



**MINUTES OF THE OPEN MEETING OF THE
BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL A
CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, June 8, 2021, 9:30 a.m.
Open Session, Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Andre Torng, Elsie Addington, Neda Ardani, Reza Bastani, Azar Asgari, Manuel Armendariz, Cash Achrekar, Brian Gilmore, Diane Casey

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Ellyce Rothrock, Brian Gruner, Steve Hormuth, Grant Schultz and Cheryl Silva

Others Present: VMS: Norman Kahn, Juanita Skillman, Cynthia Rupert

1. Call Meeting to Order/Establish Quorum

President Margolis called the meeting to order at 9:31 a.m. and acknowledged that a quorum was present.

2. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present. The virtual meeting was recorded.

3. Approval of Agenda

President Margolis asked for corrections to the agenda.

Director Armendariz made scrivener corrections to the staff reports for agenda items 4a, 11a and 12a and 12c. Director Torng requested to add a change to committee assignments as agenda item 10e.

Hearing no objection, the board approved the agenda as corrected by unanimous consent.

4. Approval of Minutes

a. May 11, 2021 – Regular Open Meeting

President Margolis asked for a motion to approve the minutes.

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Hearing no objection, the board approved the minutes of May 11, 2021 as corrected without objection.

5. Report of the Chair

President Margolis commented about agenda and resolution process. She sent her condolences to former director Anthony Liberatore for a loss in the family.

6. Open Forum (Three Minutes per Speaker)

At this time Members 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. Members can join the Zoom meeting by clicking on the link <https://zoom.us/j/95563492734> or call (949) 268-2020 or email meeting@vmsinc.org to request to speak.

Ellyce Rothrock read the member comments received.

- A Member thanked the board for properly managing the money.

7. Responses to Open Forum Speakers

There were no responses from the board.

7a. Director Addington gave an update from the last meeting.

- Recycling container in each laundry room. The cost is \$30 each, \$5,250 is not included in the budget.
- Temporary borrowing from the reserve fund to the operating fund. Recent opinion letters in the press create negative and incorrect information. Property taxes are due in April and only 1/3 of the taxes have been paid by the members by April. Therefore, in accordance with Civil Code §5115, the mutual is allowed to borrow from the reserve fund as long as the money is returned to the operating fund in one year.

8. Update from VMS – Director Rupert

VMS Director Rupert showed a presentation from the VMS Board.

- 2021 Customer service calls
- Security Department update

Director Rupert answered questions from the board.

9. CEO Report

CEO Jeff Parker and COO Siobhan Foster reported on the following subjects:

- VMS is making plans to reopen the recreation facilities and special events. The Governor has announced that California will reopen on June 15 without restrictions.

Jeff Parker-CEO showed a presentation on reopening the Village:

- Clubhouse 1 (modified hours TBA): No restrictions/reservations indoor/outdoor gym; indoor mini gym (badminton, pickleball, volleyball); indoor archery; shuffleboard; game rooms; billiards; drop-in lounge

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- Clubhouse 2: Indoor recreation classes and Bingo.
 - Clubhouse 4: No restrictions and reservations.
 - Clubhouse 5: Game room, indoor recreation classes, gym and monday movies
 - Guest: Pools (15 and older), prohibited at golf courses.
 - Paddle Tennis: No restrictions or reservations.
 - Pickleball: No reservations required M-F 7a.m. – 3 p.m., Kourts reservations required for other hours.
 - Bocce: No restrictions or reservations.
 - Tennis (daily): No reservations required for courts 1-6, Kourts reservations required for courts 7-10.
 - Pool 2: Reservations via Kourts; check-in monitored by lifeguards.
 - Pools 4 – 6 (expanded hours): no restrictions.
 - Community Center (modified hours TBD): Table tennis, Mac & PC clubs, fitness center
 - Resident Services & Manor Alterations: Schedule appointments 949-597-4600.
 - Real Estate: Open houses may resume.
 - Clubhouse 7: Bridge room reopens July 6, 2021.
 - Clubhouse reservations: Resume for Village clubs, private parties begin making reservations.
 - Equestrian Center: anticipated completion of the arena project.
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- Summer Movie Series will continue on the second and fourth Mondays in June, July and August at 11 a.m. and 4 p.m. at Clubhouse 5.
 - Fourth of July Independence Day golf cart parade will start at 9 a.m. from Clubhouse 1.
 - New resident orientation will be virtual. Contact Becky Jackson at becky.jackson@vmsinc.org to make reservations.
 - Next bulky item pickup will be held on the third Saturday of the month. Waste Management will begin offering twice-weekly trash services to your manor.
 - Laguna Woods Library will be reopening to regular hours.

