

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

March 17, 2015

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, March 17, 2015 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, Beth Perak, Ray Gros, James Tung, Bunny Carpenter, John Luebbe, John McRae, Bert Moldow, Judith Troutman

Directors Absent: Rosemarie di Lorenzo Dickins, Wei-Ming Tao

Staff Present: Jerry Storage, Kim Taylor, Cris Robinson, Wendy Panizza
Executive Session: Jerry Storage, Cris Robinson, Kim Taylor, Wendy Panizza, James David, Kristine Courdy, Blessilda Fernandez

Others Present: Denver R. Andrews, Jr. Esq. Law Offices of Denver R. Andrews, Jr. (Executive Session)

CALL TO ORDER

Jim Matson, 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 Beth Perak led the Membership in the Pledge of Allegiance.

ACKNOWLEDGEMENT OF MEDIA

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

APPROVAL OF AGENDA

Without objection, the agenda was approved as written.

CHAIR'S REMARKS

President Matson spoke of various items concerning the Mutual.

APPROVAL OF THE MINUTES

Without objection, the Board approved the minutes of the February 17, 2015 Regular Open Meeting, 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:

- | | |
|---------|---|
| 2255-A | Approve request to construct a master bedroom extension, with contingencies |
| 2259-C | Approve request to retain the black color on the wrought iron gate and to notice the Mutual Member to a hearing |
| 2349-A | Approve request to install a concrete walkway at the rear patio, with contingencies |
| 3125-A | Approve request to retain a patio extension, with contingencies |
| 3212-B | Deny request to widen the driveway at Manor |
| B3416 | Approve Status Quo for residents' request for modifications to the sidewalk in front of building |
| 3423-B | Approve request to retain vines, trellises and hose-box, with contingencies |
| 4011-2A | Approve request to install multiple chaseways for an HVAC ductless system, with contingencies |
| 5036 | Approve request to install a patio cover on the previously extended rear patio, with contingencies |
| 5160 | Approve retention of the brick red color on the planter and accented patio wall and attached wall tiles, with contingencies |
| 5544-B | Approve request to install a patio cover on the previously extended rear patio, with contingencies |
| 5582-A | Approve request to install a patio cover and enclosure on the previously extended rear patio, with contingencies |
| 5584-B | Approve request to construct a powder room and nook extension, with contingencies |
| 5252 | Approve request to retain multiple chaseways for an HVAC ductless system, with contingencies |

Landscape Committee Recommendations:

None

Finance Committee Recommendations:

RESOLUTION 03-15-30

Recording of a Lien

WHEREAS, Member ID 931-370-72 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, March 17, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-370-72; 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 03-15-31

Recording of a Lien

WHEREAS, Member ID 935-050-71 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, March 17, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-050-71; 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 03-15-32

Recording of a Lien

WHEREAS, Member ID 935-110-32 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, March 17, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-110-32; 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. Jerry Storage updated the membership on 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 McRae read a proposed resolution approving the Exterior Paint Color Selection Procedure, which was postponed in January to comply with Civil Code §4360. Director McRae moved to approve the resolution. Director Tung seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried, and the Board adopted the following resolution as written:

RESOLUTION 03-15-33

Exterior Paint Color Selection Procedure

WHEREAS, the Third Laguna Hills Mutual Paint Color Subcommittee and the Third Laguna Hills Mutual Maintenance and Construction Committee have recommended that the Board adopt the proposed Exterior Paint Color Selection Procedure; and

NOW THEREFORE BE IT RESOLVED, March 17, 2015, that the Third Laguna Hills Mutual Exterior Paint Color Selection Procedure, as attached to the official minutes of this meeting, is hereby approved; and

RESOLVED FURTHER, Resolution M3-97-31 adopted June 17, 1997; Resolution M3-02-09 adopted February 19, 2002; and Resolution 03-07-12, adopted March 20, 2007 are 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 McRae read a proposed resolution approving the Paint Policy for Garage Doors on Multi-Unit Buildings, which was postponed in January to comply with Civil Code §4360. Director Moldow moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried, and the Board adopted the following resolution as written:

RESOLUTION 03-15-34

Garage Doors on Multi-Unit Building Paint Policy

WHEREAS, alteration metal garage doors, like other components of a residential building, are painted the Board-approved color schemes for the body or accent color during the Mutual's Exterior Paint Program; and

