

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

**July 21, 2015**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, July 21, 2015 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, Beth Perak, Ray Gros, James Tung, John Luebbe, John McRae, Bert Moldow, Judith Troutman, Rosemarie di Lorenzo Dickins, Wei-Ming Tao

Directors Absent: Bunny Carpenter

Staff Present: Jerry Storage, Monica Navarro  
Executive Session: Jerry Storage, Cris Robinson, Monica Navarro, Blessilda Fernandez

Others Present: None

**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 Bert Moldow 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**

Director Moldow moved to amend the agenda by removing 969-2G from the Maintenance & Construction Consent Calendar and placing it under the Maintenance and Construction Committee Report as Agenda Item 15j. Director Luebbe moved to add 'Third Laguna Hills Mutual Website' and 'Informative Letter to Residents of Third Laguna Hills Mutual' under New Business as Agenda Items 12a and 12b. The agenda as amended was approved unanimously.

**CHAIR'S REMARKS**

President Matson spoke of various items concerning the Mutual.

**APPROVAL OF THE MINUTES**

Director Di Lorenzo Dickins moved to approve the minutes of the June 16, 2015 Regular Open Session and the minutes of the June 11, 2015 2016 Business Planning Meeting Version 1, as written. Director Moldow seconded the motion. By a vote of 9-0-0 the motion carried.

## **CONSENT CALENDAR**

Without objection, the Board approved the Consent Calendar as amended by removing 969-2G and placing it under Maintenance and Construction Committee Report as Agenda Item 15j for further review, and the Board took the following actions:

### Maintenance and Construction Committee Recommendations:

- |        |  |
|--------|--|
| 2300-A | Deny retention of the oversized storage cabinet at the balcony of manor and approve authorizing retention of one oversized storage cabinet at the ground floor breezeway, with contingencies |
| 3461-A | Deny request to construct a rear room addition   |
| 5365-C | Approve request to retain the red entry door color at manor, with contingencies  |

### Maintenance and Construction Common Area - Variance Request Resolutions:

#### **RESOLUTION 03-15-90**

#### **Common Area - Variance Request**

**WHEREAS**, Ms. Marilyn Dahlstrom of 3114-A Via Serena South, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

### **RESOLUTION 03-15-91**

#### **Common Area - Variance Request**

**WHEREAS**, Mr. Benjamin Glinka of 3172-C Via Vista, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

**RESOLUTION 03-15-92**

**Common Area - Variance Request**

**WHEREAS**, Jean Haney of 3177-B Via Buena Vista, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

**RESOLUTION 03-15-93**

**Common Area - Variance Request**

**WHEREAS**, Frank Cedillos of 3224-A Via Carrizo, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

#### **RESOLUTION 03-15-94**

#### **Common Area - Variance Request**

**WHEREAS**, Yong Mook Kim of 5004 Duverney, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

### **RESOLUTION 03-15-95**

#### **Common Area - Variance Request**

**WHEREAS**, Chia-Yin Tsai of 5019 Jardin, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.

5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

### **RESOLUTION 03-15-96**

#### **Common Area - Variance Request**

**WHEREAS**, Elaine Yu of 5426 Calle Carmenita, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

**RESOLUTION 03-15-97**

**Common Area - Variance Request**

**WHEREAS**, Shila Libby of 5427 Calle Carmenita, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and

**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

**RESOLUTION 03-15-98**

**Common Area - Variance Request**

**WHEREAS**, Jae S. Lee of 5470-B Paseo Del Lago East, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Common Area as defined in the Declaration of Covenants, Conditions and Restrictions (CC&Rs); and



**WHEREAS**, Third Laguna Hills Mutual Board of Directors (the Board) has considered the request utilizing the Common Area Use Policy as approved by the Board via Resolution 03-14-24 as revised in accordance with California Civil Code § 4600 on March 18, 2014;

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, the Board of Directors hereby approves the request for a variance to grant exclusive use of the subject common area to the requesting member due to the finding that the proposed alteration meets the following criteria:

1. Compliance with Community Standards.
2. Neighbor Awareness Forms were submitted from affected neighbors.
3. The area of the proposed alteration is located at least partially in Common Area.
4. The alteration would relieve the Mutual of the burden of management and maintenance of an area which is generally inaccessible and not of general use to the other members of Third.
5. The member is required to complete the Agreement Regarding Permitted Alteration of Common Area (the "Common Area Agreement").

