

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

September 16, 2014

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, September 16, 2014 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Mike Straziuso, Kathryn Freshley, Ray Gros, Judith Troutman, Beth Perak, Bert Moldow, Wei-Ming Tao, Hank Gioia, Rosemarie di Lorenzo Dickins, Won Chang

Directors Absent: John Luebbe

Staff Present: Cris Robinson, Kim Taylor, Wendy Panizza
Executive Session: Cris Robinson, Kim Taylor, Blessilda Fernandez, Cindy Grace, Betty Parker, Roger Richter, Steve Henderson

Others Present: Kelly Richardson, Esq. Bob Hill, General Manager, El Toro Water District, Mike King, Customer Service Manager, El Toro Water District

CALL TO ORDER

Mike Straziuso President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 A.M.

PLEDGE OF ALLEGIANCE

Director Hank Gioia led the Membership in the Pledge of Allegiance.

ACKNOWLEDGEMENT OF MEDIA

A representative of the Globe was present for the meeting and the Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

APPROVAL OF AGENDA

Without objection, the agenda was approved as written.

Mr. Bob Hill, General Manager El Toro Water District, Mr. Mike King, Customer Service Manager, El Toro Water District presented a PowerPoint presentation on water conservation and answered questions from the Board and Members.

CHAIR'S REMARKS

President Straziuso spoke of the last few years as Board Director and President of the Corporation and thanked staff.

APPROVAL OF THE MINUTES

Without objection, the Board approved the minutes of the Special Session 2015 Business Planning Version 2 meeting of July 17, 2014, and the minutes of the Special Session 2015 Business Planning Version 3 of August 8, 2014, as written.

Without objection, the Board approved the minutes of the Regular meeting of August 19, 2014 as written.

CONSENT CALENDAR

Without objection, the Board approved the Consent Calendar as written and the Board took the following actions:

Maintenance & Construction Committee Recommendations:

B2386	Approve request for bicycle rack at building at Members expense
2393-2D	Deny request to switch the kitchen and dining room locations
2400-2D	Approve request to install multiple chaseways for HVAC ductless system only if installation utilizes existing chaseways except for the extra run necessary to reach manor 2D
3405-A	Approve request for a bedroom extension, bathroom addition, and French doors in living room, with contingencies
3427-N	Deny request to retain balcony hose bib
3427-N	Approve request to retain sun shades as installed
5135	Approve request to install glass block on patio wall off the master bathroom, with contingencies
5349-A	Deny request for patio addition
5479-B	Approve request to extend garage, with contingencies
964-H	Deny request to reverse charges incurred for testing, stabilization and disposal of (ACM) in the amount of \$1,223.73

Landscape Committee Recommendations:

3197-C	Approve request to replace turf with drought-resistant plants at Mutual Member's expense
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Finance Committee Recommendations:

RESOLUTION 03-14-93

Recording of a Lien

WHEREAS, Member ID 931-531-25 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, September 16, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-531-25; 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 03-14-94

Recording of a Lien

WHEREAS, Member ID 933-612-13 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, September 16, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-612-13; 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 03-14-95

Recording of a Lien

WHEREAS, Member ID 932-790-68 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, September 16, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-790-68; 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 03-14-96

Recording of a Lien

WHEREAS, Member ID 932-810-47 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, September 16, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-47; 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

In Mr. Storage's absence Ms. Cris Robinson updated the membership on Third Mutual projects and ongoing GRF projects within the Community.

MEMBER COMMENTS

Third Mutual Members were given the opportunity to speak to any issues not on the agenda.

DIRECTORS' RESPONSES TO MEMBER COMMENTS

The Directors briefly responded to Member Comments.

UNFINISHED BUSINESS

Director Troutman read a proposed resolution approving revisions to the Energy Committee Charter. Director Moldow moved to approve the resolution. Director Chang seconded the motion and discussion ensued.

Director Moldow moved to strike from the resolution "The Committee will not contact bidders or potential bidders" from number 12. Director Freshley seconded the motion.

By a vote of 4-5-0 the amendment failed.

Mr. Richardson pointed out Scrivener's errors. Errors noted and corrected as stated below:

- Capitalize Mutual in number 3.
- Remove the word 'Mutual' in number 11.

