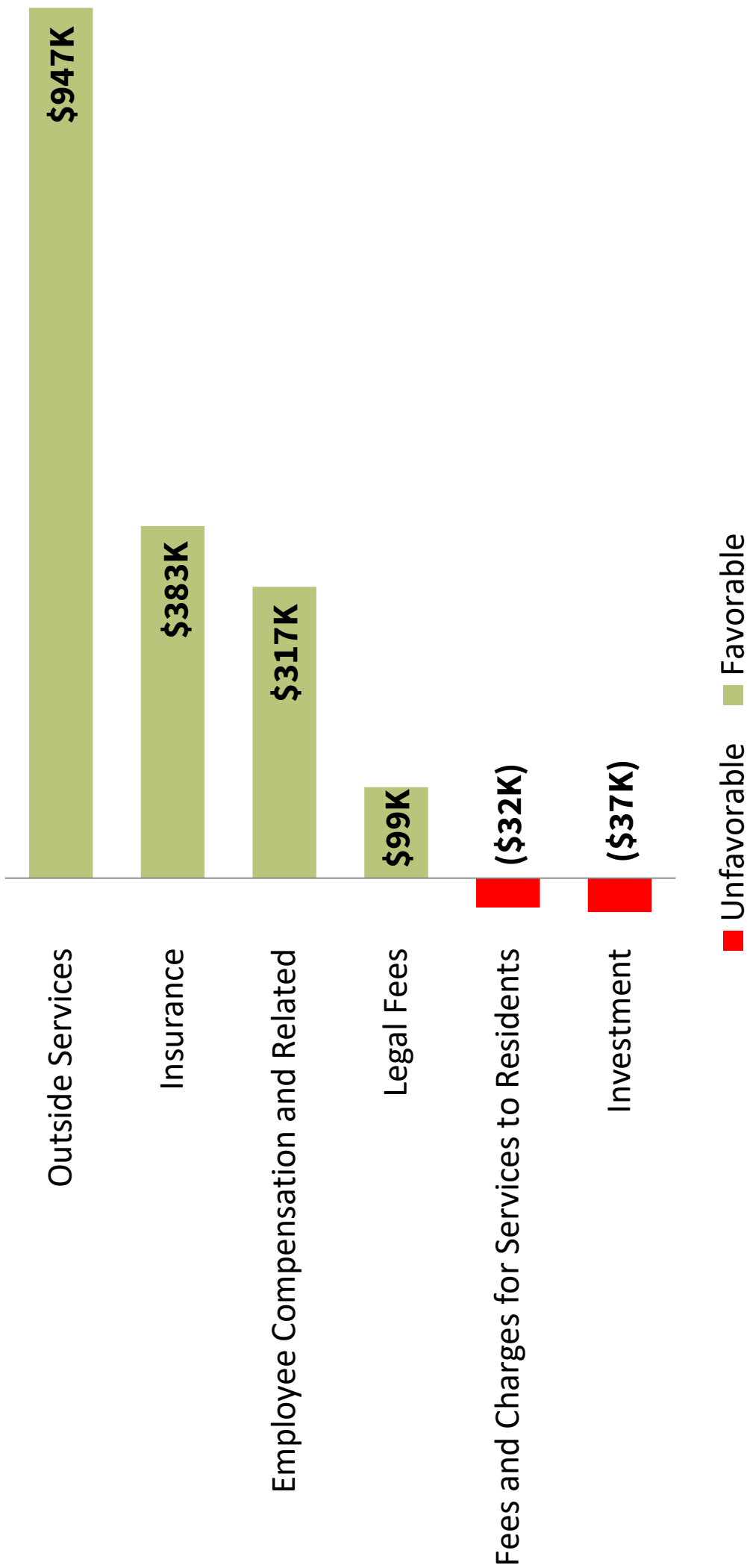
As of March 31, 2022



INCOME STATEMENT (in Thousands)	ACTUAL	BUDGET	VARIANCE B/(W)
Assessment Revenue	\$10,353	\$10,354	(\$1)
Non-assessment Revenue	\$448	\$520	(\$72)
Total Revenue	\$10,801	\$10,874	(\$73)
Total Expense	\$7,690	\$9,607	\$1,917
Net Revenue/(Expense)	\$3,111	\$1,267	\$1,844

# Financial Report

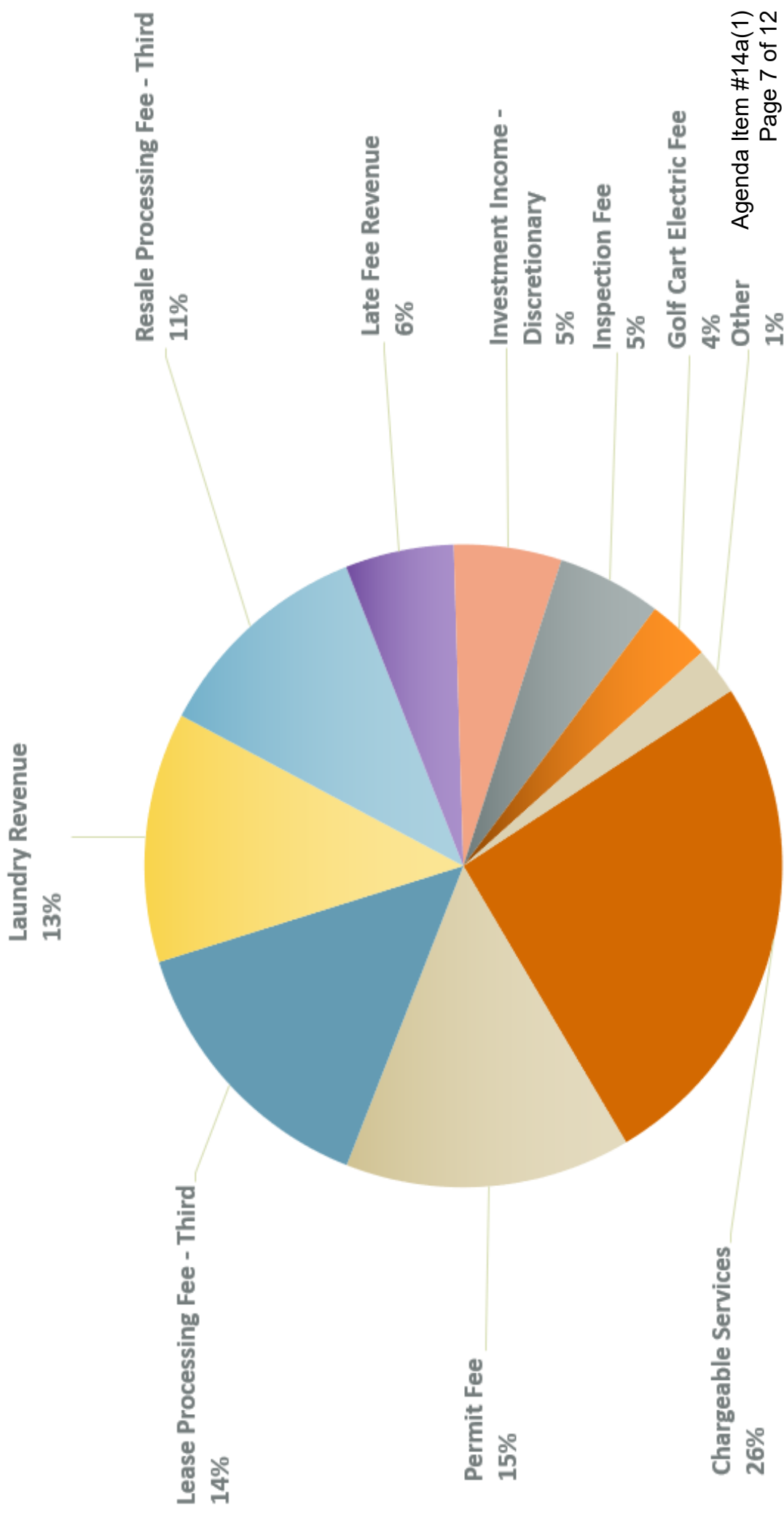
As of March 31, 2022



# Financial Report

As of March 31, 2022

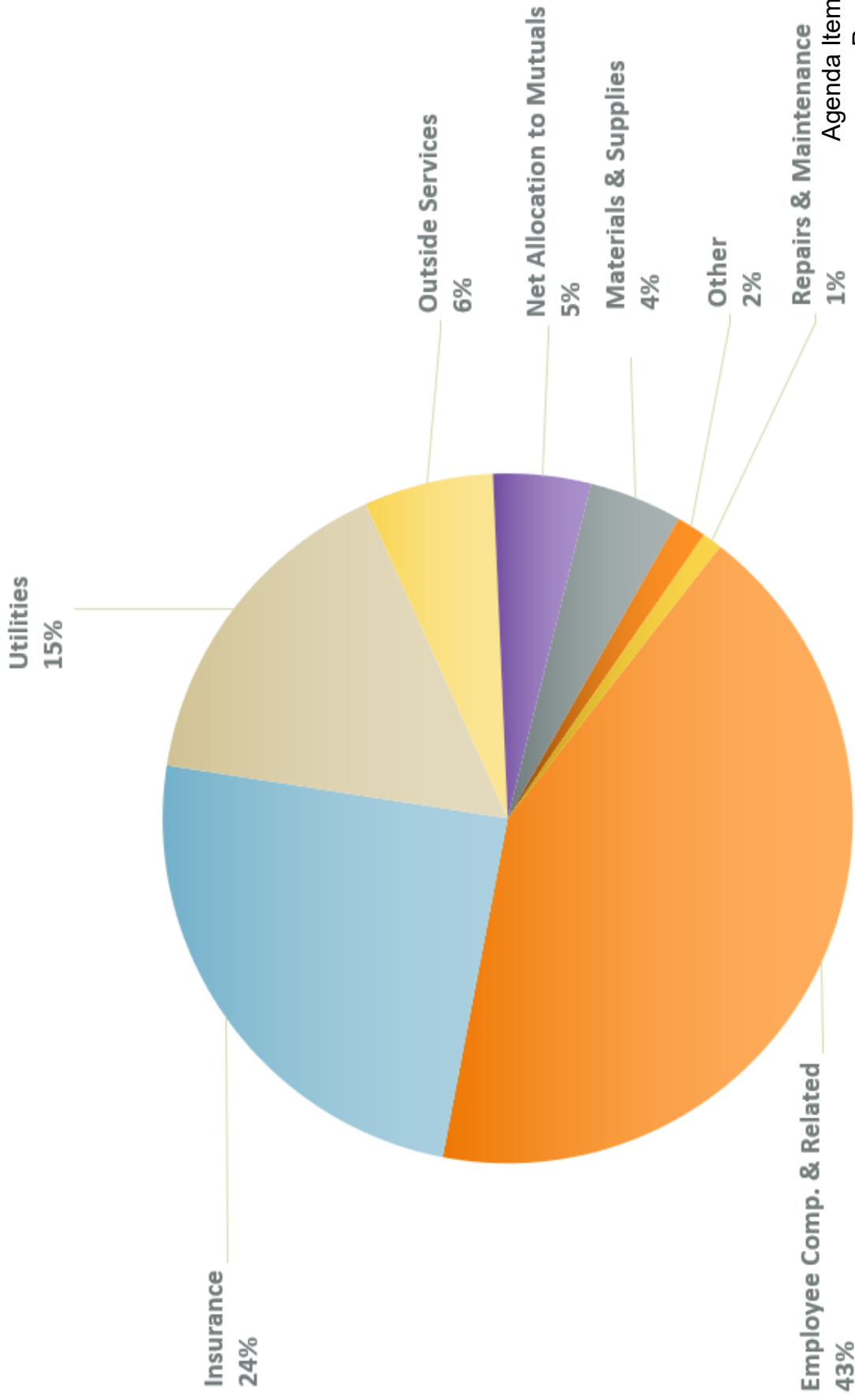
## Total Non Assessment Revenues \$447,800



# Financial Report

As of March 31, 2022

**Total Expenses \$7,689,952**



# Financial Report

As of March 31, 2022



NON OPERATING FUND BALANCES (in Thousands)	Replacement Funds*	Garden Villa Fund	Disaster Fund	Unappropriated Expenditures Fund	TOTAL
Beginning Balances: 1/1/22	\$19,069	\$104	\$5,442	\$3,847	\$28,462
Contributions & Interest	2,800	23	402	2	3,227
Expenditures	1,299	6	(150)	1	1,156
Current Balances: 3/31/22	\$20,570	\$121	\$5,994	\$3,848	\$30,533

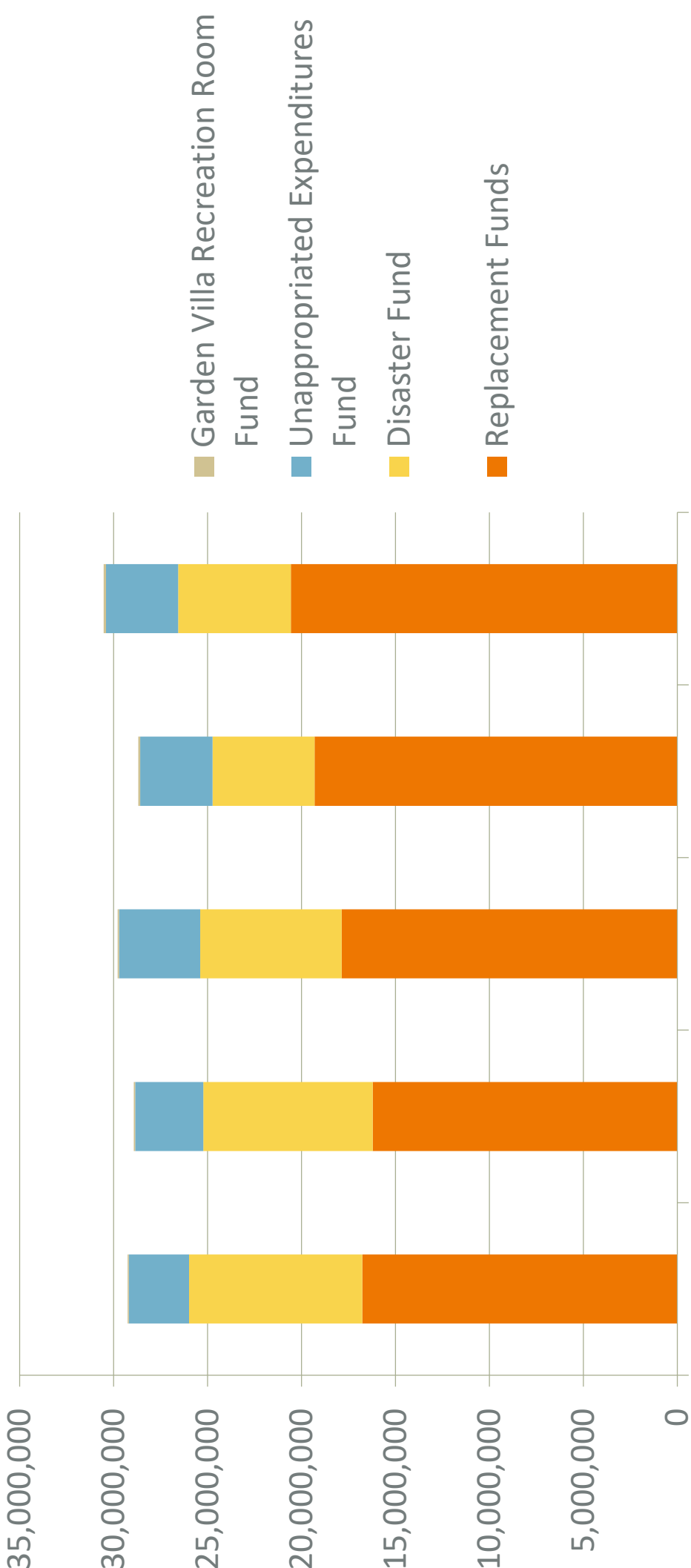
\* Includes Elevator and Laundry Funds



# Financial Report

As of March 31, 2022

## FUND BALANCES – Third Mutual

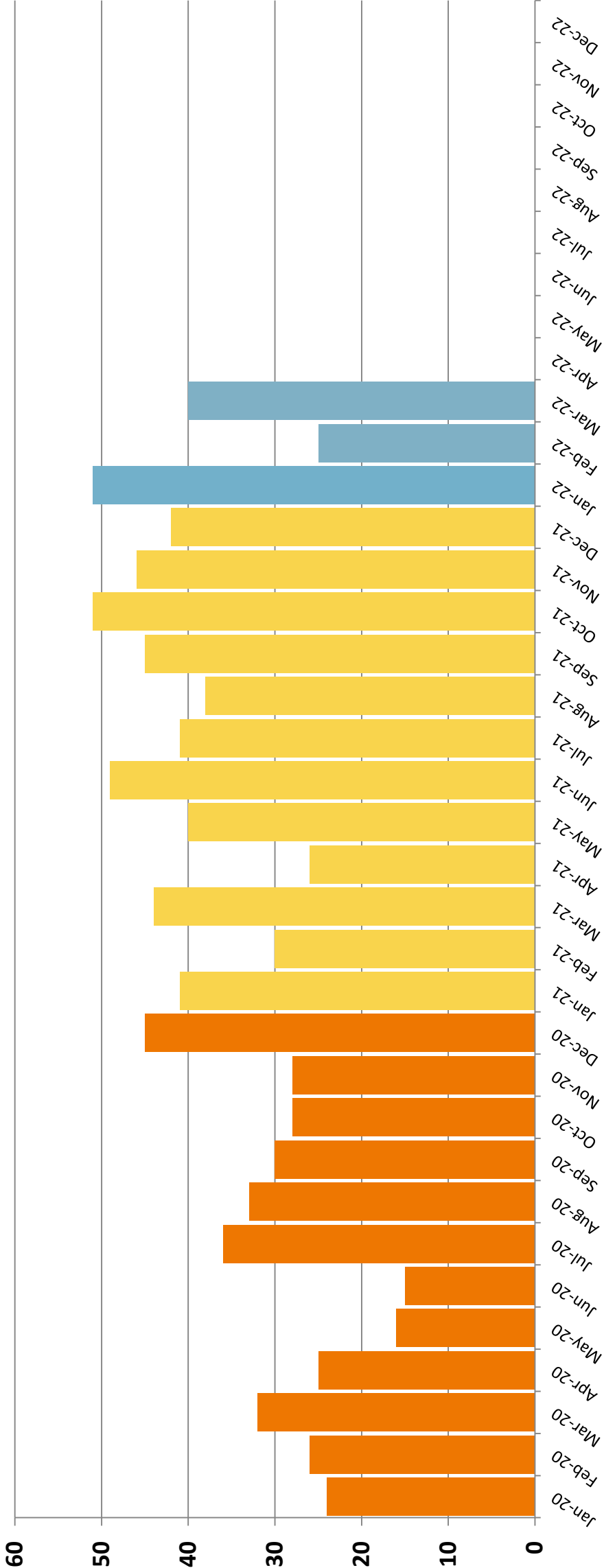


# Financial Report

As of March 31, 2022

## RESALE HISTORY – Third Mutual

	NO. OF RESALES	AVG. RESALE PRICE
YTD 2020	82	\$440,489
YTD 2021	115	\$428,185
YTD 2022	116	\$470,453



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## **FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION**

Tuesday, May 3, 2022 – 1:30 p.m.  
Hybrid Meeting

**DIRECTORS PRESENT:** Craig Wayne – Chair (Alternate for Donna Rane-Szostak), Robert Mutchnick, Ralph Engdahl, Jim Cook, John Frankel, Annie McCary, Lynn Jarrett, Ira Lewis, Cush Bhada, Mark Laws

**DIRECTORS ABSENT:** Donna Rane-Szostak (excused)

**ADVISORS PRESENT:** Wei-Ming Tao, John Hess

**STAFF PRESENT:** Steve Hormuth, Jose Campos, Erika Hernandez

### **Call to Order**

Director Craig Wayne chaired and called the meeting to order at 1:30pm.

