

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
LAGUNA WOODS MUTUAL NO. FIFTY
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

February 19, 2015

The Board of Directors of Laguna Woods Mutual No. Fifty, a California non-profit mutual benefit corporation, met at 1:00 P.M. on Thursday, February 19, 2015 at 24055 Paseo del Lago West, Laguna Woods, California.

Directors Present: Ryna Rothberg-Chair; Inesa Nord-Leth, Chace Kendro, John Dalis, Alice Gokkes

Directors Absent: None

Others Present: Open Session: Katy Howe, Jerry Storage, Christine Polek, Ed Presley, Alex Banegas
Executive Session: Katy Howe, Jerry Storage, Christine Polek, Blessilda Fernandez

CALL TO ORDER

President Ryna Rothberg served as Chair of the meeting and stated that it was a regular meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 1:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

Director Kendro led the membership in the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

Without objection, the agenda was approved as written.

APPROVAL OF MINUTES

Without objection, the Board approved the minutes of the Regular Meeting of January 15, 2015.

PRESIDENT'S COMMENTS

President Rothberg had no comments.

GOLDEN RAIN FOUNDATION REPORT

Mr. Jerry Storage gave the February 3, 2015 Golden Rain Foundation Board Meeting Report and answered questions from the Board.

RESALE AND LEASING REPORTS

Mr. Jerry Storage reported on the resale and leasing activity at The Towers.

ADMINISTRATOR'S REPORT

Ms. Katy Howe provided updates on the upcoming planned power outages, Guckenheimer's survey, new unit renovation and parking rules, capacity for upcoming events, and the upcoming Towers Attic Sale, answered questions from the Board and Members, and presented a report from Guckenheimer regarding food service.

REVIEW PRELIMINARY FINANCIAL STATEMENTS

Due to year-end reporting, there were no Preliminary Financial Statements to review.

MEMBERS' COMMENTS

Pat Labenz (808) commented on disruptions in the middle of the night.
Renee Merer (1005) commented on a second yoga class and parking issues.
Herb Harris (454) thanked the Board for their work.
Hans Graafmans (360) commented on parking.
Anne Gilbert (1403) commented on leases and Guckenheimer.

RESPONSE TO MEMBERS' COMMENTS

The Directors briefly responded to Members' comments.

CONSENT CALENDAR

Without objection, the consent calendar was approved as written, and the Board of Directors took the following actions:

Approved the construction request for Unit 761.

Approved sharing Mutual No. Fifty documents with the Golden Rain Foundation for a consultant evaluation.

OLD BUSINESS

Director Nord-Leth read a proposed resolution approving revisions to the Select Audit Task Force Charter. Director Nord-Leth moved to approve the resolution. Director Kendro seconded the motion.

By a vote of 4-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 90-15-05 - APPROVED JANUARY 6, 2015
REVISED FEBRUARY 3, 2015 RESOLUTION 90-15-11
RESOLUTION 01-15-04 - APPROVED JANUARY 13, 2015
REVISED FEBRUARY 10, 2015 RESOLUTION 01-15-17
RESOLUTION M50-15-06 - APPROVED JANUARY 15, 2015
REVISED FEBRUARY 19, 2015 RESOLUTION M50-15-09
RESOLUTION 03-15-10 - APPROVED JANUARY 20, 2015
REVISED FEBRUARY 17, 2015 RESOLUTION 03-15-19

LAGUNA WOODS VILLAGE CORPORATIONS SELECT AUDIT TASK FORCE CHARTER

RESOLVED, February 19, 2015, that the Boards of Directors of this Corporation hereby assigns the duties and responsibilities of this Task Force, as follows:

MISSION

The purpose of the Select Audit Task Force is to assist the Village corporations' oversight of:

- The independent public accounting firm's qualifications and independence.
- The performance of the independent public accounting firm and its relationship with the managing agent's accounting function.
- The managing agent's responsibilities to assure that there is in place an effective system of controls reasonably designed to:
 - Safeguard the assets and revenues of the corporations.
 - Assure the integrity of the financial statements of the corporations by ensuring all operating and reserve expenditures have been appropriately recorded and effectively presented to the corporate boards.
 - Maintain compliance with the ethical standards, policies, plans, and procedures of the four corporations and with all applicable laws and regulations.

