

Open Meeting

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

February 21, 2008

The Board of Directors of Laguna Woods Mutual Fifty, a California non-profit mutual benefit corporation, met at 2:00 P.M. on Thursday, February 21, 2008 at 24055 Paseo del Lago West, Laguna Woods, California.

Directors Present: Ruth Mervis, Chair; Richard Wurzel; Keith Wallace; Janet Schwartz; and Dick Gray

Directors Absent: None

Others Present: Judie Zoerhof, Patty Fox

1. Call to Order:

Ruth Mervis, Chair, stated that it was a regular meeting of the Corporation and that a quorum was present. The meeting was called to order at 2:00 P.M.

2. Pledge of Allegiance to the Flag:

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

3. Approval of the Minutes:

The minutes of the Regular meeting of January 17, 2008 were approved as submitted.

4. President's Comments

President Mervis announced that the new Key Cards have been installed and there is general satisfaction from the residents. She also encouraged the residents to be prepared for a disaster and announced that the next disaster preparedness meeting is in April.

5. Old Business

a. Final Approval of Key Card Policy

The Secretary of the Corporation, Director Keith Wallace, read a proposed resolution approving the rules associated with the use, distribution, and control of the access control Key Cards. Director Wallace made a motion to approve the resolution. Director Schwartz seconded the motion.

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

RESOLUTION M50-08-05

WHEREAS, Laguna Woods Mutual No. Fifty has made provision to replace the mechanical access control locks on 12 first floor doors,

including two tunnels with access to the elevators, with Key Card proximity readers; and

WHEREAS, the purpose of this installation is to control entry to the building and strive to maintain all entry to the building to be permitted entry;

NOW THEREFORE BE IT RESOLVED, February 21, 2008 the Board of Directors of this Corporation on behalf of the Corporation hereby approves the attached rules associated with the use, distribution, and control of the access control Key Cards; 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.

b. Final Approval of Guest Suite Policy

Director Wallace read a proposed resolution approving the rules associated with the use of the new Guest Suite. Director Wallace made a motion to approve the resolution. Director Wurzel seconded the motion.

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

RESOLUTION M50-08-06

WHEREAS, Laguna Woods Mutual No. Fifty has made provision for a Guest Suite in the space formerly used as nurse's quarters; and

WHEREAS, the Guest Suite is to be used by the family and guests of Towers residents only;

NOW THEREFORE BE IT RESOLVED, February 21, 2008 the Board of Directors of this Corporation on behalf of the Corporation hereby approves the attached rules associated with the use of the Guest Suite in accordance with the Innkeeper Laws and City requirements; 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.

6. New Business

a. Approve Key Card Policy Relative to Distribution of Key Cards

Director Wallace read a proposed resolution approving the criteria for the distribution of keys to family members of residents. Director Wallace made a motion to approve the resolution. Director Schwartz seconded the motion.

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

RESOLUTION M50-08-07

WHEREAS, the purpose of the Key Card Access Control System is for Mutual Fifty to control access to the building so that entrance is gained by permission only; and

WHEREAS, problems existed with the previous access system due to uncontrolled distribution of keys;

NOW THEREFORE BE IT RESOLVED, February 21, 2008 the Board of Directors of this Corporation on behalf of the Corporation hereby approves the following criteria for distribution of keys to family members of residents:

1. The family understands that Mutual Fifty requires the family to sign in and out at the Reception Desk each day.
2. The family understands that Access is allowed through the front entrance of the Towers from 7:00 a.m. until midnight without the use of a Key Card.
3. The family understands that tunnel entrance is allowed by Key Card if the family parks in the carports and make deliveries through the tunnel entrance for a resident.
4. The family understands that visits through the tunnel must be at least once a week to allow a Key Card.

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.

b. Appoint Nominating Committee

Director Wallace read a proposed resolution appointing the Nominating Committee. Director Wallace made a motion to approve the resolution. Director Schwartz seconded the motion.