**RESOLVED FURTHER**, the member is required to comply with all of the contingencies as presented in the report and approved by the Board; 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.

Landscape Committee Recommendations:

- |        |  |
|--------|--|
| 3347-A | Approve landscape design change and that the charge to the resident be reduced by the \$800 that the Mutual would have expended to repair the area |
|--------|--|

Finance Committee Recommendations:

**RESOLUTION 03-15-99**

**Filing of Separate Small Claims Court Cases**

**WHEREAS**, the Finance Committee recommends filing separate Small Claims Court cases of \$2,500 (or less) in an attempt to collect delinquent assessments by way of a judgment or stipulation against members/owners in Third Laguna Hills Mutual; and

**NOW THEREFORE BE IT RESOLVED**, July 21, 2015, that the Board of Directors hereby approves the filing of separate Small Claims Court cases for:

Member ID 931-531-36, Member ID 932-311-38, Member ID 932-720-37 and Member ID 932-950-71; and

**RESOLVED FURTHER**, that resolution 03-15-84 and resolution 03-15-85 approved June 16, 2015 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.

### **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 items.

- Karen Wood (3160-A) thanked the Board Members and commented on the Boards working together.
- Donna Dwaileebe (3301-A) commented on the Town Hall meeting and the 17 alternatives presented by Associa.
- Frederic Sherman (3161-A) commented on HOA Boards being more proactive and on GRF self-managing.
- Denise Welch (5170-1C) thanked the Board Members, commented on Third's newsletter, and spoke on the reservation policy.
- Myron Singer (5429) commented on his concerns about the current situation and asked the Boards to work together.
- Harold Mukamal (5527-O) thanked the Board for their hard work and their efforts and commented on recalling the 11 Directors of the GRF Board.
- Diane Meadow (5444) asked what the Directors are going to do regarding GRF giving notice to Associa.
- Pat Feeny (2399-1E) spoke to GRF giving notice to Associa and staff quitting.
- Joan Milliman (969-3E) spoke to GRF rescinding the notice to terminate the Management Agreement with Associa PCM.
- June Bigge (5462-B) commented on Associa and GRF to postpone self-managing.
- Michael Straziuso (4006-2E) commented on funding of PCM and on Associa, and thanked the Board for their hard work and their efforts.
- Robert Ring (5530-B) thanked the Board for their hard work and their efforts.
- Franklin Smith (5369-3D) commented on the community's fear of the contract ending with Associa.

### **DIRECTORS' RESPONSES TO MEMBER COMMENTS**

Directors Moldow, Luebbbe, Perak, Tao, Tung, di Lorenzo Dickins, Gros, Troutman and McRae briefly responded to Member Comments.

### **UNFINISHED BUSINESS**

Director McRae, Secretary of the Corporation, read a proposed resolution approving deactivation of cable services at a delinquent Member's unit, when a Member becomes 75-days delinquent, which was postponed in June to comply with Civil Code §4360. Director Di Lorenzo Dickins moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried, and the Board adopted the following resolution as written:

**RESOLUTION 03-15-100**

**Revision to Deactivation of Cable Service at a Delinquent Member's Unit,  
*when a Member becomes 75-Days Delinquent***

**WHEREAS**, Third Laguna Hills Mutual desires to strengthen delinquency collection procedures; and

**WHEREAS**, the Collection and Lien Enforcement Policy And Procedures For Assessment Delinquencies states "Failure to pay the assessments or failure to pay interest, a late fee, and/or the Administrative Collection Fee may also result in suspension of Membership in and the ability to use the facilities or services provided by the Golden Rain Foundation of Laguna Woods or by this Mutual"; and