### **Acknowledgement of Media**

The meeting was streamed through Granicus and made available via Zoom for members of the community to participate virtually.

### **Approval of Meeting Agenda**

A motion was made and carried unanimously to approve the agenda as presented.

### **Approval of Meeting Report for March 1, 2022**

A motion was made and carried by a vote of 8-0-1 (Director Mark Laws Abstained) to approve the committee report as presented.

### **Chair Remarks**

Director Craig Wayne commented on the recent Fed interest rate increases during 2022 and their impact on Third's investments.

### **Member Comments (Items Not on the Agenda)**

None.

### **Department Head Update**

Steve Hormuth, Director of Financial Services, provided an updated on the Purchasing Policy Review, 2023 Business Plan and the 2021 Audit Update issued by KPMG resulting in a favorable opinion.

### **Preliminary Financial Statements dated March 31, 2022**

Jose Campos, Assistant Director of Financial Services, presented the Preliminary Financial Statements dated March 31, 2022. Questions were addressed.

**Endorsements from Standing Committees**

Resident Policy and Compliance Committee – Resale Policy: Equity of Non-U.S Property; Foreign Pension; and Require U.S Federal Tax Returns. Steve Hormuth presented a staff report provided by the Resident Policy and Compliance Committee requesting advisement as to whether any consideration must be made for prospective buyers who do not file U.S. federal income tax returns. Director Robert Mutchnick made a motion to include the words “U.S Federal Tax returns” in the Third Mutual Guidelines for Financial Qualifications and Director Annie McCary seconded the motion. The motion passed by a vote of 6-4.

**Future Agenda Items**

None.

**Committee Member Comments**

None.

**Date of Next Meeting**

Tuesday, June 7, 2022 at 1:30 p.m.

**Recess to Closed Session**

The meeting recessed at 2:58 p.m.

**DRAFT**

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Craig Wayne, Chair (Alternate for Donna Rane-Szostak)

# Monthly Resale Report

PREPARED BY

Community Services Department

THIRD MUTUAL

REPORT PERIOD

April, 2022

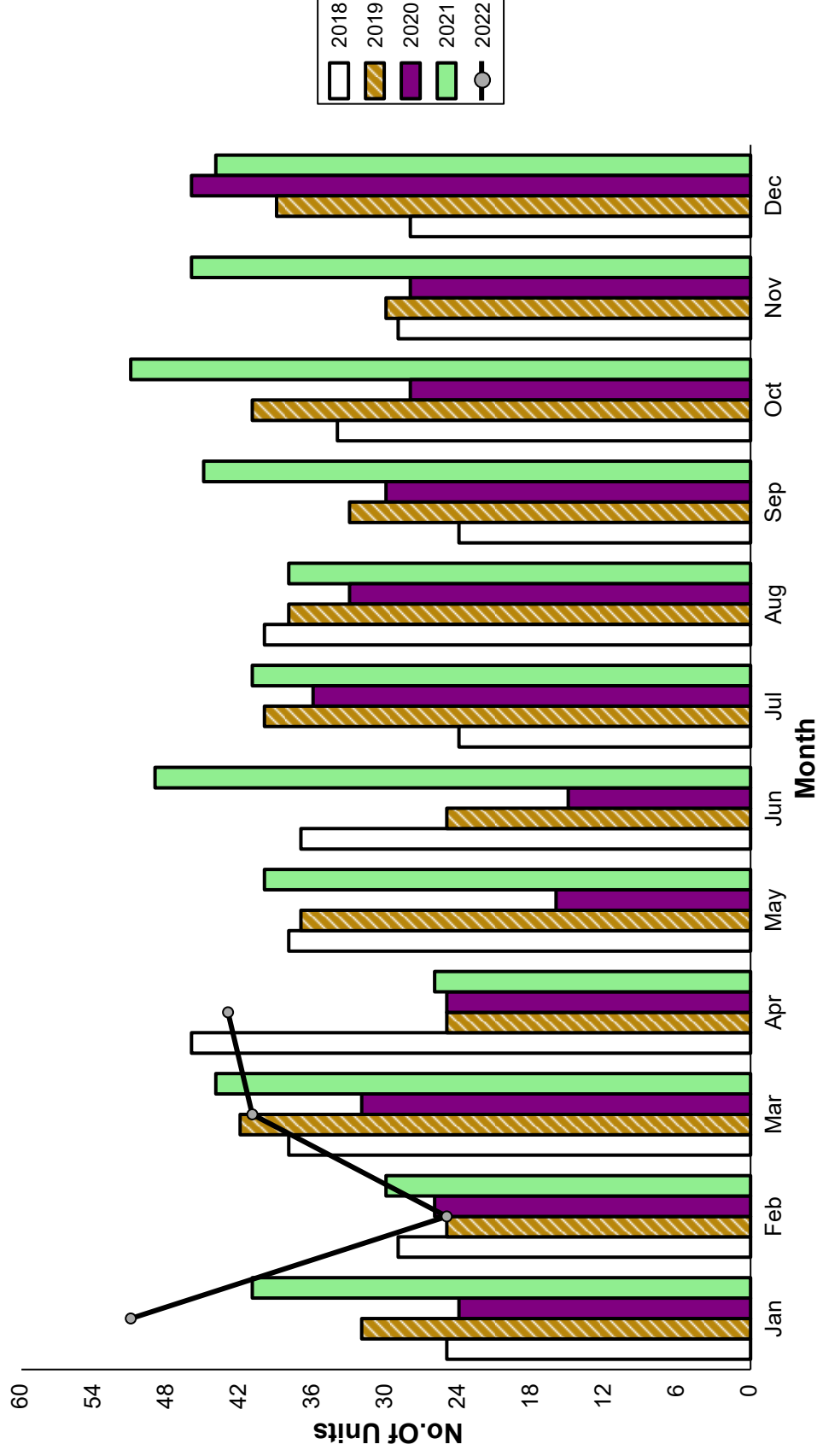
MONTH	NO. OF RESALES		TOTAL SALES VOLUME IN \$\$		AVG RESALE PRICE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
January	51	41	\$22,789,400	\$16,433,725	\$446,851	\$400,823
February	25	30	\$12,688,000	\$11,904,525	\$507,520	\$396,818
March	41	44	\$19,655,200	\$20,903,100	\$479,395	\$475,070
April	43	26	\$27,123,000	\$12,851,400	\$630,767	\$494,285
May		*		\$18,741,800		* \$468,545
June		*		\$25,804,388		* \$526,620
July		*		\$17,901,388		* \$436,619
August		*		\$18,292,000		* \$481,368
September		*		\$20,638,940		* \$458,643
October		*		\$22,829,400		* \$447,635
November		*		\$23,744,300		* \$516,180
December		*		\$20,172,500		* \$458,466
TOTAL	160.00	141.00	\$82,255,600	\$62,092,750		
ALL TOTAL	160.00	495.00	\$82,255,600	\$230,217,466		
MON AVG	40.00	35.00	\$20,563,900	\$15,523,188	\$516,133	\$441,749
% CHANGE - YTD	13.5%		32.5%		16.8%	

% Change calculated (ThisYear - LastYear)/LastYear

\* Amount is excluded from percent calculation

# THIRD MUTUAL

## Resales - 5 Year Comparison



## Monthly Resale Report Third Mutual

Month	NUMBER OF RESALES				TOTAL SALES VOLUME IN \$\$				AVG RESALE PRICE			
	2022	2021	2020	2019	2022	2021	2020	2019	2022	2021	2020	2019
January	51	41	24	32	\$22,789,400	\$16,433,725	\$10,015,000	\$12,482,100	\$446,851	\$400,823	\$417,292	\$390,066
February	25	30	26	25	\$12,688,000	\$11,904,525	\$12,158,700	\$10,208,000	\$507,520	\$396,818	\$467,642	\$408,320
March	41	44	32	42	\$19,655,200	\$20,903,100	\$13,946,416	\$16,639,712	\$479,395	\$475,070	\$435,826	\$396,184
April	43	26	25	25	\$27,123,000	\$12,851,400	\$10,830,833	\$10,435,500	\$630,767	\$494,285	\$433,233	\$417,420
May		40	16	37	\$0	\$18,741,800	\$5,604,000	\$16,273,033		\$468,545	\$350,250	\$439,812
June		49	15	25	\$0	\$25,804,388	\$5,881,500	\$10,290,000		\$526,620	\$392,100	\$411,600
July		41	36	40	\$0	\$17,901,388	\$15,240,248	\$17,327,373		\$436,619	\$423,340	\$433,184
August		38	33	38	\$0	\$18,292,000	\$14,612,928	\$15,994,900		\$481,368	\$442,816	\$420,918
September		45	30	33	\$0	\$20,638,940	\$14,314,100	\$12,643,180		\$458,643	\$477,137	\$383,127
October		51	28	41	\$0	\$22,829,400	\$10,707,400	\$16,142,900		\$447,635	\$382,407	\$393,729
November		46	28	30	\$0	\$23,744,300	\$11,057,300	\$13,520,950		\$516,180	\$394,904	\$450,698
December		44	46	39	\$0	\$19,498,600	\$18,548,901	\$18,319,800		\$464,252	\$403,237	\$469,738
TOTAL	160	141	107	124	\$82,255,600	\$62,092,750	\$46,950,949	\$49,765,312				
ALL TOTAL	160	495	339	407	\$82,255,600	\$229,543,566	\$142,917,326	\$170,277,448				
MON AVG	40.0	35.3	26.8	31.0	\$20,563,900	\$15,523,188	\$11,737,737	\$12,441,328	\$516,133	\$441,749	\$438,498	\$402,998
% CHANGE-YTD	13.5%	31.8%	-13.7%	-10.1%	32.5%	32.3%	-5.7%	-13.0%	16.8%	0.7%	8.8%	-1.8%

% Change calculated (This Year - Last Year)/Last Year  
Percent calculation only includes YTD figures in black.



# Resales Report

## Third Laguna Hills Mutual

### April, 2022

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
04/11/2022	969-2D	3	\$397,000	Villa Capri	Re/Pro	Re/Pro	Generations Escrow
04/19/2022	969-2F	3	\$460,000	Villa Capri	Century 21 Rainbow	Keller Williams Spectrum Properties	Granite Escrow
04/07/2022	2120-B	3	\$330,000	Casa Linda	Mark Carlson, Broker	HomeSmart Evergreen	Corner Escrow Inc.
04/19/2022	2267-H	3	\$260,000	Monterey	Laguna Premier Realty, Inc	Presidential Real Estate	Generations Escrow
04/15/2022	2288-N	3	\$455,000	Castilla	Mark Carlson, Broker	Ramsey-Shilling Assoc	Corner Escrow Inc.
04/04/2022	2309-A	3	\$420,000	Cordoba	Pinnacle Estate Properties	Pinnacle Estate Properties	Generations Escrow
04/06/2022	2337-C	3	\$470,000	La Jolla	Keller Williams Real Estate	eXp Realty of California	Corner Escrow Inc.
04/06/2022	2354-3E	3	\$432,500	Garden Villa	Village Real Estate	Century 21 Rainbow	Corner Escrow Inc.
04/01/2022	2359-A	3	\$339,000	Seville	Laguna Premier Realty, Inc	Douglas Elliman of California, Inc	Granite Escrow
04/27/2022	2380-A	3	\$505,000	La Jolla	Keller Williams Realty Irvine	HomeSmart Evergreen	Corner Escrow Inc.
04/19/2022	2381-1B	3	\$380,000	Garden Villa	Re/Pro	New Star Realty & Investment	Generations Escrow
04/11/2022	2384-2C	3	\$398,000	Garden Villa	Laguna Premier Realty, Inc	Coldwell Banker	Blue Pacific Escrow
04/29/2022	2389-2H	3	\$560,000	Garden Villa	Century 21 Rainbow	Uniti Realty	Granite Escrow
04/01/2022	2398-3F	3	\$260,000	Villa Capri	FSBO	N/A	First American Title Company
04/29/2022	3015-D	3	\$329,000	Montecito	Residential Agent Inc.	New Star Realty & Investment	Generations Escrow
04/19/2022	3029-O	3	\$399,000	Casa Del Mar	FSBO	FSBO	Granite Escrow
04/11/2022	3036-Q	3	\$495,000	Casa Del Mar	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
04/25/2022	3065-B	3	\$500,000	Villa Nova	Century 21 Award	Laguna Premier Realty, Inc	Escrow Network Group, Inc
04/06/2022	3199-A	3	\$780,000	El Doble	Coldwell Banker Residential	HomeSmart Evergreen	Corner Escrow Inc.
04/29/2022	3201-C	3	\$705,000	La Reina	Laguna Premier Realty, Inc	Presidential Real Estate	Granite Escrow
04/26/2022	3332-A	3	\$390,000	Catalina	Century 21 Rainbow	Century 21 Rainbow	Corner Escrow Inc.
04/11/2022	3465-A	3	\$1,200,000	Andaluz	Laguna Premier Realty, Inc	Laguna Premier Realty, Inc	Blue Pacific Escrow
04/07/2022	3484-B	3	\$899,000	Malaga	HomeSmart Evergreen	Laguna Premier Realty, Inc	Corner Escrow Inc.
04/21/2022	3498-3D	3	\$385,000	Villa Nueva	Prea Realty	New Star Realty & Investment	Granite Escrow
04/27/2022	3500-1B	3	\$449,000	Villa Nueva	Century 21 Rainbow	The L3 Real Estate	Granite Escrow

# Resales Report

## Third Laguna Hills Mutual

### April, 2022

Close	Manor	Mutual	Price	Model/Style	Listing Realtor	Buyer Realtor	Escrow
04/29/2022	3510-1E	3	\$360,000	Villa Nueva	Keller Williams Real Estate	Keller Williams Real Estate	Granite Escrow
04/05/2022	4002-2A	3	\$594,000	Villa Nueva	First Team Real Estate	First Team Real Estate	Blue Pacific Escrow
04/26/2022	4007-3C	3	\$625,000	El Mirador	The Elitzak Group	Century 21 Rainbow	Corner Escrow Inc.
04/07/2022	4008-2H	3	\$435,000	El Mirador	International Home Realty	Regency Real Estate	Granite Escrow
04/06/2022	4012-1C	3	\$388,000	Villa Nueva	Laguna Premier Realty, Inc	Regency Real Estate	Blue Pacific Escrow
04/27/2022	5003	3	\$1,150,000	Villa Serena	Century 21 Rainbow	Century 21 Rainbow	Blue Pacific Escrow
04/29/2022	5082	3	\$1,400,000	Villa Serena	Laguna Premier Realty, Inc	Century 21 Rainbow	Granite Escrow
04/18/2022	5135	3	\$1,201,000	Villa Terraza	Century 21 Rainbow		Corner Escrow Inc.
04/21/2022	5287	3	\$1,200,000	Villa Paraisa	Compass	Compass	Corner Escrow Inc.
04/22/2022	5323-O	3	\$315,000	Casa Vista	FSBO		Escrow Options Group
04/21/2022	5349-Q	3	\$640,000	Casa Vista	HomeSmart Evergreen	Coldwell Banker	Corner Escrow Inc.
04/22/2022	5372-2D	3	\$457,500	Villa Puerta	Residential Agent Inc.	Keller Williams Real Estate	Granite Escrow
04/13/2022	5433	3	\$1,700,000	Columbia	HomeSmart Evergreen	HomeSmart Evergreen	Granite Escrow
04/29/2022	5472-B	3	\$625,000	Casa Milano	Laguna Premier Realty, Inc	Humming Realty	Granite Escrow
04/08/2022	5473-O	3	\$775,000	Casa Milano	HomeSmart Evergreen	HomeSmart Evergreen	Escrow Options Group
04/29/2022	5530-A	3	\$800,000	Villa Francesca	Keller Williams OC Coastal Realty	Presidential Real Estate	O C Coastal Escrow
04/01/2022	5535-B	3	\$860,000	El Prado	Coldwell Banker	Coldwell Banker	Coast Cities Escrow
04/26/2022	5584-A	3	\$1,400,000	Casa Siena	Laguna Premier Realty, Inc	First Team Real Estate	Blue Pacific Escrow

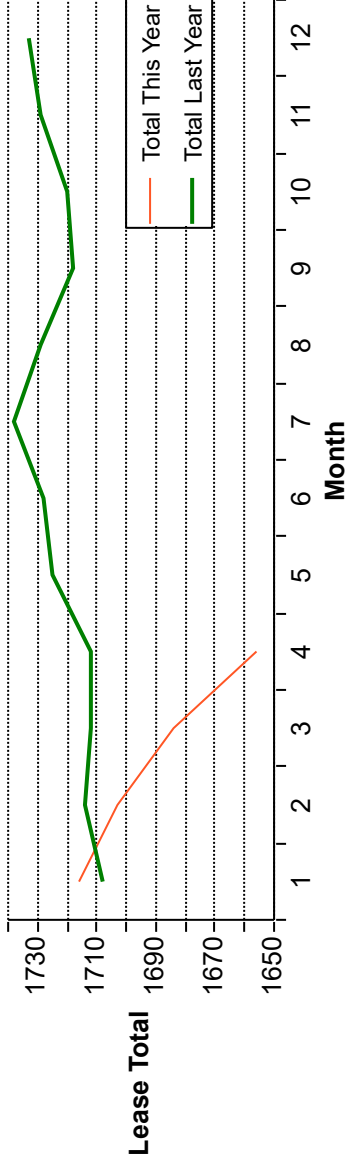
Number of Resales: 43

Total Resale Price: \$27,123,000

Average Resale Price: \$630,767

Median Resale Price: \$470,000

# Monthly Active Leasing Report 2022 Period 4 (Mutual 3)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased Last Year	% Leased Change	Total Renewals	Total Expirations
2022	January	14	26	312	1,364	1,716	1,708	28.1	28.0	125	41
2022	February	15	24	323	1,341	1,703	1,714	27.9	28.1	123	54
2022	March	16	23	342	1,303	1,684	1,712	27.6	28.1	137	65
2022	April	12	17	361	1,266	1,656	1,712	27.1	28.1	142	74
2022	May					1,725					
2022	June					1,728					
2022	July					1,738					
2022	August					1,729					
2022	September					1,718					
2022	October					1,720					
2022	November					1,729					
2022	December					1,733					

**OPEN MEETING**

**REGULAR OPEN MEETING OF THE THIRD LAGUNA WOODS MUTUAL  
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

Monday, April 25 2022: 9:30AM-11:30AM  
Laguna Woods Village Community Center (Zoom)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Robert Mutchnick, John Frankel, Ralph Engdahl, James Cook, Craig Wayne

**DIRECTORS PRESENT:** Mark Laws

**COMMITTEE MEMBERS ABSENT:** Michael Plean

**ADVISORS PRESENT:** Michael Butler

**STAFF PRESENT:** Robbi Doncost, Lauryn Fox, Gavin Fogg, Bart Mejia, Manuel Gomez, Richard DeLaFuentes

**1. Call to Order**

Chair Mutchnick called the meeting to order at 9:30 AM.

