

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

December 20, 2011

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, December 20, 2011 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Sy Wellikson, Mike Straziuso, Won Chang, Isabel Muennichow, Rae Tso, Carol Moore, John Paulus, Kathryn Freshley, Dick Palmer, Denny Welch, Lucy Shimon

Directors Absent: None

Others Present: Jerry Storage, Patty Kurzet

Executive Session: Jerry Storage, Patty Kurzet, Cris Robinson, Luis Rosas

CALL TO ORDER

Director Sy Wellikson, President of the Corporation, chaired 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 9:30 A.M.

A moment of silence was held to honor the US Troops serving our country and those placed in harm's way.

PLEDGE OF ALLEGIANCE

Director Dick Palmer led the Membership in the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF MEDIA

The Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as submitted.

CHAIR'S REMARKS—Sy Wellikson

President Wellikson briefly spoke to the new changes to the Davis-Stirling Act effective January 1, 2012 that will affect the Mutual.

APPROVAL OF THE MINUTES

Without objection the Board reviewed, revised and approved the minutes of the Special Meeting of November 14, 2011. Without objection the Board reviewed, revised and approved the minutes of the Regular Meeting of November 15, 2011.

CONSENT CALENDAR

Without objection, the Board approved the Consent Calendar as amended by removing 5330-Q - *Denial of request to reverse charges for damage restoration* from the Maintenance and Construction Committee Recommendations to discuss in Executive Session and the Board took the following actions:

Maintenance & Construction Committee Recommendations:

- | | |
|---------|--|
| 2384-2E | Denial of request to reverse chargeable service charge for leak investigation and water heater tank drainage |
| 3223-B | Denial of request to install vinyl lattice panels at rear patio |
| 3243-1B | Approval of request to install retrofit picture window in Living Room, with contingencies |
| 3244-2H | Approve request to reduce charge for diffuser panel replacement |
| 3447-A | Approval of request for rear patio extension and wood patio cover, with contingencies |
| 5161 | Approval of request to perform window modification and remove fireplace, with contingencies |
| 5369-1E | Approval of request for patio extension, with contingencies |

Landscape Committee Recommendations

- | | |
|---------|--|
| 5500-2F | Denial of appeal and uphold previous decision to deny request for tree removal |
| 3135-B | Denial of request for tree removal |
| 5391-B | Denial of request for tree removal; approval to remove branch on schedule at Mutual's expense or off-schedule at the Mutual Member's expense |
| 5545-A | Approval of request for three (3) tree removals on schedule at Mutual's expense or off-schedule at the Mutual Member's expense including cost of replacement trees |

Finance Committee Recommendations

RESOLUTION 03-11-210

Recording of Lien for Member ID 931-370-79

WHEREAS, Member ID 931-370-79 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 20, 2011, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-370-79; 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.

RESOLUTION 03-11-211

Recording of Lien for Member ID 932-810-21

WHEREAS, Member ID 932-810-21 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 20, 2011, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-21; 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.

RESOLUTION 03-11-212

Recording of Lien for Member ID 933-030-56

WHEREAS, Member ID 933-030-56 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 20, 2011, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-030-56; 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.

RESOLUTION 03-11-213

Recording of Lien for Member ID 933-050-53

WHEREAS, Member ID 933-050-53 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 20, 2011, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-050-53; 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.

GENERAL MANAGER'S REPORT

Mr. Storage updated the membership on the ongoing GRF projects within the Community.

Mr. Storage also updated the membership on Third Mutual projects including the replacement of beams at various buildings; the three-story fire alarm system upgrades; the waterline epoxy piping program; the flood mitigation in cul-de-sacs 371 and 378 and watershed in cul-de-sacs 203, 219, 221, 222; electrical upgrades for water heaters; and slope repairs.

President Wellikson described the Board decorum for Member Comments.

THIRD MUTUAL MEMBER COMMENTS and PUBLIC FORUM

- Art Harris (3244-1G) commented on the Board's decision to increase the Landscape budget and what is best for Third Mutual.
- Carol Skydell (3070-B) wished the Board members a Happy Holiday and commented on the Board replacing its Reserve Funds.
- Bud Nesvig (2392-3H) commented on the 2010 flooding in Third Mutual.
- Mary Pat Toups (3467-B) commented on the elimination of non-emergency chargeable maintenance services.