By a vote of 5-4-0 the motion carried and the Board adopted the following amended resolution:

RESOLUTION 03-14-97

Third Laguna Hills Mutual Energy Committee Charter

NOW THEREFORE IT BE RESOLVED, September 16, 2014, the Board of Directors of the Third Laguna Hills Mutual (hereafter, "Mutual") hereby assigns the duties and responsibilities of this Committee, as follows:

1. Recommend to the Board for their approval all actions that will result in energy savings for Mutual residents and an improved environment for the community.
2. Review monthly mutual energy statements and other reports affecting the energy usage of this corporation. Review anomalous deviations and identify causes of the same and, where undesirable, recommend corrective action. Request development of tools by Staff to facilitate this action.
3. Work closely with Staff and review all devices or systems that either generate, control or consume electricity within Mutual. Identify alternatives that would be beneficial to the Mutual taking into consideration factors as efficiency, reliability, sustainability, installation, cost, return on investment, carbon foot print, human factors, and operability. Propose priorities of actions.
4. Seek out financial energy incentive programs applicable to the Mutual.
5. Maintain communications with the other Laguna Woods corporate energy committees and exchange information pertinent to each committee.
6. Work with the Mutual's Communications Committee to make Mutual residents aware of actions they can take to reduce their own energy costs and aid the environment.
7. In conjunction with Staff make monthly progress reports to the Mutual's M&C on investigation results, resident actions and comments and committee approved projects.

8. To avoid misunderstandings due to lack of familiarity with technology and products the committee shall arrange seminars and invite speakers from vendors, universities, trade groups or consultants and establish a blog site to provide information and answer questions.
9. Suggest action the Board should take with respect to the California Public Utility Commission or legislature regarding proposed tariff changes or bills affecting the Mutual.
10. Work with the Mutual's residents and their installers to identify policy changes that can facilitate residents' actions to reduce energy costs.
11. Advise the Board of Directors regarding requests for proposals pertaining to energy considerations for review and possible modification by the Board Mutual before going to Purchasing.
12. Review the bidders list on energy related proposals, review their qualifications, and advise the Board regarding the qualifications and completeness of energy related proposals. The Committee will not contact bidders or potential bidders.
13. Identify the energy related aspects of proposed Mutual projects, and alert and advise the Board to the energy impacts of such projects and make appropriate recommendations to the Mutual Board.

RESOLVED FURTHER, that Resolution 03-14-15, adopted February 18, 2014 is hereby superseded and canceled.

NEW BUSINESS

Director Troutman read a proposed resolution approving the 2015 Business Plan.

Director Troutman moved to deny the resolution. The motion died from a lack of a second.

Director Gioia moved to approve the 2015 Business Plan resolution. Director Gros seconded the motion.

By a vote of 6-2-0, the motion carried and the Board of Directors adopted the following resolution:

THIRD LAGUNA HILLS MUTUAL 2015 BUSINESS PLAN RESOLUTION

RESOLUTION 03-14-98

RESOLVED, September 16, 2014, that the Business Plan of this Corporation for the year 2015 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said business plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$31,048,225 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses and reserve contributions for the year 2015. In addition, the sum of \$15,820,821 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2015. Therefore, a total of \$46,869,046 is required to be collected from and paid by members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$7,800,291 of which \$5,820,986 is planned from the Replacement Fund, \$543,912 from the Elevator Replacement Fund, \$121,546 from the Laundry Replacement Fund, \$1,242,751 from the Disaster Fund, and \$71,096 from the Garden Villa Recreation Room Fund; and

RESOLVED FURTHER, that all sums paid into the Replacement Reserves shall be used for capital expenditures only and shall be credited on the books of account of the Corporation to Paid-In Surplus as a capital contribution; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2015 and as filed in the records of the Corporation, said assessments to be due and payable by the members of this Corporation on the first day of each month for the year 2015; 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 Troutman read a proposed resolution approving the 2015 Replacement Reserves. Director Gros moved to approve the resolution. Director Chang seconded the motion and discussion ensued.

By a vote of 7-1-0, the motion carried and the Board of Directors adopted the following resolution:

**THIRD LAGUNA HILLS MUTUAL
2015 REPLACEMENT RESERVES RESOLUTION**

RESOLUTION 03-14-99

WHEREAS, planned assessments or other contributions to replacement reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years; and

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments;

NOW THEREFORE BE IT RESOLVED, September 16, 2014, that the Board has developed and hereby adopts the Replacement Reserves 30-Year Funding Plans (attached) with the objective of maintaining replacement reserve balances at or above established thresholds totaling \$5,810,000, while meeting its obligations to repair and/or replace major components; 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.

COMMITTEE REPORTS

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

Director di Lorenzo Dickins reported from the Landscape Committee.

Ms. Wendy Panizza entered the meeting at 12:10 PM.

Director Freshley reported from the Maintenance and Construction Committee.

Director Troutman read a proposed resolution approving revisions to the Mutual Alteration Standards with regard to Section 41 Solar Panels, 1 Story Buildings:

RESOLUTION 03-14-XX

Alteration Standard Section 41 Solar Panels, 1 Story Buildings

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

WHEREAS, the Maintenance & Construction Committee of this Corporation recognizes the need to amend a portion of the Mutual Alteration Standards with regard to Section 41 Solar Panels, 1 Story Buildings;

NOW THEREFORE BE IT RESOLVED, October 21, 2014, that Mutual Alteration Standard Section 41 Solar Panels, 1 Story Buildings is hereby amended as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-08-09, adopted January 15, 2008 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 this resolution as written.

