

## 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**

**April 24, 2020**

The Board of Directors of Laguna Woods Mutual No. Fifty, a California non-profit mutual benefit corporation, met at 1:00 p.m. on Friday, April 24, 2020 at 24055 Paseo Del Lago West, Laguna Woods, California via a Virtual Zoom Meeting.

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

**Directors Absent:** None.

**Staff Present:** Kristen Orr, Ariana Rodriguez

**Others Present:** None.

#### **CALL TO ORDER**

Director Rothberg called the meeting to order at 1:15 p.m. and established that a quorum was present.

#### **PLEDGE OF ALLEGIANCE**

Director Amado led the membership in the Pledge of Allegiance.

#### **APPROVAL OF AGENDA**

By unanimous consent the Board approved the Agenda.

#### **APPROVAL OF MINUTES OF MEETING**

The Board approved the amended minutes of:

- (a) March 10, 2020 – Special Executive Session
- (b) March 13, 2020 – Special Emergency Session
- (c) March 16, 2020 – Special Emergency Session
- (d) April 3, 2020 – Special Executive Session

#### **PRESIDENT'S COMMENTS**

President Rothberg commented on the great work staff is doing.

#### **GOLDEN RAIN FOUNDATION REPORT**

Ms. Orr gave the Golden Rain Foundation update stating that she is in consistent communication with Eileen Paulin- Director of Media & Communications, announced the

continuation of GRF meetings via Zoom, mentioned the re-opening of all gates and suggested resident use of services such as Instacart for groceries.

### **GENERAL MANAGER'S REPORT**

Ms. Orr reported on her newsletter communication and the review of financial documents. Ms. Orr also gave the management reports for February and March 2020, including: The Resale Report, the Leasing Report, and the Dining Services Reports (including budget figures/variances).

### **TREASURER'S REPORT**

Director Amado noted that for February, income was on budget and Operating and Maintenance were all under budget. He commented that March is still under review for accuracy and concluded the Association is doing great financially.

### **MEMBER COMMENTS**

Ida Kaufman, unit 1063, questioned the possibility of only receiving the dinner sides that she requests, rather than all three.

Paul Cohen, unit 310, noted the difficulty he was having hearing all of the Board members.

### **RESPONSE TO MEMBERS' COMMENTS**

Director Rothberg commented that residents should call Mr. Miller for requests/suggestions.

Director Amado commented that if they reach a live person, they can accommodate special requests—but not on a voicemail.

### **MUTUAL FIFTY COMMITTEE REPORTS**

#### **Finance Committee Report**

No report given.

#### **Activities Committee Report**

No report given.

#### **Marketing Committee Report**

No report given.

#### **Orientation Committee Report**

No report given.

#### **Maintenance Committee**

Ms. Rothberg complimented the committee's attention to minor details.

**Landscape Committee**

No report given.

**Dining Services Committee**

No report given.

**CONSENT CALENDAR**

None.

**UNFINISHED BUSINESS**

**Exterior Lighting**

At the February 20th meeting, the Board of Directors approved an amount not to exceed \$9,000 for exterior lighting. Staff has obtained a proposal from ADEC, our current lighting vendor that we have used for many projects around the building for the amount of \$8,937.74 which would include adding 2 new light poles in the front of the building, changing the light fixtures to 2 existing light poles and one new light fixture located in the bottom guest parking lot. Director Carter moved to approve the proposal by ADEC in the amount of \$8,937.74 for exterior lighting. Director Dalis seconded the motion. By a vote of 5-0-0, the motion passed.

**Ficus Tree Removal**

At the February 20th Board meeting, the Board directed staff to acquire proposals for the removal of the Ficus trees directly outside of the Lounge 2 window wall. Director Carter moved to approve the Bemus proposal in the amount of \$935.70 for the removal of the Ficus trees directly outside of Lounge 2. Director Amado seconded the motion. By a vote of 5-0-0, the motion passed.

**NEW BUSINESS**

**Approval to Record Lien – Acct # 118032765**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-07**

**Administer Lien on Account 118032765**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors (“Board”) of Laguna Woods Mutual No. Fifty (“Association”) to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032765 remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

1. The Board of Directors individually voted on this Resolution and did not

- delegate approval to any third party or agent of the Association.
2. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of the Board that was open to all members.
  3. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney's fees and costs, on the property described above.
  4. A copy of this resolution must be attached and made part of the Board's meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. Discussion ensued. By a vote of 5-0-0, the resolution passed.

