

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION  
**October 20, 2015**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, October 20, 2015 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, James Tung, John McRae, Bert Moldow, Rosemarie di Lorenzo Dickins, Wei-Ming Tao, Ray Gros, Bunny Carpenter, Bill Walsh, Burt Baum, David Finley

Directors Absent: John McRae (Executive Session Only)

Staff Present: Jerry Storage, Kim Taylor, Cris Robinson, Jim Dyer  
Executive Session: Jerry Storage, Kim Taylor, Cris Robinson, 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 James Tung 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 Board approved the agenda as amended by moving from the Consent Calendar '3461-A' to under the Report of the Maintenance and Construction Committee as 15h.

**CHAIR'S REMARKS**

President Matson welcomed the new Third Mutual Directors and introduced the Officers of the Board. President Matson spoke to Associa no longer being the Management Company, updated the Members on the progress of the Bylaws for the new Corporation, and spoke to the transition for staff.

First Vice President Rosemarie di Lorenzo Dickins called for candidates for the Village Management Services Inc. Board of Directors to represent Third Mutual.

**APPROVAL OF THE MINUTES**

Without objection, the Board approved the minutes of the Regular Open Session meeting of September 15, 2015, the September 25, 2015 Special Open meeting Counting of the Ballots, and the October 7, 2015 Organizational meeting, as written.

## **CONSENT CALENDAR**

Without objection, the Board approved the Consent Calendar as amended by moving 3461-A to under the Report of the Maintenance and Construction Committee as 15h and the Board took the following actions:

### Maintenance and Construction Committee Recommendations:

- |        |  |
|--------|--|
| 3160-C | Approve request to reimburse the Member \$120.00, the average amount the Mutual would incur to replace a toilet flange |
| 3108-A | Approve request to retain an additional HVAC condensing unit at Manor, with contingencies                              |
| 3129-B | Deny request for installation of signs along Via Serena  |
| B3420  | Deny request to install top loading washing machines at Building   |
| 5101   | Approve request to eliminate the nook window and decorative trim at Manor, with contingencies                          |

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

#### **RESOLUTION 03-15-141**

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

**WHEREAS**, Virgil Hagen and Carolyn Renge of 3095-C Via Serena North, 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 October 20, 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 03-15-142**

**Common Area - Variance Request**

**WHEREAS**, Li-Ying Cheng of 3453-A Bahia Blanca West, 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 October 20, 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 03-15-143**

**Common Area - Variance Request**

**WHEREAS**, Jean Tschopp of 3523-C Bahia Blanca West, 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 October 20, 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 03-15-144**

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

**WHEREAS**, Lifen Chen of 5030 Avenida del Sol, 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 October 20, 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 03-15-145**

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

**WHEREAS**, Hank So of 5106 Avenida Despacio, 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 October 20, 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 03-15-146**

**Common Area - Variance Request**

**WHEREAS**, Carole Marie Christle of 5322-P Bahia Blanca West, 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 October 20, 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 03-15-147**

**Common Area - Variance Request**

**WHEREAS**, Kyung H. Jung of 5446 Alta 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 October 20, 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 03-15-148**

#### **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 October 20, 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 03-15-149**

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

**WHEREAS**, Young Kwon of 5558-B Via Portora, 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 October 20, 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:  
No Landscape items came before the Board.

Finance Committee Recommendations:

### **RESOLUTION 03-15-150**

#### **Filing of Separate Small Claims Court Case**

**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**, October 20, 2015, that the Board of Directors hereby approves the filing of separate Small Claims Court cases for: Member ID 933-030-56, 934-500-45, 932-950-71, 931-591-24, 931-581-53, 932-121-08, and 931-581-27; and

**RESOLVED FURTHER**, that resolutions 03-15-123, 03-15-124, 03-15-125, and 03-15-126, approved September 15, 2015 are 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.

### **RESOLUTION 03-15-151**

#### **Recording of a Lien**

**WHEREAS**, Member ID 931-531-25 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-531-25; and

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

**RESOLUTION 03-15-152**

**Recording of a Lien**

**WHEREAS**, Member ID 931-581-53 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-581-53; and

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

**RESOLUTION 03-15-153**

**Recording of a Lien**

**WHEREAS**, Member ID 932-121-08 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**, October 20, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-121-08; 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 03-15-154**

**Recording of a Lien**

**WHEREAS**, Member ID 932-810-09 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**, October 20, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-09; 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 items.

