



Laguna Woods Village owner/residents are welcome to participate in committee meetings and submit comments or questions regarding virtual committee meetings using one of two options:

1. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and manor number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and manor number.

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICIES AND COMPLIANCE COMMITTEE**

**Thursday, May 14, 2020 – 10:00 A.M.
VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

AGENDA

- | | |
|--|--------------|
| 1. Call to Order | Lynn Jarrett |
| 2. Acknowledgment of Media | Lynn Jarrett |
| 3. Approval of the Agenda | Lynn Jarrett |
| 4. Approval of Meeting Report for January 15, 2020 | Lynn Jarrett |
| 5. Chair's Remarks | Lynn Jarrett |
| 6. Member Comments (Items Not on the Agenda) | Lynn Jarrett |

Reports:

None

Items for Discussion and Consideration:

- | | |
|--|--------------|
| 7. Lease Cap and Waiting List Rules | Lynn Jarrett |
| 8. Qualifications for Lease Authorization Permit | Lynn Jarrett |
| 9. Guarantors | Lynn Jarrett |
| 10. BBQ Rules | Lynn Jarrett |

Items for Future Agendas:

11. Purchase by Proxy

Concluding Business:

12. Committee Member Comments
13. Date of Next Meeting – To Be Determined
14. Adjournment

Lynn Jarrett, Chair
Blessilda Wright, Staff Officer
Telephone: 597-4254



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE**

Wednesday, January 15, 2020 – 1:30 p.m.
Laguna Woods Village Community Center, Board Room – 24351 El Toro Road

MEMBERS PRESENT: Lynn Jarrett, Chair, Ralph Engdahl, Robert Mutchnick, and Steve Parsons

MEMBERS ABSENT: Reza Karimi

ADVISORS PRESENT: None

ADVISORS ABSENT: Stuart Hack

STAFF PRESENT: Pamela Bashline, Francis Gomez, Blessilda Wright, Gavin Fogg, and Paul Nguyen

CALL TO ORDER

Lynn Jarrett, Chair, called the meeting to order at 1:30 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF AGENDA

Director Parsons made a motion to approve the agenda as presented. Director Engdahl seconded the motion.

By unanimous vote the motion carried.

APPROVAL OF MEETING REPORTS

Director Engdahl made a motion to approve the December 2, 2019 meeting report as presented. Director Parsons seconded the motion.

By a vote of 3-1-0 (Director Mutchnick abstained), the motion carried.

CHAIRMAN'S REMARKS

Chair Jarrett stated there is a lot of interesting topics to be covered in today's meeting; commended staff on their work in putting the agenda packet together; and commented that it was good team work.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Vacant Manor List Update

Gavin Fogg, Inspections Supervisor, presented the Vacant Manor List Update. The Committee members commented and asked questions.

Mr. Fogg left the meeting at 1:37 p.m.

Disciplinary Report

Blessilda Wright, Compliance Supervisor, presented the Disciplinary Report. The Committee members commented and asked questions.

Expired Lease – 15 Day Letter

Pamela Bashline, Community Services Manager, presented the Expired Lease – 15 Day Letter report. The Committee members commented and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Lease Cap and Lease Waiting List Policy

Ms. Bashline presented the Lease Cap and Lease Waiting List Policy. The Committee commented and asked questions.

Director Parsons made a motion to approve the Lease Cap and Lease Waiting List Policy. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Harassment Policy

The Committee discussed the Harassment Policy. The Committee commented and asked questions.

Director Parsons made a motion to approve the Harassment Policy. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Nuisance Policy

The Committee discussed the Nuisance Policy. The Committee commented and asked questions.

Director Parsons made a motion to approve the Nuisance Policy with changes. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Director Parsons made a motion to approve the Election Rules and directed staff to seek clarifying language from Legal Counsel. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Good Standing Policy

The Committee discussed the Good Standing Policy. The Committee commented and asked questions.

Director Parsons made a motion to approve the Good Standing Policy. Director Engdahl seconded the motion.

By unanimous vote, the motion carried.

Designate Smoke Free Building Policy & Procedure

Ms. Wright presented Designate Smoke Free Building Policy & Procedure. The Committee commented and asked questions.

