



OPEN MEETING

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

**Tuesday, July 13, 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, Manuel Armendariz, Azar Asgari, Diane Casey, Brian Gilmore (arrived late)

Directors Absent: Cash Achrekar

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

Others Present: VMS: Norman Kahn, Juanita Skillman

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. Pledge of Allegiance to the Flag

Director Randazzo led the pledge of allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

President Margolis made a motion to approve the agenda.

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

5. Approval of Minutes

a. June 8, 2021 – Regular Open Meeting

President Margolis asked for a motion to approve the minutes.

Director Randazzo made a motion to approve the minutes of June 8, 2021, Regular Open Meeting. The motion was seconded by Director Addington.

Hearing no objection, the board approved the minutes of June 8, 2021 by unanimous consent.

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 2 of 15

6. Report of the Chair

President Margolis commented she will be leaving the board when her term ends in October to spend more time with family. She also commented on the benefits being self-managed as opposed to a separate management company.

7. 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.

- A Member commented about a safety issue with the laundry room 74 and requested a ramp be installed.
- A Member commented that before VMS, the fees seemed to be lower with a higher service level.
- A Member commented about that her golf cart was towed away. She wanted to know who requested her golf cart be towed.
- A Member commented about the conduct of some of the board members and the importance of keeping things civil.
- A Member commented about a problem with repairs made to her manor with cheap materials.
- A Member commented about the complaints received about the virtual meetings and the excellent care residents received during the pandemic from VMS.
- A Member asked about a lost instrument bond.

Eileen Paulin read the member comments received.

- A Member asked about the \$20 assessment increase.
- A Member asked why the assessments are going up again.
- A Members commented about the United reserve fund and thanked the board for protecting the money.

8. Responses to Open Forum Speakers

- Jeff Parker-CEO will follow up with the residents on their requests.
- President Margolis will send some of the requests to the committees for consideration. She commented about the United Board budget meeting on Thursday, July 15 at 9:30 a.m.
- Director Tornng responded about the car that was spray painted and asked how this was being handled by Security.

8a. Director Randazzo gave an update to the Open Forum comments from the June 8, 2021 board meeting.

9. Update from VMS – Director Skillman

VMS Director Skillman gave an update from the VMS Board and showed a slide presentation:

- How to Watch Live, Past Open Board Meeting
- How to Check Calendar for Meeting Information

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 3 of 15

- Know the Candidates

Director Skillman answered questions from the board.

10. CEO Report

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

- United Board will have the first United Budget Meeting for the Business Plan Review on July 15 at 9:30 a.m. in the Board Room.
- Nominations will close on July 30 for the United Board. Please contact Cheryl Silva, Corporate Secretary for an application.
- Individuals are encouraged to wear mask because of the spike in COVID cases. Update on COVID 19: Some individuals are still testing positive for COVID and the new variant circulating within the United States. The CDC recommends that all individuals, even if they are fully vaccinated, still wear masks.
- On June 15 the State of California reopened without restrictions. VMS has reopened the Community Center, Clubhouses, recreation facilities and special events.
- Residents can make reservations through the Community Center Recreation Office to reserve Clubhouses 1, 2, 5 or the Village Greens for family gatherings. The Recreation Office is open M-F 8 a.m. to 5 p.m.
- Security is providing a voluntary bicycle registration program for community residents to raise bicycle theft awareness and reduce the number of unrecovered bicycles throughout the Village.
- Disaster Preparedness Task Force is sponsoring the American Red Cross webinar presentation on earthquake and flood preparedness on Thursday, August 10 at 10 a.m.
- The Library has reopened with regular operation hours.
- New resident orientation will be virtual for United Mutual on Wednesday, July 14 at 4:30 p.m. Contact Becky Jackson at Rebecca.jackson@vmsinc.org to make reservations.
- Next bulky item pickup will be held on the third Saturday of the month, July 17.
- Pool 1 is shut down because it needs a new boiler.
- Farmers Market will take place on Saturday, July 10, from 9 a.m. to noon at Garden Center 1.
- Summer Movie Series will continue on the second and fourth Mondays in July and August at 11 a.m. and 4 p.m. at Clubhouse 5.