**WHEREAS**, the GRF Board adopted Resolution 90-15-09 which authorizes GRF, at the request of the Mutual, to take disciplinary or suspension action against a Mutual Member which includes, but is not limited to, the suspension of the Mutual Member's right to use the cable TV system; and

**NOW THEREFORE BE IT RESOLVED**, on July 21, 2015, that the Board of Directors hereby approves deactivation of cable service at a delinquent member's unit, when a Member becomes 75-days delinquent, currently or hereafter, except when a member's payment plan is approved by the Board and remains current; and

**RESOLVED FURTHER**, that Resolution 03-15-49, April 21, 2015 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 McRae, Secretary of the Corporation, read a proposed resolution approving revisions to Alteration Standard Section 4 Air Conditioning Units/Heat Pumps, which was

postponed in June to comply with Civil Code §4360. Director di Lorenzo Dickins moved to approve the resolution. Director Perak seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried, and the Board adopted the following resolution as written:

**RESOLUTION 03-15-101**

**Alteration Standard Section 4 Air Conditioning Units/Heat Pumps**

**WHEREAS**, the Maintenance and Construction Committee of this Corporation recognizes the need to amend the Alteration Standard for Air Conditioning Units/Heat Pumps;

**NOW THEREFORE BE IT RESOLVED**, July 21, 2015, that Section 4 Air Conditioning Units/Heat Pumps of the Mutual Alteration Standards is hereby amended as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-13-98 adopted September 17, 2013 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.

**NEW BUSINESS**

Director Luebbe asked for the Third Laguna Hills Mutual Board for approval to create a website.

Director Luebbe moved to approve website and approve content of website, and the motion was seconded by Director Moldow.

Without objection, the Board approved President Matson and Director Perak as the only Directors with permission to manage information posted on the website.

Member Isabel Muennichow (5285) commented on the motion.

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

John Luebee asked for approval to send an approved informative letter to all residents of Third Laguna Hills Mutual.

Director Luebbe moved to approve, Director Moldow seconded the motion, and discussion ensued.

By a vote of 8-0-1 (Director McRae abstained) the motion carried.

### **COMMITTEE REPORTS**

Director Wei-Ming Tao gave the Finance Committee Report, and commented on the Resale & Lease Activities.

Director McRae, Secretary of the Corporation, read a proposed resolution approving a supplemental appropriation not to exceed \$5,000 for JCI to perform a study to identify potential energy savings within Third Mutual. Director McRae moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried, and the Board adopted the following resolution as written:

### **RESOLUTION 03-15-102**

#### **Approve JCI Performing Study to Identify Potential Energy Savings**

**WHEREAS**, the Third Laguna Hills Mutual works diligently to identify savings throughout the Mutual for its residents;

**NOW THEREFORE BE IT RESOLVED**, July 21, 2015, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation not to exceed \$5,000, from the Unappropriated Expenditures Fund, for JCI to perform a study to identify potential energy savings within Third Mutual; 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 James Tung reported from the Landscape Committee.

Director Rosemarie di Lorenzo-Dickins reported from the Maintenance and Construction Committee.

Director McRae, Secretary of the Corporation, read a proposed resolution approving revisions to Alteration Standard Section 16 Garage Doors, Sectional or One Piece:

### **RESOLUTION 03-15-XX**

#### **Alteration Standard Section 16 Garage Doors, Sectional or One Piece**

**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 Standard Section 16 Garage Doors, Sectional or One Piece;

**NOW THEREFORE BE IT RESOLVED**, September 15, 2015, that Mutual Alteration Standard Section 16 Garage Doors, Sectional or One Piece is hereby revised as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-14-114, adopted December 16, 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 this resolution as written.

Director McRae moved to approve the resolution. Director Luebbe seconded the motion.