MEMBERSHIP is determined by the Corporate Presidents, subject to approval by the respective boards. The Task Force shall be comprised of one representative from each corporation and one at-large member, who will either be the GRF President or the GRF Treasurer, with audit or financial expertise. The Task Force members shall appoint a chair.

DUTIES AND RESPONSIBILITIES

The Select Audit Task Force shall:

1. Meet as often as it determines is necessary to accomplish its duties and responsibilities.
2. Direct the preparation of Requests for Proposal for the annual audits of the financial statements of the Laguna Woods Village Corporations and ~~determine~~ **recommend** firm to be engaged.
3. Recommend the scope of any additional audit activities not already provided for in corporations' budgets as deemed necessary and appropriate.
4. Have oversight of the selected accounting firm engaged for the annual audit of the four Laguna Woods Village Corporations and the engaged audit firm shall report directly to the Select Audit Task Force.

5. Ensure the engaged audit firm submits to the Task Force annually a formal written statement delineating all relationships between the audit firm and the managing agent including its subsidiaries.
6. Receive from auditors any concerns regarding accounting, internal controls or audit matters, including the confidential anonymous submission by any managing agent employee regarding questionable accounting or auditing matters.
7. Discuss with the managing agent and the engaged auditor any disagreements regarding the financial reporting, audit problems or difficulties, and the agent's response thereto.
8. Review and discuss with the managing agent and the auditors, the audit reports for each corporation, in respect to any significant accounting financial reporting policies, issues or judgments made in connection with preparation or audit of each of the Village corporation's financial statements and other financial or informational reports provided to the Village corporate boards.
9. Recommend to the Village Corporation Finance Committees any appropriate action in connection with the audit reports received, reviewed and discussed.
10. Annually review the Task Force Charter and propose any changes deemed appropriate by the Task Force to the Village Boards for approval.
11. Perform such other tasks as are assigned by the Laguna Woods Village Boards.

RESOLVED FURTHER, that Resolution M50-15-06 adopted January 15, 2015, is hereby superseded and cancelled.

NEW BUSINESS (Items for Discussion and Consideration)

Director Nord-Leth read a proposed resolution approving new Towers Dress Codes.

Director Kendro left the meeting at 1:55 P.M.

Resolution M50-15-XX

Dining Room and Common Area Dress Code Guidelines

WHEREAS, Laguna Woods Mutual No. Fifty has maintained a dress code for common areas and both the California and Crystal dining rooms since the inception of The Towers; and

WHEREAS, good grooming (clothing, hair, face and hands) is expected at all times in the dining rooms and common areas; and

WHEREAS, the following dress codes for The Towers' dining rooms and common areas apply to both residents and their guests (for whom residents are responsible); and

NOW THEREFORE BE IT RESOLVED, April 16, 2015, that the Board of Directors of this Corporation, on behalf of the Corporation, hereby states the Laguna Woods Mutual No. Fifty Dining Room and Common Area Dress Codes as attached (with images displayed in the dining rooms);

RESOLVED FURTHER, that the Staff of the Food Service provider is hereby authorized and empowered to enforce these guidelines by politely requesting that residents or guests who violate the dress code to not sit in the Dining Room until their dress meets the code and report any further possible violations to the Towers Administrator; and

RESOLVED FURTHER, that in an instance where a possible violation of the dress code is observed, the information regarding the violation will be communicated to the Administration Office Staff (IN WRITING) stating the name of the resident or guest, and the date, time, and the specific offense. Staff will advise the resident of the alleged possible offense with a polite, positive letter; and

RESOLVED FURTHER, that Resolution M50-11-64 dated October 20, 2011 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.

By unanimous consensus, the Board amended the policy to allow capri pants for women and blue jeans for men in the Crystal Dining Room.

Renee Merer (1005) and Susan Peacock (761) commented on the policy.

Director Gokkes left the meeting at 2:10 P.M. Director Kendro returned to the meeting at 2:10 P.M.