DIRECTORS' RESPONSES TO MEMBER COMMENTS

- Director Paulus responded to Ms. Toup's comments on non-emergency chargeable services.

- Director Freshley responded to Mr. Nesvig's comments on the flooding and staff's response to the event.
- Director Straziuso addressed Ms. Toups' comments.
- Director Shimon addressed Ms. Toups' comments and Mr. Harris' comment on working together.
- Jerry Storage clarified comments made by Mr. Harris and Director Freshley.

OLD BUSINESS

The Secretary of the Corporation, Director Isabel Muennichow, read a proposed resolution approving the revised Open House Policy with respect to directional signage, which was postponed from the previous month to satisfy the 30-day notification requirement. Director Muennichow moved to approve the resolution. Director Tso seconded the motion.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-11-214

THIRD LAGUNA HILLS MUTUAL OPEN HOUSE POLICY

WHEREAS, the GRF Board has passed a Resolution allowing Open House directional signage to be posted on GRF property with the intention of improving the marketability of cooperatives and condominiums in Laguna Woods Village; and

WHEREAS, providing directional signage to a particular cul-de-sac to a scheduled Open House will help guide traffic to the cooperative or condominium for sale or rent; and

NOW THEREFORE BE IT RESOLVED, December 20, 2011, that open houses in Third Mutual are hereby authorized to be held every Saturday and Sunday, between the hours of 11:00 A.M. and 4:00 P.M.; and

RESOLVED FURTHER, that a maximum of three signs with a maximum size of 24" x 24" may be displayed, in accordance with Section 713 of the California Civil Code; and signs shall be placed only at the entrance to, and within the cul-de-sacs in which the manor is located; and

RESOLVED FURTHER, directional signs shall be placed at street intersections to direct traffic to a specific cul-de-sac. There shall be one sign per direction with a maximum of four signs per intersection; and

RESOLVED FURTHER, directional signs shall be with 24" x 9" corrugated plastic with vinyl lettering and adhere to the GRF approved colors, font and logo; and

RESOLVED FURTHER, realtors shall be responsible for providing the signs and shall adhere to the specifications in accordance with this resolution; and

RESOLVED FURTHER, non-conformance to this policy shall result in removal of sign from premises; and

RESOLVED FURTHER, that signs may be posted on the day of the open house no earlier than 10:00 A.M., and must be removed no later than 5:00 P.M. on the same day; and

RESOLVED FURTHER, that non-residents wishing to visit the open house must be either accompanied by a licensed real estate agent who has been approved for Laguna Woods Village entry, or granted Gate access by the Seller/Resident of the property; and

RESOLVED FURTHER, that members selling their properties "For Sale By Owner" shall be required to comply with the same guidelines as Realtors; and

RESOLVED FURTHER, that Resolution M3-02-12, adopted February 19, 2002 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.

The Secretary of the Corporation read a proposed resolution approving the revised Alteration Standard Section *34 Windows and Window Attachments*, which was postponed from the previous month to satisfy the 30-day notification requirement. Director Welch moved to approve the resolution. Director Tso seconded the motion and discussion ensued on the proposed changes.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-11-215

WHEREAS, the Board of Directors of this Corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Alteration Standards; and

WHEREAS, the Maintenance & Construction Committee of this Corporation recognizes the need to further amend a portion of the Standards with regard to Section 34 *Windows and Window Attachments*;

NOW THEREFORE BE IT RESOLVED, December 20, 2011, that Mutual Alteration Standard Section 34 *Windows and Window Attachments* is hereby amended as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended and Resolution 03-11-51, adopted April 19, 2011 is 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.

The Secretary of the Corporation read the proposed changes to the Mutual committee appointment resolution. Director Muennichow moved to approve the resolution. Director Welch seconded the motion.