- Isabel Muennichow (5285) spoke to the lack of transparency with regard to the Transition.
- Lucy Falk (3377-A) commented on the slope near her manor, leaf blowers and edging.
- Mareka Raima-Montegnies (5519-3C) spoke to maintenance issues concerning her building.
- Judith Hurst (3138-C) commented on the request from 3136-D which was approved during approval of the Consent Calendar.
- Denny Welch (5517-1C) commented on the Medicare Health Fair which is taking place on Thursday.
- Carol Moore (3399-A) spoke to concerns regarding the mutual water issue, replacing of toilets and Resolution 03-15-70.
- Judith Troutman (3011-B) spoke to transparency and explained the fiduciary duty regarding confidentiality of the Board.
- Robert Sherinian (3232-A) spoke to the frustration of confidentiality and that the Members will not know how each Director has voted regarding the recall, the Annual meeting vote, and the Village Management Services Inc. Board.
- Franklin Smith (5369-3D) spoke to transparency and putting the committee reports on the Laguna Woods Village website.
- Jonathan Adler (2315-B) spoke to the GRF recall meeting voting being an open vote verses a secret vote.

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

Directors Moldow, Tao, Tung, di Lorenzo-Dickins, Gros, Carpenter, McRae, and Baum briefly responded to Member Comments.

### **UNFINISHED BUSINESS**

Secretary, Burt Baum, read a proposed resolution approving revisions to the Decision Tree, which was postponed in September to comply with Civil Code §4360. Director di Lorenzo Dickins moved to approve the resolution. Director Gros seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-155**

**Common Area Use Policy – Decision Tree**

**WHEREAS**, Resolution 03-14-24 adopted on March 18, 2014 clarified the Mutual's rules related to California Civil Code Section 4600 which permits the Mutual to transfer portions of the Common Area to Members as Exclusive Use Common Area without the requirement of two thirds (2/3) of the owners approval under certain limited circumstances; and

**WHEREAS**, the Mutual has determined to further revise the rules to include neighbor(s) concerns related to a proposed alteration utilizing Common Area during the decision-making process;

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, the Board of Directors hereby adopts the policy to include a resident's objection, if any, as a criterion for consideration of a proposed alteration; and that if the Mutual determines the proposed alteration will cause an unreasonable burden to other Manor residents, then the request for a variance should be rejected; and

**RESOLVED FURTHER**, the attached Decision Tree shall govern the Board's decision-making when owners apply to the Mutual for authorization of an improvement encroaching into Common Area or Exclusive Use Common Area. Specifically, the Mutual, in determining whether the improvement is to be approved, shall use the analysis in the Decision Tree, attached hereto to and incorporated into these Minutes; and

**RESOLVED FURTHER**, that Resolution 03-14-24 dated March 18, 2014 is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that PCM officers and employees charged with the responsibility of overseeing construction of additions, modification and improvements within Third Mutual are hereby authorized to take all appropriate actions consistently with these minutes and to carry out the purpose and intent of this resolution.

The Board discussed the proposed revisions to the Neighbor Awareness Form as submitted by Third Mutual Director Judith Troutman, which was postponed in September to comply with Civil Code §4360. Director Gros moved to approve the revisions. Director di Lorenzo Dickins seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved revisions to the Neighbor Awareness Form as attached to the minutes of this meeting.

Secretary, Burt Baum,, read a proposed resolution approving Revisions to the Schedule for Non-Emergency Maintenance Chargeable Services to include Toilet Replacement as a Non-Emergency Maintenance Chargeable Service , which was postponed in September to

comply with Civil Code §4360. Director di Lorenzo Dickins moved to approve the resolution. Director Moldow seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-156**

**Schedule for Non-emergency Maintenance Chargeable Services**

**WHEREAS**, on April 17, 2012, the Board of Directors adopted Resolution 03-12-58 which reestablished the delivery of non-emergency chargeable services and approved a schedule for non-emergency maintenance chargeable services; and

**WHEREAS**, the service charge for all Maintenance chargeable services was increased to \$25; and

**WHEREAS**, the Board established a \$25 permit processing fee for work that requires a City of Laguna Woods building permit; and

**WHEREAS** the Board approved a \$15 service charge to be charged when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance; and

**WHEREAS**, on July 21, 2015 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include the replacement of manor toilets;

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, that the Board of Directors hereby approves the attached new schedule for non-emergency maintenance chargeable services; and

**RESOLVED FURTHER**, that the service charge for all Maintenance chargeable services shall remain \$25; and

**RESOLVED FURTHER**, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit shall remain in effect; and

**RESOLVED FURTHER**, the \$15 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

***RESOLVED FURTHER, should the Mutual Member not be notified of a scheduled appointment change or the technician does not make the scheduled appointment, the subsequent scheduled appointment will be free for the Mutual Member; and***

**RESOLVED FURTHER**, that Resolution 03-12-58 adopted April 17, 2012 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.