Director Troutman moved to approve the resolution. Director Freshley seconded the motion and discussion ensued.

Without objection, the Board postponed the resolution to the October meeting to satisfy the 30-day notification requirement.

Director Troutman read a proposed resolution approving the Mutual Alteration Standard Section 45 Solar Panels, 2 Story Buildings with Flat Roofs:

RESOLUTION 03-14-XX

**Alteration Standard Section 45 – Solar Panels,
2 Story Buildings with Flat Roofs**

WHEREAS, the Energy Committee and the Maintenance & Construction Committee of this Corporation recognizes the need to develop an Alteration standard for Solar Panels, 2 Story Buildings with Flat Roofs;

NOW THEREFORE BE IT RESOLVED, October 21, 2014, that Mutual Alteration Standard Section 45 – Solar Panels, 2 Story Buildings with Flat Roofs is hereby approved as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996, which approved the Third Laguna Hills Mutual Standards, is hereby amended; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

Director Troutman moved to approve the resolution. Director Freshley seconded the motion and discussion ensued.

Ms. Wendy Panizza stated that one more building and drawing should be added to the standard.

Director Moldow moved to remove “either heat water directly (Solar Water Heating System), or to” from Paragraph 2.1; to remove “water and” from Paragraph 2.4 due to the prohibition of water solar heating systems on 2-story buildings; and to add a roof allocation drawing for flat roofs on Casa Milano/Casa Lugano style manors.. Director Freshley seconded the motion.

By a vote of 9-0-0 the amendment carried.

Without objection, the Board postponed the resolution to the October meeting to satisfy the 30-day notification requirement.

Ms. Wendy Panizza left the meeting at 12:30 PM.

Director Moldow reported from the Energy Committee.

Director Troutman read a proposed resolution approving Mutual Alteration Standard Section 44 Electric Vehicle Charging Stations:

RESOLUTION 03-14-XX

Alteration Standard Section 44 Electric Vehicle Charging Stations

WHEREAS, the Energy Committee and the Maintenance & Construction Committee of this Corporation recognizes the need to develop an Alteration standard for charging of electric vehicles;

WHEREAS, adoption of this standard will comply with the state’s policy to promote, encourage, and remove obstacles to the use of electric charging stations, and would also comply the Davis Stirling Act, Civil Code §4745;

NOW THEREFORE BE IT RESOLVED, October 21, 2014, that Section 44 Electric Vehicle Charging Stations of the Mutual Alteration Standards is hereby adopted as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996, which approved the Third Laguna Hills Mutual Standards, is hereby amended; 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 Troutman moved to approve the resolution. Director Freshley seconded the motion and discussion ensued.

Without objection, the Board postponed the resolution to the October meeting to satisfy the 30-day notification requirement.

President Straziuso reported from Resident Problem Resolution Services.

Director Gros reported from the Traffic Rules and Regulations Ad-hoc Committee.

Director Perak reported from the Communications Committee.

Director Gros reported on the Laguna Canyon Foundation.

GRF COMMITTEE HIGHLIGHTS

GRF Committee highlights were given.

DIRECTORS' COMMENTS

The Directors made their final comments.

ADDITIONAL MEMBER COMMENTS

No additional Member Comments were made.

The Board recessed at 12:50 P.M. and reconvened into Executive Session at 1:40 P.M.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During its August 19, 2014 Regular Executive Session Board Meeting, the Board amended and approved the July 15, 2014 Regular Executive Session minutes. The Board heard three disciplinary hearings and imposed \$250 fines for violations of the Mutual's rules and regulations; discussed other member disciplinary matters; approved one recording of Notice for Default; discussed Trust amendments; discussed FHA Certification matters; discussed solar panels; and discussed litigation matters.

With no further business before the Board of Directors, the meeting was adjourned at 4:45 PM.

Judith Troutman, Secretary

Third Laguna Hills Mutual

Section 41 - Solar Panels, 1 Story Buildings

ADOPTED JANUARY 2008, RESOLUTION 03-08-09
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED OCTOBER 2014, RESOLUTION 03-14-XXX

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), and all state, county and local building and safety regulations, statutes and ordinances.
- 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 contractor properly licensed in California for the work being performed.

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. In this section, "Solar Panel" refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).

2.2. This section refers only to single story dwellings and the roof section of the building that covers the footprint of the Manor for which the request is being submitted.

2.3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.