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

11. Consent Calendar

All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. 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.

11a. Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 4 of 15

June, 2021 and such review is hereby ratified.

11b. Approve a Resolution to Update the Committee Appointments

Resolution 01-21-41

United Laguna Woods Mutual Committee Appointments

RESOLVED, July 13, 2021, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Architectural Control and Standards Committee

Brian Gilmore, Chair

Carl Randazzo

Elsie Addington

Neda Ardani

Andre Tornng

Reza Bastani

Non-Voting Advisors: Michael Mehraïn, Walt Ridley, Juanita Skillman

Communications Committee

Neda Ardani, Chair

Elsie Addington

Cash Achrekar

Finance Committee

Azar Asgari, Chair

Sue Margolis

Carl Randazzo

Andre Tornng

Diane Casey

Advisor: Dick Rader

Governing Documents Review Committee

Elsie Addington, Chair

Sue Margolis

Diane Casey

Reza Bastani

Advisor: Dick Rader, Juanita Skillman, Bevan Strom, Mary Stone

Landscape Committee

Andre Tornng, Chair

Brian Gilmore

Neda Ardani

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

Maintenance and Construction Committee

Carl Randazzo, Chair

Reza Bastani

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 5 of 15

Brian Gilmore
Diane Casey
Non-voting Advisor: Ken Deppe, Walter Ridley

Members Hearing Committee

Cash Achrekar, Chair
Elsie Addington
Reza Bastani

New Resident Orientation

Per Rotation List

Resident Advisory Committee

Neda Ardani, Chair
Andre Torng
Reza Bastani

RESOLVE FURTHER that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

RESOLVED FURTHER Resolution 01-21-08, adopted February 9, 2021, is hereby superseded and canceled.

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

Resolution 01-21-42
Golden Rain Foundation Committee Appointments

RESOLVED, July 13, 2021, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

~~Business Planning Committee (Committee Dissolved)~~

~~Sue Margolis-~~
~~Manuel Armendariz~~
~~Brian Gilmore, Alternate~~

GRF Strategic Planning Committee

Sue Margolis
Andre Torng
Cash Achrekar, Alternate

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 6 of 15

Customer Experience Subcommittee

Andre Torng (United)

Facilities Ad Hoc Committee

Carl Randazzo (United)

GRF Community Activities Committee

Elsie Addington

Andre Torng

Cash Achrekar, Alternate

GRF Finance

Azar Asgari

Carl Randazzo

Diane Casey, Alternate

GRF Landscape Committee

Andre Torng

Manuel Armendariz

Azar Asgari, Alternate

GRF Maintenance & Construction

Carl Randazzo

Brian Gilmore

Reza Bastani, Alternate

Clubhouses (Facilities) Renovation Ad Hoc Committee

Carl Randazzo

Diane Casey

Manuel Armendariz

Sue Margolis, Alternate

GRF Media and Communications Committee

Neda Ardani

Elsie Addington

~~Cash Achrekar, Alternate~~

GRF Mobility and Vehicles Committee

Elsie Addington

Reza Bastani

Neda Ardani, Alternate

GRF Security and Community Access

Manuel Armendariz

Reza Bastani

Andre Torng, Alternate

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 7 of 15

Disaster Preparedness Task Force

Diane Casey
Cash Achrekar
Reza Bastani, Alternate

Laguna Woods Village Traffic Hearings

Neda Ardani
Elsie Addington, Alternate

Town Hall Meetings

As Needed

Budget Ad Hoc Committee

Sue Margolis
Azar Asgari
Diane Casey

Insurance Ad Hoc Committee

Sue Margolis
Cash Achrekar
Non-Voting Advisors: Diane Fortner

Purchasing Ad Hoc Committee

Carl Randazzo
Cash Achrekar

IT Steering Committee

Andre Torng
Sue Margolis

Service Improvement Ad Hoc Committee

Andre Torng

Investment Ad Hoc Committee

Diane Casey

RESOLVED FURTHER, that Resolution 01-21-09, adopted February 9, 2021, is hereby superseded and cancelled.