**Approval to Record Lien – Acct # 118032695**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-08**  
**Administer Lien on Account 118032695**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors ("Board") of Laguna Woods Mutual No. Fifty ("Association") to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032695 remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

5. The Board of Directors individually voted on this Resolution and did not delegate approval to any third party or agent of the Association.
6. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of the Board that was open to all members.
7. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney's fees and costs, on the property described above.
8. A copy of this resolution must be attached and made part of the Board's meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. By a vote of 5-0-0, the resolution passed.

**Approval to Record Lien – Acct # 118032657**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-09**  
**Administer Lien on Account 118032657**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors (“Board”) of Laguna Woods Mutual No. Fifty (“Association”) to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032657 remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

9. The Board of Directors individually voted on this Resolution and did not delegate approval to any third party or agent of the Association.
10. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of the Board that was open to all members.
11. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney’s fees and costs, on the property described above.
12. A copy of this resolution must be attached and made part of the Board’s meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. By a vote of 5-0-0, the resolution passed.

**Approval to Record Lien – Acct # 118032643**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-10**  
**Administer Lien on Account 118032643**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors (“Board”) of Laguna Woods Mutual No. Fifty (“Association”) to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032643 remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

13. The Board of Directors individually voted on this Resolution and did not delegate approval to any third party or agent of the Association.
14. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of the Board that was open to all members.
15. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney’s fees and costs, on the property described above.
16. A copy of this resolution must be attached and made part of the Board’s meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. By a vote of 5-0-0, the resolution passed.

**Approval to Record Lien – Acct # 118032726**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-11**  
**Administer Lien on Account 118032726**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors (“Board”) of Laguna Woods Mutual No. Fifty (“Association”) to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032726 remain delinquent in the

payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

17. The Board of Directors individually voted on this Resolution and did not delegate approval to any third party or agent of the Association.
18. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of the Board that was open to all members.
19. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney's fees and costs, on the property described above.
20. A copy of this resolution must be attached and made part of the Board's meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. By a vote of 5-0-0, the resolution passed.

**Approval to Record Lien – Acct # 118032877**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-12**  
**Administer Lien on Account 118032877**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors (“Board”) of Laguna Woods Mutual No. Fifty (“Association”) to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032877 remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

21. The Board of Directors individually voted on this Resolution and did not delegate approval to any third party or agent of the Association.
22. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of

- the Board that was open to all members.
23. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney's fees and costs, on the property described above.
  24. A copy of this resolution must be attached and made part of the Board's meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. By a vote of 5-0-0, the resolution passed.

**Approval to Record Lien – Acct # 118032850**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-13**  
**Administer Lien on Account 118032850**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors ("Board") of Laguna Woods Mutual No. Fifty ("Association") to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032850 remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

25. The Board of Directors individually voted on this Resolution and did not delegate approval to any third party or agent of the Association.
26. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of the Board that was open to all members.
27. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney's fees and costs, on the property described above.
28. A copy of this resolution must be attached and made part of the Board's meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a



member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. By a vote of 5-0-0, the resolution passed.

**Approval to Record Lien – Acct # 118032610**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-14**  
**Administer Lien on Account 118032610**

**WHEREAS**, Civil Code section 5673 requires the Board of Directors (“Board”) of Laguna Woods Mutual No. Fifty (“Association”) to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

**WHEREAS**, the Owner(s) of, Account 118032610 remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts;

**WHEREAS**, the Board hereby certifies that the following has occurred in compliance with California Civil Code section 5673:

29. The Board of Directors individually voted on this Resolution and did not delegate approval to any third party or agent of the Association.
30. The vote occurred in an open meeting of the Board at which a quorum was present, and thereafter the vote was recorded in the minutes of that meeting of the Board that was open to all members.
31. A majority those Board members present constituting a quorum has voted in favor of recording a lien for delinquent assessments, late fees, collection fees, and attorney’s fees and costs, on the property described above.
32. A copy of this resolution must be attached and made part of the Board’s meeting minutes. And the vote to file a Lien against the property listed above has been recorded in the Board meeting minutes.

**IT IS HEREBY RESOLVED THAT**, the Board has adopted this Resolution to place on lien on this property for the delinquent amounts and any late fees, interest charges, and other collection-related amounts, and that it is signed by a member of the Board vested with the authority to do so. This Resolution was adopted by the Board at an open meeting.