By consensus, the Committee tabled the matter for the next meeting and directed staff to research an internal procedure for notification, during the resale process, when a unit is within a building designated as smoke free; obtain confirmation from Legal Counsel and obtain feedback from members of the real estate community.

ITEMS FOR FUTURE AGENDAS

- Purchase by Proxy
- Designate Smoke Free Building Policy & Procedure
- Rules for Board Meetings

CONCLUDING BUSINESS

Committee Member Comments

Director Mutchnick stated it was a good meeting.

Director Parsons commented on Election Proxies. Staff advised Election Proxies are addressed in the Election Rules.

Date of Next Meeting

To be determined

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 3:02 p.m.


Lynn Jarrett, Chair
Third Laguna Hills Mutual



**Leasing Cap and Lease Waiting List Policy
Resolution 03-20-26; Adopted Aril 23, 2020**

I. Purpose

Third Laguna Hills Mutual (“Third”) authorizes Members, as defined in the CC&Rs, to lease their manors, subject to the restrictions and procedures in Third’s Governing Documents, including without limitation, the Operating Rules and any policy duly adopted by the Board. The current procedures relating to Lease Authorization are contained in Third’s Lease Policy, as may be amended from time to time. Notwithstanding the right of Members to lease their manors, Third has in place a limit on the total number of manors that may be leased at any given time, which is thirty percent (30%) of the total number of manors in Third (the “Leasing Cap”).

The purpose of this document is to set for the Leasing Cap and Waiting List Policy (the “Policy”), which supplements the Lease Policy by providing additional procedures relating to eligibility of Members to lease their manors once the Leasing Cap is reached.

II. Restriction on Number of Units Leased; Leasing Eligibility

Pursuant to the Leasing Cap, no more than thirty percent (30%) of the manors in Third shall be leased at any given time.

A Member desiring to lease his or her manor must submit to Third a written lease eligibility request for approval of eligibility of the Member to lease his or her manor based on the total number of manors currently leased in Third. No Member will be eligible to lease his or her manor or to submit a Lease Authorization Application prior to receiving written notice of eligibility to lease from Third through an authorized VMS staff member.

Third will respond to any Member’s written request for eligibility to lease the Member’s manor within ten (10) business days of the written submittal of such request to Third.

Third will deny a Member’s request for eligibility to lease the Member’s manor if the number of currently leased manors, plus the number of manors for which other Members have received approval to lease but which are not yet leased, plus the Member’s manor (the “Leased Unit Calculation”) exceeds thirty percent (30%) of the manors in Third. In such event, the Member will be notified in writing of such denial and placed on the lease waiting list, as further described below.

If the Leased Unit Calculation does not exceed thirty percent (30%) of the manors in Third, Third will notify the Member that his or her manor is eligible to lease, and that the Member has ninety (90) days to submit a complete Lease Authorization Application in accordance with the Lease Policy. After ninety (90) days from the notice of eligibility to lease, the Member's eligibility to lease will expire, and the Member must submit a new written request for eligibility.

III. Waiting List

In the event a Member's request for approval to lease is denied because the Leased Unit Calculation exceeds thirty percent (30%), the Member shall be placed on a waiting list maintained by Third, and the Member shall be given an opportunity to submit a Lease Authorization Application to lease his or her manor when such Member's name is first on the waiting list and the Leased Unit Calculation no longer exceeds thirty percent (30%) of the manors in Third. The Member will be contacted by Third in writing when such Member is eligible to lease his or her manor.

If a Member has received notice that such Member is eligible to lease his or her manor, that Member must submit a complete Lease Authorization Application in accordance with the Lease Policy within ninety (90) days of the notice of eligibility to lease. If the Member fails to submit a complete Application within ninety (90) days of the date of notice of lease eligibility, the Member's eligibility to lease shall expire. In such event, the Member shall be required to submit a new written request for eligibility to lease his or her manor in accordance with the foregoing provisions; and, if there is a waiting list, the Member will be placed at the end of such waiting list.