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

RESOLUTION M50-08-08

WHEREAS, Laguna Woods Mutual No. Fifty Bylaws at Article IX Section 1 states in part: "The Nominating Committee shall consist of three (3) to (5) Mutual Members of the Corporation to hold office to the end of the calendar year in which appointed and until a successor has been elected and qualified."

NOW THEREFORE BE IT RESOLVED, February 21, 2008 that the Board of Directors of this Corporation hereby appoints the following members to serve on the Nominating Committee:

Robert Lutz, Chair
Doris Zelon
Jack Higley

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

c. Appoint One Director to GRF Gate Renovation Ad Hoc Committee

Director Wallace read a proposed resolution appointing one Director to the GRF Gate Renovation Ad Hoc Committee. Director Wallace made a motion to approve the resolution. Director Schwartz seconded the motion.

Member Vicky Kasselheim (1056) addressed the Board on the resolution.

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

RESOLUTION M50-08-09

WHEREAS, GRF has requested one Director from Mutual Fifty to represent Mutual Fifty on the GRF Gate Renovation Ad Hoc Committee;

NOW THEREFORE BE IT RESOLVED, February 21, 2008 that the Board of Directors of this Corporation hereby appoints Dick Gray as the Mutual Fifty representative to the Gate Renovation Ad Hoc Committee.

d. Appoint Designated Representative to GRF Meetings

Director Wallace read a proposed resolution appointing one Director as a designated representative to GRF meetings. Director Wallace made a motion to approve the resolution. Director Schwartz seconded the motion.

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

RESOLUTION M50-08-10

WHEREAS, the Bylaws of Golden Rain Foundation of Laguna Woods (GRF) at Article 6.10 states in part: "If any Corporate Member has fewer

than two (2) Directors elected to GRF Board, it may appoint a Designated Representative;" and

WHEREAS, Laguna Woods Mutual No. Fifty is a Corporate Member of GRF and has no Directors elected to the GRF Board;

NOW THEREFORE BE IT RESOLVED, February 21, 2008 that the Board of Directors of this Corporation on behalf of the Corporation hereby appoints Keith Wallace as the Designated Representative to the GRF Board; 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.

e. Approve Resolution Declining Donation of Unit 513

Director Wallace read a proposed resolution declining a donation of Unit 513. Director Wallace made a motion to approve the resolution. Director Schwartz seconded the motion.

By a vote of 3-1-0 (Director Wurzel opposed) the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION M50-08-11

WHEREAS, the Trust representing unit 513 has stated that it is their intent to abandon the unit and convey Title to Laguna Woods Mutual No. Fifty; and

WHEREAS, the Board has reviewed the situation, the related costs, and the loss of assessment income;

NOW THEREFORE BE IT RESOLVED, February 21, 2008 that the Board of Directors of this Corporation on behalf of the Corporation hereby declines the donation of unit 513; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to so notify the representatives of the Trust of Unit 513.

Member Shirley Prager (556) addressed the Board on the resolution. Member Joan Shuff (1404) addressed the Board on the resolution.

f. Approve Funding for Commercial Food Processor

Director Wallace read a proposed resolution approving the purchase of a commercial food processor. Director Wallace made a motion to approve the resolution. Director Schwartz seconded the motion.

Member Sonia Gorman (555) addressed the Board on the resolution.
By a vote of 4-0-0 the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION M50-08-12

WHEREAS, the 2007 Reserve Expenditure Plan made provision for \$1,600 to be used for the purchase of a commercial food processor; and

WHEREAS, more recent pricing obtained for the recommended commercial food processor exceeds the original appropriation;

NOW THEREFORE BE IT RESOLVED, February 21, 2008 that the Board of Directors of this Corporation on behalf of the Corporation hereby approves additional funding from the Replacement Fund in the amount of \$1,800 for a commercial food processor; 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.