Director Carter moved to approve the proposed resolution. Director Amado seconded the motion. By a vote of 5-0-0, the resolution passed.

**Proposal for Chiller Repair**

The Precharge Contractor (electrical component) of the building chiller system is in the beginning stages of failure. Staff is seeking Board approval in an amount not to exceed \$9,292 for TCI to provide the materials and labor to make the necessary repair to the chiller. Director Carter moved to approve the proposal from TCI in the amount of \$9,292 for the necessary repairs to the chiller. Director Amado seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

**Suspension of In-Person Meetings**

Director Carter read the proposed resolution:

**RESOLUTION 50-20-15**

**SUSPENSION OF ALL IN-PERSON MEETINGS AND ADOPTION OF  
POLICY FOR TELEPHONE AND VIDEOCONFERENCE MEETINGS**

**WHEREAS**, Donald J. Trump, the President of the United States has declared a national emergency in response to the outbreak of the SARS-CoV-2 coronavirus and the disease it causes known as COVID-19; and

**WHEREAS**, Gavin Newsom, the Governor of the State of California has declared a state of emergency in response to the outbreak of COVID-19; and

**WHEREAS**, on March 11, 2020 the World Health Organization (WHO) declared the rapidly spreading COVID-19 outbreak to be a global pandemic; and

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) has recommended that all gatherings throughout the United States should be limited to no more than ten (10) people; and

**WHEREAS**, the Orange County Department of Public Health has recommended that large gatherings should be avoided, that persons over sixty-five (65) years of age, and other vulnerable populations should avoid person-to-person contact by remaining at home, and that employers allow their employees to telework to the extent reasonable and practical, and that there is epidemiological evidence of community transmission in Orange County, indicating that COVID-19 is spreading in the community; and

**WHEREAS**, on March 18, 2020, the County Health Officer of Orange County ordered that all public and private gatherings should be postponed or cancelled; and

**WHEREAS**, on March 19, 2020, Governor Newsom issued a stay at home order; and

**WHEREAS**, on March 29, 2020, President Trump extended federal guidelines on social distancing, encouraging all Americans to avoid gatherings of more than ten (10) people, until at least April 30, 2020; and

**WHEREAS**, as of April 20, 2020, one thousand six hundred seventy-six (1,676) people within the County of Orange have been confirmed to be infected with COVID-19, and thirty-three (33) people within the County of Orange have died from COVID-19, and the number of those infected continues to rise; and

**WHEREAS**, in light of the foregoing and because the Mutual is a senior community governed by Section 51.3 of the California Civil Code, the Board intends to suspend all further in-person meetings until the state of emergency has been lifted and/or it has been determined by the appropriate governmental agencies that the threat of COVID-19 is no longer affecting the County of Orange; and

**WHEREAS**, in place of in-person meetings, the Board would like to authorize that Executive Session meetings may be conducted via video and teleconference through ZOOM or similar platform; and

**WHEREAS**, in place of in-person open meetings, the Board would like to authorize that open meetings of the Board, when and if necessary, shall be conducted via video and teleconference through ZOOM or similar platform, and that dial-in and login information to allow homeowners to observe and participate in the meeting via video and teleconference, or instructions on how to obtain such information, will be included in the meeting notice posted in the Mutual's designated common area location in compliance with the Civil Code; and

**WHEREAS**, the Board would like to formally adopt the Policy for Teleconference and Videoconference Meetings, which will govern the Mutual's policies and procedures for holding an open Board meeting via video and teleconference; and

**THEREFORE, IT IS RESOLVED THAT:** pursuant to the Mutual's governing documents, and applicable statutes, the Board hereby: (1) suspends all further in-person meetings of the Mutual Board; (2) authorizes any meeting of the Board to take place via video or teleconference through ZOOM or similar platform; and (3) adopts the Policy for Teleconference and Videoconference Meetings, which is attached to this resolution and incorporated herein. The suspension of in-person meetings is temporary and shall cease upon (i) the lifting of the state of emergency and/or a determination by the appropriate governmental agencies that the threat of COVID-19 is no longer affecting the County of Orange; or (ii) future resolution of the Board.

This resolution was adopted by the Board at its meeting on April 24, 2020 and shall be affixed to the minutes.

Director Carter moved to approve the proposed resolution. Director Nord-Leth seconded the motion. Discussion ensued. By a vote of 5-0-0, the resolution passed.

### **Approval of Teleconference and Videoconference Policy**

Director Amado moved to approve the Teleconference and Videoconference Policy (attached). Director Carter seconded the motion. By a vote of 5-0-0, the motion passed.