Jeff Parker-CEO and Siobhan Foster-COO answered questions from the board.

10. 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 that 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.

10a. Recommendation from the United Architectural Control and Standards Committee:

- (1) Recommendation to Approve the Request for Room Addition on Existing Front Patio and Enlarged Kitchen Window (690-A, Cordoba, 1A4R)

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RESOLUTION 01-21-33
Variance Request

WHEREAS, Mr. McGee of 690-A Avenida Sevilla, a Cordoba style manor, is requesting Board approval of a variance to add a room addition on the front patio and an enlarged kitchen window, and,

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected units May 19, 2021, 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 May 26, 2021.

NOW THEREFORE BE IT RESOLVED, on May 26, 2021, the Board of Directors hereby approves/denies the request to add a room addition on the front patio and an enlarged kitchen window;

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 Owner at 690-A Avenida Sevilla and all future Mutual members at 690-A Avenida Sevilla;

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.

- 10b.** Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in May, 2021 and such review is hereby ratified.
- 10c. Recommendation from the United Finance Committee:**
(1) Approve a Resolution for Recording of Lien against Member ID# 947-445-00

RESOLUTION 01-21-34
RECORDING OF A LIEN

WHEREAS, Member ID 947-445-00; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-445-00 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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(2) Approve a Resolution for Recording of Lien against Member ID# 947-399-24

RESOLUTION 01-21-35
RECORDING OF A LIEN

WHEREAS, Member ID 947-399-24; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-399-24 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
(3) Approve a Resolution for Recording of Lien against Member ID# 947-376-74

RESOLUTION 01-21-36
RECORDING OF A LIEN

WHEREAS, Member ID 947-376-74; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-376-74 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

(4) Approve a Resolution for Recording of Lien against Member ID# 947-444-03

RESOLUTION 01-21-37
RECORDING OF A LIEN

WHEREAS, Member ID 947-444-03; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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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, June 8, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-444-03 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

President Margolis asked for a motion to approve the Consent Calendar.

Director Asgari had an objection to agenda item 10d tree removal. Director Armendariz had an objection to agenda item 10e.

Discussion ensued among the directors.

Hearing no objection, the Consent Calendar as amended and agenda items 10a-10c passed by unanimous consent.

This item was removed from the Consent Calendar.

10d. Recommendation from the United Landscape Committee:

- (1) Recommendation to Approve Tree Removal Request: (64-F) – One Carolina Laurel Cherry tree

RESOLUTION 01-21-xx
Approve Removal Of
One Carolina Laurel Cherry tree
64-F Calle Cadiz (Kalb)

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

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

WHEREAS, staff reviewed a request to remove one Carolina Laurel Cherry tree from the Member at 64-F, who cited the reasons as overgrown, and poor condition, and;

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WHEREAS, staff determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Carolina Laurel Cherry tree located at 64-F Calle Cadiz.

NOW THEREFORE BE IT RESOLVED, June 8, 2021, the Board of Directors approves the request for the removal of one Carolina Laurel Cherry tree;

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

President Margolis requested this item be removed from the agenda to be voted on at the next board meeting. By consensus, the board agreed to remove this item without objection.

This item was added to the Consent Calendar

10e. IT Steering Committee added to the Committee Assignments with Director Torng and Stephens as representatives.

President Margolis called for the vote and the item passed by a vote of 10-1-0 (Director Armendariz opposed)

11. Unfinished Business

11a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the board consisting of the Treasurer and at least one other board member reviewed the United Laguna Woods Mutual preliminary financials for the month of May 2021; such review is hereby ratified.

Directors Asgari and Casey has reviewed the preliminary financial for the month of May 2021 and made a motion to approve this item.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 9-1-1 (Director Armendariz opposed; Director Torng was absent for the vote).

11b. Entertain a Motion to Adopt a Resolution and the Revised Non-Emergency Maintenance Chargeable Services List.