2.4. All costs associated with roof replacement above and beyond the typical cost for roof replacement that are due to the solar panel installation shall be borne by the Member(s).

2.5. Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.

2.6. Should the proposed location of solar panels be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a solar panels, the "Agreement Regarding Solar Panel Installation on Common Area Property" or similarly titled document.

2.7. Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code and any other applicable laws or ordinances.

- 2.8. The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.9. Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.10. Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.11. Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.12. Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval.
- 2.13. Lag screws must have adequate pullout strength and shear capacities.
- 2.14. Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.15. Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.16. Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.17. A solar panel system may only serve a single manor.
- 2.18. Leasing of Solar Panels is strictly prohibited.

3.0 **OBLIGATIONS**

- 3.1 The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o PCM, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.
- 3.2 Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. If the Mutual gives a minimum of thirty (30) days advance written notice of the need to remove, alter, cover or replace the solar panel and the Member does not accomplish this within five calendar days before the removal, alteration, or covering is necessary, then the Mutual will accomplish the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member.
- 3.4** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.5** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6** The roof area for possible solar panel installation is allocated only to the roof space directly above the subject Manor. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** If Member discontinues use of the solar panels, Member will remove the panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Permit and
- 3.9** Regardless of the roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.

Third Laguna Hills Mutual

Section 45 - Solar Panels, 2 Story Buildings with Flat Roofs

ADOPTED OCTOBER 2014, RESOLUTION 03-14-XXX

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), and all state, county and local building and safety regulations, statutes and ordinances.
- 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, and 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 are 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 contractor properly licensed in California for the work being performed.
- 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.

3.0 **APPLICATIONS**

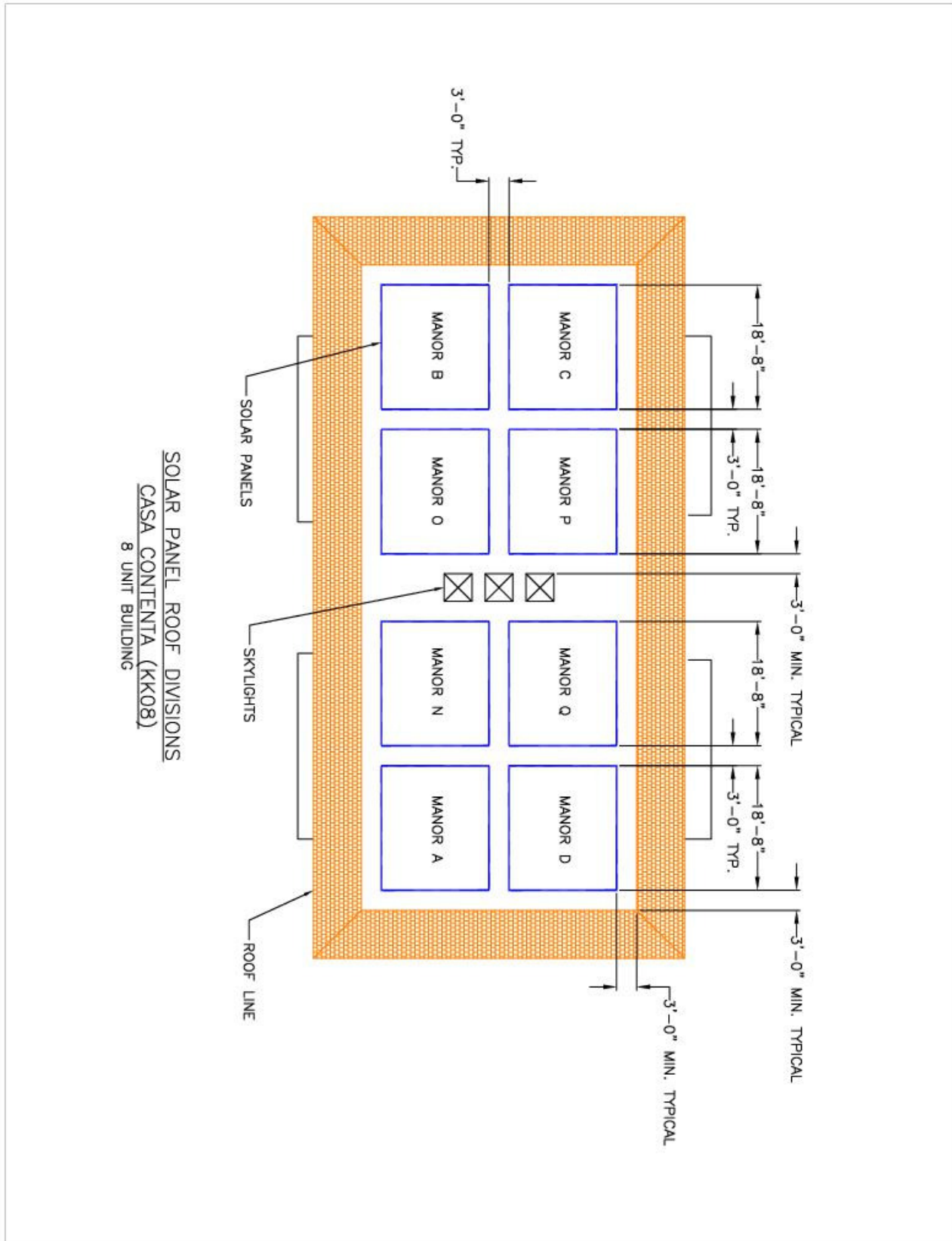
- 2.1 In this section, "Solar Panel" refers to roof mounted panels that use solar energy to ~~either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).~~
- 2.2 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 5, 6, 7, and 8 for roof allocation on the flat roofs of 6-, 8-, and 12-unit buildings respectively.
- 2.4 Detailed, site-specific plans, including for all ~~water and~~ electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.
- 2.5 Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.6 For all installations, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.7 Electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.8 Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code and any other applicable laws or ordinances.
- 2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.