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

11c. Recommendation from the United Finance Committee:

(1) Approve a Resolution for Recording of Lien against Member ID# 947-392-08

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 8 of 15

RESOLUTION 01-21-43
RECORDING OF A LIEN

WHEREAS, Member ID 947-392-08; 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, July 13, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-392-08 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 requested that 11c(2) be removed for discussion and this item was move to new business (13b). 11b. Committee Appointments was amended to keep Director Armendariz on the Clubhouse Facilities Renovation Ad Hoc Committee.

Discussion ensued among the directors.

Director Randazzo made a motion to approve the Consent Calendar as amended. Director Addington seconded the motion and the motion passed by unanimous consent.

12. Unfinished Business

12a. 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 8-2-0 (Director Armendariz and Torng opposed).

12b. Entertain a Motion to Adopt a Resolution to change the Conditions in Article 7 of the Occupancy Agreement to Subletting Conditionally Permitted

Director Addington read the following resolution:

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 9 of 15

RESOLUTION 01-21-44
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, July 13, 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
28-day notification for Member review and comment to comply with Civil Code §4360 has been satisfied.

President Margolis asked for a motion to adopt the resolution.

President Margolis made a motion to adopt a resolution to change the conditions in Article 7 of the Occupancy Agreement to Subletting Conditionally Permitted. Director Addington seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote of 9-1-0 (Director Tornig opposed).

12c. Entertain a Motion to Approve a Resolution to Make Permit-less Alteration Policy Permanent

Director Gilmore read the following resolution:

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 10 of 15

RESOLUTION 01-21-45

Component Replacement Permit-less Alteration Policy Permanence

WHEREAS, the United Mutual Board previously approved a Policy and Resolution to enact a Permit-Less Alteration notification number 01-21-12, on February 9, 2021. That Board approval was a conditioned approval with a trial period extending to July 9, 2021; and

WHEREAS, the purpose of the component replacement Permit-Less Alteration Policy allows the shareholder to submit a notification form (with waiver) that instantaneously notifies Manor Alterations of the like for like replacement of existing alteration components and components installed by mutual, and this Resolution would make the Permit-Less policy permanent and eliminate any expiration date; and

WHEREAS, The United ACSC and Manor Alterations agree that the Permit-Less policy has been effective and both recommend the permanent approval without a need for any further extensions of time.

NOW THEREFORE, BE IT RESOLVED, on July 13, 2021, the United Board hereby approve the permanency of the existing component replacement Permit-Less Alterations Policy that carries the date of July 13, 2021.

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

Director Gilmore made a motion to approve the resolution to make the permit-less alterations policy permanent. Director Randazzo seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote on the policy as amended and the motion passed by unanimous consent.

13. New Business

13a. Entertain a Motion to Introduce a Resolution to Update the Financial Requirements for Members

Director Addington read the following resolution:

RESOLUTION 01-21-XX

Financial Qualifications Policy

WHEREAS, United Laguna Woods Mutual (“United”) is formed to provide housing to its Members on a mutual nonprofit basis;

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 11 of 15

WHEREAS, United is authorized to adopt, amend or repeal necessary or desirable rules and regulations, through its Board of Directors, to carry out the purposes of this Corporation;

WHEREAS, United proactively seeks to operate with full transparency and improve its communication of existing rules and policies;

WHEREAS, documentation of annual Income Requirements should be as current as possible and, in certain circumstances, assurance of the continuance of said income upon applicant's relocation to Laguna Woods is desirable;

WHEREAS, documentation of Asset Requirements should consider outstanding real estate mortgage obligations and consider only retirement accounts that can be withdrawn in a lump sum;

NOW THEREFORE BE IT RESOLVED, [DATE], 2021, that the Board of Directors of this Corporation hereby amends the Income Requirements and Asset Requirements sections of the Financial Qualification Policy as attached to the official meeting minutes of this meeting; and

RESOLVED FURTHER, that Resolutions 01-20-63 and 01-21-32 are hereby superseded and canceled;

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.