**ATTACHMENT A**

**Third Laguna Hills Mutual  
 Identified Non-Emergency Maintenance Chargeable Services  
 Amended 8-15-15**

*The following schedule is intended to provide general courtesy maintenance services*

<b>Trade</b>	<b>Description of Service</b>	<b>Limitation(s)</b>
<b>Carpentry</b>	Entry Door Lock Service	(1), (5)
	Lock Rekeying	(1), (5)
	Mailbox Lock Service	(1), (5)
	Patio Gate Door Lock Service	(1), (5)
	Storage Cabinet Lock Service	(1), (5)
	Insect/Rodent Entry Screening	(1), (5)
<b>Electrical</b>	Light Bulb/Ballast Service	(1), (3), (5)
	Door Bell Service	(1), (3), (5)
	Breaker Service	(5)
	Ceiling Heat (Thermostat) Service	(1), (3), (5)
<b>Plumbing</b>	Fitting/Flange/Valve - Repair/Replace	(1), (2), (3), (5)
	Toilet Operational Repair Service	(1), (2), (3), (5)
	Toilet Replacement	(1), (2), (3), (5)
	Mixit Valve Service	(1), (2), (3), (5)
	Water Heater Repair	(1), (2), (3), (5)
	Water Heater Replacement	(1), (2), (3), (5), (6)
<b>Paving</b>	Pole/Bollard Installation (water heater related)	(4)
	Stain/Oil Cleanup	

Limitation(s):

- (1) *Standard brand only*
- (2) *Original fixtures only*
- (3) *Limited to parts in stock*
- (4) *As needed per Building Code/Permit requirements only*
- (5) *30-day warranty on parts and labor*
- (6) *Manufacturer provided 10-year warranty on water heater tank only; labor, materials, service charge, permit fee and permit processing fee apply to warranty replacements*

Charges for the attempted service will include the following:

- (a) *Prorated labor at the current annual billing rate for each trade;*
- (b) *Materials costs;*
- (c) *Service charge;*
- (d) *Permit fee and permit processing fee (if applicable)*

For scheduled appointments:

*Failure to be present at the time of the technician's arrival will result in a \$15.00 fee*

## **NEW BUSINESS**

Secretary, Burt Baum, read a proposed resolution approving Revisions to the Mutual Committee Appointments. Director di Lorenzo Dickins moved to approve the resolution. Director Gros seconded the motion.

By a vote of 9-0-1(Director McRae abstained) the motion carried and the Board approved the following resolution:

### **RESOLUTION 03-15-157**

#### **Mutual Committee Appointments**

**RESOLVED**, October 20, 2015, that the following persons are hereby appointed to serve on the committees and services of this Corporation; and

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

#### **Board Operating Rules Committee**

Jim Matson, Chair  
Rosemarie di Lorenzo Dickins  
James Tung  
~~Beth Perak~~

#### **City of Laguna Woods General Plan Amendment Task Force**

Judith Troutman  
~~Beth Perak~~

#### **Communications Committee**

~~Beth Perak~~, Chair  
John Luebbe  
Judith Troutman  
Bert Moldow  
**Rosemarie di Lorenzo Dickins, Chair**  
**Burt Baum**  
**Bill Walsh**  
**Bunny Carpenter**  
Non-Voting Advisors: Joan Milliman, Hal Horne, Donna Dwaileebe, **Carol St. Hillaire**

#### **Electrical Vehicle Charging Ad Hoc Committee**

Bert Moldow  
~~John Luebbe~~  
Ray Gros  
**David Finley**  
Non-Voting Advisors: ~~Bill Walsh~~ and Steven Leonard

**Energy Committee**

Bert Moldow, Chair

James Tung

**Burt Baum**

**Bill Walsh**

**Wieming Tao**

John Luebbe

Non-Voting Advisors: ~~Bill Walsh~~, Steven Leonard

**Executive Committee**

~~Judith Troutman~~, Chair

Rosemarie di Lorenzo Dickins, **Chair**

James Tung

Ray Gros

**David Finley**

**Finance (Committee of the Whole)**

Wei-Ming Tao, Chair

Rosemarie di Lorenzo Dickins, Vice Chair

Non-Voting Advisors: Colin Johnston, John Davis, John Hess

**Garden Villa Recreation Room Subcommittee**

Rosemarie di Lorenzo Dickins, Chair

Bunny Carpenter

**Voting** Advisors: Lenta Jarrett, Sharon Molineri, Shari Horne

**Laguna Woods Village Traffic Hearings**

Ray Gros

**Landscape**

James Tung, Chair

Bunny Carpenter – Vice Chair

**Bill Walsh**

Judith Troutman

Non-Voting Advisors: John Dudley, ~~Reza Vazirian~~

**Maintenance and Construction (Committee of the Whole)**

~~Rosemarie di Lorenzo Dickins~~, Chair

**Bert Moldow, Chair**

Bunny Carpenter, Vice Chair

**David Finley, 2<sup>nd</sup> Vice Chair**

Non-Voting Advisors: Robert Sherinian, ~~David Finley~~, John Frankel

**Meet and Confer**

Jim Matson, Chair

James Tung

John Luebbe

Ray Gros

**New Resident Orientation**

Per Rotation List

**Paint Color Subcommittee**

Jim Matson, Chair  
Rosemarie di Lorenzo Dickins  
~~Judith Troutman~~  
Non-Voting Advisor: Ruth Matson