By a vote of 9-0-0 the motion carried and the resolution was postponed to the September meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Director McRae, Secretary of the Corporation, read a proposed resolution approving revisions to Alteration Standard Section 37 Patio Covers, Awnings:

**RESOLUTION 03-15-XX**

**Alteration Standard Section 37 Patio Covers, Awnings**

**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 37 Patio Covers, Awnings;

**NOW THEREFORE BE IT RESOLVED**, September 15, 2015, that Mutual Alteration Standard 37 Patio Covers, Awnings is hereby revised as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-06-11, adopted February 21, 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 this resolution as written.

Director McRae moved to approve the resolution. Director Perak seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried and the resolution was postponed to the September meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Director McRae moved to approve including toilet replacement as a non-emergency maintenance chargeable service without increasing resources. Director Luebbe seconded the motion.

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

Director McRae, Secretary of the Corporation, read a proposed resolution approving proceeding with cleaning the elevator and mailroom floors of six remaining 2015 elevator interior renovations and 30 Previously Renovated Elevators and Adjoining Mail Rooms whereby the costs of cleaning the mailroom floors would be funded through supplemental appropriation in the amount of \$5,760 from the Unappropriated Expenditures Fund and the cost of cleaning the elevator floors would be funded from the Elevator Fund-Cab Refurbishment. Director McRae moved to approve the resolution. Director Perak seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried, and the Board adopted the following resolution as written:

**RESOLUTION 03-15-103**

**Funding for Elevator Tile Cleaning**

**WHEREAS**, the Third Mutual Maintenance & Construction Committee of this Corporation are recommending the Board approve proceeding with cleaning the elevator and mailroom floors;

**NOW THEREFORE BE IT RESOLVED**, July 21, 2015, the Board of Directors of this Corporation hereby authorizes proceeding with cleaning the elevator and mailroom floors of six remaining 2015 elevator interior renovations and 30 Previously Renovated Elevators and Adjoining Mail Rooms whereby the costs of cleaning the mailroom floors (not to include floors requiring replacement) would be funded through supplemental appropriation in the amount of \$5,760 from the Unappropriated Expenditures Fund and the cost of cleaning the elevator floors would be funded from the Elevator Fund- Cab Refurbishment; 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 form an Alteration Permit Task Force and appoint Directors Judith Troutman, John McRae and Advisor John Frankel. Director di Lorenzo Dickins seconded the motion.

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

Director di Lorenzo Dickins moved to modify the existing Paint program by going to a 7.5-year trim cycle and a 15-year full body paint cycle, Director Perak seconded the motion.

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

Director McRae, Secretary of the Corporation, read a proposed resolution approving the removal of Parapet Walls from Buildings 5177, 5241, 5444, and 5169 in Lieu of the Replacement of Parapet Walls. Director McRae moved to approve the resolution. Director di Lorenzo Dickins seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried, and the Board adopted the following resolution as written:

**RESOLUTION 03-15-104**

**Parapet Wall Removal/Repair**

**WHEREAS**, the Third Mutual Maintenance & Construction Committee of this Corporation are recommending the Board approve proceeding with removal of parapet walls in lieu o replacement of parapet walls;

**NOW THEREFORE BE IT RESOLVED**, July 21, 2015, the Board of Directors of this Corporation hereby authorizes proceeding with removal of parapet walls from Buildings 5177, 5241, 5444, and 5169 in lieu of replacement of parapet walls, funded from Building Structures Reserve Component; 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 di Lorenzo Dickins moved to remove the spending limit placed on the 2015 reserve expenditures plan for building structures under Resolution 03-15-24. Director Tao seconded the motion. By a vote of 9-0-0 the motion carried.

The Board discussed the Statement of Compliance for Toilets at Resale/Transfer/Lease.



Director Luebbe moved to send the Statement of Compliance for Toilets at Resale/Transfer/Lease back to the Maintenance and Construction Committee for further review. Director Troutman seconded the motion.

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

Regarding the variance request for manor 969-2G, Director Moldow moved to approve request to waive the requirement that the existing clothes washer and clothes dryer must be removed upon sale or transfer of manor, thereby approving a variance authorizing retention of the washer and dryer at Manor 969-2G, with contingencies. Director Luebbe seconded the motion.

