



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

**Friday, September 21, 2018 - 11:00 a.m.
Laguna Woods Village Community Center, 24351 El Toro Road
Willow Room**

**The purpose of this meeting is to discuss and consider resolutions on 30-day
review from the August 21, 2018 Regular Board Meeting.**

Directors present: Rosemarie diLorenzo, Bill Walsh, Burt Baum, Roy Bruninghaus,
Jack Connelly, Cush Bhada, Jules Zalon, John Frankel, and James
Tung (arrived late)

Directors absent: Bunny Carpenter and Steve Parsons

Staff present: Siobhan Foster, COO, Ernesto Munoz and Cheryl Silva

1. Call meeting to order / Establish Quorum

Director diLorenzo called the meeting to order at 10:31 a.m. and established that a quorum was present.

2. Pledge of Allegiance

Director Zalon led the Pledge of Allegiance

3. Approval of Agenda

Director Frankel made a motion to approve the agenda. The motion was seconded by Director Connelly

Director Bruninghaus amended the motion to add (6c) Approval of the Common Area Landscape (3197-B Nichelson)

Director Connelly made a motion to approve the agenda as amended. The motion was seconded by Director Zalon and passed by unanimous consent.

4. Open Forum (Three Minutes per Speaker) – No Members were present.

5. Responses to Open Forum Speakers-None

6. Unfinished Business

6a. Entertain a Motion to Adopt a Resolution to Revise the Traffic Rules & Regulations, Section 7.6 (AUGUST initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

Director Baum read a summary of the following resolution:

RESOLUTION 03-18-139
Traffic Rules and Regulations

WHEREAS, by way of Resolution 03-14-44 the Board of Directors of this Corporation has adopted standards for traffic enforcement and parking enforcement, and in an effort to provide comprehensive traffic rules and regulations enforceable to the residents of Third Mutual, both standards have been consolidated to improve consistency within the community; and

WHEREAS, the Traffic Rules and Regulations are intended to mirror the California Vehicle Code and to adhere to the Davis-Stirling Act;

WHEREAS, due to the limited parking spaces throughout Third Mutual, contractor vehicles are only allowed to park on named streets and are prohibited from parking within numbered cul-de-sacs or manor parking lots;

WHEREAS, there is an exception to this rule in Section 7.6 Contractor and Service Vehicle Parking, that allow GRF owned vehicles and equipment to park in these areas while working.

NOW THEREFORE BE IT RESOLVED, September 21, 2018, that the Board of Directors of this Corporation hereby adopts the revised Third Laguna Hills Mutual Vehicle, Traffic, and Parking Rules, as attached to the minutes of this meeting; and

RESOLVED FURTHER, that the exception allowing GRF owned vehicles and equipment to park in numbered cul-de-sacs or in manor parking lots be removed from Section 7.6 of the Vehicle, Traffic and Parking Rules; and

RESOLVED FURTHER, that Resolution 03-14-44 adopted April 15, 2014 is hereby superseded and cancelled;

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

AUGUST Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to approve a resolution to revise the Traffic Rules & Regulations, Section 7.6. The motion was seconded by Director Frankel.

Discussion ensued among the Directors.

President diLorenzo called for the vote and it passed by unanimous consent.

6b. Entertain a Motion to Adopt a Resolution to Revise the Non-Emergency Chargeable Maintenance Services Policy (AUGUST initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

Director Baum read a summary of the following resolution:

Resolution 03-18-140
Schedule for Non-emergency Maintenance Chargeable Services

WHEREAS, on October 20, 2015, the Board of Directors adopted Resolution 03-15-156 which reestablished the delivery of non-emergency chargeable services and approved a schedule for non-emergency maintenance chargeable services; and

WHEREAS, the service call charge for all Maintenance chargeable services was increased to \$25; and

WHEREAS, the Board established a \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit; and

WHEREAS the Board approved a \$15 service charge when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance; and

WHEREAS, on July 21, 2015 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include the replacement of manor low flow toilets; and

WHEREAS, on March 21, 2017 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include Water Heater Maintenance & Element replacement; and

WHEREAS, additional non-emergency maintenance chargeable services have been added for electrical, carpentry, plumbing and facilities divisions as shown on the attached approved list.

NOW THEREFORE BE IT RESOLVED, September 21, 2018, that the Board of Directors hereby approves the attached new schedule for non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service call charge for all Maintenance chargeable services shall remain \$25; 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 \$15 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, should the Mutual Member not be notified of a scheduled appointment change or the technician does not make the scheduled appointment, the subsequent scheduled appointment will be at no charge to the Mutual Member; and

RESOLVED FURTHER, that Resolution 03-17-48 adopted May 16, 2017 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.

AUGUST Initial Notification
30-Day notification to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to approve a resolution to revise the Non-Emergency Chargeable Maintenance Service Policy. The motion was seconded by Director Bruninghaus.

Discussion ensued among the Directors.

Director Walsh asked staff if the awning cleaning could be included with the gutter cleaning.

Director Munoz commented that the gutter cleaning is part of the Landscape Department. The list can be updated if the Residents have needs that are not on the list.