**Resident Problem Resolution Services**

Ray Gros, Chair  
Jim Matson  
~~James Tung~~  
**Burt Baum**

**Slope Renovation/Turf Conversion Sub-Committee**

Jim Matson, Chair  
James Tung  
**Bill Walsh**  
Non-Voting Advisor: ~~Darlene Bacus~~

**Standards Subcommittee**

James Tung  
~~Judith Troutman~~  
Ray Gros  
**David Finley**  
Non-Voting Advisor: TBD

**Water Conservation Committee**

**James Tung, Chair**  
**Jim Matson**

**Laguna Canyon Foundation**

Ray Gros

**RESOLVED FURTHER**, that Resolution 03-15-130, adopted September 15, 2015 is hereby superseded and canceled.

**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.

Secretary, Burt Baum, read a proposed resolution approving Revisions to the GRF Committee Appointments. Director di Lorenzo Dickins moved to approve the resolution. Director Tung seconded the motion.

By a vote of 9-0-0 (Director McRae abstained) the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-158**

### **GRF Committee Appointments**

**RESOLVED**, October 20, 2015, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

#### **Business Planning Committee**

Jim Matson  
Wei-Ming Tao

#### **Clubhouse 2 Renovation Ad Hoc Committee**

Judith Troutman  
Rosemarie de Lorenzo Dickins

***Jim Matson***  
***Bert Moldow***  
***Bill Walsh***

#### **Energy Committee**

Bert Moldow  
John Luebbe  
***Bill Walsh***

#### **Community Activities Committee**

Beth Perak  
Rosemarie di Lorenzo Dickins  
***Bert Baum***

#### **Finance Committee**

Wei-Ming Tao  
Rosemarie di Lorenzo Dickins

#### **Landscape Committee**

James Tung  
Judith Troutman  
***Bunny Carpenter***

#### **Maintenance and Construction Committee**

Rosemarie di Lorenzo Dickins  
Bunny Carpenter  
***Bert Moldow***  
***David Finley***

#### **Media and Communication Committee**

Beth Perak  
John Luebbe  
***Rosemarie di Lorenzo Dickins***  
***Bill Walsh***

#### **Mobility and Vehicles Committee**

Ray Gros  
~~Bert Moldow~~  
**David Finley**

**Security and Community Access Committee**

Ray Gros  
John Luebke  
~~Bert Moldow~~  
**Burt Baum**

**RESOLVED FURTHER**, that Resolution 03-14-87, adopted October 21, 2014, is hereby superseded and canceled.

The Board announced a call for candidates for Village Management Services, Inc. Board of Directors during the Presidents' remarks portion of the meeting.

Ms. Cris Robinson provided an update on the City of Laguna Woods General Plan Noise Element.

Director Gros moved to approve the City of Laguna Woods General Plan Noise Element plan. Director McRae seconded the motion.

By a vote of 10-0-0 the motion carried.

**COMMITTEE REPORTS**

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

Director James Tung reported from the Landscape Committee.

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

Secretary, Burt Baum, read a proposed resolution approving the purchase and installation of 81 signs prohibiting usage of dumpsters for construction debris for 28 LH21 and 53 Garden Villa Buildings, at an estimated cost of \$2,300 **and to add a phone number to the sign that a resident can call if abuse is found.** Director di Lorenzo Dickins moved to approve the resolution. Director Gros seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-159**

**Signage Prohibiting Usage of Dumpster for Construction Material**

**WHEREAS**, Third Mutual residents are experiencing large amounts of construction debris filling up their dumpsters; and

**WHEREAS**, Third Mutual Maintenance and Construction Committee recommends signs be placed to discourage the use of dumpsters for construction debris;

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, the Board of Directors hereby approves the purchase and installation of 81 signs for 28 LH21 and 53 Garden Villa buildings at an estimated cost of \$2,268, funded from the Unappropriated Expenditure Fund; and

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

Secretary, Burt Baum, read a proposed resolution authorizing the replacement of 70 Garden Villa Recreation Room toilets at a Cost of \$6,125. Director Gros moved to approve the resolution. Director Tung seconded the motion.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-160**

**Garden Villa Recreation Room Toilet Replacement**

**WHEREAS**, recent changes to the California Civil Code and the Uniform Plumbing Code have mandated that all high-water usage toilets in commercial property as well as single and multi-family residential properties be replaced with water-conserving plumbing fixtures; and