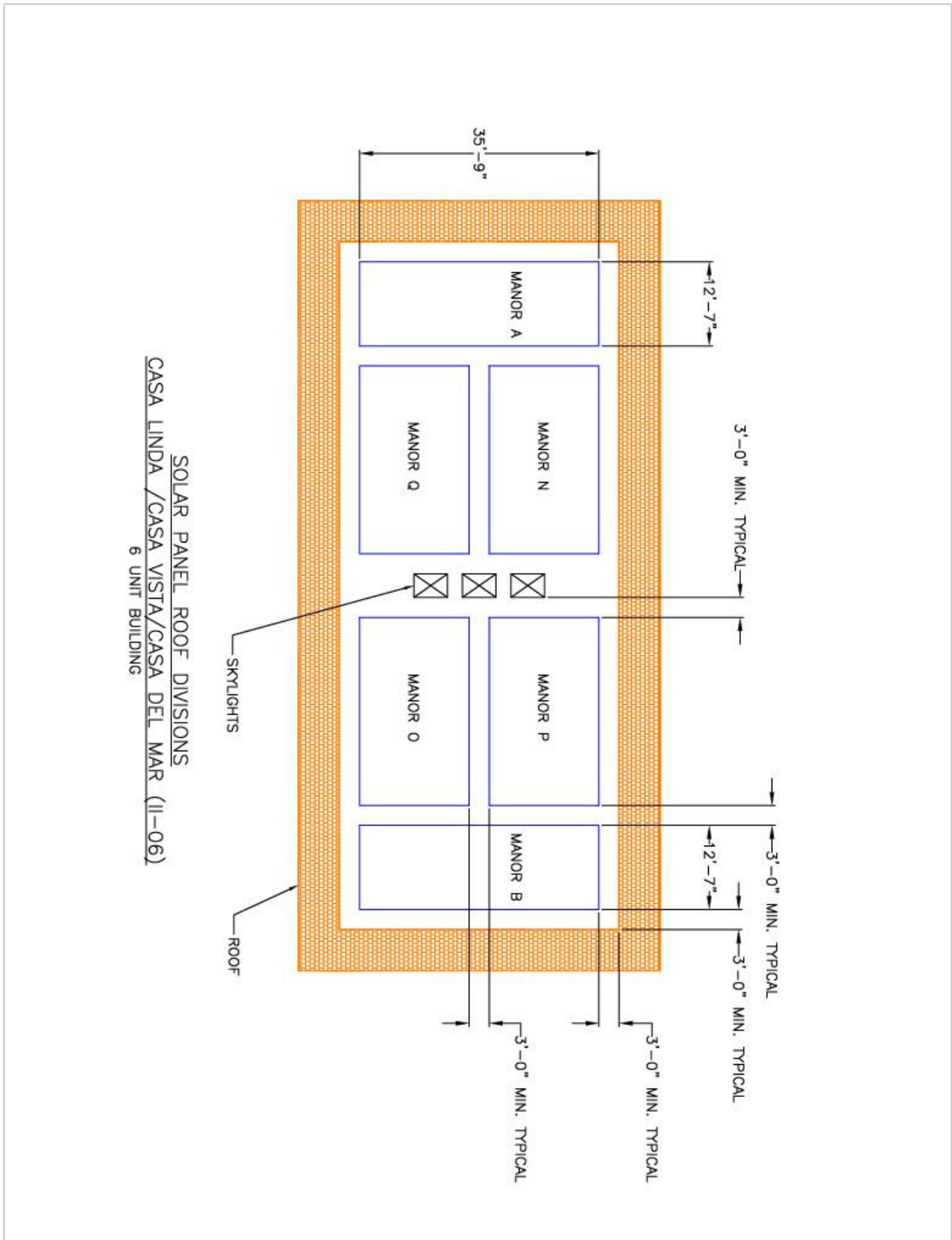
- 2.10** The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.11** The solar panel array cannot be installed over any existing Mutual component or Member alteration.
- 2.12** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.13** Lag screws must have adequate pullout strength and shear capacities.
 - 2.14** The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
 - 2.15** Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
 - 2.16** The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.
 - 2.17** A solar panel system may only serve a single Manor
 - 2.18** Leasing of Solar Panels is strictly prohibited.
 - 2.19** Panels for water solar heating systems are not permitted.