**2. Acknowledgement of Media**

Zoom recording.

**3. Approval of Agenda**

Agenda was approved by consensus.

**4. Approval of Meeting Report for March 28, 2022**

Meeting Report was approved by consensus.

**5. Chair's Remarks**

Chair Mutchnick explained that Director Plean was unable to attend due to medical reasons.

**6. Member Comments - (Items Not on the Agenda)**

None.

**7. Manor Alterations Division Update**

Staff Officer Bart Mejia had minor updates for technology and permit processing, but stated more detailed updates would be given in a later section of the meeting.

**Consent:**

*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.*

## **8. Monthly Mutual Consent Report**

Mr. Mejia discussed the efforts of Manor Alterations to streamline the processing and approval of Mutual Consents. He discussed the efforts of the Tech Team to update the website abilities.

Director Laws inquired about the length of time for approvals, if there were parameters for shrinking the approval timeline, and what the target was for improvements. Mrs. Fox explained the average approval time, how the timelines were driven, and where the largest time delays occurred.

### **Variance Requests:**

- A. 5191 Duenas (Villa Serena, Plan C12RB\_1) Room Addition in Exclusive Use Common Area and Laundry Room in the Garage

Mr. Mejia introduced the Variance, and Director Cook requested an edit to the Staff Report to reflect the ACSC approval as opposed to the Board. Chair Mutchnick stated he visited the proposed manor in person to better understand the layout. Mr. DeLaFuente answered questions regarding the overall depth of the planter v the extension. Discussion ensued regarding the final layout approval. The variance was approved by consensus.

- B. 5379-C Avenida Sosiega (Cabrillo, Plan RP203A) Cathedral Ceiling

Mr. Mejia introduced the Variance, and Mr. DeLaFuente clarified the intent to maintain the existing roof line. Advisor Butler discussed the requirements for a recordable CAUA, and potentially adding this clarification into the General Conditions of the variance. Discussion ensued between the committee to balance occupancy agreements, like-for-like changes, policy requirements, and timeline of approvals. The variance was approved by consensus with the mandate that the additional general condition was added and the verbiage edited.

### **Items for Discussion:**

9. Update on Technology
  - A. Automated Reminders
  - B. Live Permit Status Links
  - C. Analytics Improvements

Mrs. Fox summarized the different technological updates coming to Manor Alterations, and how the efforts of these updates will streamline the approval process. Mrs. Fox confirmed that per the committee's requests, efforts have been made to increase communications with residents after they begin to lapse in providing documents. There was also effort made to give residents more access to real-time updates.

### **Items for Future Agendas:**

- Variance Request Report

- Contractor Violation Policy: Revisions Post-Board Meeting
- Handrail Policy: Evolution into Ambulatory Aide Policy
- Alteration Fee Schedule
- CAUA: Resolution from 2018 – Revisited for Discussion

**Concluding Business:**

**10. Committee Member Comments**

None.

**11. Date of Next Meeting – May 23, 2022**

**12. Adjournment at 10:03 AM**

X

**DRAFT**

Robert Mutchnick, Chair

Bart Mejia, Staff Officer

Telephone: (949) 268-2281



## STAFF REPORT

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**DATE:** April 25, 2022  
**FOR:** Third Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Mr. Vetit Piyas of 5191 Duenas (Villa Serena, Plan C12RB\_1) Room Addition in Exclusive Use Common Area and Laundry Room in the Garage

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### **RECOMMENDATION**

Staff recommends approval from the Architectural Control and Standards Committee for a variance for a room addition into exclusive use common area and a laundry room in the garage with conditions stated in Appendix A.

### **BACKGROUND**

Mr. Vetit Piyas of 5191 Duenas, a Villa Serena style manor, requests Architectural Control and Standards Committee approval of a variance for a room addition into exclusive use common area and a laundry room in the garage.

Due to there being no existing Standard plan for the proposed alterations, Staff seeks ACSC approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

### **DISCUSSION**

Mr. Vetit Piyas is proposing a room addition into exclusive use common area and a laundry room in the garage, as part of a large remodel.

The addition of the laundry room, including access doors to both the adjacent bedroom and the garage, is an encroachment into the exclusive use common area garage. The existing water heater will need to be relocated within the garage. The laundry room and the water heater relocation will need to be adjusted to accommodate the required two 10'x20' clear parking spaces within the 2-car garage. This will require the laundry room interior space be approximately 5'-6"x12' with the water heater relocated adjacent to it. This will be enforced through Building Department plan check and inspection.

The existing exclusive use common area patio at the rear of the of the manor was permitted to be expanded into common area in 1976. Per current common area policy, no new construction shall be permitted in common area. The extent of the addition is limited to the original limits of the exclusive use common area, 6' x 40' as shown on the drawings in Appendix B. The additional floor space will be added to the master bedroom and living room, 34'x6' or 204 square feet. The roof line and a soffit will be continued the

full width of the manor to create a continuous façade. A portion of the grandfathered patio extension is to remain outside the dining room, so the portion of the roof and soffit above the patio will be supported by a post at the corner of the allowed limits.

By the removal of a portion of the existing grandfathered patio, the grandfathering of that portion of common area is now void. The portion of the grandfathered patio to remain is defined by the planter walls that are to remain, which results in the revised patio measuring approximately 9'x9'.

Structural drawings and calculations will be required for the overall manor remodel due to bearing walls being removed and the new construction. Refer to documents in Appendix B.

Currently, there are no Mutual Consents open for the manor, other than those that relate to this variance application.

Staff recommends approval from the Architectural Controls and Standards Committee regarding the variance request for the following reasons. Mr. Vetit Piyas has submitted architectural drawings for the proposed alteration for review. As indicated on the plans, additions are contained by the original construction volume limits as shown in Appendix B. The remodel should not cause changes to existing drainage, landscaping, or similar issues related to common area maintenance.

Structural drawings will be submitted for review prior to issuance of the Mutual Consents for Demolition and Alteration. The structural tie-in of the new framing shall be addressed on the structural drawings.

A City of Laguna Woods building permit final inspection would verify compliance with all applicable building codes.

A Neighbor Awareness Notice was sent to manors 5190, 5192, 5193, 5194, 5195, 5210, 5211, 5212, and 5213 on April 15, 2022 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5191.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Reviewed By:** Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

Baltazar Mejia, P.E., Maintenance & Construction Assistant

Director



## **ATTACHMENT(S)**

Appendix A:	Conditions of Approval
Appendix B:	Record Documents
Attachment 1:	Scope of Work
Attachment 2:	Variance Application
Attachment 3:	Photos
Attachment 4:	Aerials
Attachment 5:	Resolution 03-22-41

<p style="text-align: center;"><b>APPENDIX A</b> <b>CONDITIONS OF APPROVAL</b></p>
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**CONDITIONS OF APPROVAL**

**Manor:** 5191 Duenas, Laguna Woods, CA

**Variance Description:** Room Addition into Exclusive Use Common Area and a Laundry Room in the Garage

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

**Manor-Specific Conditions:**

A. General Comments:

- A.1. The member shall provide a copy of the Grant Deed and the Legal Description for the unit to Manor Alterations, prior to application for Mutual Consent for Demolition and Alteration, for use in preparation of a recordable "Exclusive Use Common Area Agreement" as mentioned in Section G General Conditions.
- A.2. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.3. The Member shall provide plans, specifications, and calculations (from a duly licensed structural engineer) to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.4. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.
- A.5. The Member shall paint the entire new building expansion and sides of the Manor for a complete blend of the new exterior surfaces. All veneer textures, materials, trim, and colors shall match and conform to the existing conditions.

B. Materials and Methods:

- B.1. All new materials, colors, and finishes shall match existing.
- B.2. Entire elevation with continuity of room addition walls shall be painted to match existing and maintain a single congruous color and finish.

- B.3. The new room in the garage shall not encroach into the required 20' x 20' clear parking area as required by code.
- B.4. Water heater and water filter system relocation shall not encroach into the required 20' x 20' clear parking area as required by code.
- B.5. The existing vehicular garage door shall remain and shall not be relocated.
- B.6. New construction shall not extend beyond 6' x 40' Exclusive Use Common Area rear patio limits as defined by original tract map and Grandfathered herein.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- C.2. Prior to the Issuance of a Mutual Consent for Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, if required, the Member shall verify with Plumbing if the manor plumbing has been treated with an ePIPE Epoxy Barrier, to assure that Mutual property is appropriately addressed during construction. Any repair or connection to the epoxy coated pipe should be performed in such a manner that the repair or the remodel of the existing system does not damage the epoxy barrier. Before repairing or remodeling any ACE Duraflo epoxy barrier, call 800-359-6369 to ensure the proper technique is used for the specific repair or remodel.
- C.4. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs.

For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.

- C.5. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- C.6. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "Third Laguna Hills Mutual Color Selections" at Resident Services, located at the Community Center first floor.

*See next page for General Conditions.*

## **General Conditions:**

### **G. General Conditions**

- G.1. No improvement shall be installed, constructed, modified or altered at 5191, ("Property") within the Third Laguna Hills Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5191 and all future Mutual Members at 5191.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual's Governing Documents

by any invitee, including any fine, assessment or other charge levied in connection therewith.

- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the ACSC approval of the Variance.
- G.10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- G.11. All construction must be completed within 180 days or 6 months from the later date of ACSC approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.12. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a

Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

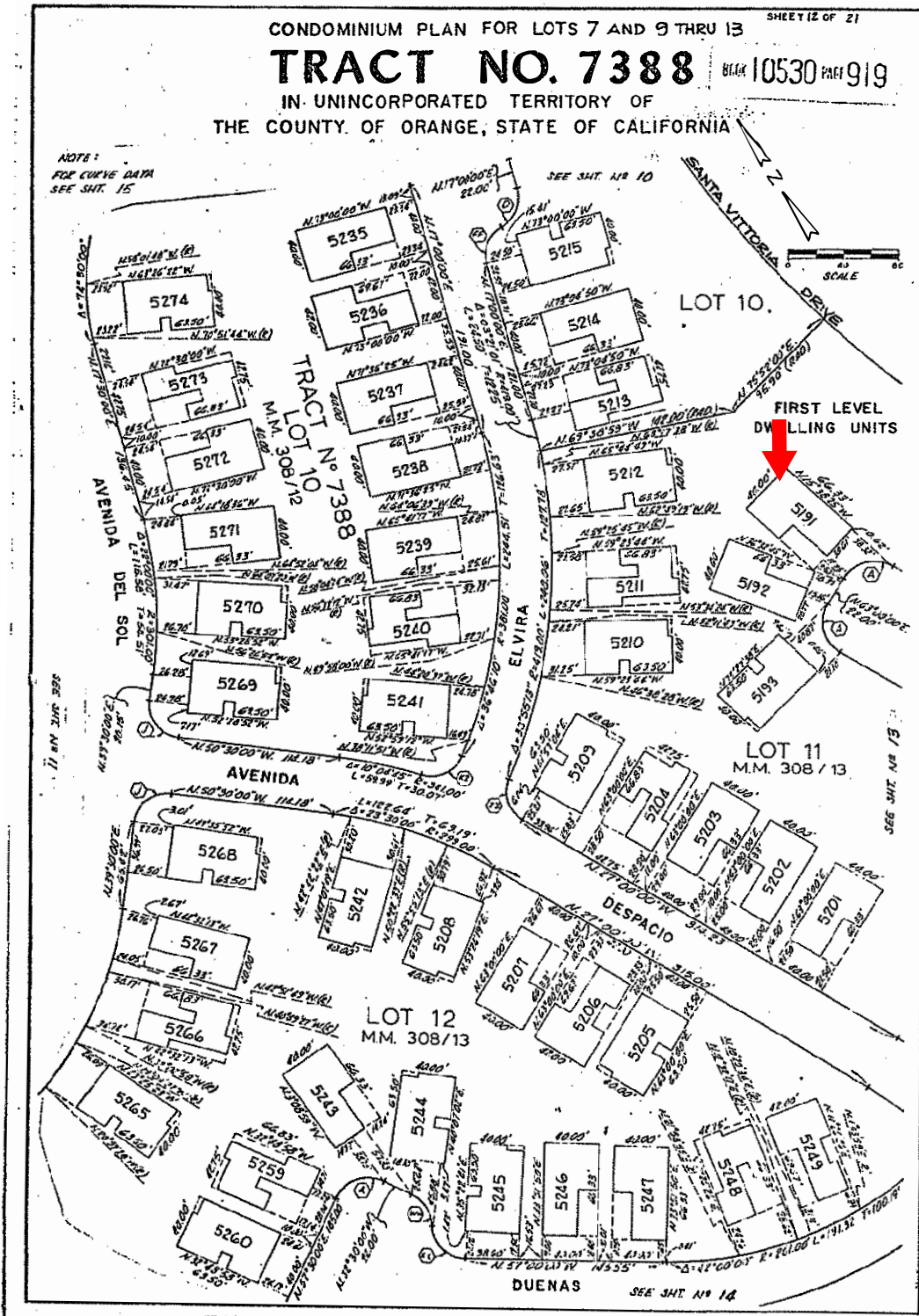
- G.13. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.21. The Mutual Consent for Alterations expires six months after the date of

approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

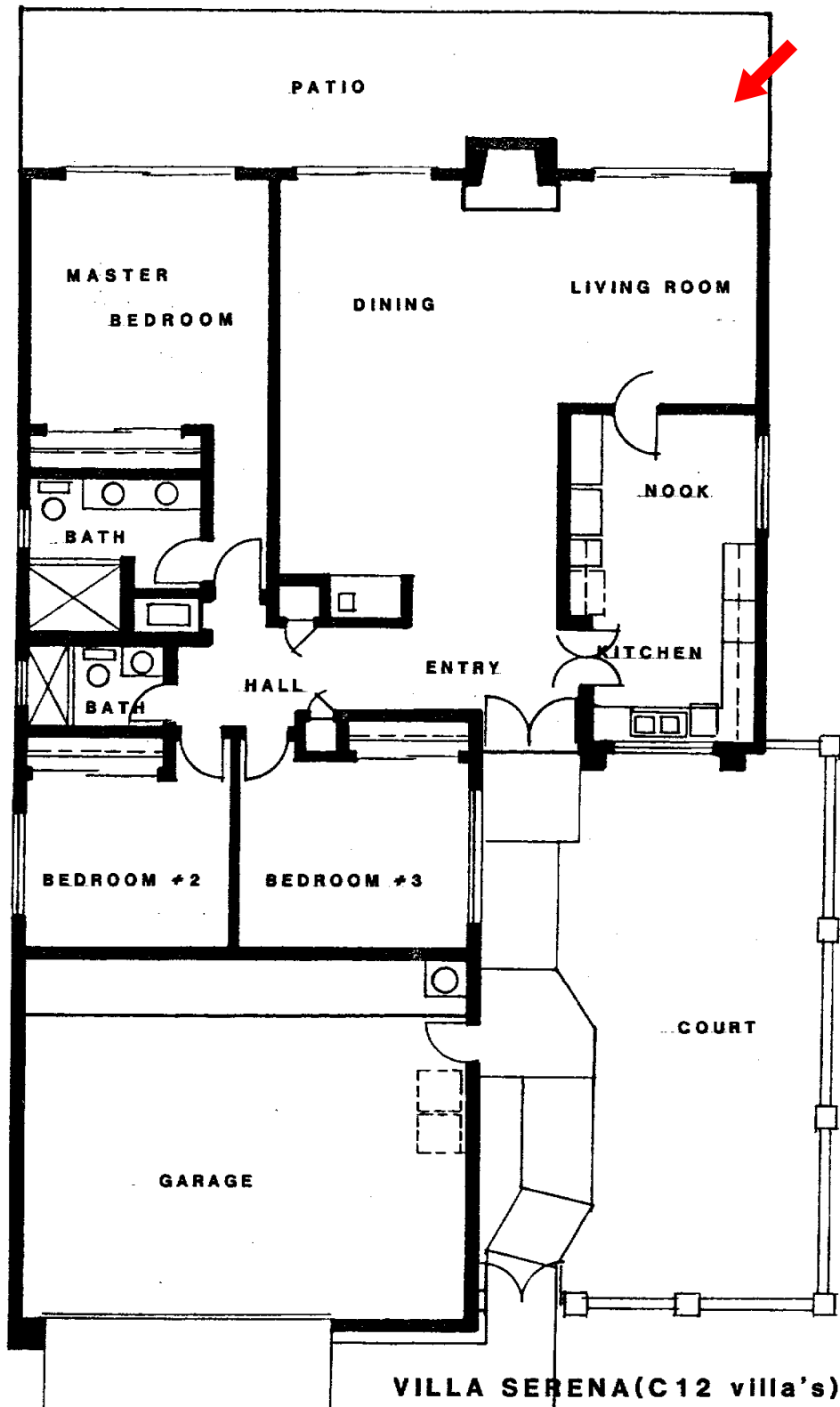
- G.22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.23. Member shall indemnify, defend and hold harmless Third and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.