**WHEREAS**, on September 15, 2015 the Board authorized funding for the test installation of Niagara Conservation Stealth Dual Flush toilets in a small number of Garden Villa Recreation Rooms; and

**WHEREAS**, Third Mutual Maintenance and Construction Committee recommends the replacement of the remaining 70 Garden Villa Recreation room toilets using Sustainability Solutions who has offered replacement with the specified Stealth fixture at a price net of the Metropolitan Water District's rebate;

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, the Board of Directors hereby authorizes replacement of 70 Garden Villa Recreation Room toilets funded through supplemental appropriations totaling \$6,125 with 50% of the funds coming from the Garden Villa Recreation Room Fund and 50% of the funds coming from the Replacement Fund; and

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

Secretary, Burt Baum, read a proposed resolution approving the exterior paint colors for Paint Program Trim Cycle and Policy. Director Gros moved to approve the resolution. Director Baum seconded the motion.

Members Carol Moore (3399-A), Joan Milliman (969-3E), and Isabel Muennichow (5285) commented on the resolution.

By a vote of 9-0-0 (Director Tao was absent for the vote) the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-161**

**Exterior Paint Colors for Paint Program Trim Cycle**

**WHEREAS**, the Third Laguna Hills Mutual Board of Directors adopted a revised Exterior Paint Program to include a 7-1/2 Year Trim Cycle Program and 15-Year Full Cycle Program; and

**WHEREAS**, the Third Laguna Hills Mutual Paint Color Subcommittee and the Third Laguna Hills Mutual Maintenance and Construction Committee are recommending revisions to the Exterior Paint Color Selection Procedure to enable implementation of the Trim Cycle beginning in late 2015; and

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, the Third Laguna Hills Mutual Exterior Paint Program Trim Cycle Color Selection Procedure, as attached to the official minutes of this meeting, is hereby approved;

**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.

Secretary, Burt Baum, read a proposed resolution approving \$28,000 for continuation of split rail fencing repairs/replacements on an as needed basis through 2015. Director Tao moved to approve the resolution. Director Moldow seconded the motion.

By a vote of 9-0-0 (Director Carpenter was absent for the vote) the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-162**

**Split Rail Fencing Replacement Expenditures**

**WHEREAS**, on September 16, 2014, the Board approved the 2015 Business Plan of which the annual budget for the Split Rail Fencing Replacement is \$49,989; and

**WHEREAS**, based on expenditures through August 31, 2015 the Split Rail Fencing Replacement activity totaled \$52,017 exceeding the budget by 4%; and

**WHEREAS**, an annualized projection for the fencing replacement would bring expenditures to \$78,025, representing an unfavorable variance of \$28,036;

**NOW THEREFORE BE IT RESOLVED**, October 20, 2015, the Board of Directors hereby authorizes unbudgeted reserves expenditures of approximately \$28,000 from the Replacement Fund for continuation of split rail fencing repairs/replacements on an as needed basis through year-end 2015; and

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

Secretary, Burt Baum, read a proposed resolution approving a policy to prohibit unattended landscape watering by Residents:

**RESOLUTION 03-15-XX**

**Prohibit Unattended Landscape Watering**

**WHEREAS**, in response to water shortages in Southern California and increases in tiered water usage rates the Board of Directors of this Corporation created a water conservation program; and

**WHEREAS**, Third Mutual has received reports of residents leaving water hoses running unattended while watering landscape; and

**NOW THEREFORE BE IT RESOLVED**, December 15, 2015, the Board of Directors of this Corporation hereby approves prohibiting unattended landscape watering throughout 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 di Lorenzo Dickins moved to approve the resolution. Director Tung seconded the motion.

By a vote of 9-0-0 (Director Carpenter was absent for the vote) the motion carried and the amended resolution was postponed to the December meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360.

Secretary, Burt Baum, read a proposed resolution approving to reduce the full \$188,742 cap placed on tile roof replacements and reduce the cap placed on cool roof replacement by \$200,000. Director Tao moved to approve the resolution. Director di Lorenzo Dickins seconded the motion.

Member Dawn Johnston (5486-A) commented on the resolution.

By a vote of 10-0-0 the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-163**

### **2015 Reserve Modifications – Roofing Projects**

**WHEREAS**, on February 17, 2015 the Board Resolution 03-15-24 capped various reserve expenditures to offset dry rot repair work; and

**WHEREAS**, Third Mutual Maintenance and Construction Committee recommends the Board lift a portion of the reserves cap in order to complete all 7 of the deferred Tile Roof buildings, and to complete 5 to 10 of the 38 deferred Cool Roof Replacements; and

**NOW THEREFORE BE IT RESOLVED**, December 15, 2015, the Board of Directors of this Corporation hereby approves lifting the full \$188,742 cap placed on Tile Roof Replacements resulting in estimated expenditures for 2015 of \$567,642; and to reduce the cap placed on Cool Roof Replacement by \$200,000 resulting in estimated expenditures for 2015 of between \$550,000 and \$600,000; and

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

The Board discussed 5519-3C - Deny request for Building 5519 garage interior to be painted and to make sure that it be cleaned. Without objection, the Board approved cleaning the garage and directed staff to put the request for painting back on the Maintenance and Construction Committee for further review.