7. Members' Comments

- Joan Shuff (1404) commented on purchasing lapel microphones
- Nora Neustaedter (763) commented on the appearance of the dining room wait-staff
- Molly Hayes (105) thanked the Board for allowing her to purchase her therapy tub
- Vicky Kasselheim (1056) commented on the key card policy
- Sonia Gorman (555) commented on the dining room running out of food
- Dorothy Rochelle (101) commented on the appearance of dining room wait-staff
- Bill Masterson (1304) inquired on the value of Unit 513
- Helen Limke (852) inquired on the number of vacant units
- Mary VanNess (255) commented on the foreclosure process
- Lois Mills (1108) commented on saving money due to number of vacancies
- Lorna Ingram (1161) commented on getting food credit for days not eating in the dining room
- Doris Zelon (304) commented on food credit

8. Financial and Budget Report:

Director Wurzel stated there was no report due to closing the 2007 books.

9. City of Laguna Woods:

Dr. Brenda Ross reported on behalf of the City of Laguna Woods.

10. Standing Committee Reports:

- a. **Activities Committee:** Lorna Ingram reported on behalf of the Activities Committee.
- b. **Business Planning Committee:** No report was given.
- c. **Information and Orientation Committee:** Freda Sullivan reported on behalf of the Information and Orientation Committee.
- d. **Architectural Control Committee:** President Mervis reported on behalf of the Architectural Control Committee

11. GRF Committees:

- a. **Community Activities Committee:** No report was given
- b. **Finance:** No report was given.
- c. **Broadband Services Committee:** No report was given.
- d. **Government and Public Relations Committee:** Dick Gray reported on behalf of the Government and Public Relations Committee.
- e. **Bus Services Committee:** Janet Schwartz reported on behalf of the Bus Services Committee.

12. Golden Rain Foundation

In Mr. Milt Johns' absence, Ms. Judie Zoerhof reported on the February 5, 2008 Golden Rain Foundation Board Meeting.

13. Administrator's Report

No report was given.

14. Discussion Items:

None.

15. Resale and Leasing Reports

Ms. Zoerhof reported on the year-to-date resale and leasing activity.

16. Directors' Forum

No comments were made under Directors' Forum.

Recess

The meeting recessed at 3:16 P.M. and reconvened into Executive Session at 3:21 P.M.

During its January 17, 2008 Regular Executive Session Board Meeting, the Board reviewed and approved the Minutes from the November 15, 2007 Regular Executive Session; and approved the recording of Notices of Default for Member ID 932-962-24.

There being no further business to come before the Board, the meeting was adjourned at 3:30 P.M.

Keith Wallace, Secretary

KEY CARD RULES

The Purpose of the Key Card is to control entry to the building and strive to make entry by “permission only”.

- The Resident who hires a Caregiver must obtain an application for a Key Card for the Caregiver they employ.
- The Caregiver must have an application for every resident for whom they are employed.
- Lost Key Cards will be taken from the system and will not allow access.
- If a resident discharges a caregiver from service, the Resident must call the Reception Desk to take the caregiver from the system. The Caregiver may continue to have access to the building from another resident. However the TIME of access will be changed.
- The new Key Card will access only the exterior doors previously accessed by the elevator key. This includes the tunnels.
- The cost to a Caregiver is \$10 for a Key Card. Lost Key Cards can be replaced for \$10.
- Caregivers holding a Key Card must comply with the Mutual Fifty rules.
- Caregivers must sign in and out daily.
- Caregivers must wear identification at all times.
- Caregivers are not to park in the Guest parking directly in front of the Towers entrance. Failure to comply with the rules may result in revocation of the Key Card.

THE KEY CARD MUST BE HELD WITHIN SIX INCHES OF THE DOOR TO UNLOCK THE DOOR. It will no longer be necessary to use two hands to open the outside access doors. It will not be necessary to insert the card into any slot or groove. The Key Card can be inside a wallet, purse, or pocket!

The Key Card will be used in place of the Elevator Key. The Replacement cost is \$10 rather than \$50 for the elevator key.