## APPENDIX B RECORD DOCUMENTS







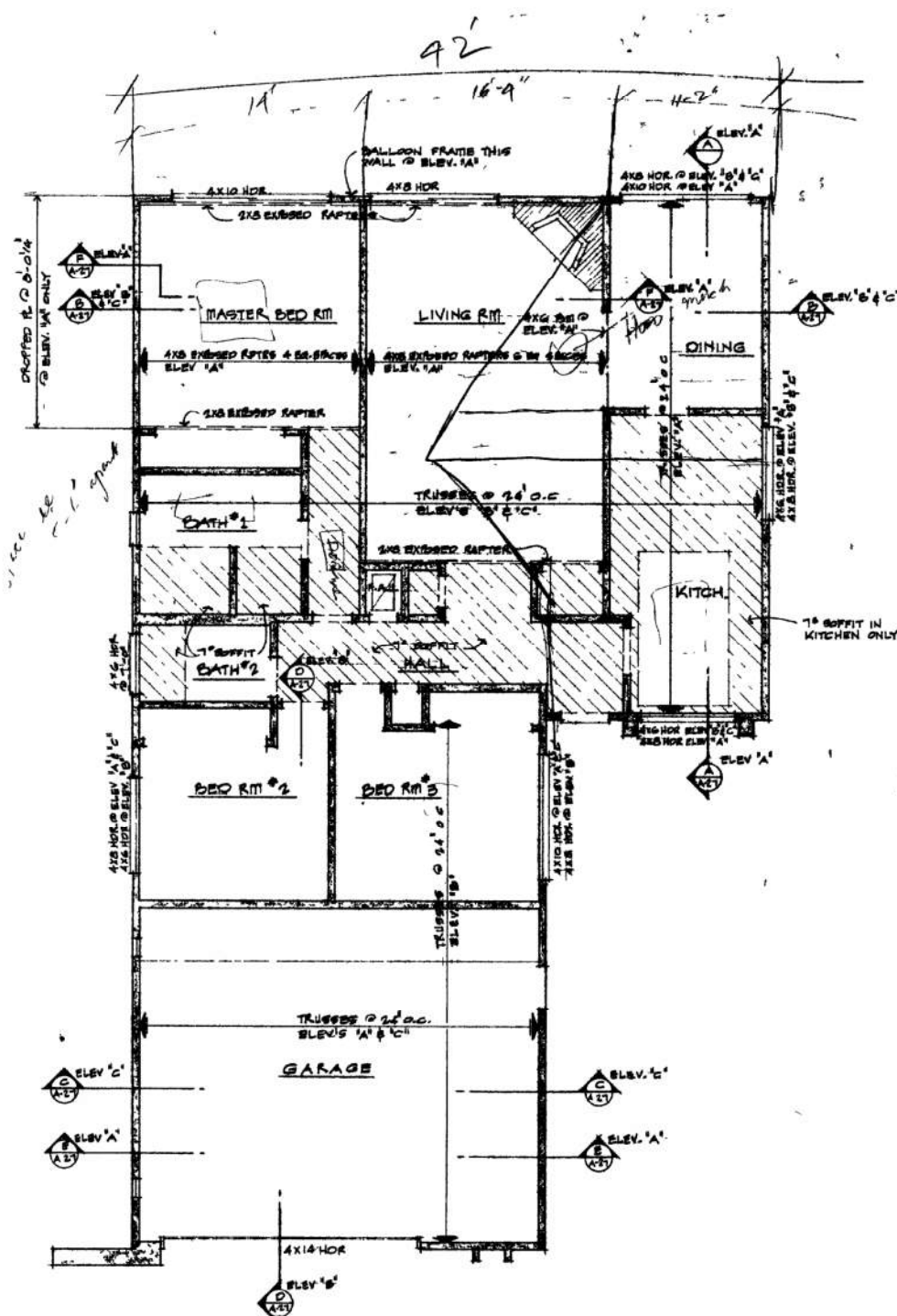
VILLA SERENA(C12 villa's)

5191 PLAN IS REVERSED

81-



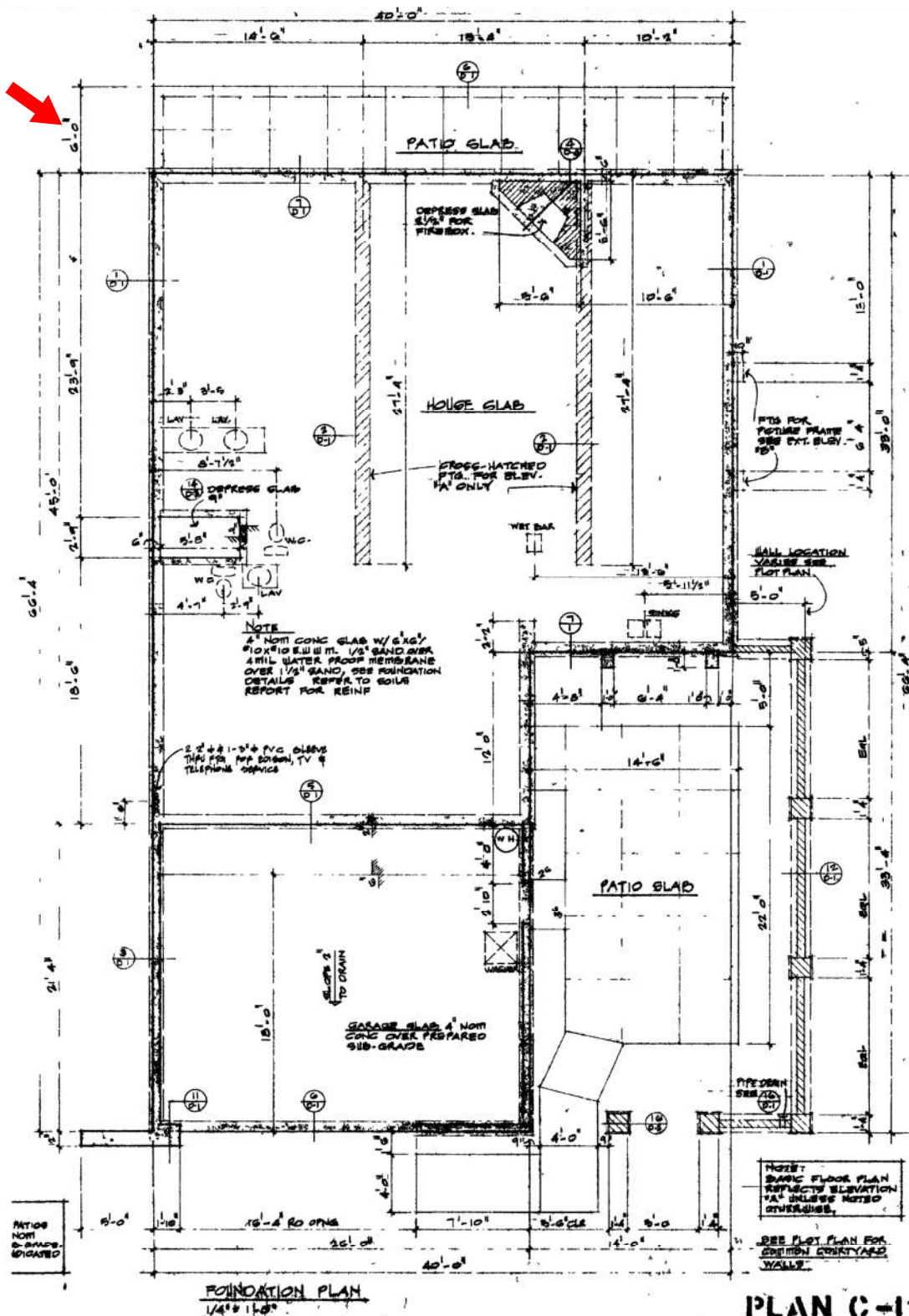




FRAMING PLAN  
SCALE: 1/4" = 1'-0"

5191 PLAN IS REVERSED  
PLAN C-12





1000 2000

A1

PLOT DATE: 3/24/2022





[illegible]

NOTE: WALLS SEPARATING DWELLING UNITS AND SLEEPING UNITS IN THE SAME BUILDING SHALL BE CONSTRUCTED AS FIRE PARTITIONS IN ACCORDANCE WITH CALIFORNIA GREEN BUILDING STANDARDS CODE REQUIREMENTS FOR ALL ASSEMBLIES SHALL COMPLY WITH CBC SECTION 704.

CALIFORNIA GREEN BUILDING STANDARDS CODE REQUIRES REPLACEMENT OF ALL EXISTING NON-COMPLIANT FLUORESCENT FIXTURES. (68062-301/06062-306/30.0)

NOTE: BATHROOM EXHAUST MUST VENT TO OUTDOORS IN AN APPROVED DUCT THROUGH A MINIMUM OF 3 FT. FROM AN OPENING OR THROUGH A WALL OR CEILING.

NOTE:  
HABITABLE ROOMS SHALL NOT BE LESS THAN  
7'-0" IN ANY HORIZONTAL DIMENSION (CIRC R100.2)  
CENT FIBER-CEMENT FIBER-MAT REINFORCED  
CEMENT GLASS MAT SYSTEM OR FIBER REINFORCED  
GYPSUM BACKERS SHALL BE USED AS A BASE  
FOR WALL TILE IN TUB AND SHOWER AREAS AND WALL  
AND CEILING PANELS IN SHOWER AREAS  
(CIRC 2504, CIRC R102.4)  
SHORTER WALLS AND BATHING WALL SHALL BE FINISHED  
WITH A NON-ABRASIVE SURFACE FOR A MINIMUM OF  
6'-0" ABOVE THE FLOOR.

FLOOR PLAN KEY	
	DEMO DROP CEILING
	NOT PART OF SCOPE OF WORK
	DROP CEILING
	DEMO HALL EXISTING WALL TO REMAIN

SQUARE FOOTAGE	
(E) BASE FLOOR	1612 sq ft
(N) PROPOSE ADDITION	202 sq ft
<b>TOTAL</b>	<b>1814 sq ft</b>
(E) GARAGE	508 sq ft

FOR ADVERTISING USE ONLY - SUBMITTING TO BUREAU OF APPLS.

AREA OF PATIO TO  
RETAIN  
(GRANDFATHERED)

**REQUIRED:  
MAJOR WALL  
REVISIONS  
REQUIRE  
STRUCTURAL  
DRAWINGS AND  
CALCULATIONS**

## AREA OF VARIANCE SCOPE

AREA OF  
ADDITION  
& VARIANCE

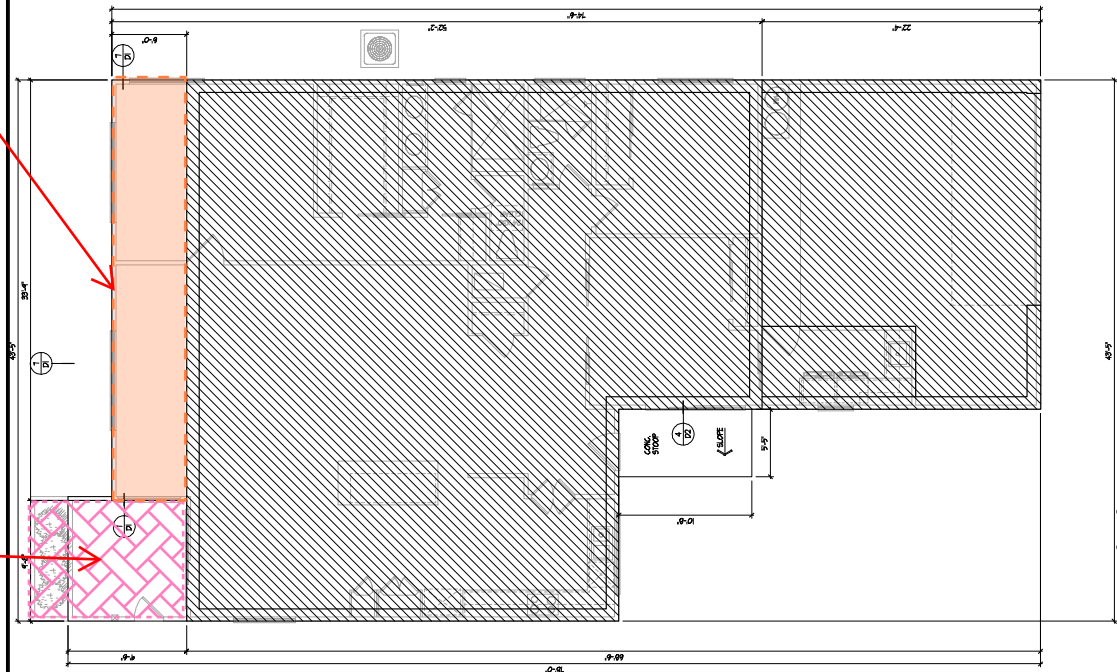
43-57  
**EXISTING/DEMO FLOOR PLAN**  
SCALE: 1/4"=1'-0"

## PROPOSE FLOOR PLAN

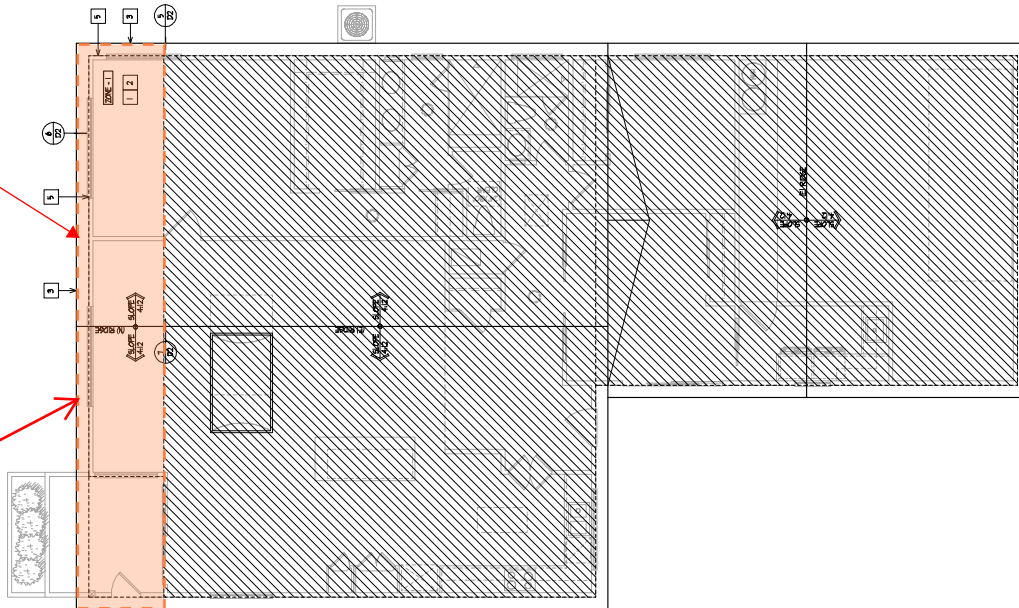
Agenda Item #14b  
Page 21 of 46



NO FURTHER ENCROACHMENT  
INTO COMMON AREA IS  
APPROVED.



**PROPOSE SLAB PLAN**  
SCALE: 1/4"=1'-0"



**PROPOSE ROOF PLAN**  
**SCALE: 1/4"=1'-0"**

- CONCRETE PLACEMENT**

THE FOLLOWING ARE INDICATED MINIMUM STANDARDS ONLY. MEETS TO PROTECT YOUR INVESTMENT AND PROTECTUAL RIGHTS, WE RECOMMEND THAT YOU OBTAIN A PROFESSIONAL INSPECTION OF THE FINISHED WORK.
- CONCRETE SLABS**

SHOULD BE LAYED OVER A MINIMUM OF 4" CLEAN DUMP SAND & A 1/4" VIBRATION OVER A 1" CLEAN DUMP SAND.
- CONCRETE STOPS**

THE TOP OF STOPS SHALL BE FINISHED AT EACH STOPPING OF 6" EXACTLY.
- CONCRETE FINISH**

SHALL BE A MINIMUM OF 1" FINDER WITH THE DOOR STOP SHALL PROJECT A MINIMUM OF 3/4" IN FRONT OF THE FINISH.
- CONCRETE JOINTS**

SHOULD BE A MIN. OF 3'-0" JOINTS. JOINTS SHALL BE FINISHED TO A MIN. OF 1/4" REINBAR AT 2' ON JOINTS. JOINTS SHALL BE FINISHED TO A MIN. OF 1/4" REINBAR AT 2' ON JOINTS.
- CONCRETE FLOORING**

CONCRETE SHALL BE PROVIDED AT THE FRONT PORCH OVER THE ENTIRE AREA.
- CONCRETE FINISHES**

CONCRETE FINISHES ARE NOTED IN THE PLAN. FINISHES SHALL BE FINISHED TO A MIN. OF 1/4" REINBAR AT 2' ON JOINTS. JOINTS SHALL BE FINISHED TO A MIN. OF 1/4" REINBAR AT 2' ON JOINTS.