The Board discussed 3461-A – Approve request to construct a rear room addition, with contingencies.

Chuck and Debra Sonderman of Manor 3463-A and Venkatesha and Vasanthi Rao of Manor 3462-A, spoke in opposition of the request of the Members at 3461-A, to construct a rear room addition.

Mr. William Eberly of Manor 3461-A provided an overview of his request.

Members Judith Troutman (3011-B) and Donna Dwaileebe (3301-A) spoke to the request.

Without objection, the Board moved the request of Mr. William Eberly of Manor 3461-A back to the Maintenance and Construction Committee for further review.

Director Tung reported from the Water Conservation Committee.

Director Moldow reported from the Energy Committee.

Director Moldow moved to place the future Laundry Heater Replacement Programs on hold until other laundry room heaters can be evaluated, for the stand alone laundry rooms only. Director Baum seconded the motion.

By a vote of 10-0-0 the motion carried.

Director Moldow moved to approve all washing machines placed into service be programed to track the cumulative washing cycles since installed and to display the amount of money collected each month. Director Tao seconded the motion.

By a vote of 10-0-0 the motion carried.

Director Gros reported from Resident Problem Resolution Services.

Director Gros reported from the Laguna Woods Village Traffic Hearings.

Director Gros reported on the Laguna Canyon Foundation.

No report was given from the Communications Committee.

Director di Lorenzo Dickins moved to appoint Carol St. Hillaire as an Advisor to the Third Communications Committee. Director Moldow seconded the motion.

By a vote of 10-0-0 the motion carried.

The Board discussed the Third Mutual Members' Requests for Reasons for GRF Recall.

Members Jonathan Adler (2315-B), Dawn Johnston (5486-A), Carol St. Hillaire (3359-N), Faye Pearl (2238-F), Bill Eberly (3461-A), Judith Troutman (3011-B), Lucy Falk (3377-A) Franklin Smith (5369-3D), and Carol Moore (3399-A) commented on the recall.

#### **GRF COMMITTEE HIGHLIGHTS**

The Directors provided brief overviews of GRF Committee highlights.

#### **DIRECTORS' COMMENTS**

The Directors made their final comments.

#### **ADDITIONAL MEMBER COMMENTS**

No additional comments were made.

The Board recessed at 1:30 PM and reconvened into Executive Session at 2:00 PM.

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

During its September 15, 2015 Regular Executive Session Board Meeting, the Board approved the August 18, 2015 Regular Executive Session minutes and the August 25, 2015 regular Executive Committee Session minutes, as written. The Board heard four (4) disciplinary hearings and imposed \$550.00 in fines for violations of the Mutual's rules and regulations; approved five (5) hearing requests; discussed other member disciplinary matters; discussed and considered contractual matters; discussed member matters; and discussed Litigation matters.

During the September 22, 2015 Special Executive Committee Board meeting the Board discussed and considered Common Area Damage Reimbursement Hearings and Member Disciplinary Hearings.

During the September 24, 2015, the October 2, 2015, the October 9, 2015 and the October 16, 2015 Special Executive Session All Boards meeting the Board discussed and considered Contractual Matters.

During the September 24, 2015, the September 28, 2015, the Special Executive Session Board meeting the Board discussed and considered Contractual Matters.

During the October 1, 2015, Special Executive Session Board meeting the Board discussed and considered Contractual Matters and Personnel Matters.

During the October 6, 2015, the October 9, 2015 and the October 16, 2015 Special Executive Session Board meeting the Board discussed and considered Contractual Matters and Legal Matters.

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

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Burt Baum, Secretary

**DECISION TREE**  
**FOR CONSIDERATION OF APPLICATIONS FOR COMMON AREA ALTERATIONS BY THE  
THIRD LAGUNA HILLS MUTUAL**

This "Decision Tree" sets forth an outline that the Mutual should use when reviewing and considering Applications for Common Area Alterations.

**STEP 1: Compliance with Community Standards**

- Each Application must comply with all Mutual governing documents, including but not limited to the architectural and building rules, whether the proposed alteration is entirely within the Member's manor, on Exclusive Use Common Area, or on Common Area.
- If all rules and guidelines are not met, then the Application for Alteration should be rejected.
- If all guidelines are met, then the Mutual should proceed with **Step 2**.