Director Nord-Leth moved to postpone the resolution and amended policy to the April meeting to conform to the 30-day notification requirement. Director Dalis seconded the motion.

By a vote of 3-0-0, the motion carried.

Director Nord-Leth read a proposed resolution approving a Stop Work/Correction Notice for Mutual No. Fifty. Director Nord-Leth moved to approve the resolution. Director Kendro seconded the motion.

By a vote of 3-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION M50-15-10

Approval of Stop Work/Correction Notice

WHEREAS, on January 15, 2015, the Board of Directors of this Corporation approved a new policy and procedure for Unit Alterations in The Towers; and

WHEREAS, there may be occasion when an alteration is happening in violation of the rules, or in violation of State and Federal laws relating to asbestos and other toxic materials, and staff may need to issue a Stop Work or Correction Notice;

NOW THEREFORE BE IT RESOLVED, February 19, 2015, that the Board of Directors of this Corporation hereby approves the Stop Work/Correction notice as attached to the 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.

Director Nord-Leth read a proposed resolution approving working hours and quiet hours at The Towers.

RESOLUTION M50-15-xx

Official Hours for Construction, Moving, and Quiet

WHEREAS, concerns have been raised by residents regarding excess noise from construction work and other residents, as well as elevator use in The Towers during move-ins and move-outs; and

WHEREAS, the Board of Directors of this Corporation wishes to prevent disruption to the residents of The Towers by establishing set times for construction work, moving, and quiet hours;

NOW THEREFORE BE IT RESOLVED, April 16, 2015, that the Board of Directors of this Corporation hereby approves the Official Construction, Moving, and Quiet Hours as attached to the 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.

Director Nord-Leth moved to postpone the resolution to the April meeting to conform to the 30-day notification requirement. Director Dalis seconded the motion.

Susan Peacock (761) commented on the hours.

By a vote of 3-0-0, the motion carried.

The Board discussed approving and distributing a Saddleback Emeritus Survey to the residents of The Towers for the fall semester. By unanimous consensus, the Board approved the survey and directed staff to distribute it to Towers residents.

By unanimous consensus, the Board directed staff to inform Saddleback that no courses will be held in The Towers this summer due to their failure to provide a class schedule within a reasonable time.

The Board discussed approving and distributing the Food Service Ad-Hoc Committee's survey to the residents of The Towers. By unanimous consensus, the Board approved the survey and directed staff to distribute it to Towers residents.

MUTUAL FIFTY COMMITTEE REPORTS

For the sake of time, Mutual Fifty committee reports were not given.

GRF COMMITTEE REPORTS

For the sake of time, GRF Committee Reports were not covered.

RECESS

The meeting recessed at 2:40 P.M. and reconvened into Executive Session at 2:55 P.M.

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

During its Regular Executive Session meeting of January 15, 2015, the Board approved the November 20, 2014 Regular Executive Session minutes, the November 26, 2014 Special Executive Session minutes, and the December 30, 2014 Special Executive Session minutes; approved 2 delinquent assessment write-offs; established 1 non-judicial foreclosure sale date; and discussed litigation, contractual, and delinquency matters.

There being no further business to come before the Board, the February 19, 2015 meeting was adjourned at 4:30 P.M.

Inesa Nord-Leth, Secretary

TOWERS COMMON AREA

The following is unacceptable attire for the Towers Common Area:

~~Sleep Attire~~
Bed Clothes
Bathrobes
Scrubs

CRYSTAL DINING ROOM

The following is acceptable and unacceptable attire for the Crystal Dining Room.