## ROOF NOTES

- |   |  |  |
|---|--|--|
| 1 | ROOF SLOPE:                                    | 4:12 TO MATCH EXISTING                   |
| 2 | ROOF MATERIAL:                                 | CONC. 5" TILE TO MATCH EXISTING          |
| 3 | ROOF COVERING:                                 | WFR, MONER LITTLE 1250 10456 OR APPROVED |
| 4 | EQUAL ROOF MATERIAL:                           | SHALL BE CLASS A FIRE RETARDENT.         |
| 5 | ALL EAVES AND RAKES SHALL BE:                  | 2" OH. UNO.                              |
| 6 | PROVIDE 6" VALLEY FLASHING AT ALL ROOF VALLEYS |  |
| 7 | LINE OF STRUCTURE                              |  |





### WNT CALCULATION

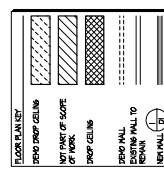
THE ATTIC VENTILATION CALCULATIONS PER C.B.C. SECTION 1203.2.4 ARE AS FOLLOWS:

- ATTIC AREA (SQ. METER FEET).
- DIVIDE (A) BY 150 #/000 (A VAPOR RETARDER IS PROVIDED AT MANHOLE SIDE PER CBC SEC. 1203.2) AND MULTIPLY BY 14.4 TO OBTAIN THE MINIMUM REQUIRED NET FREE VENTILATING AREA IN SQUARE INCHES.
- SEE GENERAL NOTE DIVISION 6 SECTION A.
- TOTAL SQUARE INCHES OF NET FREE VENTILATING AREA PROVIDED BY GABLE END VENTS.
- TOTAL SQUARE INCHES OF NET FREE VENTILATING AREA PROVIDED BY ROOF VENTILATORS.
- TOTAL SQUARE INCHES OF NET FREE VENTILATING AREA PROVIDED BY ROOF VENTS AND GABLE ENDS.

PLAN	A ATTIC AREA	B REQUIRED VENTING	C SHALE END VENTS	D ROOF VENTS	E SAVE VENTS
ZONE-1	202 FT <sup>2</sup>	144 IN. <sup>2</sup>	336 IN. <sup>2</sup>	0 HIGH IN. <sup>2</sup> 0 LOW	0 IN.

## ATTIC VENTS

- |   |  |
|---|--|
|  | (1) PVC44 CORNER VENT PROVIDES 120 SQ. IN. OF FREE FLOW AIR MOVEMENT           |
|  | (1) 1.1424 14" X 24" ATTIC VENT PROVIDES 360 SQ. IN. OF FREE FLOW AIR MOVEMENT |
|  | (1) CHIMNEY GABLED VENT TILE PROVIDES 120 SQ. IN. OF FREE FLOW AIR MOVEMENT    |
|  | (1) VENT BLOCK PROVIDES 18 SQ. IN. OF FREE FLOW AIR MOVEMENT                   |



5191 DUENES  
LAGUNA WOODS, CA 92637

A2

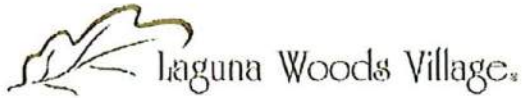
**design**  
EDGAR ESPARZA  
16198 EBONY AVE.  
MORENO VALLEY, CA 92551  
CELL: 562.965.4771

PLOT DATE: 3/24/2022

SIGNATURE \_\_\_\_\_  
PHONE: 562.954.7171  
EDGAR ESPARZA



# ATTACHMENT 2 APPLICATION



MANOR # 5191 Duenas

☐ ULWM

☐ TLHM

## Variance Request Form

SA

Model: <u>Villa Serena</u>	Plan:	Date: <u>12-27-2022</u>
Member Name: <u>Vetit Piyas</u>	Signature <u>Vetit Piyas</u> <small>Vetit Piyas (407 25, 2322 12-29 FOT)</small>	
Phone: [REDACTED]	Email: [REDACTED]	
Contractor Name/Co: [REDACTED]	Phone: [REDACTED]	Email: [REDACTED]

### Description of Proposed Variance Request ONLY:

Create a new laundry room with two separate entry doors and a new laundry sink in the garage area based on the City approved plan.

Extend out portion of Master bedroom & Diningroom into already covered back yard patio by demolishing and reframing the walls, roofing and ceiling in the area based on the City approved plan.

### Dimensions of Proposed Variance Alterations ONLY:

Garage Laundry room: 12'-4" x 6'-8" +/-5'6" X 12'-4" TO ALLOW FOR REQUIRED PARKING 20'X20' CLEAR SPACE

Extended to Backyard Patio area: 6'-0" x 34'-0" \*\*\*ROOF TO EXTEND 6'-0" X FULL MANOR WIDTH FOR COVERED PATIO AREA

\*\*\*PORTION OF GRANDFATHERED PLANTER TO REMAIN

### FOR OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

<b>Alteration Variance Request</b>  Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____ _____	<b>Complete Submittal Cut Off Date:</b>  Meetings Scheduled:  Third AC&S Committee : _____  United AC&S Committee: _____  Board Meeting: _____  <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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v.9.17



ATTACHMENT 3  
PHOTOS



AREA OF PATIO TO DEMO

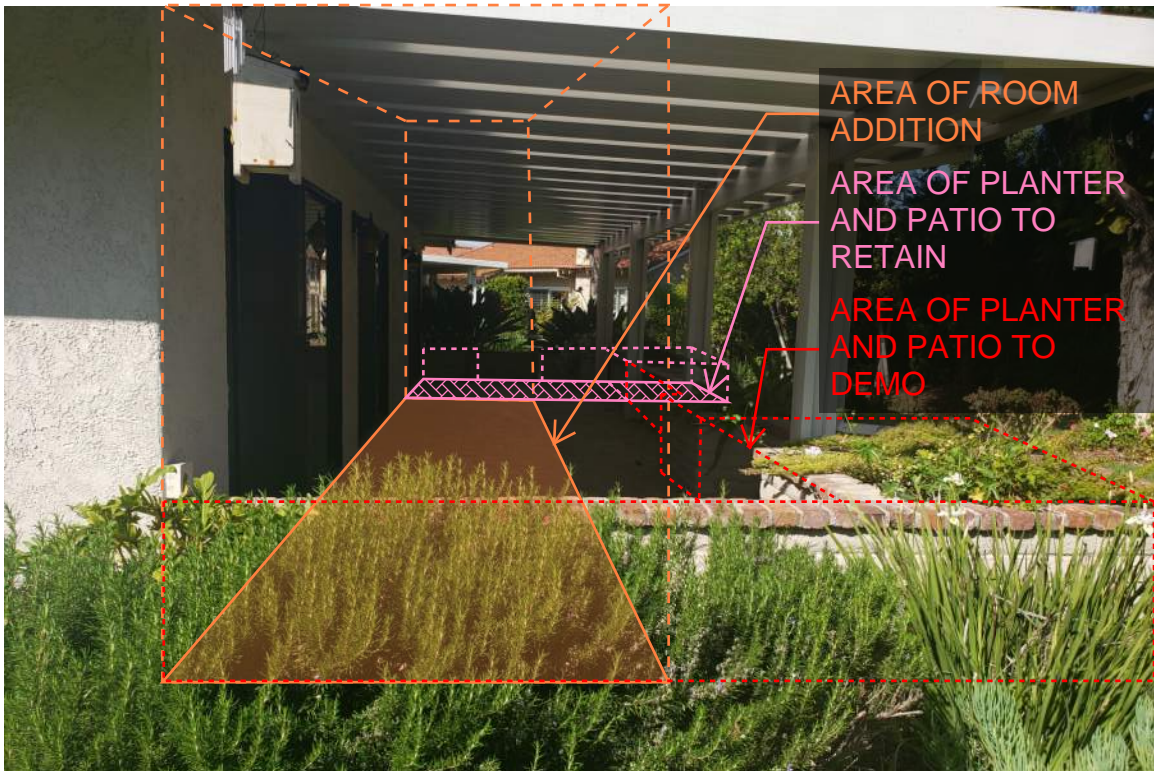


AREA OF PATIO TO REMAIN





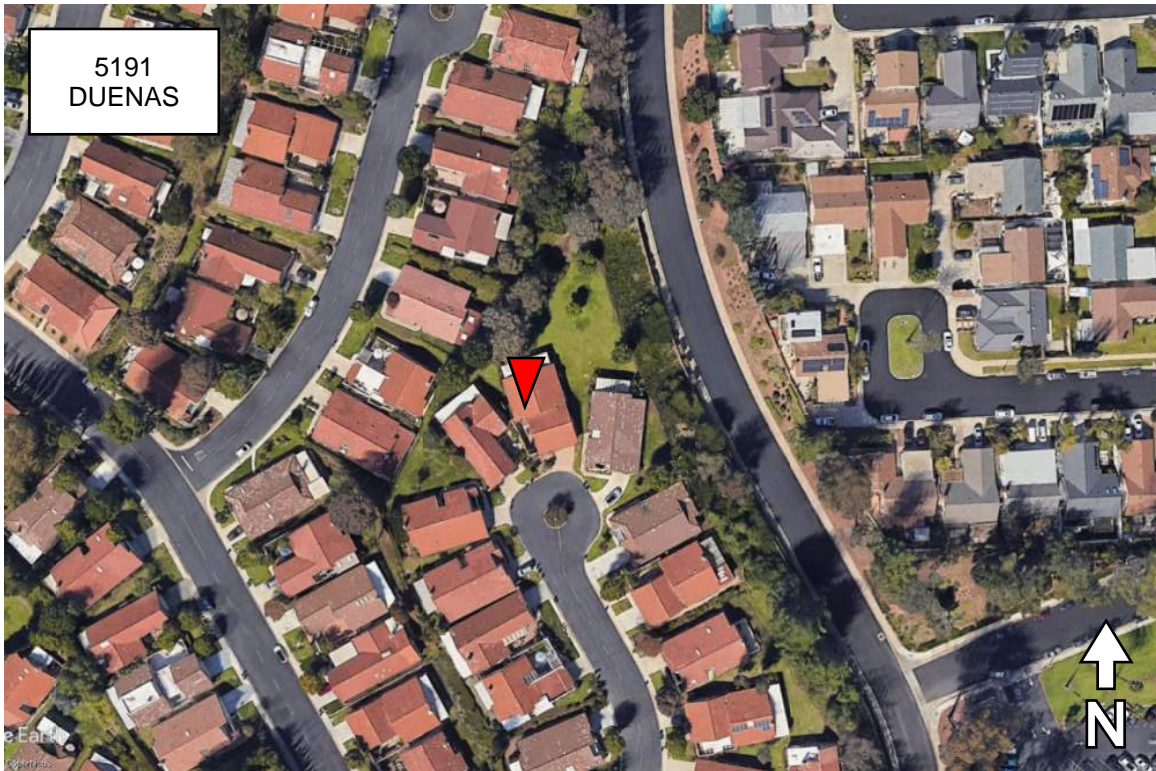
AREA OF EXISTING PATIO TO REMAIN



SIDE VIEW OF EXISTING COVERED PATIO



ATTACHMENT 4  
AERIALS



<p>ATTACHMENT 5 RESOLUTION 03-22-41</p>
---

**RESOLUTION 03-22-41**

**Variance Request**

**WHEREAS**, Mr. Vetit Piyas of 5191 Duenas, a Villa Serena style manor, requests Architectural Controls and Standards Committee approval of a variance for a rear room addition onto the Patio, and a new Laundry Room (accessed through Bedroom #3) both into Exclusive Use Common Area, 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 April 25, 2022, and,

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval, and,

**NOW THEREFORE BE IT RESOLVED**, on April 25, 2022, the Third Architectural Controls and Standards Committee hereby approves the request for a rear room addition, and Laundry Room in the Garage both into Exclusive Use Common Area, 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 5191 Duenas and all future Mutual Members at 5191 Duenas;

**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.

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## STAFF REPORT

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**DATE:** April 25, 2022  
**FOR:** Third Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Ms. Alma Yao of 5379-C Avenida Sosiega  
(Cabrillo, Plan RP203A ) Cathedral Ceiling

---

### **RECOMMENDATION**

Staff recommends approval from the Architectural Control and Standards Committee for a variance for truss removal and replacement with engineered 2x framing for a cathedral ceiling with conditions stated in Appendix A.

### **BACKGROUND**

Ms. Alma Yao of 5379-C Avenida Sosiega, a Cabrillo style manor, requests Architectural Control and Standards Committee approval of a variance for truss removal and replacement with 2x framing for a cathedral ceiling.

Due to there being no existing Standard plan for the proposed alterations, Staff seeks ACSC approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

### **DISCUSSION**

Ms. Alma Yao is proposing to remove roof trusses and replace them with 2x framing for a cathedral ceiling

The cathedral ceiling will result in the removal of the Common Area attic space. By removal of the attic, the volume of the common area air space will be incorporated into the manor, and the manor air space will be redefined by the new ceiling planes. The existing roof ridge height and roof planes shall remain as existing. The overall roof lines of the structure shall be similar. (Appendix B).

Structural drawings and calculations will be required for the truss removal.

Currently, there are no Mutual Consents open for the manor, other than those that relate to this variance application.

Staff recommends approval from the Architectural Controls and Standards Committee regarding the variance request for the following reasons. Ms. Alma Yao has submitted minimal architectural drawings for the proposed alteration for review. As indicated on the plans, additions are contained by the original construction volume limits as shown in

Appendix B. The remodel should not cause changes to existing drainage, landscaping, or similar issues related to common area maintenance. Additionally, the Board has approved previous cathedral ceiling alterations at manor 5422 in 2018 and 3456-B in 2019. The Board's previous direction is the basis for staff support.

Structural drawings will be submitted for review prior to issuance of the Mutual Consents for Demolition and Alteration. The structural tie-in of the new framing shall be addressed on the structural drawings.

A City of Laguna Woods building permit final inspection would verify compliance with all applicable building codes.

A Neighbor Awareness Notice was sent to Units 5379-A, 5379-B, and 5380-B on April 15, 2022 due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 5379-C.

**Prepared By:** Richard de la Fuente, Alterations Inspector II

**Reviewed By:** Gavin Fogg, Inspections Supervisor

Robbi Doncost, Manor Alterations Manager

Baltazar Mejia, P.E. Maintenance & Construction Deputy Director

## **ATTACHMENT(S)**

Appendix A: Conditions of Approval

Appendix B: Record Documents

Attachment 1: Scope of Work

Attachment 2: Variance Application

Attachment 3: Photos

Attachment 4: Aerials

Attachment 5: Resolution 03-22-40

EXHIBIT A CONDITIONS OF APPROVAL
-------------------------------------

**CONDITIONS OF APPROVAL**

**Manor:** 5379-C

**Variance Description:** Remove existing trusses and replace with 2x roof framing for a cathedral ceiling

A Variance for Alterations has been granted at the above manor, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or disciplinary action taken against the Member.

**Manor-Specific Conditions:**

A. General Comments:

- A.1. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- A.2. The Member shall provide plans, specifications, and calculations from a duly licensed structural engineer to conform to the Building Code for all foundation, framing, and beam additions for the work of this variance.
- A.3. A City of Laguna Woods Building Permit will be required and provided to Manor Alterations to verify all code requirements for new or modified structural components, and shoring have been satisfied.

B. Materials and Methods:

- B.1. Existing roof tile shall be removed and retained in good condition for reinstallation after reframing is complete.
- B.2. New roof tiles shall match existing roof tiles.

C. Requirements for Mutual Consent for Alterations:

- C.1. Prior to the Issuance of a Mutual Consent for Alterations, a complete set of unit specific plans, specifications and calculations prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural

modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

- C.2. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member's expense during construction of the improvement.
- C.3. Prior to the Issuance of a Mutual Consent for Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

D. Requirements for Final Inspection by Manor Alterations:

- D.1. Prior to Final Inspection by Manor Alterations, a scanned copy of the City-Approved and Stamped plan check drawing set shall be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict the work as completed and approved by the City, including all structural and architectural modifications.
- D.2. Prior to Final Inspection by Manor Alterations, all altered exterior surfaces should match the Building texture and color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or existing body color of the building; the approved colors and materials are identified as "Third Laguna Hills Mutual Color Selections" at Resident Services, located at the Community Center first floor.

*See next page for General Conditions.*

- 
- 
- G.1. No improvement shall be installed, constructed, modified or altered at 5379-C, ("Property") within the Third Laguna Hills Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member or Members ("Member") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
- G.2. Member hereby consents to and grants to the Mutual and the Maintenance and Construction Department , and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Department , and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
- G.3. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5379-C and all future Mutual Members at 5379-C.
- G.4. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- G.5. Member shall be liable for any violation of the Mutual's Governing Documents

by any invitee, including any fine, assessment or other charge levied in connection therewith.