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

Director Tung reported from the Water Subcommittee.

Mr. Scott from Sustain-Ability Solutions gave a presentation on Water Conservation Fixtures.

Director Moldow reported from the Energy Committee.

Director McRae, Secretary of the Corporation, read a proposed resolution amending Resolution 03-15-72 to include LED lighting upgrades at the remaining 25 LH-21 Buildings. Director McRae moved to approve the resolution. Director Luebbe seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried, and the Board adopted the following resolution as written:

**RESOLUTION 03-15-105**

**Amend Resolution 03-15-72 to Include LED Lighting Upgrades at the Remaining 25 LH-21 Buildings**

**WHEREAS**, on May 19, 2015 Third Board of Directors approved resolution 03-15-72 authorizing a Supplemental Appropriation of \$240,000 from the Unappropriated Expenditures Fund to complete LED Lighting Installations at the remaining 47 Garden Villa buildings; and

**WHEREAS**, Third Energy Committee approved the installation of LED lighting at three LH-21 buildings, with an appropriation of \$488 under Resolution 03-15-73 and twenty-five LH-21 buildings remain to be upgraded;

**WHEREAS**, after discovery of recent rebates, the cost to install LED lighting at the Garden Villa buildings and LH21 buildings is anticipated to be much lower than the appropriated amount;

**NOW THEREFORE BE IT RESOLVED**, July 21, 2015, that the Board of Directors of this Corporation hereby authorizes amending Resolution 03-15-72 to include LED lighting upgrades at the remaining 25 LH-21 buildings funded from the existing supplemental appropriation of \$240,000 from the Unappropriated Expenditures Fund; 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 McRae, Secretary of the Corporation, read a proposed resolution approving revisions to PEV vehicles permitted to utilize 120 volt outlets in the common areas:

#### **RESOLUTION 03-15-XX**

#### **PEVs (Plug-In Electric 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 PEVs 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 September 15, 2015 that resident owned or leased PEVs will be permitted to utilize 120 Volt outlets in the common areas under the following addition to the Third Laguna Hills Mutual VEHICLE, TRAFFIC, AND PARKING RULES:

#### **7.13 PLUG-IN ELECTRIC VEHICLES (PEVsb)**

NON-RESIDENT PEVs are prohibited from connecting to common area outlets, except for self-contained, fee-per-use charging stations.

Any PEV connected to a common area outlet without authorization may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

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 unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.

RESIDENT VEHICLES that are battery electric powered GOLF CARTS may connect to Mutual common area electricity upon payment of the electrical use fee set by the BOARD. A GRF decal is not authorized on any GOLF CART when the electrical use fee is not paid.

RESIDENT PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual electricity upon payment of the electrical use deposit and fee set by the BOARD, and properly display on the vehicle a Third Mutual issued Electric Vehicle decal.

- An electricity usage deposit of \$300 held by the Mutual is required for every PEV registered to any MANOR that does not have a private garage, or a private charging station per the requirements of the BOARD-approved Alteration Standard Section 44 Electric Vehicle Charging Stations.
- Upon enrollment in this program the deposit will be collected and the PEV odometer mileage recorded by managing agent staff. Upon periodic reconciliation (normally 12 months), withdrawal from the program by RESIDENT, or termination by the Mutual, the PEV mileage will be recorded by staff, the cost for electrical usage computed, and the balance settled.
- Should the computed electrical cost be less than the deposit, the usage value will be deducted from the deposit. The RESIDENT may renew in the program by replenishing the deposit amount. If the RESIDENT is withdrawing from the program, the remaining balance of the deposit will be reimbursed to RESIDENT.
- Should the computed electrical cost exceed the deposit, the RESIDENT must pay the balance due, and the RESIDENT may thereafter renew in the program by replenishing the deposit amount.
- Participating PEVs will be issued a Mutual authorized decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
  - The decal is the property of Third Mutual and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The decal signifies the PEV is authorized to connect to outlets in the Third Mutual common area.
  - Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
  - Connection to an outlet metered at any individual MANOR is prohibited without the controlling RESIDENT'S express permission.
- Electrical use charges shall be computed in the following manner:
  - The total miles driven since the last odometer mileage recorded by staff 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 other electric service provider if applicable.
  - This calculation assumes that all energy use attributed to the PEV during the enrollment period was received by connection to Third Mutual common area outlets. No deduction will be considered for the PEV charging at any other location, or charging or motive power received from a PEV onboard source (e.g. hybrid engine, integrated solar panel)