All residents of Mutual Fifty will be provided a key at no initial cost. (There will be no refund of the Elevator Key deposit as this key replaces the Elevator Key.) Since the key has a number and that number is specific to a resident or member, we will ask you to fill out a form acknowledging that you have your key.

We anticipate that the new locking system will be in use by the end of January. Prior to that time Staff will make provision for you to come to the Administration office on the second floor of Tower I and sign up for your new card. The elevator keys will no longer be used when the new locking system is in use.

The Key Cards are plain white cards. The Key Cards are wired so they require a specific hole-punch to make a hole for a key chain. Staff will assist with punching the hole if a

hole is needed. **DO NOT PUNCH A HOLE IN THE CARD WITH A PAPER PUNCH AS THIS WILL DAMAGE THE CARD.**

Since the Key Cards are numbered, loaning your card to someone else is not an option. If you wish your Caregiver to have an Access Key Card, please provide them with an application for an Access Key Card.

12/4/2009

KEY CARD RULES

The Purpose of the Key Card is to control entry to the building and strive to make entry by “permission only”.

ALL CONTRACTORS, PAINTERS, PLUMBERS, ELECRIANS, CABINET MAKERS, OR VENDORS OF ANY KIND, who do work within the Towers either in common area or a private unit, MUST fill out an application.

All contractors who work within the Towers will be required to wear a badge.

Once the application is filled out, the contractor will leave his license at the Reception Desk or the Maintenance Department and be issued a Key Card for the elevator tunnels only for the duration of the work in progress and the badges for use while working in the Towers.

Any workmen not wearing the appropriate badges will be challenged and the Key Card access revoked.

ALL APPLICATIONS ARE AVAILABLE AT THE RECEPTION DESK.

KEY CARD RULES

The Purpose of the Key Card is to control entry to the building and strive to make entry by “permission only”.

Rules

- Lost or stolen keys, when reported will be taken from the system and access to the carrier will be denied.
- The Key Card is only for entry on the doors and the tunnels where the elevator key was used.

Residents:

- Every qualified resident in the Towers will receive a Key Card.
- Replacement cards are \$10.00
- Residents wishing a Caregiver to have a Key Card must request an application for the Caregiver. The application must be signed by a qualified authorizing resident.
- All lost cards must be reported immediately.
- If a caregiver is discharged from your employment, call the Reception Desk immediately.
- All work done in units or common area by a contractor requires an application. The contractor will be required to leave his driver's license at the Reception Desk to obtain a Key Card for tunnel entrance and badges for his workers.

The Key Cards are specific to an individual. Keys are not to be loaned to anyone as the number corresponds to a specific individual.

Contractors:

- All outside vendors or contractors working within the Towers must fill out an application for a Key Card, leave a license while using the Key Card and all workers must wear a badge.

Caregivers

- All caregivers must have an application on file for each resident who employs them.

- Possession of a Caregiver Key Card is at the discretion of Mutual Fifty and it's Agent. Failure to comply with house rules will result in revocation of the Key Card.

The Key Card system has the capability to track the history of use of a door. The computer can provide who used the card and what door was used. Trading cards, failure to report lost cards, failure to follow the Mutual Fifty Rules, will result in revocation of the Key Card.

11:30 – 2:00 p.m. The lunch will be prepared promptly and can be picked up shortly thereafter.

California Civil Code 1863. (a) Every keeper of a hotel, inn, boardinghouse or lodginghouse, shall post in a conspicuous place in the office or public room, and in every bedroom of said hotel, boardinghouse, inn or lodginghouse, a printed copy of this section, and a statement of rate or range of rates by the day for lodging. (b) No charge or sum shall be collected or received for any greater sum than is specified in subdivision (a). For any violation of this subdivision, the offender shall forfeit to the injured party one hundred dollars (\$100) or three times the amount of the sum charged in excess of what he is entitled to, whichever is greater. There shall be no forfeiture under this subdivision unless notice be given of the overcharge to such keeper within 30 days after payment of such charges and such keeper shall fail or refuse to make proper adjustment of such overcharge.
1/10/08