NOW THEREFORE BE IT RESOLVED, March 17, 2015, the Board of Directors hereby adopts a Multi-Unit Building Garage Door Paint Policy exempting alteration metal garage doors with a white/off-white factory finish from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building; and

RESOLVED FURTHER, all other garage doors on multi-unit buildings will be painted the designated color from the color scheme option selected for the building (whichever is selected for the building following established Board approved color selection procedures) in which the garage doors are located; and

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

Director McRae read a proposed resolution approving revisions to Alteration Standard Section 40 Exterior Roll-Up Shades (Sun Screens), which was postponed in January to comply with Civil Code §4360. Director McRae moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried, and the Board adopted the following resolution as written:

RESOLUTION 03-15-35

Alteration Standard Section 40 Exterior Roll-Up Shades (Sun Screens)

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 revise a portion of the Mutual Alteration Standards with regard to Section 40 Exterior Roll-Up Shades (Sun Screens);

NOW THEREFORE BE IT RESOLVED, March 17, 2015, that Mutual Alteration Standard Section 40 Exterior Roll-Up Shades (Sun Screens) is hereby revised as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-07-48, adopted May 15, 2007 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 McRae read a proposed resolution adopting an Electrical Vehicle Charging Policy for PEV Vehicles to utilize 120 Volt Outlets in the Common Areas, which was postponed in January to comply with Civil Code §4360. Director Luebbe moved to approve the resolution. Director Moldow seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried, and the Board adopted the following resolution as written:

RESOLUTION 03-15-36

PEV Vehicles Permitted to Utilize 120 Volt Outlets in the Common Areas

WHEREAS, the State of California and the US Government offer significant financial incentives to buyers to encourage their purchase of PEVs (Plug-In Electric Vehicles) due to reduced greenhouse gases, Laguna Woods should do what it can to support the government's environment objectives; and

WHEREAS, all PEV vehicles support charging using a 120 volt circuit; it places a charging load similar to that of a golf cart and in some cases actually requires lower power demand than some golf carts; and

WHEREAS, no data is available to ascertain the circuit capacity utilized on the 120 volt circuits, and it would be costly to hire a consultant to identify all 120 volt circuits and the existing power demand on those circuits, it is deemed more reasonable to take any corrective action at the time an excessive loading condition occurs;

NOW THEREFORE BE IT RESOLVED, on March 17, 2015 that all PEV vehicles will be permitted to utilize 120 Volt outlets in the common areas under the following rules and regulations:

1. Every PEV will be registered through the existing automobile registration process currently in place.
2. An electricity usage deposit will be required for every PEV registered for any manor which does not have access to its own private garage. An initial deposit (amount to be determined by the Mutual Board) shall be required and held in escrow. At registration the car mileage will be recorded. At the expiration date of the sticker (normally 12 months), cost for electrical usage shall be computed under the formula presented herein. Should computed electrical cost be less than the deposit, the difference will be reimbursed. Should charges exceed the deposit, the balance due will be paid in order to apply for renewal.
3. To prevent unauthorized use of Mutual common area 120 volt electrical outlets, all authorized PEVs will be issued a sticker to be affixed to the inside windshield designating that the car is properly registered for the use of 120 volt outlets in the common area. This sticker is the property of Third Mutual and can be revoked for failure to report annual mileage upon expiration of the sticker or for any non-payment of fees.
4. Electrical charges shall be computed in the following manner:

The total miles driven in the prior 12-month period (or portion thereof) will be divided by 3.5 to calculate the kilowatt usage of common area electricity used to charge the PEV (3.5 equates to miles driven per KW charged). This value will be multiplied by the existing electrical common area billing rate of Southern California Edison or any other electric service provider.

5. Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any alterations to Mutual outlets, wiring, circuit breakers or electric service panels.
6. Owners of PEVs wishing to employ high voltage for charging will be responsible for the installation of a charging station per the requirements of the Board-approved Alteration Standard Section 44 Electric Vehicle Charging Stations.

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.

NEW BUSINESS

Ms. Cris Robinson entered the meeting at 10:00 AM.