Without objection, Director Muennichow added Directors Moore, Straziuso, Welch, Shimon, and Tso to the Board Operating Rules Committee.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution as amended:

RESOLUTION 03-11-216

Mutual Committee Appointments

RESOLVED, December 20, 2011, that the following persons are hereby appointed to serve on the committees and services of this Corporation; and

RESOLVED FURTHER, that each committee chair in consultation with the vice chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Board Operating Rules Committee

Isabel Muennichow, Chair
Kathryn Freshley, Vice Chair
Carol Moore
Mike Straziuso
Denny Welch
Lucy Shimon
Rae Tso

Non-Voting Advisors: Carol Skydell, Pat Feeney

Community Revitalization (Committee of the Whole)

Carol Moore, Chair
Lucy Shimon, Vice Chair

Non-Voting Advisors: Carol Skydell, Richard Moren, Kay Livingston

Finance (Committee of the Whole)

Rae Tso, Chair

Mike Straziuso, Vice Chair

Non-Voting Advisors: Jim Hart

Landscape (Committee of the Whole)

Mike Straziuso, Chair

Lucy Shimon, Vice Chair

Non-Voting Advisors: John Dudley, Barbara Marsh, Judith Troutman, Harriet Arnest, Mike Matzenbacher

Maintenance and Construction (Committee of the Whole)

Denise Welch, Chair

Won Chang, Vice Chair

Non-Voting Advisors: Joseph Heller, Richard Moren, Shari Horne

Management Agreement Ad Hoc Committee (Committee of the Whole)

Meet and Confer

John Paulus

Kathryn Freshley

Mike Straziuso

New Resident Orientation

Per Rotation List

Resident Problem Resolution Services

John Paulus, Chair

Denise Welch, Vice-Chair

Smoking Nuisance Ad Hoc Committee

Carol Moore

Isabel Muennichow

Kathryn Freshley

Traffic

Dick Palmer, Chair

Carol Moore, Vice Chair

3rd Person Per Rotation List

Laguna Canyon Foundation

Carol Moore

RESOLVED FURTHER, Resolution 03-11-172, adopted October 18, 2011 is hereby superseded and canceled.

The Secretary of the Corporation read the proposed changes to the GRF committee appointment resolution. Director Muennichow moved to approve the resolution. Director Welch seconded the motion.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-11-217

GRF Committee Appointments

RESOLVED, December 20, 2011, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 2011, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Rae Tso
Sy Wellikson

Community Activities

Won Chang
Denny Welch

Finance

Rae Tso
Mike Straziuso

Landscape Committee

Mike Straziuso
Lucy Shimon

Maintenance and Construction

Denny Welch
John Paulus

Media and Communication Committee

Kathryn Freshley (replaces Dick Palmer)
Won Chang

Mobility and Vehicles Committee

Lucy Shimon
Dick Palmer

Security and Community Access

Won Chang
Carol Moore

RESOLVED FURTHER, Resolution 03-11-173, adopted October 18, 2011 is hereby superseded and canceled.

President Wellikson advised the Board that United Mutual has postponed establishing a Joint Signage Ad Hoc Committee in order to research its previous work on community signage.

Director Welch made a motion to postpone establishing a Joint Signage Ad Hoc Committee. Director Tso seconded the motion and discussion ensued on adding the signage issue to the Revitalization Committee.

Director Freshley amended the motion to just assign the signage issue to Third Mutual's Community Revitalization Committee. Director Moore seconded the motion and discussion ensued. The amendment carried by a vote of 8-0-2 (Directors Chang and Straziuso did not vote).

By a vote of 0-10-0, the main motion as amended failed.

Director Freshley made a motion to use its Revitalization Committee to evaluate Third's signage and to work with GRF and United Mutual on developing a uniform community signage.

The motion carried unanimously.

FINANCE REPORT

Director Rae Tso gave the Treasurer's and the Finance Committee Reports, and commented on the Resale & Lease Activities.

Director Tso reported that 2010 had a deficit of \$618K. As of 10/31/2011, Third Mutual had a deficit of \$290K, thus, the total budget overrun for 2010 and 2011 will be over \$1M.

Director Moore encouraged residents to attend and participate in the Blackrock presentation on January 31, 2012 and to present their questions ahead of time if they have any questions on the Mutual's portfolio.

The Secretary of the Corporation read a proposed resolution approving the Finance Committee Charter. Director Muennichow moved to reaffirm the resolution. Director Shimon seconded the motion and discussion ensued.