- G.6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services> and click on documents and Business Pass Application Instructions) in place to admit contractors and other invitees.
- G.7. Member's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
- G.8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
- G.9. The Member is responsible for the submission of a valid mutual consent no later than 2 weeks from the date of the Variance approval. The expiration date of the Variance will then match the expiration date of the issuance of the Manor Alterations Mutual Consent for the improvements. If a valid Mutual Consent application is not submitted within said 2 weeks, then this Variance shall expire 180 days following the date of the Board approval of the Variance.
- G.10. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- G.11. All construction must be completed within 180 days or 6 months from the later date of Board approval of the Variance and issuance of the Mutual Consent for start of demolition or construction work.
- G.12. A City of Laguna Woods permit may be required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a

Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

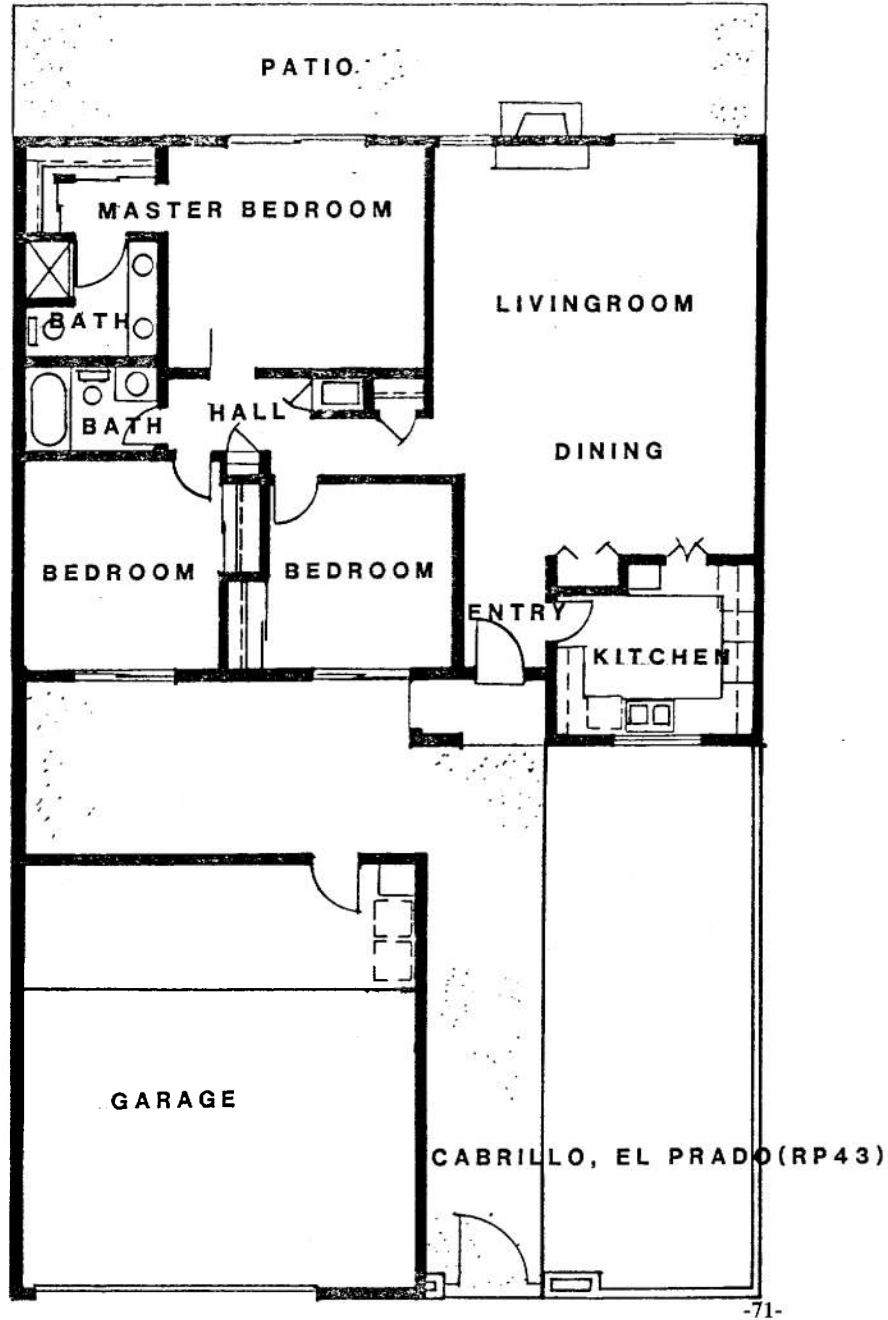
- G.13. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
- G.14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
- G.15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
- G.16. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- G.17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
- G.18. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.19. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- G.20. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- G.21. The Mutual Consent for Alterations expires six months after the date of

approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

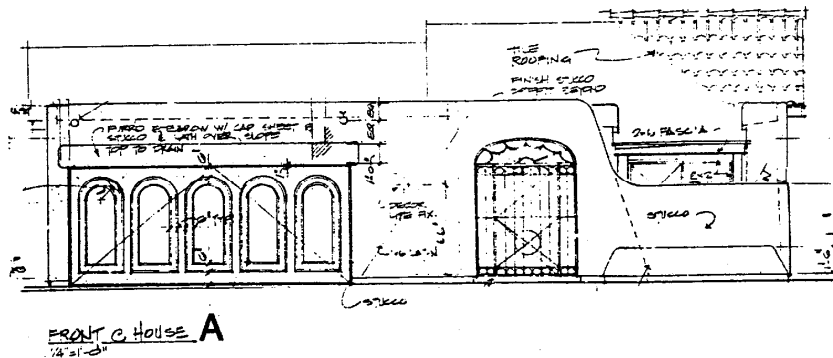
- G.22. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- G.23. Member shall indemnify, defend and hold harmless Third and its officers, directors, committee Members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Member's improvements and installation, construction, design and maintenance of same.

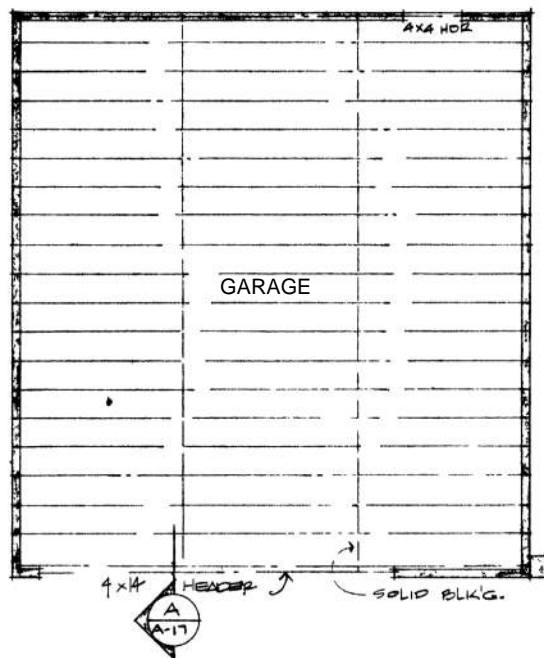
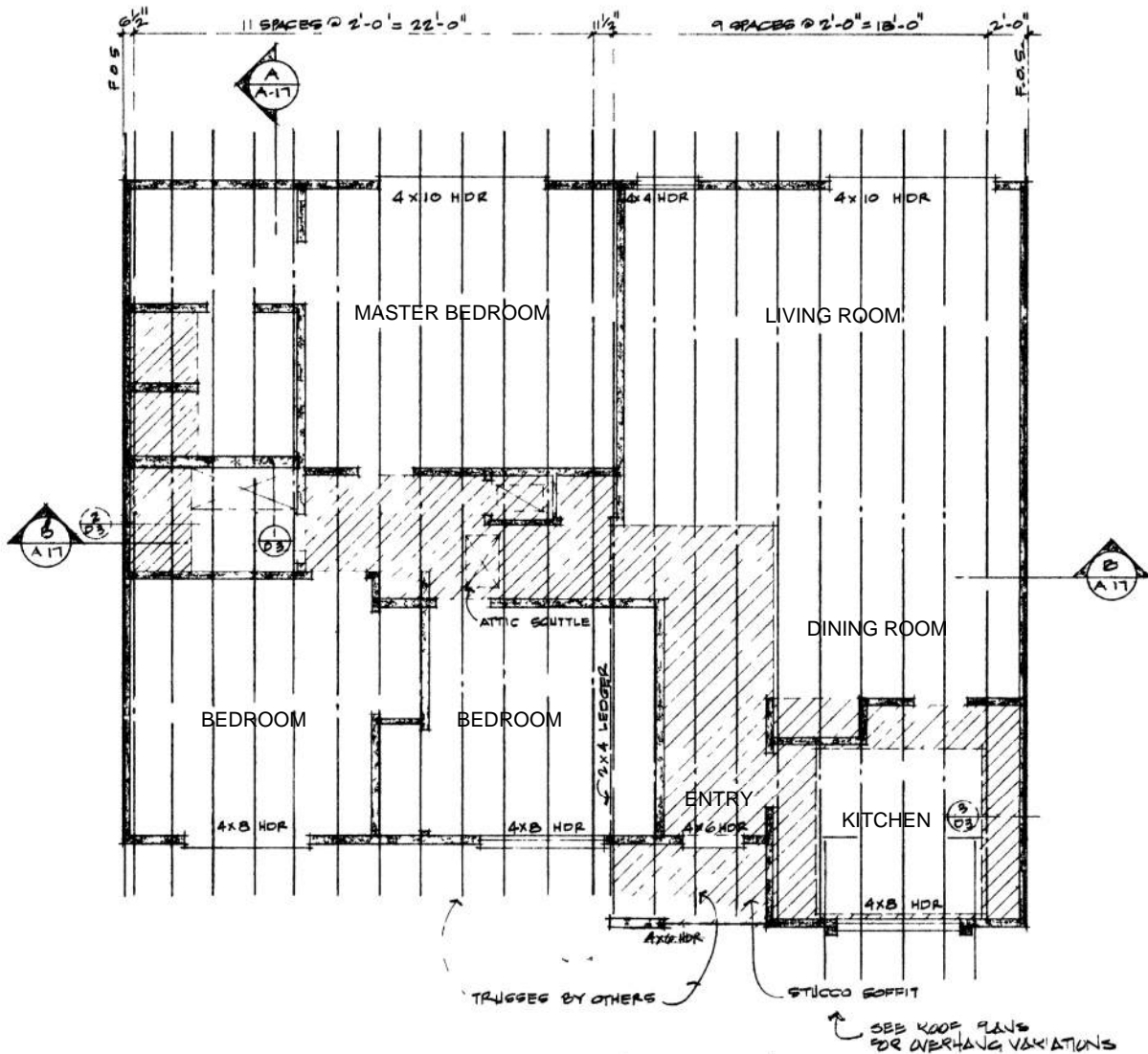


APPENDIX B  
RECORD DOCUMENTS



FLOORPLAN A

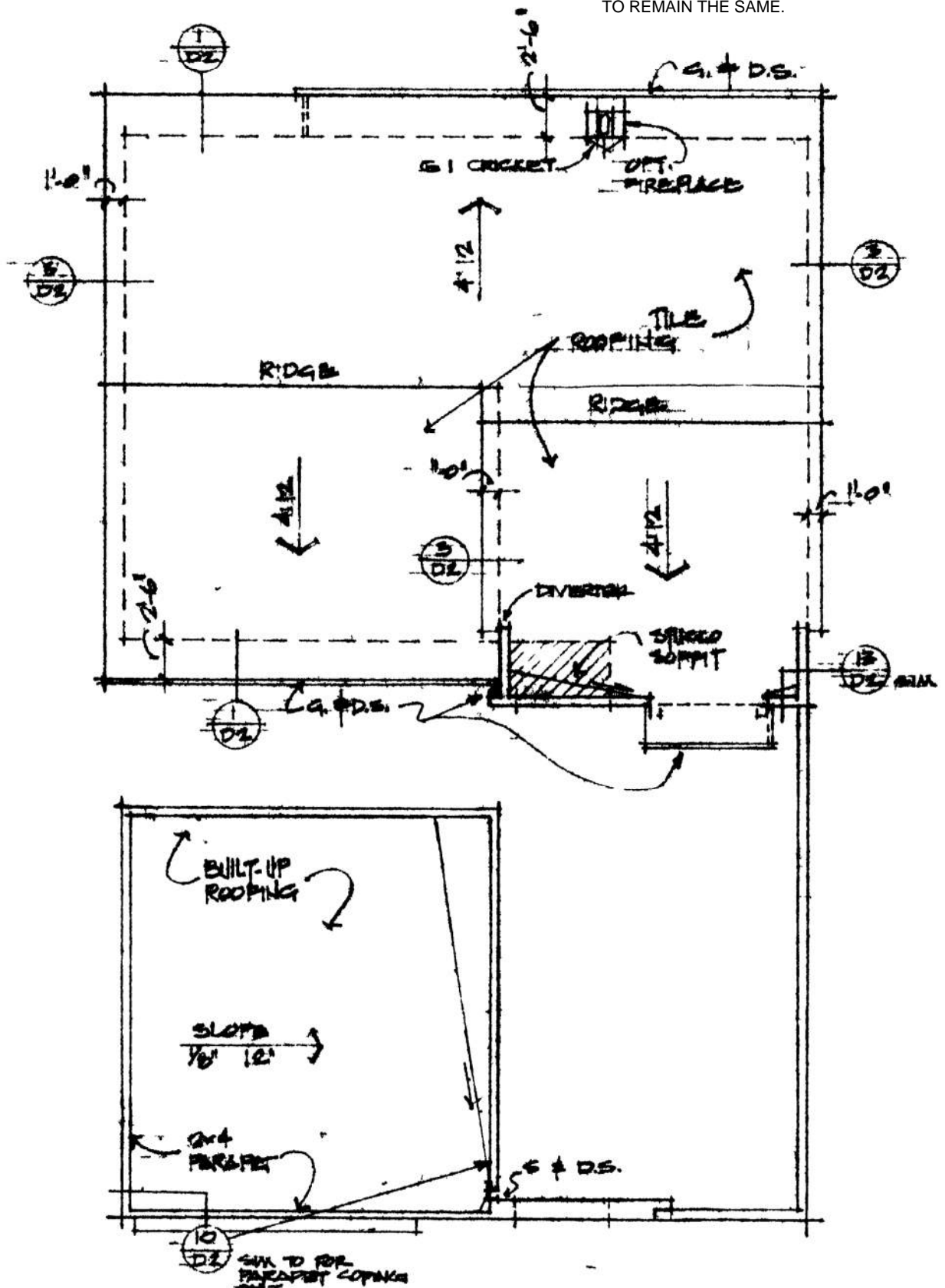




FRAMING PLAN ELEVATION 'A'  
SCALE 1/4" = 1'-0"

OCT 1

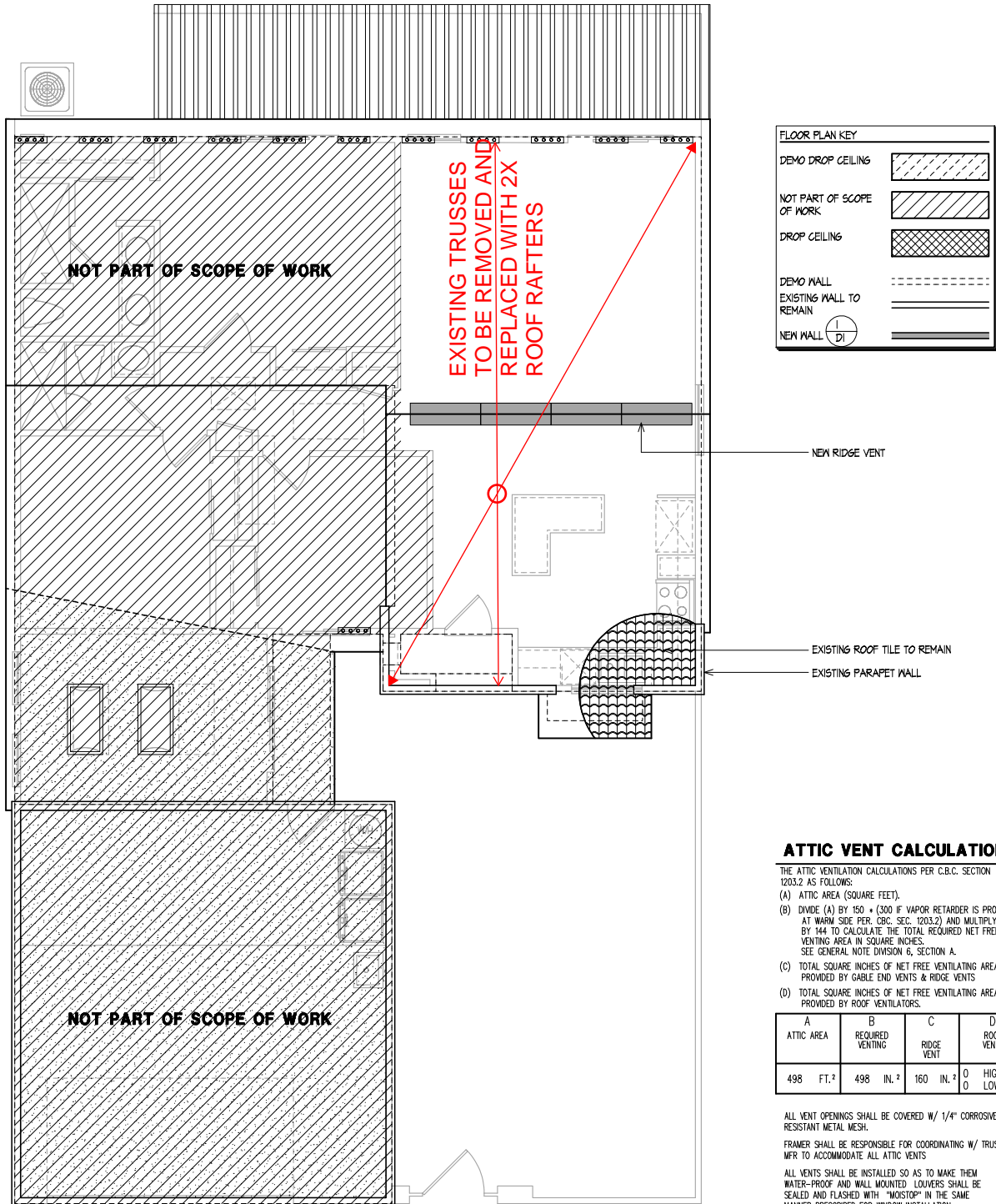
ROOF LINES OF RIDGES AND VALLEYS  
TO REMAIN THE SAME.



EXISTING  
ROOF PLAN

SCALE 1/8" = 1'-0" SEE PLAN NOTES FOR ROOF NOTES

# ATTACHMENT 1 SCOPE OF WORK



## ATTIC VENT CALCULATIONS

THE ATTIC VENTILATION CALCULATIONS PER C.B.C. SECTION 1203.2 AS FOLLOWS:

(A) ATTIC AREA (SQUARE FEET).

(B) DIVIDE (A) BY 150 + (300 IF VAPOR RETARDER IS PROVIDED AT WARM SIDE PER C.B.C. SEC. 1203.2) AND MULTIPLY BY 144 TO CALCULATE THE TOTAL REQUIRED NET FREE VENTING AREA IN SQUARE INCHES. SEE GENERAL NOTE DIVISION 6, SECTION A.