### **Root Removal Proposal**

Director Carter moved to approve the proposal for the removal of Ficus tree roots in front of the building (grass area) by Bemus Landscape for the amount of \$714.38. Director Amado seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

### **Fruit Suppression Treatment Proposal**

Director Carter moved to approve the proposal for the treatment of fruit suppression of the two front entrance Ficus trees by Bemus Landscape in the amount of \$331.62. Director Dalis seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

### **Planter Improvement Proposal**

Director Carter moved to approve the proposal for planter improvements from Bemus Landscape in the amount of \$808.54. Director Dalis seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

### **Dining Services Budget Décor Proposal**

Director Carter moved to approve \$100 per month to be spent on special dinner decorations beginning April 1, 2020. Director Nord-Leth seconded the motion. Discussion ensued. Director Carter moved to amend the motion to change the date and have this take effect after Dining Rooms reopen. Director Amado seconded the amendment. By a vote of 5-0-0, the amendment passed. By a vote of 5-0-0, the amended motion passed.

### **Electric Vehicle Charging Stations**

Staff was previously directed to further investigate the possibility of adding an electric vehicle charging station at The Towers. Staff has worked with Steve Leonard, previous chair for the GRF Energy Management Task Force, to gather some information and recommendations. Director Carter moved to schedule a meeting with Mr. Leonard to get further information regarding charging stations once regular Association business resumes. Director Nord-Leth seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

### **Unit 1306 Roofing Proposal**

Director Carter moved to approve a proposal from Antis Roofing to further investigate the roof leak associated with unit 1306 for the amount of \$495. Director Amado seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

**Unit 1356 Roofing Proposal**

Director Carter moved to approve the proposal from Antis Roofing for the roofing repair associated with unit 1356 in the amount of \$2075. Director Amado seconded the motion. Discussion ensued. By a vote of 5-0-0, the motion passed.

**Vending Machines Update/Proposal**

At the November Agenda Workshop, some residents requested snack vending machines to be installed in each tunnel. The Board directed Staff to research the possibility of placing snack vending machines in each tunnel. Staff presented different options to the Board, including cancelation of the current agreement with our vending machine vendor and moving forward with T & G Vending. Director Carter moved to cancel the current agreement with our current vending machine vendor and move forward with T & G Vending. Director Nord-Leth seconded the motion. Discussion ensued. Director Nord-Leth moved to table this item. Director Dalis seconded this motion. By a vote of 0-2-3, the tabling of this motion failed. By a vote of 0-2-3, the motion failed.

**GRF COMMITTEE REPORTS**

**Community Activities Committee – Ryna Rothberg**

No report.

**Business Planning Committee – Al Amado**

No report.

**Finance Committee – Al Amado**

No report.

**Maintenance and Construction Committee – Inesa Nord-Leth**

Director Nord-Leth commented on the approval of a car wash suitable for bigger vehicles. Director Amado commented that the Finance Committee had approved and recommended the cost associated with this project.

**Media and Communications Committee- Ryna Rothberg**

No report.

**Mobility and Vehicles Committee – June Greenwald**

No report.

**Security and Community Access – John Dalis**

No report.

**Disaster Planning Task Force – Inesa Nord-Leth**

No report.

**PAC Ad Hoc Committee – John Carter**

No report.

**Laguna Woods Traffic Hearings**

No report.

**Board Member Closing Comments**

No closing comments.

**ADJOURNMENT**

The Meeting was adjourned at 3:15 p.m.

**Summary of Previous Executive Session of April 3, 2020 per Civil Code Section 4935**

The Board approved the minutes of the February 6, 2020 Special Closed Session, the February 11, 2020 Special Closed Session, the February 18, 2020 Executive Session, the February 19, 2020 Special Closed Session, the February 21, 2020 – Special Closed Session, the February 26, 2020 Special Closed Session and discussed disciplinary and contractual issues.

This Executive Session was adjourned at 2:20 p.m.

A handwritten signature in cursive script that reads "John Carter". The signature is written in black ink and is positioned above a horizontal line.