#### **7.14 EXTENSION CORDS**

In the interest of safety, unattended extension cords may not be used IN THIRD for any purpose. Any unattended extension cord may be disconnected by Security staff, in addition to the other enforcement actions allowed in these rules.

#### **7.15 FINES**

Fines for violation of §7.13 – 7.14 are as follows:

- First Offense: \$0
- Second Offense: \$25
- Each Subsequent Offense: \$50

**RESOLVED FURTHER**, that Resolution 03-15-36 approved March 17, 2015 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 Luebbe seconded the motion and discussion ensued.

By a vote of 9-0-0 the motion carried and the resolution was postponed to the September meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Director Gros reported from Resident Problem Resolution Services.

Director Gros reported from the Laguna Woods Village Traffic Hearings.

Director Perak reported from the Communications Committee.

Director Perak moved to approve allowing the Advisors of the Third Communications Committee to vote during Committee meetings. Director Luebbe seconded the motion.

By a vote of 6-3-0 (Directors di Lorenzo-Dickins, Tao and Tung opposed) the motion carried.

Director Gros reported on the Laguna Canyon Foundation.

#### **GRF COMMITTEE HIGHLIGHTS**

Director Moldow reported from the GRF Energy Committee.

Director Perak reported from the GRF Media and Communications Committee meeting and the GRF Community Activities Committee meeting.

Director Tung reported from the GRF Landscape Committee.

Director di Lorenzo Dickins reported from the GRF Community Activities Committee meeting.

Director Gros reported from the GRF Security and Community Access Committee.

President Matson reported from the GRF Maintenance and Construction Committee.

#### **DIRECTORS' COMMENTS**

Director Luebbe commented on being proud of the work performed by the Third Laguna Hills Mutual.

Director Perak commented on work done by Third Laguna Hills Mutual Board.

Director Troutman commented on the Wasteline Remediation Program.

**ADDITIONAL MEMBER COMMENTS**

No additional Member Comments were made.

The Board recessed at 1:42 PM and reconvened into Executive Session at 2:15 PM.

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

During its June 16, 2015 Regular Executive Session Board Meeting, the Board approved the May 19, 2015 Regular Executive Session minutes and the June 4, 2015 Special Executive Committee meeting minutes, as written. The Board heard three (3) disciplinary hearings and imposed \$150.00 in fines for violations of the Mutual's rules and regulations; approved three (3) hearing requests; discussed other member disciplinary matters; approved one chargeable services write-off; discussed City Permits; discussed Santa Maria; discussed dry down services; discussed the Contractor Referral List; discussed and considered Contractual Matters; and discussed Litigation matters.

During the June 25, 2015 Special Closed Session All Boards meeting the Board discussed and considered contractual and legal matters.

During the Special Executive Session Board meeting of July 8, 2015 the Board discussed and considered Legal Matters.

With no further business before the Board of Directors, the meeting was adjourned at 5:00 PM.

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John McRae, Secretary

## THIRD LAGUNA HILLS MUTUAL

### **SECTION 4 AIR CONDITIONING UNITS/HEAT PUMPS**

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20  
REVISED FEBRUARY 2006, RESOLUTION 03-06-09  
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40  
REVISED JULY 2010, RESOLUTION 03-10-100  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98  
**REVISED JULY 2015, RESOLUTION 03-15-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).
- 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 THROUGH THE WALL A/C-H/P UNITS**

**2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Permits and Inspections office, with due consideration given to the effect on adjoining manors.

**2.2** No condensing unit may be located or project directly into any walkway, breezeway or interior court of a three-story building.