Director Randazzo read the following resolution:

RESOLUTION 01-21-38
Non-Emergency Maintenance Chargeable Services

WHEREAS, the Board established a “Chargeable Maintenance Services Policy” by way of Resolution 01-04-28; and

WHEREAS, the Board amended the policy on June 12, 2007 to remove single fixture stoppages as a chargeable service; and

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WHEREAS, the Board amended the policy further by way of Resolution 01-17-104 to establish a charge of \$50.00 for a Missed Maintenance Appointment to be charged to resides who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

WHEREAS, the Board added additional services by way of Resolution 01-20-22 to include non-emergency maintenance chargeable services to authorized member alterations; and

WHEREAS, in order to provide a complete list of non-emergency maintenance chargeable services, the list has been revised again to account for services that have been provided to members for many years, that weren't previously on the chargeable services list; and

WHEREAS, additional non-emergency maintenance chargeable services have been included for appliances, electrical, carpentry, plumbing and painting, as referenced on the attached, approved list.

NOW THEREFORE BE IT RESOLVED, June 8, 2021, that the Board of Directors hereby approves the attached new policy and list of non-emergency maintenance chargeable services; and

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

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$50 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

RESOLVED FURTHER, that Resolution 01-20-22 adopted on April 10, 2020 is hereby superseded and cancelled; and

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

MAY Initial Notification

28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Randazzo made a motion to approve a resolution to revise non-emergency maintenance chargeable services list. Director Addington seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 10-1-0 (Director

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Bastani opposed).

11c. Entertain a Motion to Adopt a Revised Temporary Borrowing from Reserve Fund Authorization

Steve Hormuth, Director of Financial Services, read the following resolution:

RESOLUTION 01-21-39
Temporary Borrowing by Operating Fund from The Reserve Fund

WHEREAS, pursuant to Civil Code Section 5515, the Board of Directors may authorize the temporary transfer of moneys from a reserve fund to an Association's general operating fund to meet short-term cash-flow requirements or other expenses, if the Board of Directors has provided notice of the intent to consider the transfer in a Board meeting notice provided pursuant to Section 4920.

WHEREAS, the notice required pursuant to Section 4920 has been provided in the agenda for this Board of Directors meeting.

WHEREAS, it has become necessary to transfer moneys from the reserve fund to the operating fund due to timing differences in when property tax assessments are collected and the corresponding amounts are required to be paid ~~and also due to short term cash flow shortfalls in the operating fund.~~

WHEREAS, the amount of funds needed to be transferred from the reserve fund to the operating fund has been determined to be ~~\$1,300,000 \$6,100,000~~ and the repayment of such funds from the operating fund to the reserve fund is anticipated to be ~~more than~~ provided by future property tax assessment collections (~~\$1,015,000 property tax and \$320,000 insurance~~) ~~and positive cash flow results from operations.~~

WHEREAS, it is planned and anticipated that sufficient cash flow will be generated in the operating fund to repay the ~~\$1,300,000 \$6,100,000~~ to the reserve fund in three months and therefore a special assessment will not be needed.

NOW THEREFORE BE IT RESOLVED, ~~June 8 May 11~~, 2021 that the transfer of up to ~~\$1,300,000 \$6,100,000~~ as a temporary transfer from the reserve fund to the operating fund for the reasons stated herein, and with the plan to repay the funds in ~~one three~~ months, but no later than one year from this date, is hereby authorized.

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

MAY Initial Notification

28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

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Director Asgari made a motion to adopt a policy of temporarily borrowing monies from the reserve fund to pay for operating expenditures. Director Achrekar seconded the motion.

Discussion ensued among the directors.

Steve Hormuth answered questions from the board.

President Margolis called for the vote and the motion passed unanimously.

12. New Business

12a. Entertain a Motion to Approve a Resolution for Appointment of Officers to Update Assistant Treasurer ex Officio

Director Margolis read the following resolution:

RESOLUTION 01-21-40 **Appointment of Officers**

RESOLVED, on June 8, 2021, pursuant to United Laguna Woods Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Sue Margolis	President
Manuel Armendariz	1 st Vice President
Reza Bastani	2 nd Vice President
Neda Ardani	Secretary
Azar Asgari	Treasurer

RESOLVED FURTHER, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

RESOLVED FURTHER, that Resolution 01-21-07, adopted January 12, 2021, is hereby superseded and cancelled; and

RESOLVED FURTHER; that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

President Margolis asked for a motion to approve the resolution.