JULY 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.

Pamela Bashline updated the board on the changes to the financial qualifications policy.

Director Margolis called for a motion to introduce the resolution.

By consensus, the board introduced the resolution to update the financial qualifications policy for 28-day review.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed by a vote by unanimous consent.

This meeting was removed from the Consent Calendar

13b. Approve a Resolution for Recording of Lien against Member ID# 947-360-02

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 12 of 15

RESOLUTION 01-21-46
RECORDING OF A LIEN

WHEREAS, Member ID 947-360-02; 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, July 13, 2021, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-360-02 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

Jeff Parker-CEO updated the board on the on the recording of a lien for this member.

President Margolis called for the vote and the motion passed by a vote of 7-3-0 (Director Asgari, Torng, Bastani opposed).

14. Committee Reports

- 14a.** 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 June 30, 2021; next meeting will be July 27, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- 14b.** Report of the Architectural Control and Standards Committee – Director Gilmore gave an update from the last committee meeting. The committee met on June 17, 2021; next meeting July 19, 2021, at 9:30 a.m. in the board room and as a virtual meeting.
- 14c.** Report of Member Hearings Committee – Director Addington. The committee met on June 24, 2021; next meeting July 22, 2021, at 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- 14d.** Report of the Governing Documents Review Committee – Director Addington gave a report from the last Committee meeting. The committee met on June 17, 2021; next meeting will be July 15, 2021, 1:30 p.m. in the board room and as a virtual meeting.
- 14e.** Report of the Landscape Committee – President Margolis gave an update on the Landscape Committee. The committee met on July 8, 2021; next meeting August 12, 2021, at 1:30 p.m. as a virtual meeting.
- 14f.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last committee meeting. The committee met on June 23, 2021; next meeting August 25, 2021, at 9:30 a.m. in the board room and as a virtual meeting.

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 13 of 15

14g. Report of the Communication Committee – Director Ardani. The next committee is TBA.

15. GRF Committee Highlights

15a. Report of the GRF Finance Committee – Director Asgari gave highlights from the last committee meeting. The committee met on June 23, 2021; next meeting will be August 25, 2021, 1:30 p.m. in the board room and as a virtual meeting.

15b. Report of the GRF Strategic Planning Committee – Director Torng and Margolis. The committee met on June 28, 2021; next meeting August 23, 2021 at 9:30 a.m. as a virtual meeting.

15c. Report of the Community Activities Committee – Director Addington gave highlights from the last committee meeting. The committee met on July 8, 2021; next meeting August 16, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

15d. Report of the GRF Landscape Committee – Director Armendariz. The committee met on June 9, 2021; next meeting August 11, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

15e. Report of the GRF Maintenance & Construction Committee – Director Randazzo gave highlights from the last committee meeting. The committee met on June 9, 2021; next meeting will be August 11, 2021, 9:30 a.m. in the board room and as a virtual meeting.

(1) Clubhouse (Facilities) Renovation Ad Hoc Committee—Director Randazzo. The committee met on July 9, 2021; next meeting TBA.

15f. 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 July 19, 2021, 1:30 p.m. in the board room and as a virtual meeting.

15g. Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last committee meeting. The committee met on May 17, 2021; next meeting will be July 28, 2021, 1:30 p.m. in the board room and as a virtual meeting.

15h. Report of the Security and Community Access Committee – Director Bastani. The committee met on June 28, 2021; next meeting August 23, 2021, at 1:30 p.m. in the board room and as a virtual meeting.

15i. Report of the Laguna Woods Village Traffic Hearings – Director Ardani. The hearings were held virtually on June 16, 2021; next hearings July 21, 2021, at 9:00 a.m. in the board room and as a virtual meeting.

15j. 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. in the board room and as a virtual meeting.