CRYSTAL DINING ROOM – LADIES **(Acceptable)**

Dressy Tops
Skirts
Dresses
Full Length Slacks
Dressy Blue Jeans (no frays/tears/holes)
Dress Shoes & Sandals
Capri Pants

CRYSTAL DINING ROOM - LADIES **(Unacceptable)**

~~Capri pants~~
Shorts/Short Pants
Athletic/Logo Shirts
Athletic/Gym Pants
Sweatshirts
No Muumuus
Blue Jeans with frays/tears/holes
Bedroom Slippers
Flip Flops
Head Coverings

CRYSTAL DINING ROOM – MEN **(Acceptable)**

Collared Dress Shirts (when worn under a Suit Jacket/Sport Coat)
Polo Shirts (when worn under a Suit Jacket/Sport Coat)
Turtlenecks (when worn under a Suit Jacket/Sport Coat)
Hawaiian Shirts (when worn under a Suit Jacket/Sport Coat)
Suit Jacket/Sport Coat
Dress Slacks
Dress Shoes
Clean Gym Shoes
Sandals (with socks)
Blue Jeans (no frays/tears/holes)

CRYSTAL DINING ROOM – MEN **(Unacceptable)**

Athletic Logo shirts
Cardigan Sweaters
Sweatshirts
~~Blue Jeans~~
Leather Jacket
Shorts/Short Pants
Athletic/Gym Pants
Bedroom Slippers
Flip Flops
Sandals (no socks)
Head Coverings

CALIFORNIA DINING ROOM

The following is acceptable and unacceptable attire for the California Dining Room.

CALIFORNIA DINING ROOM – LADIES **(Acceptable)**

Dressy Tops
Polo Shirts (no logos)
Skirts
Dresses
Full Length Slacks
Blue Jeans (no frays/tears/holes)
Capri Pants
Dress Shoes & Sandals
Gym Shoes

CALIFORNIA DINING ROOM – LADIES **(Unacceptable)**

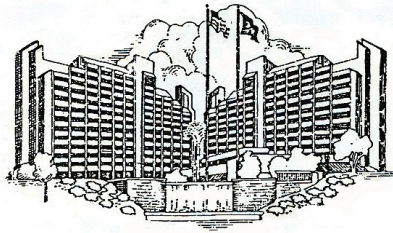
Shorts/Short Pants
Casual Jeans (faded/holes/frays)
Athletic/Logo Shirts
Gym Pants
Bedroom Slippers
Flip Flops

CALIFORNIA DINING ROOM - MEN **(Acceptable)**

Collared Dress Shirts
Polo Shirts
Turtlenecks
Hawaiian Shirts
Suit Jacket/Sport Coat
Cardigan Sweaters
Leather Jackets
Dress Slacks
Blue Jeans (no frays/tears/holes)
Dress Shoes
Clean Gym Shoes
Sandals (with socks)

CALIFORNIA DINING ROOM – MEN **(Unacceptable)**

Athletic/Logo Shirts
Shorts/Short Pants
Casual Jeans (faded/holes/frays)
Bedroom Slippers
Flip Flops



The Towers

Laguna Woods Mutual No. Fifty (The Towers)
STOP WORK / CORRECTION NOTICE

Date: _____

Dear Mutual Member at Unit: _____

You are herein requested to immediately suspend/correct work on the:

alteration to your manor. During a routine inspection of the work progress on the alteration, the following items were found to be in conflict with Mutual No. Fifty's alterations and remodeling policies and/or the conditions of your permit(s):

All construction must be performed in accordance with the Mutual's policies and local, state, and federal rules and regulations and receive prior approval from either the Building Engineer or the Mutual No. Fifty Board of Directors.

Follow-up inspections will take place to verify your compliance with this stop work/correction notice. Should you have any questions regarding this matter, please call our office at 949-597-4259. Thank you for your time and attention to this matter.

Sincerely,

The Towers Maintenance Department

Any additional work performed after the date of this notice without approval of the Towers' Building Engineer may result in disciplinary action being taken by the Board of Directors.

.....

For Office Use Only

- All work to be stopped
- Corrections to be completed
- Non-compliance will be reported to the Board of Directors for action

Official Hours for Construction, Moving, and Quiet at The Towers

Construction and Unit Upgrades:

Monday – Friday 8:00 a.m. – 5:00 p.m.

Saturday work must be approved in advance by the Building Engineer.

No work on Sundays, no exceptions.

Move-Ins and Move-Outs

(only when scheduled with Front Desk within the hours of):

Monday – Saturday 8:00 a.m. – 4:00 p.m.

No moves scheduled on Sundays, no exceptions.

In-Unit Quiet Hours:

11:00 p.m. to 6:00 a.m. daily