By consensus, the board approved to update the resolution for appointment of officers to

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update assistant treasurer ex officio as Steve Hormuth.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed without objection (Director Torng was absent for the vote)

12b. Entertain a Motion to Introduce a Resolution for a Board Member Social Media Policy

Director Margolis read the following resolution:

RESOLUTION 01-21-XX
Board Member Social Media Policy

WHEREAS, the board has recognized the need to adopt a Board Member Social Media Use Policy to provide a clear and consistent policy, regarding, among other things, the use of social media by members of its Board of Directors; and

WHEREAS, this policy is intended to provide guidance on the use of social media in light of potential legal and ethical implications for board members, and to provide a mechanism for addressing board members' use of social media; and

WHEREAS by expressing a policy to govern social media use by the board, consistent with the requirements of the law and the corporation's governing documents, the board seeks to address potential concerns regarding the fiduciary obligations of the directors; and

WHEREAS, this policy is intended to be adopted by the board in the exercise of its duty to maintain, protect and enhance the value and desirability of the community, as well as the interests of all shareholders; and

NOW THEREFORE BE IT RESOLVED, [Date], 2021 the Board of Directors of this Corporation hereby introduces the Board Member Social Media Policy, as attached to the official minutes of this meeting; and

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

JUNE 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.

President Margolis asked for a motion to introduce the Board Members Social Media Policy for 28-day review.

Director Margolis made a motion to introduce a resolution for a Board Member Social Media Policy for 28-day review. Director Addington seconded the motion.

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Discussion ensued among the directors.

President Margolis called for the vote and the motion failed by a vote of 3-7-0 (Directors Armendariz, Asgari, Bastani, Achrekar, Gilmore, Ardani, and Torng opposed; Director Casey was absent for the vote)

12c. Entertain a Motion to Introduce a Resolution to Revised Article 7 of the Occupancy Agreement to Subletting Conditionally Permitted

Director Addington read the following resolution:

RESOLUTION 01-21-XX
Occupancy Agreement
Terms and Conditions, Article 7

WHEREAS, pursuant to its governing documents, the Board of Directors has the power and authority to adopt reasonable operating rules; and

WHEREAS, the Board of Directors desires to align the title as well as the provisions of Article 7 of the Occupancy Agreement with its historical practices and select legislative changes; and

WHEREAS, the Corporation's proposed changes to the text will improve the transparency of governance with respect to subletting activity; and

WHEREAS, such changes include re-titling the heading of Article 7 from "Subletting Prohibited" to "Subletting Conditionally Permitted," boldfacing the words "without the prior written consent of the Corporation" and replacing the word "shall" with "may" in the phrase "Rents under any sublease may be assigned to the Corporation..."

NOW THEREFORE, BE IT RESOLVED, [Date], 2021 that the Board of Directors hereby amends Article 7 of the Occupancy Agreement in accordance with its practices; and

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

JUNE 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.

President Margolis asked for a motion to introduce the resolution for 28-day review.

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Director Addington made a motion to introduce a resolution to change the conditions in Article 7 of the Occupancy Agreement to Subletting Conditionally Permitted for 28-day review. Director Armendariz seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 10-1-0 (Director Torng opposed).

13. Committee Reports

- 13a.** Report of the Finance Committee / Financial Report – Director Asgari showed a presentation on the Treasurer’s Report and reviewed the resale and lease reports. The committee met on May 25, 2021; next meeting will be June 30, 2021, 1:30 p.m. as a virtual meeting.
- 13b.** Report of the Architectural Control and Standards Committee – Director Addington. She commented about the Manor Alterations News Bulletin. The committee met on May 26, 2021; next meeting June 17, 2021, at 9:30 a.m. as a virtual meeting.
- 13c.** Report of Member Hearings Committee – Director Achrekar gave a report from Member Hearings. The committee met on May 27, 2021; next meeting June 24, 2021, at 9:00 a.m. as a virtual meeting.
- 13d.** Report of the Governing Documents Review Committee – Director Addington gave a report from the last Committee meeting. The committee met on May 20, 2021; next meeting will be June 17, 2021, 1:30 p.m. as a virtual meeting.
- 13e.** Report of the Landscape Committee – The committee met on April 8, 2021; next meeting TBA.
- 13f.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last committee meeting. The committee met on May 4, 2021; next meeting June 23, 2021, 9:30 a.m. as a virtual meeting.
- 13g.** Report of the Communication Committee – Director Ardani. The next committee is TBA.

14. GRF Committee Highlights

- 14a.** Report of the GRF Finance Committee – Director Asgari gave highlights from the last committee meeting. The committee met on April 21, 2021; next meeting will be June 23, 2021, 1:30 p.m. as a virtual meeting.
- 14b.** Report of the GRF Strategic Planning Committee – Director Torng. The committee met on March 17, 2021; next meeting TBA.