**STEP 2: Neighbor Awareness Form**

- If a neighboring manor or manors may be affected (but the proposed alteration qualifies under **Step 1**, then the Member shall submit a Neighbor Awareness Form for each of the affected manors prior to approving the Application which will grant the applicant exclusive use.
- The Mutual will review all submitted Neighbor Awareness Forms, and consider any objections by residents of Manors neighboring the Applicant's Manor.
- If the Mutual determines that the proposed alteration will cause an unreasonable burden to other Manor residents, then the Application for Alteration should be rejected.
- If the Mutual determines that the proposed alteration will not cause an unreasonable burden to other Manor residents, then the Mutual should proceed with **Step 3**.

**STEP 3: Determine Whether the Area of the Proposed Alteration is Located in Common Area or Exclusive Use Common Area**

- "Common Area" is defined as the entire common interest development except the separate interests. In Third, the "separate interest is the airspace of an individual manor. All else is common area.
- "Exclusive Use Common Area" is defined as a portion of the Common Area designated and intended for the exclusive use of one or more, but fewer than all, of the owners of the separate interests, and is usually appurtenant (adjacent) to the separate interest (manor).
- If the Mutual determines that a proposed alteration will be located entirely on Exclusive Use Common Area, then proceed to **Step 5** below.
- If the Mutual determines that a proposed alteration would be located either entirely or

partially on Common Area, proceed to **Step 4** below.

**STEP 4: Common Area**

- If a proposed alteration is to be located entirely or partially on or over Common Area, the Mutual should first determine if allowing 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. If the proposed alteration does not meet this condition, it must be denied. If the application meets this test, proceed to **Step 5** below.

OR

- If the Mutual determines that a grant of exclusive use of the affected Common Area would eliminate or correct encroachments due to errors in the original construction of the manor, the application may be approved, proceed to **Step 5** below.

OR

- If the proposed alteration is reasonably necessary to accommodate a disability, the application may be approved, proceed to **Step 5** below

OR

- If the proposed use of common area is to install power lines as part of the installation of an electric vehicle charging station in the member's garage or parking space, the application may be approved, proceed to **Step 5** below.

OR

- If the proposed use of common area is to install and use an electric vehicle charging station through a license granted by the Mutual under Civil Code Section 4745, the application may be approved, proceed to **Step 5**, below.

**STEP 5: Recordable Agreement Requirement**

- Before the Mutual gives final approval for any proposed alteration to common area, whether or not Exclusive Use Common Area, the Mutual should require that a recordable Common Area Agreement be executed by the applicant.
- The Common Area Agreement should be required where:

(1) The proposed alteration is adding to or changing the common area, which includes adding or changing any walls, floors, roofs or ceilings.

-end-

## THIRD LAGUNA HILLS MUTUAL

### NEIGHBOR AWARENESS FORM

**Requestor:** You are making an Application for a Permit to make a physical Alteration to your Manor. This form is intended to notify your neighbors who own Manors near your Manor and who may be affected by your proposed Alteration. The neighbor's signature below indicates their awareness of your Application. No Application will be considered by the Third Laguna Hills Mutual ("Third Mutual") without this evidence that each of your neighbors has been made aware of the proposed Alteration. Further Guidelines are on the reverse side of this form.

**Neighbor:** You are hereby notified that the Member at neighboring Manor # \_\_\_\_\_ has filed an Application for an Alteration Permit and/or a Variance to make the following Alteration to their Manor, which is expected to take approximately \_\_\_\_\_ weeks/months to complete:

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A diagram or plan of the proposed Alteration is attached.

The Laguna Woods Village Manor Alterations Department, pursuant to policies and procedures established by Third Mutual, has determined that the above described proposed Alteration may affect your Manor. You are requested to review the description of the proposed Alteration, including any attached drawings or plans, and sign this form in the space provided below to acknowledge that you have been made aware of the proposed Alteration. More detailed plans of the proposed Alteration, if any, are available for review by Mutual members at the Laguna Woods Village Community Center, Manor Alterations Department.

You have a right to address the Third Mutual's Maintenance and Construction Committee regarding the proposed Alteration if you so desire. Please telephone the Manor Alterations Department at 949-597-4616 for Committee meeting dates, times, and locations when this Application for the proposed Alteration will be considered.

_____/	_____/	_____/
Name (Printed)	Manor Number	Date
_____/	<input type="checkbox"/>	<input type="checkbox"/>
Name (Signature)	For	Undecided
	<input type="checkbox"/>	Against

**Comments:** Indicate by checking the appropriate box above if you have any preference regarding this Application for a proposed Alteration, and add any additional comments below.

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Please either return this form to your neighbor who gave it to you, or mail it to Laguna Woods Village, Manor Alterations Department, P.O. Box 2220, Laguna Hills, CA 92654-2220.