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

This item was added to the agenda

6c. Entertain a Motion to Approve Common Area Landscape (3197-B Nicholson)

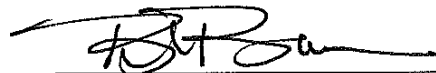
Director Bruninghaus made a motion to approve the Common Area Landscape at 3197-B (Nicholson). The motion was seconded by Director diLorenzo unanimous

7. Director's Comments

- Director Walsh asked how many Directors will be attending the Special Meeting on 9-28-18 to Count the Ballots because a quorum is required. The Board asked how many ballots are needed to certify the election. Siobhan Foster will find out and report back to the Board.
- Director Walsh asked the Board if we need a rule to prohibit residents from using common water spigot to have their carpets cleaned. Siobhan Foster will follow up with Tim Moy to see if this is a problem with residents using the common water spigot.
- Director Walsh asked the Board if a rule needs to be created regarding standing water at the Resident Manors that creates a problem with mosquitos that carry the Zika virus.
- Director Walsh asked for volunteers for "This Day" on Monday. Director Bhada volunteered to do "This Day" on Monday. Siobhan Foster will let Village Television know that Director Bhada will be doing the show.
- Director Zalon asked the Board to deal with Residents that overuse the water. Director Frankel commented that water use in three-story building is hard to measure.
- Director Bhada commented that the landscape at Gate 9 and 10 is looking better.
- Director diLorenzo asked the Directors for their input for service on the Committees.

8. Adjourn

The meeting was adjourned at 11:36 a.m.



Burt Baum, Secretary for the Board
Third Mutual Laguna Hills

Attachment 1 – TLHM Vehicle, Traffic and Parking Rules, Section 7.6

7.6 CONTRACTOR and SERVICE VEHICLE PARKING

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or assigned parking spaces.

- Contractors may park on a SPONSORING RESIDENT'S assigned parking space with the RESIDENT'S permission, but may not obstruct the sidewalk.

EXCEPTIONS:

- Vehicles, equipment and materials immediately and directly required for the performance of work.
- Vehicles immediately loading or unloading.
- ~~GRF owned vehicles and equipment.~~

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ATTACHMENT 1 - Proposed Non-Emergency Chargeable Maintenance Service List
TLHM Non-Emergency Maintenance Chargeable Services

Trade	Description of Service	Limitations	Estimated Cost Includes Service Charge, Labor and Materials - unless specified otherwise	
Carpentry	Door Lock Services (Rekeying, Gate Locks, Storage Cabinets)		\$55.00	
	Mailbox Lock Service	Mutual Supplied	\$43.00	
	Installation of Entry Door Dead Bolt Lock	Resident Supplied	\$70.00	
	Installation of Manor Address/Letter on Entry Door	Resident Supplied	\$41.00	
	Rescreen Sliding Screen Doors	Mutual Supplied	\$77.00	
	Rescreen Window Screens	Mutual Supplied	\$60.00	
	Install/Replace Door Stops/Bumpers	Resident Supplied	\$55.00	
	Install/Replace Bathroom Accessories (Towel Bars, Grab Bars, Toilet Paper Holders, Soap Dishes, or Toothbrush Holders)	Resident Supplied	\$55.00	
	Sliding Closet Door Repair & Maintenance	Resident Supplied	\$77.00 - \$114.00	
	Sliding Glass Door Repair & Maintenance	Resident Supplied	\$77.00 - \$114.00	
	Sliding Window Repair & Maintenance	Resident Supplied	\$55.00 - \$114.00	
	Electrical	Light Bulb Replacement (Max 6 Bulbs per Visit)	Resident Supplied	\$59.00
Door Bell Service		Resident Supplied	\$108.00	
Breaker Service (Electrical Panel)		Mutual Supplied	\$63.00	
Ceiling Heat (Thermostat) Service		Mutual Supplied	\$87.00	
Repair/Replace Outlets		Resident Supplied	\$59.00	
Repair/Replace Light Switches/Dimmer Switches		Resident Supplied	\$59.00	
Range Hood Filter Cleaning Service			\$92.00	
Replace Existing Light Fixture		Resident Supplied	\$92.00	
Replace Existing Smoke Detector		Resident Supplied	\$59.00	
Replace Smoke Detector Batteries		Mutual Supplied	\$59.00	
Plumbing		Repair/Replace Faucet (Cartridge Style)	Resident Supplied	\$91.00
		Repair/Replace Faucet (Old Style)	Mutual Supplied	\$156.00
	Repair/Replace Toilet Seat	Resident Supplied	\$58.00	
	Low Flow Toilet Replacement	Mutual Supplied	\$200.00	
	Repair/Replace Angle Stop Valve	Mutual Supplied	\$137.00	
	Repair/Replace Shower Head	Resident Supplied	\$58.00	
	Repair/Replace Tub Spout	Resident Supplied	\$91.00	
	Repair/Replace Fitting/Flange/Valve	Mutual Supplied	\$129.00	
	Toilet Operation Repair Service	Mutual Supplied	\$91.00	
	Mix-it Valve Service	Mutual Supplied	\$95.00	
	Water Heater Repair	Mutual Supplied	\$98.00 - \$150.00	
	Water Heater Replacement	Mutual Supplied Only & 10 yr. Mfg. Warranty	\$1,721.00	
	Water Heater Service/Element Replacement	Mutual Supplied	\$171.00	
	Water Shut Off & Turn On Request		\$58.00	
	Ice Maker Hose Replacement	Resident Supplied	\$58.00	
	Clothes & Dish Washer Hose Replacement	Resident Supplied	\$58.00	
	Clogged Drain Repair "Resident Caused"		\$156.00	
Paving	Pole/Bollard Installation (Water Heater Related)	Building Code/Permits	\$150.00 - \$300.00	
	Stain/Oil Clean-up		\$126.00	
Facilities	Heating/Cooling Filter Cleaning/Replacement Service - includes filter cleaning, filter change, diagnosis of the unit to make sure it is operating to capacity & also check the thermostats.	Resident Supplied	\$124.00	
LIMITATIONS	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 \$15.00 no-show fee.				

Approved: 9/21/18
 Resolution: 03-18-XXX

**ATTACHMENT 2 - Revised Resolution 03-18-XX
Schedule for Non-emergency Maintenance Chargeable Services**

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