(C) TOTAL SQUARE INCHES OF NET FREE VENTILATING AREA PROVIDED BY GABLE END VENTS & RIDGE VENTS

(D) TOTAL SQUARE INCHES OF NET FREE VENTILATING AREA PROVIDED BY ROOF VENTILATORS.

A	B	C	D
ATTIC AREA	REQUIRED VENTING	RIDGE VENT	ROOF VENTS
498 FT. <sup>2</sup>	498 IN. <sup>2</sup>	160 IN. <sup>2</sup>	0 HIGH 0 LOW

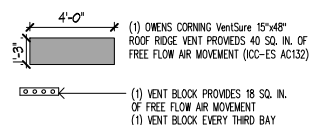
ALL VENT OPENINGS SHALL BE COVERED W/ 1/4" CORROSIVE RESISTANT METAL MESH.

FRAMER SHALL BE RESPONSIBLE FOR COORDINATING W/ TRUSS MFR TO ACCOMMODATE ALL ATTIC VENTS

ALL VENTS SHALL BE INSTALLED SO AS TO MAKE THEM WATER-PROOF AND WALL MOUNTED. LOUVERS SHALL BE SEALED AND FLASHED WITH "MOISTOP" IN THE SAME MANNER PRESCRIBED FOR WINDOW INSTALLATION.

PROVIDE APPROVED INSULATION DAMS (BAFFLES) WHERE VENT BLOCKS ARE USED BETWEEN ROOF FRAMING MEMBERS TO PREVENT VENT HOLES BEING BLOCKED BY INSULATION.

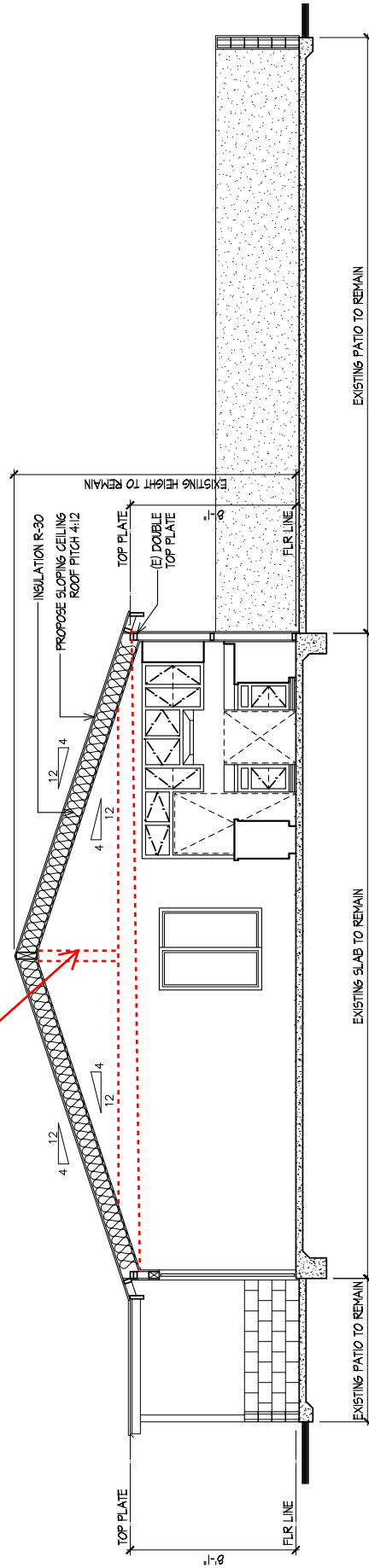
## ATTIC VENTS



## ROOF PLAN

SCALE: 1/4"=1'-0"

EXISTING TRUSSES  
TO BE REMOVED AND  
REPLACED WITH 2X  
ROOF RAFTERS



## SECTION A

SCALE: 1/4"=1'-0"

### CONDITIONS REQUIRED:

1. SUBMIT A BRACE FRAMING PLAN TO CITY.
2. ALL EXT. WALLS TO BE BRACED PRIOR TO REMOVAL OF ROOF STRUCTURAL ELEMENTS.
3. SEISMIC UPGRADES MAYBE REQUIRED BY CODE AND SHALL BE SUBMITTED TO CITY WITH PLAN CHECK CONSTRUCTION DOCUMENTS.
4. PROVIDE WATER PROTECTION TO BUILDING DURING REMOVAL AND REPLACEMENT OF ROOF STRUCTURE AND WATERPROOFING.
5. ALL EXISTING ROOF LINES OF RIDGES AND VALLEYS TO REMAIN THE SAME. PROVIDE METAL FLASHING AT VALLEYS AND RIDGE CAP AS EXISTING.
6. MATCH ROOFING MATERIAL AND MAINTANCE ROOF WARRANTY. PROVIDE WRITTEN MIN. 25 YEAR LABOR AND MATERIAL ROOF WARRANTY ON ALL NEW ROOF ADDITIONS OR MODIFICATIONS.
7. REPAIR AND PAINT ALL INTERIOR GYPSUM BOARD WALL SURFACES FOR A COMPLETE BUILDING SHELL.
8. NEW ROOFING MATERIAL MUST MATCH EXISTING ROOF. IT MAY BE NECESSARY TO REPLACE THE EXISTING ROOF TO MATCH AND MAINTAIN ROOF WARRANTY.
9. MEMBER IS RESPONSIBLE FOR ANY SUPPLEMENTS OR STRENGTHENING OF EXISTING STRUCTURE TO ACCOMMODATE THE NEW ROOF FRAMING.

# ATTACHMENT 2 APPLICATION



MANOR # 5379-C

☐ ULWM

☒ TLHM

## Variance Request Form

SA

Model: <u>Cabrillo</u>	Plan:	Date: <u>2/13/22</u>
Member Name: <u>Alma Yao</u>	Signature: <u>[Signature]</u>	
Phone: <u>[Redacted]</u>	Email: <u>[Redacted]</u>	
Contractor Name/Co: <u>[Redacted]</u>	Phone: <u>[Redacted]</u>	Email: <u>[Redacted]</u>

### Description of Proposed Variance Request ONLY:

Replace existing trusses in the living room and kitchen with roof rafters. The exterior will remain the same and the interior ceiling height will go from 8' to maximum height of 13'6"

### Dimensions of Proposed Variance Alterations ONLY:

The combined area of the living room and kitchen is approximately 35' x 19'

### FOR OFFICE USE ONLY

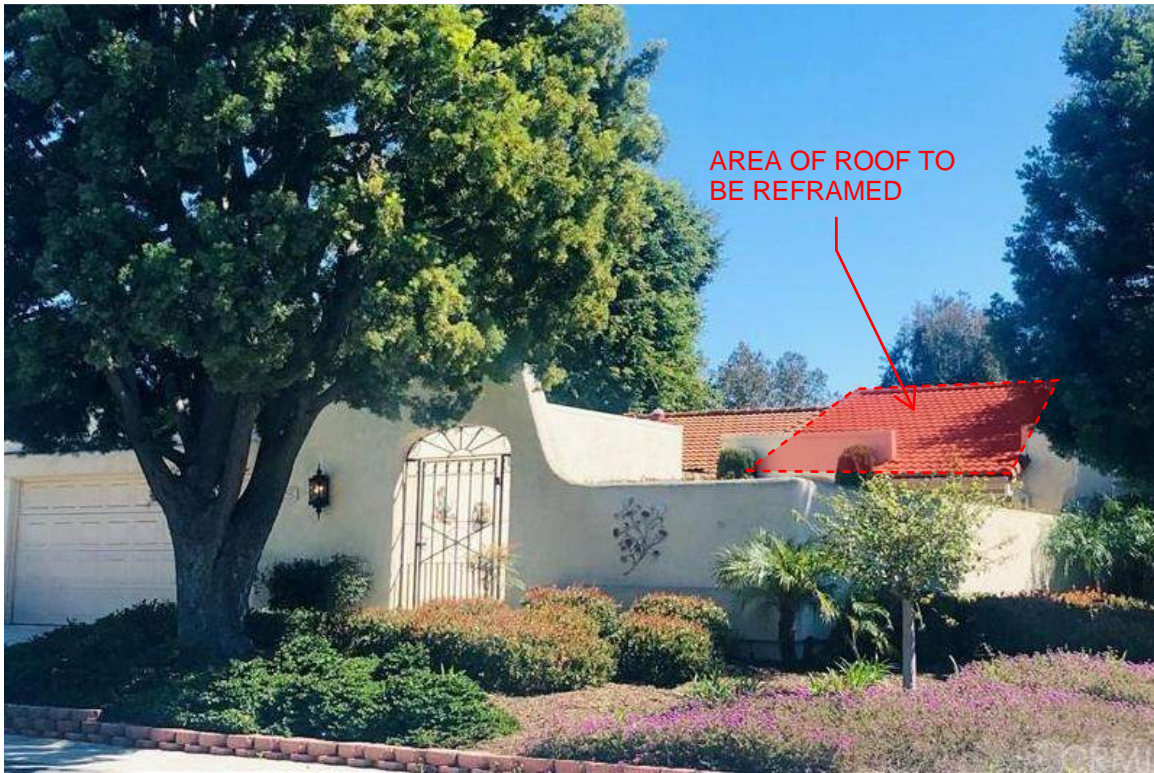
RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ Check# \_\_\_\_\_ BY: \_\_\_\_\_

<b>Alteration Variance Request</b>  Check Items Received: <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	<b>Complete Submittal Cut Off Date:</b>  Meetings Scheduled: Third AC&S Committee: _____ United AC&S Committee: _____ Board Meeting: _____  <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Tabled <input type="checkbox"/> Other _____
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v.9.17



ATTACHMENT 3  
PHOTOS



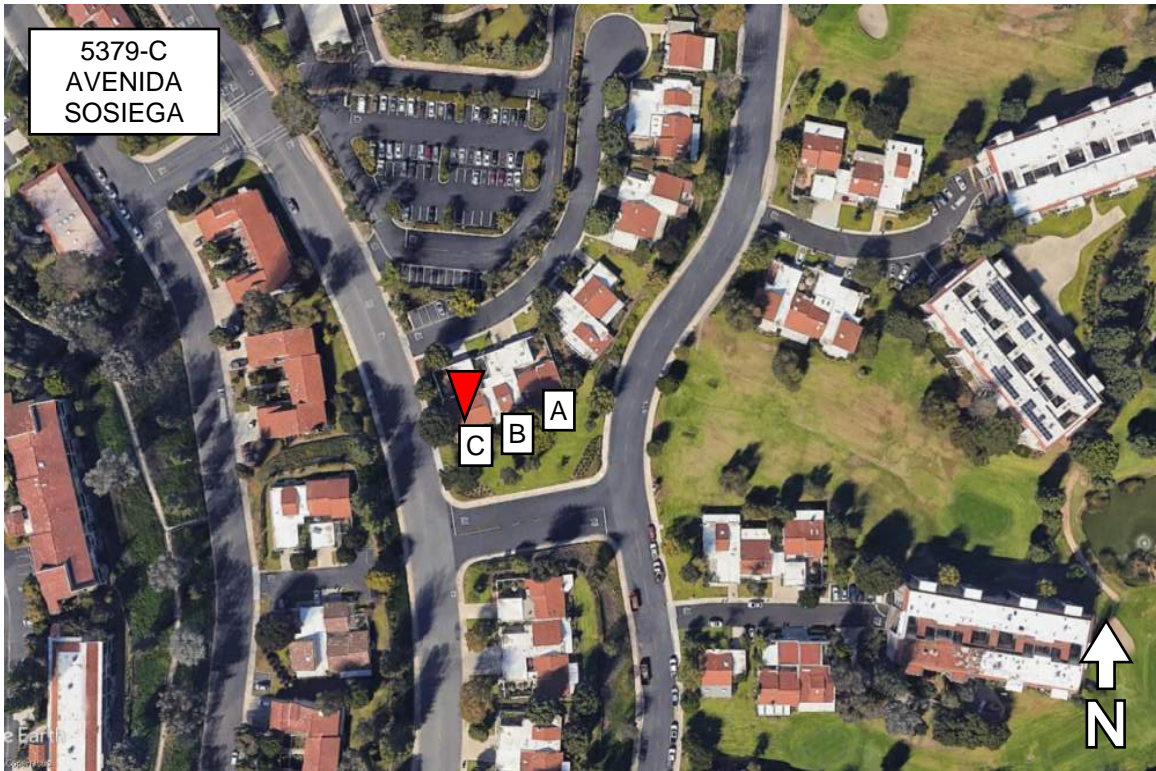
FRONT ELEVATION



REAR ELEVATION



ATTACHMENT 4  
AERIALS





**ATTACHMENT 5  
RESOLUTION 03-22-40**

**RESOLUTION 03-22-40**

**Variance Request**

**WHEREAS**, Ms. Alma Yao of 5379-C Avenida Sosiega, a Cabrillo style manor, requests Architectural Controls and Standards Committee approval of a variance for truss removal and replacement with 2x framing for a cathedral ceiling, 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 April 25, 2022, and,

**WHEREAS**, the Third Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval, and,

**NOW THEREFORE BE IT RESOLVED**, on April 25, 2022, the Architectural Controls and Standards Committee hereby approves the request for truss removal and replacement with 2x framing for a cathedral ceiling;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5379-C Avenida Sosiega and all future Mutual Members at 5379-C Avenida Sosiega;

**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.



## **OPEN MEETING**

### **REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Monday, May 2, 2022 at 1:30 PM  
24351 El Toro Road, Laguna Woods, California  
Board Room and Virtual with Zoom**

**MEMBERS PRESENT:** Ralph Engdahl - Chair, James Cook, John Frankel, Robert Mutchnick, Craig Wayne

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** **Third:** Cush Bhada, Mark Laws, Ira Lewis  
Dave Bienek – Advisor

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director,  
Bart Mejia – Maintenance & Construction Assistant  
Director, Ian Barnette – Maintenance & Construction  
Assistant Director, Guy West – Projects Division Manager,  
Koh Shida - Maintenance Operations Manager, Scot Wolf -  
Project Manager, Erik Schneekluth - Project Manager,  
Laurie Chavarria – Sr. Management Analyst, Sandra  
Spencer – Administrative Assistant

#### **1. Call to Order**

Chair Engdahl called the meeting to order at 1:30 p.m.

#### **2. Acknowledgement of Media**

Chair Engdahl noted that the meeting was broadcasting on Granicus and being recorded.

#### **3. Approval of Agenda**

Director Mutchnick requested the title of Agenda Item 10 be changed to “Recommendation from Parking and Golf Cart Subcommittee for a Pilot Program for Electrical Engineering Services in CDS 317 (verbal update).”

Hearing no objection, the agenda was approved as amended.

#### **4. Approval of Meeting Report from March 7, 2022**

Mr. Gomez noted a correction of the address mentioned in Agenda Item 6 of the March 7, 2022 meeting report. The correct address is 2401 Via Mariposa.

Hearing no objections, the meeting report was approved as amended by unanimous consent.

#### **5. Chair's Remarks**

Chair Engdahl had no remarks.

#### **6. Member Comments – (*Items Not on the Agenda*)**

- A member commented on the existing laundry facilities for three-story buildings and requested a meeting with staff to discuss potential future options for individual units.
- A member commented that he could not locate the March 2022 meeting report on the website; regarding the water pressure in building 3024; and regarding the termite inspection schedule.
- A member commented that he noted several street light poles were down in the Third area.

Mr. Gomez responded to all member comments. Staff was directed to bring back a report on the feasibility of individual washer/dryer units.

#### **7. Department Head Update**

Mr. Gomez updated the committee on SB326 relating to balcony inspections. Proposals are due this week and results will be provided to the committee at the next meeting.

M&C received and approved a request for the addition of a pedestrian walkway light at 3131 Via Serena at a cost of approximately \$2,000. Funding was provided by the board adopted \$25,000 exterior lighting budget for 2022 for lighting upgrades throughout the community.

#### **Consent:**

*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.*

Hearing no objections, the Consent Calendar was approved by unanimous consent.

#### **8. Project Log**

#### **9. Solar Production Report**

**For Discussion and Consideration:**

**10. Recommendation from Parking and Golf Cart Subcommittee for a Pilot Program for Electrical Engineering Services in CDS 317 (verbal update)**

Mr. Mejia provided an update and answered questions from the committee. Discussion ensued regarding the approval by the subcommittee of the RFP; the origin of the request to upgrade the system to 200-amps to charge up to 10 EVs at any one time utilizing an energy management system; the addition of a 240-volt system to accommodate charging of electric automobiles; and the possibility that other areas of the mutual would request similar upgrades.

Mr. Mejia suggested further discussion of this item in the closed session of this meeting.

**11. Lighting Levels on Via Del Faro at Ave. Sosiega (verbal update)**

Mr. Gomez provided background on the original light pole and options for a replacement light pole. Mr. Mejia presented results from recent light measurements at this and similarly configured streets. After further discussion, the committee determined no light replacement is necessary.

**12. Roofing Material Comparison (presentation)**

Mr. Gomez provided background of the roofing material options offered by the consultant in 2008 and based on those recommendations, the PVC Cool Roof option was selected. A PowerPoint presentation showed before and after photos of roofs with PVC and detailed the life-cycle cost comparison.

Committee Advisor, Dave Bienek, shared his 30-year background in the roofing business and suggested spay foam as an alternative roofing material. Mr. Bienek provided samples and articles to support his recommendation of Spray Polyurethane Foam (SPF).

Staff was directed to further research current roofing material options, including SPF, to present at a future committee meeting.

**Items for Future Agendas:**

- Policy to address reimbursements for MI events when residents pay for work due to delay in response from VMS
- Cost estimate for motion sensor lights to replace photocell controllers in common areas for three-story buildings
- Report on the feasibility of additional solar installations
- Presentation on allowing washer/dryer units in GV 3-story buildings
- Follow up on roofing material options

**Concluding Business:**

**13. Committee Member Comments**

- Chair Engdahl and Director Wayne commented that it was a good meeting.
- Directors Frankel and Mutchnick thanked Dave Bienek for his input on the roofing topic and expressed interest in his participation as an advisor on the committee.
- Director Cook suggested that the cost estimate for motion sensors lights be added to the 2023 budget.
- Advisor Bienek thanked the committee for allowing his participation.