**2.3** Window mounted units are prohibited.

**2.4** Condensing units must match in appearance, size and type to existing condensing units on the same side of the building.

**2.5** Condensing units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Permits and Inspections office due to site conditions.

**2.6** Sleeves must be painted to match the color of the wall.

**2.7** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur.

**2.8** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing unit sleeves is prohibited.

**2.9** Removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.

**2.9.1** Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall.



The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

### **3.0 CENTRAL AND DUCTLESS UNITS**

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** No outdoor condensing unit will be larger than 48" high, 37" wide, and 36" deep.
- 3.4** Outdoor condensing units for single level manors shall be installed on the ground only.
- 3.5** Outdoor condensing unit locations for two story buildings are as follows: first floor manors will be installed only on the ground, second floor manors will be installed only on the flat roof, directly above the manor, or on the ground.
- 3.6** Outdoor condensing unit locations for three story buildings are as follows: first floor manors will be installed only on the ground, second floor manors will be installed on the flat roof directly above the manor, or on the ground, third floor manors will be installed only on the flat roof, directly above the manor.
- 3.7** The location of outdoor condensing units must be approved by the Permits and Inspections office. Prior to permit issuance, consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Permits and Inspections office.
- 3.8** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.9** Ground-mounted outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad.
  - 3.9.1** All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. No roof ducts or chases are allowed.
  - 3.9.2** The chaseway must be made rodent proof by using wiremesh at the bottom of the chaseway.

- 3.9.3** Watertight seals must be provided around all penetrations.
- 3.9.4** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to **one run** and the length must be kept to a minimum and be as unobtrusive as possible.
- 3.9.5** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to **three runs**, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.9.6** Cutting of a cornice moulding to accommodate a chaseway shall be performed by removing the affected section of moulding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice moulding shall be sealed.
- 3.9.7** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved standard plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.9.8** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is strictly prohibited.
- 3.9.9** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

## THIRD LAGUNA HILLS MUTUAL

### SECTION 37 PATIO COVERS, AWNINGS

FEBRUARY 2006, RESOLUTION 03-06-11

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

REVISED SEPTEMBER 2015, RESOLUTION 03-15-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).
- 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 A roof-like shelter of canvas or other material, i.e., awning, may extend over a patio from the top of sliding doors in a detached manor to provide protection from the sun.
- 2.2 The awning may be either fixed or retractable, Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance.
- 2.3 The awning will cover only the patio area as defined by the existing patio slab, wall or as indicated on the standard drawing. Patio is defined as a paved, cement or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.4 The color of the awnings shall be Desert Sand, or equivalent, in color.
- 2.5 Comprehensive plans shall be submitted to the Permits and Inspections office at the time of application, including awning material to be used, dimensions of awning, dimensions of patio, and color swatch of material to be used.
- 2.6 The Mutual Member must maintain the awning in good condition.

## THIRD LAGUNA HILLS MUTUAL

### SECTION 16 GARAGE DOORS, SECTIONAL OR ONE PIECE

JANUARY 1993

REVISED AUGUST 2002, RESOLUTION M3-02-39

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

REVISED DECEMBER 2014, RESOLUTION 03-14-141

REVISED SEPTEMBER 2015, RESOLUTION 03-15-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.
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- 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 No garage door will be installed that requires modification to the building structure.
- 2.2 Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.3 With the exception provided in paragraph 2.4, all garage doors in multi-unit buildings shall be selected and/or painted to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. The style and color of all doors installed shall be selected to match other garage doors in the same building.
- 2.4 Alteration metal garage doors with a white/off-white factory finish are exempt from being painted during the Exterior Paint Program when white/off-white is part of the approved color scheme for that particular building.
- 2.5 All garage doors shall be of aluminum, wood or steel construction. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.6 Built-in self closing mail slots are permissible.
- 2.7 Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.8 All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Permits and Inspections office will be deemed in keeping with the existing architecture of the building.
- 2.9 No built-in type access or pet doors will be permitted.