By a vote of 10-0-0, the motion carried and the Board of Directors reaffirmed its current Committee Charter as follows:

RESOLUTION 03-04-30

THIRD MUTUAL FINANCE COMMITTEE CHARTER

RESOLVED, that pursuant to Article VII, Section 1 of the Bylaws, the Finance Committee is hereby established as a standing committee of this Corporation; and

RESOLVED FURTHER, November 16, 2004, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of the Finance Committee of this Corporation as follows:

1. Annually review the proposed Third Laguna Hills Mutual Business Plan and recommend to the Board action regarding the same, including the amount of the assessment required to meet the following year's operating budget and reserve contributions.
2. Regularly review the financial statements and reports of Third Laguna Hills Mutual and review the performance of the managing agent related to the budget and make recommendations to the Board.
3. Review the investment of funds of Third Mutual to determine if they are in accordance with the investment policy. Review and recommend changes to the Board, as necessary, to the Mutual's investment policy.
4. Regularly review the status and sufficiency of the Mutual's reserve accounts.
5. Upon request of the Board or any other standing committee, review any major proposed expenditure items not included in budgeted appropriations and make appropriate recommendations.
6. Function as an advisory and liaison body to the managing agent in matters pertaining to membership, assessment delinquencies, leasing, and occupancy; and coordinate these matters with other standing committees having related concerns.
7. Perform such additional functions as may be assigned or referred to this committee by the President as well as those that are necessary and prudent to fulfill the Committee's duties and responsibilities; and

RESOLVED FURTHER, that Resolution 03-04-14, adopted July 20, 2004 is superseded and cancelled.

COMMITTEE REPORTS

Director Mike Straziuso reported from the Landscape Committee.

Director Freshley made a motion to establish a Recycling Subcommittee to fall under the purview of the Landscape Committee and appoint Directors Shimon and Welch and Advisors Shari Horne and Irv Snyder. Director Muennichow seconded the motion and discussion ensued. The motion carried unanimously.

Director Denny Welch reported from the Maintenance and Construction Committee.

The Secretary of the Corporation read a proposed resolution approving the Garden Villa Recreation Room Subcommittee Charter. Director Muennichow moved to approve the resolution. Director Welch seconded the motion.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-11-218

Garden Villa Recreation Room Subcommittee Charter

WHEREAS, the Garden Villa Recreation Room Subcommittee has been established by the Third Laguna Hills Mutual Board of Directors under the purview of the Maintenance and Construction Committee;

NOW THEREFORE BE IT RESOLVED, December 20, 2011, that the Board of Directors of this Corporation hereby assigns the general duties and responsibilities imposed upon all standing committees of Third Laguna Hills Mutual as follows:

1. Serve as a working liaison between the Third Laguna Hills Mutual Maintenance and Construction Committee and Board of Directors and the Managing Agent's Maintenance Division, specific to all repairs and replacements of Garden Villa Recreation Room components as required.
2. Recommend, evaluate and review any proposed service modifications to Garden Villa Recreation Rooms and present these modifications to the Third Laguna Hills Mutual Maintenance and Construction Committee and Board of Directors for final approval and implementation.
3. Approve the recommended specifications and expenditures for the purchase and replacement of Garden Villa Recreation Room components from the Garden Villa Recreation Room Fund.

RESOLVED FURTHER, that the Directors serving on this Subcommittee may appoint and remove advisors as necessary; 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.

Without objection, the Board agreed to add the following advisors to the Garden Villa Recreation Room Subcommittee: Harry Curtis, Shari Horne, and Jean Barnett.

Member Bud Nesvig (2392-3H) addressed the Board on the resolution.

The Secretary of the Corporation read the following proposed resolution approving a revised real estate sign replacement policy:

RESOLUTION 03-12

Placement of Real Estate Signs

WHEREAS, to protect the aesthetic integrity of Laguna Woods Village, and further to prevent the diminishment of the surrounding beauty of the Community, it is necessary to establish architectural guidelines with respect to real estate signage;

NOW THEREFORE BE IT RESOLVED, February 21, 2012 that the Board of Directors of this Corporation hereby adopts the following policy regarding the temporary placement of real estate signs ~~in windows~~:

1. Sign Location: To be displayed in one (1) of the following locations:
 - (a) the manor window
 - (b) adjacent to a wall of the manor, within one (1) foot of the structure
 - (c) on the gate of the subject manor
2. Maximum Number: One per residence
3. Maximum Sign Area: The smaller of 6 square feet or 20% of the window area
4. Maximum Character Size: 12 inches
5. Sign Copy: Pertaining only to the sale, rent or lease of the manor
6. Sign Material: Wood, metal, paper, **or plastic**
7. Sign Illumination: None permitted
8. Permit Requirement: None

RESOLVED FURTHER, that Resolution 03-06-31 adopted August 15, 2006 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.