**14. Date of Next Meeting:** July 7, 2022

**15. Recess** - At this time, the meeting recessed for a short break and reconvened to Closed Session to discuss contractual matters.

The meeting was recessed at 2:38 p.m.

**Summary of Previous Closed Session Meeting**

*During the March 7, 2022, Regular Closed Meeting, the committee:*

*Approved the Agenda*

*Discussed and Considered Contractual Matters*

**16. Adjournment**

The meeting was adjourned at 3:34 p.m.

  
Ralph Engdahl, Chair

Ralph Engdahl, Chair  
Manuel Gomez, Staff Officer  
Telephone: (949) 268-2380



**OPEN MEETING**

**MEETING REPORT OF THE THIRD LAGUNA HILLS MUTUAL  
PARKING AND GOLF CART SUBCOMMITTEE**

**Wednesday, March 23, 2022 – 1:30 P.M.  
Board Room and Virtual with Zoom**

**MEMBERS PRESENT:** Cush Bhada - Chair, John Frankel, Mark Laws

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Hal Horne - Advisor, Ralph Engdahl

**STAFF PRESENT:** Baltazar Mejia – Maintenance & Construction  
Assistant Director (in for Manuel Gomez), Laurie  
Chavarria – Sr. Management Analyst, Sandra  
Spencer - Administrative Assistant

**1. Call to Order/Establish a Quorum**

Chair Bhada called the meeting to order at 1:30 p.m.

**2. Acknowledgement of the Media**

No media were present but the committee acknowledged the meeting was being recorded on Granicus.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of Meeting Report for January 19, 2022**

The meeting report for January 19, 2022 was approved as written.

**5. Chair's Remarks**

Chair Bhada remarked that he was looking forward to the resolving the issues facing the subcommittee.

## **6. Member Comments (Items Not on the Agenda)**

There were no member comments.

## **7. Department Head Update**

Mr. Mejia updated the subcommittee on the decision made by the Third Maintenance & Construction Committee on March 7, 2022 to cancel the two pending SCE Charge Ready 2 applications.

## **8. Unfinished Business**

### **a) Update on RFP for Electrical Engineering Services in CDS 317**

Mr. Mejia presented the item and stated that the staff report would be further discussed in the closed session immediately following this meeting.

### **b) Additional Golf Cart Parking at 4013 Calle Sonora Oeste/CDS 406**

Mr. Mejia presented preliminary information regarding the estimated costs associated with removing landscape, paving, and adding electricity to provide 5 additional golf cart parking spaces in CDS 406.

Discussion ensued regarding the proposed location; potential tree removal; the need for golf carts to be charged, and the overall general need for more parking.

A member commented that there is a unique golf cart carport with charging plugs in CDS 40 that would be a good example to follow in other areas of the mutual. Another member commented that green space should not be removed to be replaced with concrete unless absolutely necessary. Director Laws suggested tracking the requests or complaints about parking situations within the mutual.

Staff was directed to table the topic for now. Chair Bhada suggested that the issue of funding for converting green spaces to parking spaces be brought up again during the budget process.

### **c) Additional Golf Cart Parking at 3299 Via Carrizo/CDS 326**

Mr. Mejia presented a verbal update regarding the potential conversion of open space to parking spaces in this cul-de-sac. Discussion ensued regarding the amount of available open space to potentially convert to parking spaces which may reduce the number of cars parked on the street.



A motion was made by Director Frankel and seconded by Chair Bhada to direct staff come back to the subcommittee with a cost estimate for creating as many car parking spots in CDS 326 as space will allow.

By a vote of 2/1/0 (Director Laws opposed), the motion passed.

## **9. New Business**

- Consideration of Sublease Agreements Between Manor Owners

Chair Bhada relayed his conversation with the previous subcommittee chair about the background on this item. Discussion ensued regarding the security issue, legal ownership issue, and records that would need to be changed. Chair Bhada plans to discuss the item with the President of Third Laguna Hills Mutual to find out if the Board can provide direction to the subcommittee and staff.

Staff was directed to determine if Security cites cars that are parked in unassigned parking spaces.

- Striping for GV Parking Garages

Staff was directed to inform the subcommittee whether or not there is a schedule for restriping the garages and if so, provide the schedule. Staff was further directed to inquire about the feasibility of painting numbers on the parking spots so owners could more readily identify their assigned stalls.

- Potential Revenue from Tesla for Charging Stations

Mr. Mejia has requested information from Tesla regarding a potential Super Charging station on El Toro Blvd. and will bring the information back to the subcommittee when available.

## **Concluding Business:**

## **10. Subcommittee Member Comments**

- Director Laws expressed that the subcommittee should find a better way to proactively address the parking concerns, tracking requests, removing green space, and use of funds. He also stated his goal to not raise homeowner fees while still satisfying the needs of the members and the tasks of the subcommittee.
- Chair Bhada agreed that keeping the homeowner fees stable is important. He also commented on the unused funding from 2021 and the reduced budget for 2022.

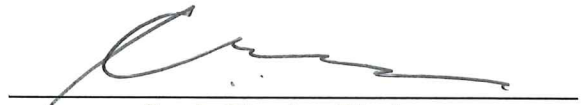


By consensus, staff was directed to provide a list of requests for parking which have been submitted to resident services in order to get an idea of just how many there are and what the common concerns seem to be.

By consensus, the subcommittee will establish a bi-monthly meeting schedule beginning in May, 2022, on the fourth Wednesday of every odd month.

**11. Date of Next Meeting:** May 25, 2022 at 1:30 p.m.

**12. Recess:** The meeting was recessed at 2:55 p.m.

  
Cush Bhada, Chair

Cush Bhada, Chair  
Manuel Gomez, Staff Officer  
Telephone: (949) 268-2380



**OPEN MEETING**

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
GARDEN VILLA RECREATION ROOM SUBCOMMITTEE**

**Wednesday, February 23, 2022 – 1:30 PM  
Virtual Meeting**

**MEMBERS PRESENT:**

Lynn Jarrett- Chair, Ira Lewis, Donna Rane-  
Szostak, Sharon Molineri, Martina Mangan

**STAFF PRESENT:**

Moe Bactor- Interim Staff Officer, Koh Shida,  
Chontelle Crite, Jose Campos

**1. Call to Order**

Chair Jarrett called the meeting to order at 1:30pm

**2. Acknowledgement of Media**

Chair Jarrett noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of Meeting Report for September 29, 2021**

The Meeting Report of September 29, 2021, was approved as written.

**5. Chair's Remarks**

Chair Jarrett welcomes staff and subcommittee members to the meeting.

Chair Jarrett informed the committee that the GVA Rec Rooms renovations are decided by staff and committee chair. If staff is not available to make decisions, the staff will refer to the GVA President.

Chair Jarrett attended a meeting at Building 969 and noticed the blinds in the Rec Room were in poor shape in addition to the prototype drip irrigation being in poor condition. Chair Jarrett recommended that to maintain the drip irrigation, mulch should be applied often. Staff maintains a list of all necessary renovations.

## **6. Member Comments - *(Items Not on the Agenda)***

Member had concerns about the condition and the style of Rec Room blinds.

### **Items for Discussion:**

## **7. GV Rec Room Budget Reserves Fund**

Staff reported on the Projected Fund Balance from years 2019 - 2022. In the planned expenditures of \$73,459, the ending reserve balance will increase by \$16,559.

## **8. 2022 GV Rec Room Budget**

Chair Jarrett recommended to increase the monthly contributions by .25 cents for year 2023, according to the Green Book ending balance projections.

Chair Jarrett determined that there will be a vote next meeting on May 26<sup>th</sup>, 2022 for .25 cents increase in monthly assessments for 2023 and 2024. This will increase the contributions to \$93,000 for 2023. Chair Jarrett requested projection of the future projects and budget before May meeting in preparation for next year's budget.

## **9. Water Heater and Epoxy Flooring Budget Summary**

Staff reported for 2022 there are no water heaters planned for replacement according to the 10-year life cycle but there is a \$2,900 contingency fund in case of emergency.

Staff identified there are 3 kitchens and bathrooms for the GV Rec Rooms scheduled for epoxy flooring in 2022. This funding will be coming out of Third Mutual's budget.

## **10. 2022 GV Rec Room Expenditures Summary**

Staff summarized the renovation summary and answered questions from the Sub-Committee.

## **11. Rec Room Component Replacement List**

An overview and explanation of the component replacement list was made.

## **12. 2022 Exit Signs**

Staff reported Recreation Room exit signs during recent inspections determined that every Rec Room has at least one LED exit sign, some have two, and four needed to be repaired.

### **13. Fire Systems/Smoke Detectors**

Staff reported Garden Villa fire systems are in 20 Rec Rooms and 25 old smoke detectors were replaced to the new 10-year lithium battery. This program started in 2009 Third Mutual to complete the program. Staff is waiting for the new wireless technology to come up to date and then will presented to the Third Mutual Board.

### **14. Rec Room Carpeting Color Palette**

Staff provided an overview of the new carpet samples. Staff additionally reported that there was a carpet inflation of \$1,000 within two years.

Chair Jarrett recommended to have the subcommittee members review the new carpet samples to determine the selection of carpet replacements due to a discontinued carpet sample.

#### **Items for Future Agendas:**

- No Future Agenda Items

#### **Concluding Business:**

##### **Subcommittee Member Comments**

- No member comments

#### **Date of Next Meeting:**

- May 26<sup>th</sup> at 1:30 PM

#### **Adjournment:**

- The meeting was adjourned at 2:16 PM



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Lynn Jarrett, Chair

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**OPEN MEETING**

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
LANDSCAPE COMMITTEE**

**Thursday, May 5, 2022 – 9:30 A.M.  
BOARD ROOM/VIRTUAL MEETING  
Laguna Woods Village Community Center 24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair- Lynn Jarrett, Annie McCary, Ralph Engdahl, Ira Lewis, Cush Bhada substituting for Donna Rane-Szostak

**COMMITTEE MEMBERS ABSENT** Donna Rane-Szostak

**OTHERS PRESENT:**

**ADVISORS PRESENT:**

**STAFF PRESENT:** Kurt Wiemann, Eve Morton

**1. Call to Order**

Chair Jarrett called the meeting to order at 9:30 a.m.

**2. Acknowledgement of Media**

No media was present.

**3. Approval of the Agenda**

Director McCary made a motion to approve the agenda. Director Engdahl seconded. The committee was in unanimous support.

**4. Approval of the March 3, 2022 Report**

Director McCary made a motion to approve the report. Director Engdahl seconded. Director Bhada reminded the committee that he was not at the last meeting so could not vote on this item

Director Lewis requested the spelling of his first name be corrected. He agreed that his middle name, Ira, could be used in the reports now and in the future.

The committee approved the motion to approve the meeting report, with the corrections.

## **5. Committee Chair Remarks**

Chair Jarrett stated that this is the growing season which means the number of complaints about weeds go up. The Village slopes look beautiful although there are bare spots in some places. Landscape will fill in the bare spots. Mission Landscape was working hard on Bahia Blanca. She is proud of the Landscape team for keeping the slopes beautiful. Budget meetings are coming up.

## **6. Department Head Update**

Mr. Wiemann presented a PowerPoint presentation regarding the rules the Orange County Fire Authority stated for the area of the Village which is adjacent to the canyon and also some Key Performance Index (KPI) slides.

Mr. Wiemann reminded everyone that the Landscape budget allows for weeding four times a year and, in this season, weeds are growing fast. Slopes are budgeted to be worked on twice a year. Landscaping is limited to the budget.

This year's budget for turf replacement and new plantings in Third Mutual has mostly been expended.

With water restrictions, next step would be a mandatory 30 percent reduction on potable water. This would restrict watering to just twice a week. Gate 14 and Gate 11 do have turf reduction rebates available to them.

All of the landscaping costs are going up due to the high inflation right now.

### **6a. Project Log**

Mr. Wiemann reviewed the Project Log and answered some questions.

### **6b. Tree Work Status Report**

Mr. Wiemann reviewed this report with the committee.

Director Lewis brought some photos he took in the Village for the committee members. One was on turf removal, and discussion ensued on that topic. Other items will be discussed at a future meeting.

## **7. Member Comments (Items Not on the Agenda)**

Comments included:

- Questions about fire area requirements
- Tree trimming
- Weeds on slope
- Replacing trees which were removed

## **8. Response to Member Comments**

Mr. Wiemann stated he will look into these comments and address each.

### Consent:

None

### Items for Discussion and Consideration

## **9. Tree Removal Request: 3117-C Via Serena S. – One Rusty Leaf Fig Tree**

Director Lewis made a motion to accept staff recommendation and deny this request. Director Engdahl seconded. The committee was in unanimous support.

## **10. Tree Removal Request: 3407-A Calle Azul – One Bottlebrush Tree**

Director Lewis made a motion to accept staff recommendation and approve this request. Director Bhada seconded. The committee was in unanimous support.

## **11. Landscape Revision Request: 5545-A Rayo Del Sol**

Director Lewis made a motion to accept staff recommendation and approve this request. Director McCary seconded. The committee was in unanimous support.

Mr. Wiemann left the meeting at 10:55 a.m.

Director Bhada left the meeting at 11:02 a.m.

## **12. Presentation by Village Arborist and Support Landscape Manager - Bob Merget**

Mr. Merget presented a PowerPoint regarding tree inspections and answered some questions.

### Future Agenda Items

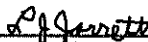
### Concluding Business:

## **13. Committee Member Comments**

Several comments were made.

## **14. Date of Next Meeting – Thursday, June 2, 2022, at 9:30 a.m.**

## **15. Adjournment at 11:25 a.m.**

  
Lynn Jarrett (May 10, 2022 10:44 PDT)

Lynn Jarrett, Chair  
Kurt Wiemann, Staff Officer  
Eve Morton, Landscape Coordinator – 268-2565



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## **OPEN MEETING**

### **REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL RESIDENT POLICY AND COMPLIANCE COMMITTEE**

Tuesday, April 26, 2022 – 9:30 A.M.  
Board Room/Virtual Meeting  
Laguna Woods Village Community Center  
24351 El Toro Road, Laguna Woods, CA 92637

**MEMBERS PRESENT:** Robert Mutchnick, Chair, Lynn Jarrett, Cush Bhada and Mark Laws

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Stuart Hack

**ADVISORS ABSENT:** Mary Seto

**STAFF PRESENT:** Blessilda Wright, Pamela Bashline and Paul Nguyen

#### **CALL TO ORDER**

Robert Mutchnick, Chair, called the meeting to order at 9:30 a.m.

#### **ACKNOWLEDGEMENT OF MEDIA**

The Media was not present.

#### **APPROVAL OF AGENDA**

Director Laws made a motion to approve the agenda. Director Bhada seconded the motion.

By consensus, the motion carried.

#### **APPROVAL OF MEETING REPORTS**

Director Laws made a motion to approve the, March 2, 2022 meeting report as presented. Director Jarrett seconded the motion.

By unanimous vote, the motion carried.

#### **CHAIRMAN'S REMARKS**

None

#### **MEMBER COMMENTS ON NON-AGENDA ITEMS**

Ms. Phyllis Waite of (3428-N Bahia Blanca West) wanted to discuss about the issues of parking in her area. There are residents who park their vehicles onto the sidewalk and also there are residents whom utilize their garages as storage areas instead of parking. These people then park their vehicles in open parking. She wanted something done about this including fines.

Chair Mutchnick advised the member to attend the next Third Parking and Mobility meeting.

## **REPORTS**

None

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Distribution of Materials**

Blessilda Wright, Compliance Supervisor, presented Distribution of Materials. The Committee commented and asked questions.

Director Bhada made a motion to change the title to Distribution of Printed Materials Policy.

Director Jarrett seconded the motion.

By unanimous vote, the motion carried.

Director Bhada made a motion to table this item to the next meeting and make some changes to the following:

- II. Definitions, Section C: remove
- II. Definitions, Section D: Types of Printed Materials which can be distributed.
- III. General Conditions, Section A: Any materials, including petitions to gather signatures, to be distributed to Third Mutual residents shall bear the name of the representative who accepts responsibility for the source of material, distribution and/or posting.
- VI. Conditions for Posting of Materials, Section A: Posting locations are limited to those areas reserved for posting, such as Laundry Room bulletin boards and that are available only for residents.
- VI. Conditions for Posting of Materials, Section B: remove 'per resident'
- VII. Enforcement: remove 'to the Laundry Room' and change to "caused by posting or distribution of printed materials.

Director Jarrett seconded the motion.

By unanimous vote, the motion carried.

## **Resale Policy**

Pamela Bashline, Community Service Manager, presented Resale Policy. The Committee commented and asked questions.

Director Laws made a motion to discuss specific sections of the Resale Policy including Section II, Net Worth Requirements, the board may elect to insert "U.S." before 'residential and income real estate,' Section III, subsection I, the board may elect to insert "U.S." before 'traditional retirement accounts,' and Section 1 "a federal income tax return for the most recent year..." the board may choose to amend some of the language but may refer the issues to the Finance Committee. The motion was seconded by Director Jarrett.

Director Laws amended the motion to hold Resale Policy Section II, Net Worth Requirement and Section III, subsection I held abeyance and send question of how staff should handle an applicant who cannot submit a U.S. federal tax return to the Finance Committee. Once the Finance Committee has its recommendations, to send it back to the Third Resident Policy and Compliance Committee.

Director Jarrett seconded the motion.

By a vote of 3-1-0 (Director Bhada voted no), the motion carried.

## **ITEMS FOR FUTURE AGENDAS**

- None

## **CONCLUDING BUSINESS**

### **Committee Member Comments**

Director Laws stated that he would like to remove advisors that never show up to the Committee meetings. The Committee was advised that advisor Ms. Seto submitted her resignation from the committee.

Director Jarrett stated points made in the meeting are helpful and educational.

Ms. Bashline, Ms. Wright and Mr. Nguyen stated it was a good meeting.

### **Date of Next Meeting**

Tuesday May 24, 2022 at 10:52 A.M.

### **Adjournment**

With no further business before the Committee, the Chair adjourned the meeting at 10:52 a.m.

*Robert Mutchnick*

Robert Mutchnick (May 11, 2022 10:27 PDT)

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Robert Mutchnick, Chair  
Third Laguna Hills Mutual