Director McRae read the following proposed resolution approving the maximum number of units a member is allowed to own:

RESOLUTION 03-15-XX

Maximum Number of Units a Member is Allowed to Own

WHEREAS, it is in the best interest of the Corporation and its members to preserve property values; and

WHEREAS, an excessive number of leased units will negatively impact the ability of members to obtain mortgages with favorable terms, which may lower property values;

NOW THEREFORE BE IT RESOLVED, April 21, 2015, an individual may own a total of three (3) units: one (1) to live in, one (1) to lease; and one (1) to purchase to sell: and

RESOLVED FURTHER, that an individual who currently owns memberships in excess of ~~two (2)~~ **three (3)** for which the property is leased or available for lease, shall be grandfathered. However, at such time as an excess membership is sold, that individual will be prohibited from purchasing additional memberships; and

RESOLVED FURTHER, that the managing agent is hereby directed to disseminate this information to the realty community serving ~~Leisure World~~, Laguna Woods **Village**; and

RESOLVED FURTHER, that this policy shall be put into effect ~~October 1, 2005~~ **July 1, 2015**; and

RESOLVED FURTHER, that Resolution 03-05-18, adopted September 20, 2005 is hereby superseded and cancelled.

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 Moldow seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried and the resolution was postponed to the April meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Ms. Cris Robinson left the meeting at 10:10 AM.

COMMITTEE REPORTS

In Director Wei-Ming Tao's absence, Director Beth Perak gave the Finance Committee Report, and commented on the Resale & Lease Activities.

Director McRae read the following proposed resolution approving a Golf Cart Fee Increase from \$100 to \$155 beginning January 2015, Prorated to May 2015:

RESOLUTION 03-15-XX

Common Area Golf Cart Fee Increase

WHEREAS, as a convenience to the residents, Third Mutual allows rechargeable battery powered vehicles to be recharged in Mutual-owned charging stations as well as other common areas; and

WHEREAS, to recover the electricity expense incurred, residents recharging rechargeable battery powered vehicles pay an annual fee designed to reimburse the Mutual for the cost of the used electricity;

NOW THEREFORE BE IT RESOLVED, April 21, 2015, that due to escalating electricity rates, the Board of Directors of this Corporation hereby authorizes and directs its managing agent to increase the annual common area golf cart electric charge from \$100 to \$155 per year; and

RESOLVED FURTHER, that the increase shall be effective May 1, 2015; and residents will be charged a prorated fee for the incremental \$55 based on the effective date; and

RESOLVED FURTHER, that Resolution 03-11-199 adopted November 15, 2011 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 Gros moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried and the resolution was postponed to the April meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Director McRae read a proposed resolution approving additional funding for the Garden Villa LED Pilot Program of \$5,792 from the Replacement Fund. Director Luebbe moved to approve the resolution. Director Moldow seconded the motion and discussion ensued. By a vote of 8-0-0 the motion carried, and the Board adopted the following resolution as written:

RESOLUTION 03-15-37

Installation of LED lights in 52 Garden Villa Buildings

WHEREAS, on October 21, 2014, by way of resolution 03-14-11, the Board approved to continue the Garden Villa LED pilot program and authorize a supplemental appropriation in the amount of \$25,000 to be funded from the Reserves Fund to implement the first year of the program; and

WHEREAS, the cost to complete the pilot program exceeds the budget by \$5,792;

NOW THEREFORE BE IT RESOLVED, March 17, 2015, that the Board of Directors of this Corporation hereby authorizes additional funding of \$5,792, funded from the Replacement Fund, for the Garden Villa LED pilot program; 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 Perak moved to allow Advisors to attend Closed Session Committee meetings contingent upon the advisor signing a confidentiality agreement. Director Carpenter seconded the motion. By a vote of 8-0-0 the motion carried.

Director James Tung reported from the Landscape Committee.

In Director Rosemarie di Lorenzo-Dickins' absence Director Bunny Carpenter reported from the Maintenance and Construction Committee.