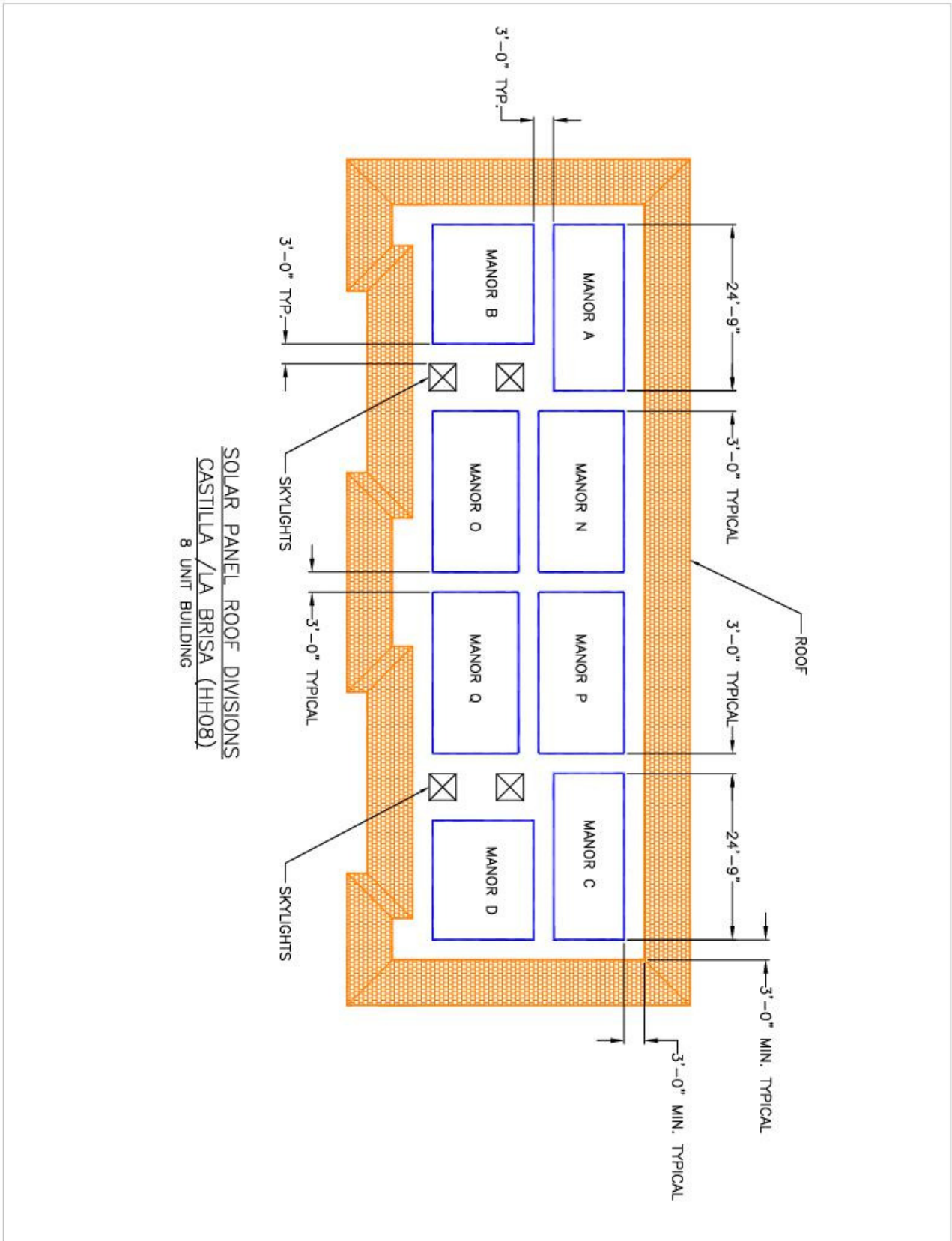
3.0 OBLIGATIONS

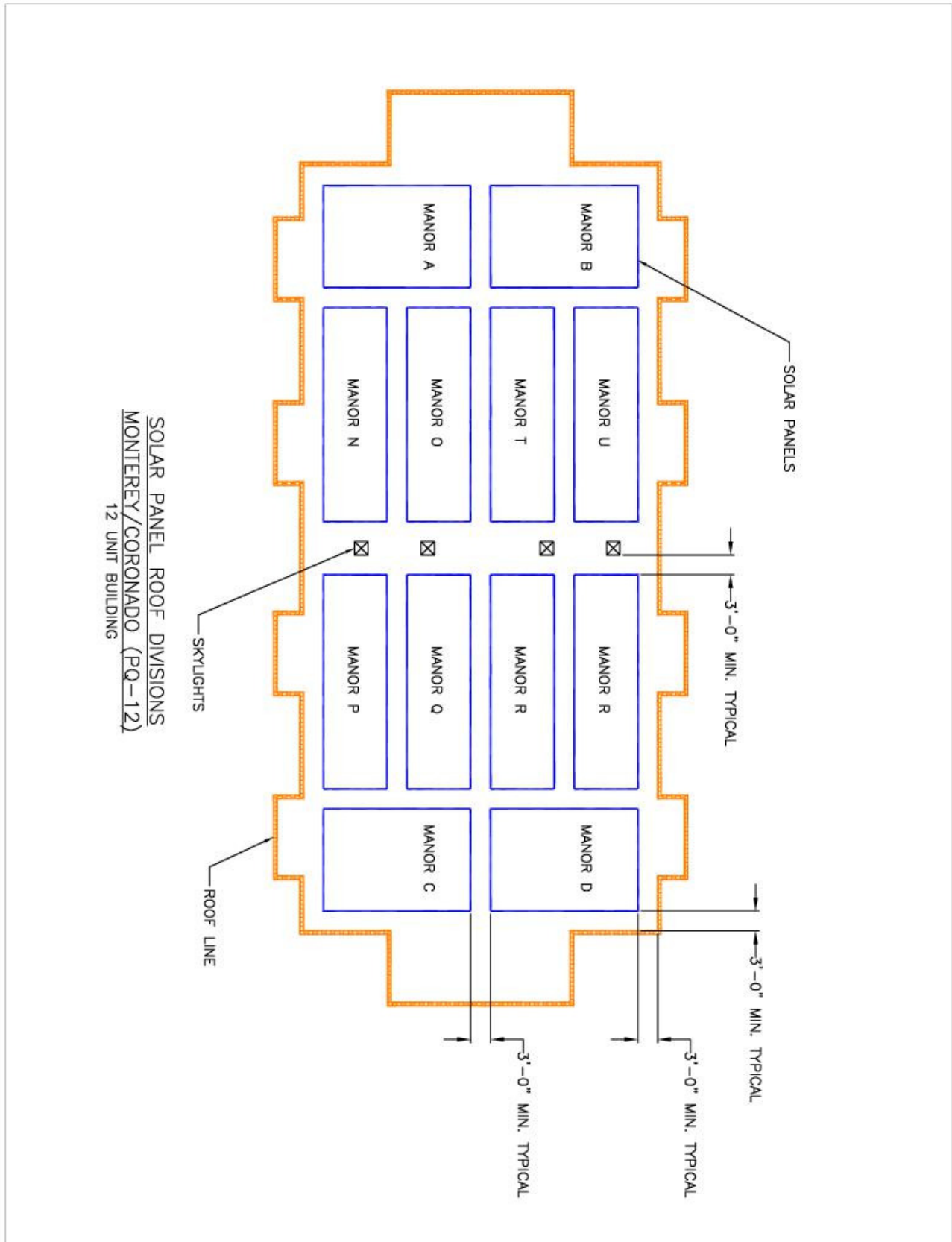
- 3.1** The Mutual Member must sign and submit to Third Laguna Hills Mutual, c/o PCM, Inc, Community Services, the "Recordable Common Area Agreement" for the subject solar panel installation utilizing Common Area.
- 3.2** Member accepts responsibility and agrees to pay for repairs to common areas, including but not limited to roofing, framing, wiring and drywall caused, in whole or in part, by Member's solar panels or their installation, operation, maintenance or removal, and Member accepts all responsibility for damage to Member's Manor or other Manors or to personal property caused or contributed to by the installation, operation, maintenance or removal of the solar panels.