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14c. Report of the Community Activities Committee – Director Addington gave highlights from the last committee meeting. The committee met on May 13, 2021; next meeting June 10, 2021, 1:30 p.m. as a virtual meeting.

(1) Equestrian Center Ad Hoc Committee – The committee met on May 6, 2021; next meeting TBA.

14d. Report of the GRF Landscape Committee – Director Armendariz. The committee met on March 10, 2021; next meeting June 9, 2021, at 1:30 p.m. as a virtual meeting.

14e. Report of the GRF Maintenance & Construction Committee – Director Randazzo gave highlights from the last committee meeting. The committee met on April 14, 2021; next meeting will be June 9, 2021, 9:30 a.m. as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee—Director Randazzo. The committee met on March 23, 2021; next meeting TBA.

14f. Report of the Media and Communications Committee – Director Ardani gave highlights from the last committee meeting. The committee met on May 17, 2021; next meeting will be June 21, 2021, 1:30 p.m. as a virtual meeting.

14g. Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last committee meeting. The committee met on June 2, 2021; next meeting will be August 4, 2021, 1:30 p.m. as a virtual meeting.

14h. Report of the Security and Community Access Committee – Director Armendariz. The committee met on April 26, 2021; next meeting June 28, 2021, at 1:30 p.m. as a virtual meeting.

14i. Report of the Laguna Woods Village Traffic Hearings – Director Ardani. The hearings were held virtually on May 19, 2021; next hearings June 16, 2021, at 9:00 a.m. as a virtual meeting.

14j. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met virtually on May 25, 2021; next meeting July 27 2021, at 9:30 a.m. as a virtual meeting.

14k. Report of the Insurance Ad Hoc Committee – Director Margolis. The Committee met on February 18, 2021; next meeting TBA.

15. Future Agenda Items

15a. 360 Investigation

16. Director's Comments

- Director Asgari commented about a problem with the ventilation at the Community Center.
- Director Ardani commented about checking vacant units.
- Director Achrekar commented about an investigation.

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- Director Torng commented about an investigation and not being allowed to vote on items on the agenda.
- President Margolis commented every board member needs to take the harassment training.
- Jeff Parker-CEO commented he will look into the ventilation questions at the Community Center.

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

The meeting recessed at 12:07 p.m. into the Closed Session.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During the May 11, 2021, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) April 13, 2021 – Regular Closed Session

Discussed and Considered Litigation, Legal and Legislation Matters

Discuss and Consider Contractual Matters

Discussed Personnel Matters

Discuss Member and Board Disciplinary Matters

During the May 26, 2021, Special Closed Meeting, the Board:

Approval of Agenda

Discussed and Considered Contractual Matters

18. Adjourn

The meeting was adjourned at 3:47 p.m.

DocuSigned by:
Neda Ardani

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Neda Ardani, Secretary of the Board
United Laguna Woods Mutual



Non-Emergency Maintenance Chargeable Services

The Board of Directors of the United Laguna Woods Mutual passed Resolution 01-21-38 on June 8, 2021, to approve the following updated schedule of non-emergency maintenance chargeable services. This program has been implemented for the convenience of the Shareholders of United Mutual.