Director McRae read the following proposed resolution approving charging \$100 for variance requests:

RESOLUTION 03-15-XX

Charging a Variance Request Processing Fee of \$100

WHEREAS, variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

WHEREAS, the Board realizes the fee cannot fully offset associated costs with processing variances requests, and when a member appeals the Board's decision on a variance request, the process extends further the amount of administrative costs significantly;

NOW THEREFORE BE IT RESOLVED, April 21, 2015, that in order to partially offset administrative costs associated with processing variance requests, which is sometimes followed by an appeal of the Board's decision as mandated in accordance with Resolution ~~03-09-97~~, 03-13-105 the Board of Directors of this Corporation hereby sets the variance request processing fee at \$100; 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 Gros moved to approve the resolution. Director Troutman seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried and the resolution was postponed to the April meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Director McRae read a proposed resolution approving funding the additional prior-to-paint repair costs performed on 55 early start 2015 Paint Program structures to the 2015 Prior-to-Paint General Maintenance Operating Budget and to fund future prior-to-paint repair design costs from the Building Structures Replacement Fund Reserve Item. Director McRae moved to approve the resolution. Director Gros seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried, and the Board adopted the following resolution as written:

RESOLUTION 03-15-38

**Prior-to-Paint Repair Costs on 55 Early Start
2015 Paint Program Funding**

WHEREAS, on June 17, 2014 the Board approved Resolution 03-14-65 - Begin Prior-to-Paint Program Activities, which approved a supplemental appropriation in the amount of \$230,000 from the Unappropriated Expenditures Fund, for the Mutual to begin prior-to-paint repair activity six months ahead of the 2015

Exterior Paint Program and add management resources to manage the dry rot repairs approved by Resolution 03-14-29; and

WHEREAS, it was anticipated that engineering design cost would be funded from the existing 2014 operating budget; and

WHEREAS, the engineering costs were temporarily funded from Resolution 03-14-65 and were higher than anticipated as the engineer was required to complete a large quantity of design in a short period of time; and

WHEREAS, only 13 complete buildings and 29 partially complete buildings of the planned 55 buildings were able to be funded from Resolution 03-14-65;

NOW THEREFORE BE IT RESOLVED, March 17, 2015, the Board of Directors of this Corporation hereby approves funding the additional prior-to-paint repair costs performed on 55 early start 2015 Paint Program structures to the 2015 Prior-to-Paint General Maintenance Operating budget and to fund future prior-to-paint repair design costs from the Building Structures Replacement Fund Reserve Item; 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.

Ms. Wendy Panizza entered the meeting at 10:45 AM.

Director Troutman moved to deny the request of Mr. and Ms. Yu Manor 5184 to approve extending the living room, kitchen and nook at their manor. Director Gros seconded the motion.

Members Pricilla Carroll (5185), Linda Congleton (5186) and Bob Hatch (5064) spoke to the request.

By a vote of 6-0-2 the motion carried and the request was denied.

Without objection, the Board sent the request of Mr. and Ms. Yu Manor 5184 to approve extending the living room, kitchen and nook, back to the Maintenance and Construction Committee for further review.

Ms. Wendy Panizza left the meeting at 10:55 AM.

Director Tung reported from the Water Subcommittee.

Director Moldow reported from the Energy Committee.

Director McRae read the following proposed resolution approving revisions to Alteration Standard Section 44 Electric Vehicle Charging Stations:

RESOLUTION 03-15-XX

Amend Alteration Standard Section 44 Electric Vehicle Charging Stations

WHEREAS, the Energy Committee of this Corporation recognizes the need to amend the Alteration Standard for charging of electric vehicles;

NOW THEREFORE BE IT RESOLVED, April 21, 2015, that Section 44 Electric Vehicle Charging Stations of the Mutual Alteration Standards is hereby amended as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 03-14-109 adopted October 21, 2014 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 Luebbe moved to approve the resolution. Director Troutman seconded the motion and discussion ensued.

By a vote of 8-0-0 the motion carried and the resolution was postponed to the April meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Director Moldow moved to prohibit unattended use of 120v receptacles for extension cords. Director Gros seconded the motion. By a vote of 8-0-0 the motion carried.

Director Gros reported from Resident Problem Resolution Services.

Director Gros reported from the Security and 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

Members made additional comments.

The Board recessed at 11:45 AM. and reconvened into Executive Session at 12:30 PM.