- 3.3** The Member is responsible for, and will bear all costs associated with removing, altering, covering or reinstalling the alteration as may be necessary or appropriate to allow the Mutual to conduct maintenance or repairs of common area. If the Mutual gives a minimum of thirty (30) days advance written notice of the need to remove, alter, cover or replace the solar panel and the Member does not accomplish this within five calendar days before the removal, alteration, or covering is necessary, then the Mutual will accomplish the removal, alteration or covering at the Member's cost, which will be billed as a Chargeable Service to the Member.
- 3.4** The Member is responsible for, and will bear all costs associated with, clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.5** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).
- 3.6** The roof area for possible solar panel installation is allocated to Manors within a given building as in the attached diagrams. It is Member's responsibility to ascertain and adapt to any roof interference by vents or other roof installations already in place.
- 3.7** Upon sale of Member's Manor, all obligations herein shall apply to all subsequent owners of the Manor.
- 3.8** If Member discontinues use of the solar panels, Member will remove panels, all associated parts, connections and wiring associated with the solar panels after giving notice to the Mutual through the Permit and Inspections office.
- 3.9** Regardless of the roof type, the restoration of the roof must be performed by the Mutual's roofing contractor at the Member's expense.









Third Laguna Hills Mutual

Section 44 Electric Vehicle Charging Stations

ADOPTED OCTOBER 2014, RESOLUTION 03-14-XXX

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 also be required. All fees for both Mutual and City permits shall be paid by the Member or on Member's behalf. Member and/or Member's contractor must provide the Permits and Inspections office with proof of City permit prior to beginning work.
- 1.2 **MEMBER RESPONSIBILITY:** Member is solely responsible for the installation, maintenance, repair, and/or removal of all permitted common area alterations.
- 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), and for work that does not create excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work is 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 Member's 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 DEBRIS IS PROHIBITED.** 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 contractor properly licensed in California for the work being performed.

- 1.8 **CONTRACTOR CONDUCT:** Member's contractors, their personnel, and sub-contractors shall refrain at all times from using profanity, or 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 and subcontractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- 1.9 **RESTORATION OF AFFECTED AREAS:** Member shall cause to be completely restored all common areas affected by the installation process.

4.0 **ELECTRICAL POWER SOURCE**

- 4.1. Detailed site specific plans, wet stamped and signed by a California Licensed Electrical Engineer, showing electrical power source connection location, Electric Vehicle Charging Station location and routing of conduit must be submitted to the Permits and Inspections office for approval.
- 4.2. The use of the Mutual's main electrical service panel to a multi-unit building to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 4.3. The use of Laundry Room, Carport, Recreation Room, and any other Mutual electrical circuits serving common area to charge an electric automobile is strictly prohibited.
- 4.4. The use of Laundry Room, Carport, Recreation Room, and any other Mutual electrical circuits serving common area to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 4.5. A written approval from Southern California Edison for the electrical power source connection to Edison equipment must be submitted to the Permits and Inspections office.
- 4.6. The Mutual Member is responsible for all costs associated with the installation of a new meter and payment for electrical service.
- 2.7 The Mutual Member is required to use a California Licensed and Certified Electrical Contractor for the installation of the Electric Vehicle Charging Station.

5.0 **LOCATION**

- 3.1 The location of the Electric Vehicle Charging Station is restricted to

the Mutual Member's parking space or garage.

- 3.2** The location of new meters is restricted to the Mutual Member's parking space or as approved by Southern California Edison and the Permits and Inspections Department.
- 3.3** If the proposed Electric Vehicle Charging Station, and or any electrical conduit and any other equipment, including the electric meter is approved to be located on Common Area, the Mutual Member will be required to record a Common Area Use Agreement.
- 3.4** The Electrical Vehicle Charging Station shall be installed complying with all applicable manufacturer's guidelines and shall be suitable for the environment (indoor or outdoor) where it is to be located.
- 3.5** Adequate barriers must be installed to protect the Electrical Vehicle Charging Station from contact with vehicles.
- 3.6** If the installation is in an area subject to flooding, the Electric Vehicle Charging Station shall be elevated or designed accordingly.

4.0 CONDUIT ROUTING

- 4.1** The Mutual Member and/or their contractor is responsible to notify Dig Alert (dial 8-1-1) 48 hours prior to excavation to identify all underground utility locations and is responsible for the subsequent coordination with any utility companies.
- 4.2** The Mutual Member is responsible to notify the Landscape Department through the Property Service desk a minimum of 10 days prior to excavation. Work related to removal and/or re-routing of Mutual landscaping and irrigation lines may be performed by the Mutual at the Member's expense.
- 4.3** Any revision to Mutual plumbing lines requires written authorization from the Permits and Inspections department prior to the commencement of work. Some work may be required to be performed by the Mutual at the Member's expense.
- 4.4** The Mutual Member is responsible for all costs associated with trenching, concrete or asphalt cutting to accommodate conduit runs.

5.0 INSURANCE

- 5.1** For installations in locations other than a private garage, the Mutual Member and any future owners of the Manor must maintain liability insurance coverage of at least \$1,000,000 for the Electric Vehicle Charging Station, which insurance policy shall name Third Laguna Hills Mutual as an additional named insured.