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John Carter, Secretary

## **LAGUNA WOODS MUTUAL NO. FIFTY**

### **Policy for Teleconference and Videoconference Meetings**

#### **INTRODUCTION**

Laguna Woods Mutual No. Fifty (“Mutual”) recognizes the importance of homeowner members of the Mutual (“Members”) to have the ability to exercise their rights under the law to attend open meetings and address the Board of Directors (“Board”) thereat with respect to issues related to the Mutual, and is committed to working with Members to help them exercise such rights during times when in-person Board meetings are prohibited by order of Federal, State, and/or local governmental agencies. The Mutual recognizes that in order to fulfill its responsibilities, it must impose reasonable guidelines on open meetings to take place via teleconference and/or videoconference. Therefore, the Mutual has adopted this Policy for Teleconference and Videoconference Meetings (“Policy”), which sets forth reasonable guidelines for the Board and Members who wish to attend Board meetings via teleconference and/or videoconference. The Policy is designed to aid Members and the Board in the process that must be complied with in order to properly hold and attend a Board meeting via teleconference and/or videoconference. The Policy supersedes any and all previous policies and guidelines promulgated by the Mutual on this subject matter, if any.

#### **GUIDELINES**

1. Board meetings to take place via teleconference or videoconference shall take place via Zoom or similar service. Zoom is a cloud-based conferencing platform which offers video and audio conferences as well as screen-sharing. Zoom will be free to use for all Members. Members can access a Zoom conference call either via telephone or via video with the use of a computer, cell phone or tablet (e.g., iPad) capable of running the Zoom application.
2. The Mutual will provide notice to the Members of a Board meeting to take place via video or teleconference by posting notice of the same (including an agenda) in the Mutual’s designated common area location for general notice or by providing other general notice pursuant to Civil Code

§4045. The general notice will provide the Member with the date, time, and location (if applicable) of the meeting and, in the event of an open meeting, instruct the Member to contact General Manager Kristen Orr to request the dial-in/login information. The Member will be provided with instructions on how to access the call via telephone or via video upon the Member contacting the General Manager via phone or email and requesting the dial-in or login information. In the alternative, the dial-in and login information may be included directly on the notice of meeting, in the Board's discretion.

**3. Members may not distribute the call-in or login information to any person who is not a Member of the Mutual.** Members may be required to verbally check-in with the meeting administrator at the commencement of a meeting.

4. Telephonic/video Member attendance is permitted in an open Board meeting. Members may participate in an open Board meeting during the homeowner forum but are otherwise not permitted pursuant to the Civil Code to participate in or interrupt the meeting. In order to make a comment during the homeowner forum, the Member must submit their information, including their name, unit number, and telephone number, via e-mail at [korr@pmpmanage.com](mailto:korr@pmpmanage.com), or via phone at (949) 434-5611, by no later than 4:30 p.m. the business day before the date of the meeting. All Members who have submitted their names and information by the above deadline will be called upon during the homeowner forum portion of the video or teleconference meeting and allowed to address the Board, subject to all rules in place for homeowner forum. Alternatively, the Board may, in its discretion, elect to call on each Member individually during the homeowner forum portion of the meeting and permit them an equally allotted time to speak.

5. Professionalism is no less important in the teleconference and videoconference meeting space than it is in an in-person open meeting. It is important to be mindful that meeting participants may be able to see and/or hear everything that others in the meeting are doing and saying. The manner in which every participant speaks and acts is a reflection of the person's role and reputation. The meeting



administrator may choose to mute all meeting attendees who are not directors of the Mutual until such time as the attendee is called upon to address the Board during homeowner forum. The meeting administrator shall further have the right to disconnect any attendee who is causing a disturbance of the meeting.

**6. Any Members who wish to call in to a video or teleconference meeting by telephone, must ensure that the number they are calling from is not Caller-ID blocked.** This is necessary so that

the meeting administrator may identify attendees and un-mute the appropriate line when the Member

is called upon to address the Board during homeowner forum.

7. The phone numbers of Members who call into the meeting via telephone may be displayed to all other participants attending the meeting via videoconference.

8. There shall be no recording of any Board meeting by the Members.

9. Members shall not engage in activities or conduct that would constitute a nuisance to the other Members of the Mutual during a meeting. Specifically, the Members shall not interrupt the

meeting, or disrupt or interrupt the Board members during the business portion of the open meeting.

10. All meetings held via teleconference and/or videoconference will be subject to any and all applicable Rules of the Mutual, as the same may be amended from time to time; however, if there is a conflict between the requirements of this Policy and the Rules, the requirements as set forth in this

Policy will control.

11. Minutes of all open Board meetings, including a teleconference and videoconference meetings, shall be made available to all Members upon request and shall be posted in accordance with

the Mutual's policy applicable to all other open meetings.

*Adopted: April 24, 2020.*