Director Muennichow moved to approve the resolution. Director Welch seconded the motion and discussion ensued.

Without objection the Board agreed to remove the words "in windows" in the second paragraph and add the words "or plastic" under number 6.

Director Muennichow moved to postpone the resolution to the January meeting to conform to the 30-day notification requirements. Director Welch seconded the motion and the motion carried unanimously.

Director Palmer reported on water conservation.

Director Paulus report from the Resident Problem Resolution Services.

Director Palmer reported from the Traffic Committee.

Director Moore reported from the Community Revitalization Committee.

Director Moore reported from the Smoking Issues Ad Hoc Committee.

GRF Committee Reports

- None.

ADDITIONAL MEMBER COMMENTS

- Art Harris (3244-1G) commented on committee advisors and wished everyone a happy and healthy holiday.
- Mike Matzenbacher (2401-3D) commented on the M&C Committee report.

DIRECTORS' COMMENTS

- Director Shimon wished everyone happy holidays.
- Director Freshley commented on the Rain Event Plan and wished everyone happy holidays.
- Director Palmer commented on the Cost Savings Committee and dry rot.
- Director Tso wished everyone happy holidays.
- Director Chang commented on his absence at last month's meeting.
- Director Straziuso congratulated the Chair for running a short meeting.
- Director Moore commented on board decorum.
- Director Paulus commented on noticing the Resident Problem Resolution Services in accordance with the new law.
- Director Welch wished everyone health, wealth, and time to enjoy them.

The Board recessed at 12:30 P.M. and reconvened into Executive Session at 1:19 P.M.

Summary of Previous Closed Session Meetings per Civil Code Section §1363.05

During its Regular Executive Session meeting of November 15, 2011 the Board reviewed the minutes of the Regular Executive Session of October 18, 2011; heard 2 disciplinary hearings; approved recording Notices of Default for Member ID 931-900-29, Member ID 932-810-42, Member ID 934-500-01; approved 3 delinquent assessment write-offs, approved filing nine separate Small Claims Cases of \$2,500 (or less); discussed the legal matters of Elliot Nesvig v. Third Mutual; Gladys Yacoubian v. Third Mutual; and Lee Childress v. Third Mutual; and discussed other member disciplinary and legal matters.

The Traffic Committee of the Board met in Executive Session on November 23, 2011 to discuss member disciplinary issues.

With no further business before the Board of Directors, the meeting was adjourned at 5:15 P.M.

Isabel Muennichow, Secretary

THIRD LAGUNA HILLS MUTUAL
SECTION 34 WINDOWS & WINDOW ATTACHMENTS

MAY 1996, RESOLUTION M3-96-28
SEPTEMBER 2002, RESOLUTION M3-02-47
NOVEMBER 2002, RESOLUTION M3-02-62
OCTOBER 2004, RESOLUTION 03-04-27
REVISED FEBRUARY 2006, RESOLUTION 03-06-10
REVISED SEPTEMBER 2006, RESOLUTION 03-06-41
REVISED MAY 2007, RESOLUTION 03-07-47
REVISED APRIL 2011, RESOLUTION 03-11-51
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED DECEMBER 2011, RESOLUTION 03-11-215

1.0 GENERAL REQUIREMENTS

- 1.1 PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY**

DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

- 2.1 New construction window replacement is permitted only upon the approval of the Permits and Inspections office. Retrofit windows are permitted upon the approval of the Permits and Inspections office in accordance with the criteria established herein.
- 2.2 Windows may be framed with either aluminum or vinyl. Wood framed windows, and the use of other materials, will be reviewed by the Board of Directors.
- 2.3 Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.
- 2.4 All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.
- 2.5 Windows and sliding glass doors on the same wall of an individual manor will be replaced concurrently to ensure visual continuity upon the building and surrounding area except when windows and/or sliding glass doors are obscured by glass enclosures. At any such time that the enclosure is removed, exposing the windows and/or sliding glass doors, the Member must replace the windows and/or sliding glass doors to conform to the Mutual Standard.
- 2.6 Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.
- 2.7 The top of window heights shall be at 6'-8" unless a special height is called for on the standard plan drawing.
- 2.8 Size and location of windows shall be as per standard plan drawings.