Trade	Description of Service	*Limitations	*Cost
Appliance	Install Alteration Dishwasher (Plug-in Only, No Modifications)	Resident Supplied	\$195.00
	Install Alteration Stove Top (Hard Wired, No Modifications)	Resident Supplied	\$160.00
	Install Alteration Oven (Hard Wired, No Modifications)	Resident Supplied	\$230.00
	Install Alteration Wall Mounted Microwave (No Modifications)	Resident Supplied	\$160.00
	Install or Replace Ice Maker Tubing for Refrigerator	Resident Supplied	\$75.00
	Replace or Clean Alteration Range Hood Filter	Resident Supplied	\$55.00
	Remove/Replace Alteration Appliances Moved for Repairs	N/A	\$150.00
	Replace Alteration Stove Top Burner Pans	Resident Supplied	\$30-45.00
	Repair Upgraded or Alteration GE Appliances - excludes non-GE brands (ex. pump in dishwasher, fan motor for fridge, door gaskets, etc.)	Mutual Supplied	Varies
Electrical	Replace Alteration Ceiling Light (like for like)	Resident Supplied	\$170.00
	Replace Alteration Ceiling Fan (like for like)	Resident Supplied	\$235.00
	Replace Alteration Switch (Dimmer okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Outlets (GFCI okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Light Sockets/Ballasts	Resident Supplied	\$160.00
	Replace Light bulbs (Fixtures and/or Appliances)	Mutual Supplied	\$30-80.00
Carpentry	Replace Alteration Entry Door Dead Bolt Lock (excludes keyless systems)	Resident Supplied	\$55.00
	Install or Replace Entry Door Peep Holes, Mail Slots and Entry Door Screens (applicable to alteration doors only)	Resident Supplied	\$69.00
	Replace Broken or Cracked Alteration Windows (like for like replacement, excludes any windows requiring high reach equipment such as aerial lifts)	Resident Supplied	\$1,200.00
	Repair Small Interior Drywall Holes (does not include painting)	Mutual Supplied	\$70.00
	Install New or Replace Existing Alteration Towel Bars or Grab Bars (installed in drywall only, not in fiberglass or tile)	Resident Supplied	\$40.00
	Replace or Install Alteration Door Stops/Bumpers	Resident Supplied	\$69.00
	Size Interior Doors for New Alteration Flooring	Mutual Supplied	\$69.00
	Repair Alteration Sliding Glass Doors/Screens	Resident Supplied	\$69.00
	Repair Alteration Sliding Windows/Screens	Resident Supplied	\$69.00
	Repair/Replace Alteration Entry Screen Doors	Resident Supplied	\$69.00
	Repair Alteration Sliding Closet/Wardrobe Door	Resident Supplied	\$69.00
	Repair/Replace Alteration Chopping Board/Bread Board	Resident Supplied	\$69.00
	Repair/Replace Alteration Baseboards and Moldings	Resident Supplied	\$69.00
	Repair/Replace Alteration Drawer Guides	Resident Supplied	\$69.00
	Install Alteration Entry Door w/ Lock (Requires an approved Mutual Consent)	Resident Supplied	\$450.00
	Repair Alteration Carport Condensation Panels	Resident Supplied	\$96.00
	Removal Alteration Carport Condensation Panels (includes painting)	Resident Supplied	\$458.00
Replace Interior Bedroom or Bathroom Doors (does not include jam/framing)	Resident Supplied	\$150.00	

Plumbing	Repair Alteration Garbage Disposal	Resident Supplied	\$55.00
	Replace an Alteration Garbage Disposal	Resident Supplied	\$90.00
	Repair/Replace Alteration Shower Head	Resident Supplied	\$90.00
	Repair/Replace Valve for Ice Maker Line (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Alteration Faucet (cartridge style)	Resident Supplied	\$90.00
	Repair/Replace Alteration Sink/Basin Spray Heads, Drain Traps, Basin Stoppers, Pull-Rods, Hoses, Supply Lines (as long as there is no active leak)	Resident Supplied	\$80-160.00
	Repair/Replace Alteration Kitchen Sink & Bathroom Basin (like for like)	Resident Supplied	\$160.00
	Repair/Replace Alteration Fitting/Flange/Valves (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Alteration Toilets (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Toilet Seat	Resident Supplied	\$70.00
	Replace Alteration Shower Mixing Valve	Resident Supplied	\$90.00
	Replace Alteration Water Heater (as long as there is no active leak)	Resident Supplied	\$230.00
	Water Shut-off/on – Resident Request for Alteration Repair/Replace	N/A	\$25-45.00
	Camera Sewer Line for Alteration Permit	N/A	\$45-105.00
Painting	Interior Touch-up Painting (partial wall)	Resident Supplied	\$80.00
	Interior Touch-up Painting (full wall)	Resident Supplied	\$130.00
	Exterior Entry Door Paint (full paint – off program. Requires Board approved variance.)	Resident Supplied	\$120-250.00
*LIMITATIONS	Estimated cost includes a \$10 service charge, labor and materials (as noted above). Most parts are to be provided by the Resident.		
	The costs provided above are ESTIMATES only. Actual charges may vary.		
	All Mutual supplied parts will be standard brand only.		
	All Mutual supplied parts will be limited to parts in stock.		
	All Mutual provided parts and labor carry a 30-day warranty, unless specified otherwise.		
	Resident Supplied = Resident to supply the replacement or repair parts at the time of service.		
	Failure to be present at the time of service will result in a \$50.00 Missed Maintenance Appointment Fee.		
	Where applicable, a \$25 permit fee for the City of Laguna woods will be charged.		