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

During its February 17, 2015 Regular Executive Session Board Meeting, the Board approved the January 20, 2015 Regular Executive Session minutes as written. The Board heard four (4) disciplinary hearings and imposed \$850 in fines for violations of the Mutual's rules and regulations; discussed other member disciplinary matters; approved two (2) Assessment Debt Write-offs; approved one (1) Recording Notice for Default; heard an update on the United Mutual Probate Petition; discussed membership and resale matters; and discussed legal matters.

During the February 9, 2015 Special Executive All Boards meeting the Board discussed and considered contractual matters.

During the February 23, 2015 Special Executive meeting the Board discussed Operational/Personnel Procedures.

During the February 24, 2015 Special Executive All Boards meeting the Board discussed and considered contractual matters.

During the February 26, 2015 Special Executive Committee meeting the Board discussed and considered sixteen (16) Common Area Damage Reimbursement Hearings.

During the March 4, 2015 Special Executive meeting the Board discussed and considered contractual matters.

With no further business before the Board of Directors, the meeting was adjourned at 3:45 PM.

John McRae, Secretary

Third Laguna Hills Mutual Exterior Paint Program Paint Color Selection Procedure

A set of Exterior Paint Color Options for use on Third Laguna Hills Mutual residential buildings (manors) shall be approved by the Third Laguna Hills Mutual Board of Directors (Board). Using the Board approved Color Options, manor owners shall have the opportunity to vote for their preferred Color Option for the Building in which they are an owner following this Board established selection procedure. Color Options shall not be intermixed or combined with other Color Options.

The Color Option designated for each building shall be selected on a per building basis via a simple majority vote of the voting manor owners at each building, one vote per manor.

The Mutual shall provide each manor owner an opportunity to cast their Color Option vote at a meeting conducted by the Mutual's agent to be held at or near the subject building. Notification of that meeting shall be sent via regular U.S. mail to each manor owner not less than two weeks in advance of the meeting date. The meeting date will be scheduled approximately ten weeks in advance of the anticipated painting start date for the first building in each grouping of buildings to be painted as determined by the Mutual's managing agent. Members not able to attend the meeting to cast their vote must submit their vote in writing to the Mutual prior to the meeting date. Alternate meeting dates will not be arranged. Color Option votes received after the meeting date will not be considered.

The meeting notification letter shall provide reference information for viewing the available color options on a completed building and/or on color boards posted at a designated location. The notification will provide a contact person's name and telephone number for inquiries regarding the paint color selection process.

Changes to the Color Option selected for a building will not be considered after the voting deadline, which is the above referenced meeting date.

If no votes are cast or no majority vote is reached for a particular building, a default color determined by the Paint Colors Subcommittee or Maintenance and Construction Committee will be assigned to that building.

The Board reserves the right to make all final decisions with respect to building exterior paint color selections.

Third Laguna Hills Mutual

SECTION 40 – EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED MAY 2007, RESOLUTION 03-07-48

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

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 APPLICATION

- 2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional (see paragraph 1.7 above.)
- 2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.
- 2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.
- 2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.
- 2.5 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.
- 2.6 Powered shades (sun screens) and timers are permitted.
- 2.7 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building. Electrical work must be performed by a California licensed contractor.
- 2.8 Track mounted, or side channel, shades (sun screens) are not permitted.
- 2.9 Shades (sun screens) shall be hung only in a vertical position.

- 2.10 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.
- 2.11 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.
- 2.12 Shades (sun screens) must be hung parallel to the wall or railing.
- 2.13 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.
- 2.14 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
- 2.15 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.
- 2.16 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.17 Balcony floors may not be penetrated.
- 2.18 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.

FINAL VERSION

Third Laguna Hills Mutual

Section 44 Electric Vehicle Charging Stations

ADOPTED OCTOBER 2014, RESOLUTION 03-14-109
REVISED APRIL 2015, RESOLUTION 03-15-XX

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.

2.0 **ELECTRICAL POWER SOURCE**

- 2.1. 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.
- 2.2. 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.
- 2.3 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.
- 2.4 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.
- 2.5 The Mutual Member is responsible for all costs associated with the installation of a new meter and payment for electrical service.
- 2.6. The Mutual Member is required to use a California Licensed

and Certified Electrical Contractor for the installation of the Electric Vehicle Charging Station.

3 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.