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page 14 of 15

15k. Report of the Insurance Ad Hoc Committee – Director Margolis. The Committee met on February 18, 2021; next meeting TBA. The committee is looking at requiring every owner to provide an HO6 policy for property insurance.

16. Future Agenda Items

16a. 360 Investigation

16b. Recommend to Approve Tree Removal Request: (64-F) – one Carolina Laurel Cherry tree (**June Initial Notification – Vote Postponed**)

17. Director's Comments

- Director Asgari commented about the laundry room that does not have a ramp. She is requesting that ramps be placed in all laundry rooms. She is seeing residents over-watering and asked what could be done.
- Director Bastani commented about an alternative to the ramp request.
- Director Gilmore commented about a like-for-like alternative.
- Director Casey encouraged residents to run for the United Board.
- Director Addington asked about the tree removal request under future agenda items.
- Director Randazzo commented on a resident being blamed for something the contractor did; the board will be looking into it. The laundry room meets the criteria for ramps acceptable alternative design with stairs. To add ramps for all laundry rooms would cost \$25,000 per building.
- Director Armendariz thanked staff and the board for the permit-less program. He thanked the board members leaving the board this year. He commented on insurance and the increasing costs.
- Director Tornig commented he has identified problems in the landscape area. He requested data be provided to him regarding landscape services. He is seeking quality management. Transparency and communication should be a priority for the management company and requested that VMS Board meetings be open to residents. He commented about the All Boards All Directors Budget meeting and feels the budget is over by 14%.

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

The meeting recessed at 11:40 a.m. into the Closed Session.

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

During the June 8, 2021, Regular Closed Session, the Board:

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) May 11, 2021 – Regular Closed Session

Discussed and Considered Litigation, Legal and Legislation Matters

Discuss and Consider Contractual Matters

Discussed Personnel Matters

United Laguna Woods Mutual
Regular Board Meeting Minutes
July 13, 2021
Page **15** of **15**

Discuss Member and Board Disciplinary Matters

19. Adjourn

The meeting was adjourned at 3:30 p.m.

DocuSigned by:
Neda Ardani

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Neda Ardani, Secretary of the Board
United Laguna Woods Mutual



PERMITLESS ALTERATION POLICY **July 13, 2021**

Resolution 01-21-45; Adopted July 13, 2021

The Architectural Controls and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for like replacements of existing components. The purpose of the Permit-less process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a mutual consent burden.

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

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

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

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

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

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

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

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

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

- Alteration Refrigerators
- Alteration Stoves/oven
- Alteration Microwaves

- Alteration Dishwasher
- Alteration faucets, sinks, garbage disposals
- Alteration Kitchen Counter-tops (including backsplash)
- Alteration Kitchen Cabinet Doors (and fronts)
- Alteration Light fixtures
- Alteration Ceiling fans
- Alteration Shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration Bathroom Toilets
- Alteration Bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners
- Alteration Central air and split system type air conditioners/heat pumps

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

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

Component replacement requirements:

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

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

- Refrigerators
- Stove/oven
- Microwaves
- Dishwashers
- Kitchen Counter-tops (including backsplash) and sinks and faucets
- Kitchen Cabinet Doors (and fronts)
- Bath faucets, counter tops, vanities and sinks
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Light Fixtures
- Bathroom Toilets
- Bathroom Vanities

Category III: (All Manors) Decorative and Functional changes as noted below will not require any notification (including Like for Like Form not needed) nor disturb Mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, Blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.

- Closet doors
- Shelving attached to walls for books, Knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting.
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (fixture must be existing)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Grand-Fathering: The member will be allowed to entitle a previously undocumented (non-permitted) alteration as noted in Categories I, II, and III if the manor owner submits the Permit-less Form within 6 months of this approved Board resolution dated July 13, 2021 for the Component Replacement Permit-less Alteration Policy.

Deployment: In order to make a Permit-less notification, the member, is required to send an email to a dedicated Manor Alterations mailbox. The email shall contain the manor number and letter in the email subject line. Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

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