Members who are currently leasing their manors will continue to be eligible to lease their manor for ninety (90) days after the expiration or termination of the current Lease Authorization. If a Lease Authorization for an approved lease of a Member's manor expires or terminates and the Member does not submit a new, complete Lease Authorization Application (in accordance with the requirements of the Lease Policy) for a new lease for the Member's manor within ninety (90) days of the expiration or termination of the prior Lease Authorization, the Member's eligibility to lease his or her manor shall expire. In such event, the Member shall be required to submit a new written request for eligibility to lease his or her manor in accordance with the foregoing provisions of this Policy. Notwithstanding the foregoing, in the event a Member eligible to lease their manor following termination of a lease wishes to make alterations to the Member's manor in accordance with Third's Governing Documents which may inhibit their ability to lease the manor within ninety (90) days, the Member may make a written request for an extension of their ninety (90) day eligibility period; provided, however, that such request must be based on the necessary permits having already been granted by the City and Third. The Board may grant such Member's request in its sole and reasonable discretion.

IV. Exemptions; Enforcement

Upon written request by a Member for eligibility to lease his or her Unit, the Board shall be authorized and empowered, in its sole and reasonable discretion, to grant a hardship exemption for the Member with respect to the Leasing Cap. For purposes of this Policy, a "hardship" shall be defined as the need of a Member to lease his or her manor as a result of an unforeseeable event and/or because enforcement of the Leasing Cap against the Member could reasonably subject the Member to suffer a severe financial difficulty.

If a Member submits a Lease Authorization Application in accordance with the Lease Policy without first requesting and receiving written approval for eligibility to lease, the Application will be rejected and the fee returned, with instructions for the Member to first obtain written approval of eligibility to lease.

If a Member leases his or her manor without approval from the Board, or is otherwise in violation of the provisions of this Policy or the Lease Policy, the Member shall be subject to disciplinary measures, including, but not limited to: (A) a monetary penalty in an amount to be determined by the Board; (B) other disciplinary measures; and/or (C) a reimbursement assessment in an amount equal to the costs incurred by Third related to addressing such violation, including, without limitation, attorneys' fees and costs, irrespective of whether Third is able to obtain a court order to evict the tenant or otherwise effectuate the legal eviction of the non-compliant tenant from the Member's manor.

Resolution M3-91-38

WHEREAS, applicants for membership in Third Laguna Hills Mutual are required to present evidence of financial ability to ensure that they will be capable of fulfilling their financial obligations to the Mutual; and

WHEREAS, buyers who cannot satisfy the minimum financial requirements, may be able to nominate another financially responsible person to guarantee such obligation; and

WHEREAS, it is in the best interests of the Mutual to facilitate transfer and sale of memberships by increasing and broadening the availability of buyers;

NOW THEREFORE BE IT RESOLVED, that the Corporation may approve the application for membership if a financially responsible person who is other than the person seeking to purchase enters into a contract with the corporation, by executing an Unconditional Continuing Guaranty, by which such financially responsible person shall promise to pay any and all indebtedness, including monthly carrying charges, assessments levied in the name of the corporation, obligations and liabilities of the person seeking membership; and

RESOLVED FURTHER, that the Managing Agent shall inform those escrow and realty offices in the surrounding community of the acceptance of such guarantors.

Adopted: 07/16/1991

BBQ Regulations on Balconies, Decks and Patios

In order to ensure safety for all residents, please be aware of the Regulations below:

What is allowed in the Village?

- Electric Grills
- Propane grills with a container capacity no more than 2.5 pounds
- Grills that are stored in a safe manner and do not obstruct walkways

What is *not* allowed?

- Use of grills on balconies and decks
- Use of grills within 10 feet of buildings or combustible material
- Propane grills with a container larger than 2.5 pounds*
- Use of a grill that creates a nuisance (excessive smoke or odor) to neighboring units.

* an adapter can be purchased to convert to the smaller tank.

In addition to the above items, please follow the safety tips below when operating a BBQ grill:

- Follow the manufacturer instructions
- Fasten the propane tank securely to the grill
- Place your grill on a level surface so it will not topple over
- Light your grill with the top open
- Supervise the grill when in use and keep everyone away, including pets
- Use long-handled tools especially made for cooking on the grill
- Do not wear a loose apron or loose clothing while grilling, and always wear shoes
- Thoroughly clean grill after each use
- Keep a fire extinguisher nearby
- Always use or store cylinders outdoors in an upright (vertical) position