# THIRD LAGUNA HILLS MUTUAL

## NEIGHBOR AWARENESS FORM GUIDELINES

### **Application for An Alteration Permit**

Typically, a proposed Alteration that meets Third Mutual's established Alteration Standards may be permitted without review by Third Mutual's Maintenance and Construction Committee or approval by Third Mutual's Board of Directors.

### **Variance Requests**

If, however, your Application will require a variance from Third Mutual's established Alteration Standards, which are available upon request at the Laguna Woods Village Community Center, Manor Alterations Department, you must submit a Variance Request to the Manor Alterations Department for consideration by Third Mutual's Maintenance and Construction Committee, and ultimately approval or denial by Third Mutual's Board of Directors.

*Third Laguna Hills Mutual Architectural Review Procedures, including Guidelines for Submittals for Variance Requests, are posted online at [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) and are also available at the Laguna Woods Village Community Center, Manor Alterations Department, 24351 El Toro Road, Laguna Woods, CA 92637. If you have any questions, you can call the Manor Alterations Department at 949-597-4616.*

In regard to Variance Requests, a neighbor's concurrence or non-concurrence in a proposed Alteration will be considered by the Committee and the Board, but Third Mutual's Board of Directors will make the final decision to approve or deny your Application based upon applicable law, Third Mutual's governing documents, and all the circumstances surrounding your Application for a proposed Alteration.

### **Signatures of All Neighbors Affected by This Application**

Because your Application for a proposed Alteration to your Manor may affect one or more of your neighbors, it is imperative that you obtain their signature, manor number, and, if they have a preference, an indication whether they are for, undecided, or against this proposed Alteration.

When you submitted your Application for this proposed Alteration to the Manor Alterations Department, you were required to include drawings/plans for the proposed Alteration. Attach a copy of the most comprehensive drawing/plan to this form so that the neighbor will better understand the nature and extent of the Alteration you propose.

In the event you are unable to contact your affected neighbor in person, you must mail a completed copy of this Neighbor Awareness Form to them at their Manor's address and retain a *Certificate of Mailing* receipt from the United States Post Office. That receipt, attached to a copy of the completed Neighbor Awareness Form, may be used in lieu of obtaining the neighbor's signature on the Form if their Manor is vacant, but only after repeated attempts at contacting the neighbor at their Manor are unsuccessful.

## **Third Laguna Hills Mutual Exterior Paint Program Trim Cycle Color Selection Procedure**

A set of Exterior Trim Cycle Color Schemes 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 Trim Cycle Color Schemes, manor owners shall have the opportunity to vote for their preferred Trim Color for the Building in which they are an owner following this Board established selection procedure.

The Trim Cycle Color Scheme designated for each building shall be based on the existing body color of the building, which will remain the existing color, and shall include the option to either maintain the existing trim color or select the specified alternate trim color. Trim Cycle Color Schemes shall not be intermixed or combined. Final selection of the trim color will be completed 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 Trim 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. Trim Color Option votes received after the meeting date will not be considered.

The meeting notification letter shall provide reference information for viewing the available Trim 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 Trim 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, then Swiss Coffee White will be the default trim color.

The entry doors on each building shall all be painted one color. Members will have the option to select by majority vote the entry door color that will be used on their building's entry doors from either of the building's selected body or trim color or one of the three optional entry door colors.

This Exterior Paint Trim Cycle Color Selection Procedure will be implemented beginning with buildings in Cul de Sac 213 and will be applied to all future buildings painted under the

Mutual's Trim Cycle Painting Program. The Board reserves the right to make all final decisions with respect to building exterior paint color selections.

## Third Laguna Hills Mutual Exterior Paint Program Trim Cycle Color Schemes

Body	Trim	Alternate Trim
Two Diablos	Washroad	Swiss Coffee
Almond	Roadrunner	Swiss Coffee
Chiffon	Adobe South	Swiss Coffee
Riverbed	Sonora Gray	Swiss Coffee
Swiss Coffee	Oyster	Sonora Gray
Clear Holland	Swiss Coffee	Oyster
Marble Canyon	Caballeros Clay	Swiss Coffee
Southwest Sky	North Rim	Swiss Coffee
Tucson Winds	Shabby Chic	Swiss Coffee
Puppy Paws	Basking Ridge Beige	Swiss Coffee
Bride to Be	Rose Dust	Swiss Coffee
White Oaks	Hillsborough Beige	Swiss Coffee
Bayshore Beige	Hillsborough Beige	Swiss Coffee
Rodeo Jake	Roadrunner	Swiss Coffee
Sailcloth	Annapolis Grey	Swiss Coffee
Catclaw	Swiss Coffee	Sonora Gray

Additional Door Color Options		
Grapevine Wreath	Krimson Lake	Chocolate Kiss