

REGULAR MEETING

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

Tuesday November 17, 2020

The Board of Directors of Laguna Woods Mutual No. Fifty, a California non-profit mutual benefit corporation, met at 2:00 p.m. on Tuesday November 17, 2020 at 24055 Paseo Del Lago West, Laguna Woods, California.

Directors Present: Ryna Rothberg-Chair, Al Amado, John Carter and Inesa Nord-Leth and John Dalis

Directors Absent: None.

Staff Present: Kristen Orr, Ariana Rodriguez, Lisa Armstrong, Renee Pedroza, Ed Presley, Mauricio Rios, Freddy Rodriguez, Michael Miller, German Cuenca,

Others Present: Diane Masson, Lisa Gibson

CALL TO ORDER

Director Rothberg called the meeting to order at 2:02 p.m. and established that a quorum was present.

APPROVAL OF AGENDA

By unanimous consent, the Board approved the Agenda.

HOMEOWNER FORUM

None.

SECRETARY REPORT

Without objection, the Board approved the minutes of the October 12, 2020 Special Session meeting, the minutes of the October 16, 2020 General Session meeting and the minutes of the November 3, 2020 General Session meeting.

MANAGEMENT REPORT

President Rothberg informed membership that this will be the last Regular Session Board Meeting of the year. She also informed membership of the Annual Meeting on December 3rd which will be held virtually.

Ms. Orr introduced the Association's new General Manager, Lisa Armstrong. Ms. Orr gave the Management Reports for August and September 2020, including: The Resale Report, the Leasing Report, and the Dining Services Reports (including budget figures/variances).

TREASURER'S REPORT

Director Amado reported a negative figure of \$32,000 reflected on the September 2020 financials. He informed membership that this is due to prepaid insurance as well as two electric bills being paid in September. He mentioned that overall, the Association shows a positive figure of approximately \$50,000 because of the bad debt write-offs that were not actual cash transactions. He also reported a loss of \$200,000 in rental income for the year.

Director Dalis moved to approve the September 2020 financials. Director Amado seconded the motion. By a vote of 5-0-0, the motion passed.

UNFINISHED BUSINESS

Strategic Marketing Analysis

The Board met with Marketing Consultant, Diane Masson. Ms. Masson reviewed the Strategic Marketing Analysis of The Towers. Ms. Masson gave recommendations on the most important items to act on immediately. By unanimous consent, the Board decided to postpone any action on this plan until received the summarized key items in a document ahead of the next Regular Session meeting.

Dining Services Discussion

The Board met with Michael Miller, General Manager of the Dining Services department. Mr. Miller presented the proposed Dining Recovery Plan, including: four (4) different phases in which the plan would be executed. Phase 1 would be Room Service only (the current phase The Towers is operating under). Phase 2 would include Room Service and Meal Take-Out; Phase 3 would include meal delivery and limited indoor dining; and Phase 4 would include normal Full-Service Dining. Mr. Miller expressed the willingness to support the Board's decision-making regarding reopening. Ms. Orr recommended following Sodexo's lead in reopening the Dining Rooms and publish the different phases of reopening to membership.

Director Carter moved to implement Phase 2 of the Dining Recovery Plan no sooner than January 1st, 2021 and Phase 3 no sooner than April 1st, 2021. Discussion ensued. By a vote of 4-0-1 (Director Nord-Leth opposed), the motion passed.

By unanimous consent, the Board agreed on sending out a separate dining memo on Friday with phases and timeline.

Residential Hallway Repair Proposals

The Board previously approved remediation and repair work to fix the water damage to the long-side of the residential hallways in Tower 1-- floors 13 and 14. The repairs have been scheduled this month but before proceeding Building Engineer, Mr. Ed Presley is

requesting remediation and repair for the short-side residential hallways in Tower 1 floors 13 and 14 as well. Ms. Orr recommend that the Board approve the work. Director Carter moved to approve the proposal by Vizirian Enterprises in the total of \$28,900. Director Amado seconded the motion. By a vote of 3-0-1 (Director Rothberg opposed), the motion passed.

NEW BUSINESS

Outdoor Furniture Proposals

The Board allocated \$1,500 for outdoor patio furniture in the 2020 Reserve Plan. Staff presented several proposal options for Board consideration. Director Amado moved to proceed, and purchase furniture option 2 in the amount of \$699.66 and umbrella option 1 in the amount of \$222.99 with no carpet. Director Carter seconded the motion. By a vote of 5-0-0, the motion passed.

Common Area Lighting Proposals

The Board allocated \$25,000 for common area upgrades in the 2020 Reserve Plan. Staff is requesting that the \$25,000 be utilized to re-light Lounge 1 before the larger common area 'makeover' that is planned in the 2021 Reserve allocation. By unanimous consent, the Board tabled this item and would like to meet with all 3 contractors to discuss their proposals.

Lortscher Hall Stage Proposal

The Board allocated \$50,000 for Lortscher Hall Acoustic upgrades in the 2020 Reserve Plan. Staff is requesting that a portion of the \$50,000 be utilized to repair the Lortscher Hall stage. The stage is in very poor condition and cannot be used by staff or performers until repairs are made. Director Carter moved to approve the proposal from Vizirian Enterprises in the amount of \$11,750. Director Dalis seconded the motion. Discussion ensued. By a vote of 3-0-2 (Director Rothberg and Nord-Leth abstained), the motion passed.

Approve Inspector of Elections

The Association has used Mr. Steven Schonwit from Schonwit & Associates, CPA for many years as the Inspector of Elections. To comply with Civil Code §5110(b) (inspectors of election must be independent third parties) staff has reached out to Mr. Schonwit to serve as our Inspector of Elections again in 2020. Director Dalis moved to approve using Steve Schonwit as the Inspector of Election for \$625. Director Amado seconded the motion. By a vote of 5-0-0, the motion passed.

Storage Bin Proposals

As the Association's common areas begin to reopen, we will be presented with the issue of excess furniture due to new social distancing protocols. Without knowing how temporary these new protocols may be, staff is requesting Board approval to purchase or rent an on-site storage container. This container would house dining room chairs and tables, Lortscher Hall chairs, Game Room chairs and tables and other unforeseen items. By

unanimous consent, the Board moved to table this item to have staff obtain the cost of renting a crane as well as the cost to purchase a 20-foot storage bin.

Reserve Project Update

Ms. Orr reviewed the 2020 Reserve Project Schedule.

ADJOURNMENT

The Meeting was adjourned at 6:40 p.m.



John Carter, Secretary