- 2.9** All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.
- 2.10** Any retrofit of bedroom windows for a La Jolla-style manor must include a minimum of one (1) roll and turn style window in order to meet building code regulations.

3.0 INSTALLATION REQUIREMENTS

- 3.1** All windows are required to meet building code regulations.
- 3.2** XOX windows may replace XO windows, and vice versa. Fixed panels may replace sliding panels, and sliding panels may replace fixed panels.
- 3.3** XO windows may be converted to picture windows, and vice versa, provided the height and width of the opening remain the same.
- 3.4** Windows may be converted to sliding glass doors, and vice versa, provided that 1) the area faces into a patio, atrium, or balcony, and 2) the height and width of the opening remain the same.
- 3.5** Where windows have a configuration of XO above an XO or OO in the same opening, the bottom section may be filled in using standard construction practices. The dimensions of the top section must remain the same.
- 3.6** Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.
- 3.7** Casement windows are permitted to be installed where egress windows in bedrooms are required due to the installation of a patio enclosure.
- 3.8** Bathroom windows covered with an original or permitted grille may remain as is during the retrofit of other windows on the same elevation, provided the existing frame is painted to match the retrofit windows.
- 3.9** Bathroom windows may remain as is during the retrofit of other windows on the same elevation when retrofitting the subject window would reduce the glass size to less than one (1) foot in any direction.
- 3.10** Retrofit louvered bathroom windows. Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans

and specifications must be submitted to the Permits Department for approval prior to installation.

- 3.11** Recessed vinyl retrofitted kitchen windows. Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.
- 3.12** The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed further than four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.
- 3.13** With the exception of recessed windows, cutting of the flanges is not permitted.
- 3.14** The retrofit window frame should be constructed in a flat plane with no raised or sculptured parts.
- 3.15** Windows must be properly insulated according to the manufacturer's installation instructions.
- 3.16** Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this standard.

4.0 TYPE OF GLASS

- 4.1** All glass to be clear, single light (no grids) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be tempered as required on standard plan, except as outlined in Section 6.0. Thermopane-type glass is required. Replacement window will correspond with Section 2.0.
- 4.2** Stained or leaded-type glass per Section 6.0.
- 4.3** Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than 15%. Documentation of such material must be on hand and approved by the Permits and Inspections office before such application.
- 4.4** All bathroom windows will be of opaque glass.

5.0 ATTACHMENTS

5.1 No window awnings permitted.

5.2 No storm windows or glass shields will be installed on the exterior of any window.

6.0 STAINED GLASS

6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.

6.2 All questionable designs will be reviewed by the Board of Directors.

7.0 WROUGHT IRON GRILLES

7.1 All wrought iron grilles will be painted in accordance with the Mutual Paint Policy and approved color palette.

7.2 All grilles shall be decorative in nature and design. They will match other wrought iron, i.e., gates and fences where present.

7.3 Grilles shall not be placed on sliding glass doors or any other part of the unit except windows.

7.4 Grilles may be placed on only the first floor of any building except on those buildings where windows face into a breezeway and do not open directly into a walkway as determined by the Permits and Inspections office.

7.5 Maximum overhang of grilles shall be limited to 6" in any direction beyond window dimensions. No grille shall protrude more than 6" from the window.

7.6 Quick emergency release pins are required for fire purposes. Release pins shall be U.L. or U.B.C. approved and a smoke detector shall be utilized within the room where the grilles are installed.

8.0 GARDEN WINDOWS

8.1 Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.

8.2 No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".

- 8.3** Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.
- 8.4** No garden window shall be permitted where it may conceivably obstruct normal pedestrian traffic even within a walled patio area.
- 8.5** No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area.
- 8.6** A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.
- 8.7** Garden window frame will meet Staff approval and Section 1.3.

9.0 SLIDING GLASS DOORS

- 9.1** In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in Mutual Standards for Windows and Window Attachments, reference 2.0 Applications.