

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION  
**November 17, 2015**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, November 17, 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, Burt Baum, David Finley

Directors Absent: Bill Walsh

Staff Present: Jerry Storage, Kim Taylor, Jim Dyer  
Executive Session: Jerry Storage, Kim Taylor, Wendy Panizza, Blessilda Fernandez, Jacob Huanosto

Others Present: Denver Andrews Jr., Corporate Counsel

**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 John McRae 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 removing Bob Figiera from Agenda item 12(a).

**CHAIR'S REMARKS**

President Matson updated the Members on the progress of Village Management Services Inc., spoke to the transition of staff, and provided a brief update on issues concerning Third Mutual.

**APPROVAL OF THE MINUTES**

Without objection, the Board approved the following minutes as written:

- October 20, 2015 – Regular Open Meeting
- November 10, 2015 – Special Open Meeting - Morning
- November 10, 2015 – Special Open Meeting – Afternoon
- November 12, 2015 – Special Open Meeting

## **CONSENT CALENDAR**

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

### Maintenance and Construction Committee Recommendations:

- |               |  |
|---------------|--|
| 2310-B        | Approve request for additional common area lighting at Member's expense  |
| 2334-B        | Approve request for additional common area lighting at Member's expense  |
| 2350-A        | Approve request to retain a single entry door at Manor, with contingencies   |
| 3067-A        | Deny request to retain the relocation of the water heater at Manor   |
| 3268-C/3269-A | Approve request to authorize GRF to install a bus bench on TLHM property near the lamp post in front of Building 3268        |
| B3279         | Deny request to postpone fumigation at Building 3279   |
| 3479-B        | Approve request to retain the alteration patio block wall at Manor, with contingencies                                       |
| 5585-B        | Approve request to remove the fireplace and add a window in the living room and for window modifications, with contingencies |

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

#### **RESOLUTION 03-15-167**

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

**WHEREAS**, Li-Ying Cheng of 3453-A Bahia Blanca W, 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 November 17, 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 03-15-178**

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

**WHEREAS**, William Eberly of 3461-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 November 17, 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 03-15-168**

**Common Area - Variance Request**

**WHEREAS**, John Moran of 3485-B 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 November 17, 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 03-15-169**

**Common Area - Variance Request**

**WHEREAS**, Theodore McDaniel of 5177 Calzado, 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 November 17, 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 03-15-170**

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

**WHEREAS**, Carol Bowler of 5512-A Paseo del Lago 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 November 17, 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:

- |         |   |
|---------|---|
| 2404-3E | Approve request for trimming of hedge during the normal trim cycle at the Mutual Member's expense |
| 3179-A  | Approve request for tree and landscape removal at Mutual's expense                                |
| 5128    | Approve request for slope planting and turf reduction   |

Finance Committee Recommendations:

**RESOLUTION 03-15-171**

**Recording of a Lien**

**WHEREAS**, Member ID 932-201-55 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**, November 17, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-201-55; 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.

- Carol Moore (3399-A) commented on the Santa Maria property and LH21 Buildings.
- Marika Raima-Montegnies (5519-3C) spoke to dry rot in Third Mutual and asked where she should go after speaking to the Board.
- Monika Hobson (3300-B) commented on past meeting minutes and asked for clarification of the minutes and spoke to summary of closed session meetings on the minutes.
- Resident at (5177) asked when the meeting minutes are going to be approved specifically regarding the M&C consent calendar.
- Mike Straziuso (4006-2E) spoke to the last Third Board meeting regarding El Toro Water District and Third Mutual billing and explained the structure of the billing.
- Darlene Bacus (4023-E) commented on an ACC meeting and a flyer that was distributed describing a management structure and read an email from a resident.

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

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

### **UNFINISHED BUSINESS**

President Matson provided a brief update regarding the request from Carol Moore regarding toilets. Ms. Carol Moore addressed the Board on her request to rescind the resolution regarding replacing toilets.

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving revisions to the Mutual Committee Assignments. Director Baum moved to approve the resolution. Director Tung seconded the motion.

By a vote of 9-0-0 the motion carried and the Board approved the following resolution:

### **RESOLUTION 03-15-172**

#### **Mutual Committee Appointments**

**RESOLVED**, November 17, 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

**Communications Committee**

Rosemarie di Lorenzo Dickins, Chair  
Bert Moldow  
Burt Baum  
Bill Walsh  
Bunny Carpenter  
Non-Voting Advisors: Joan Milliman, Hal Horne, ~~Donna Dwailebe~~, Carol St. Hillaire

**Electrical Vehicle Charging Ad Hoc Committee**

Ray Gros  
David Finley  
Non-Voting Advisors: Steven Leonard

**Energy Committee**

Bert Moldow, Chair  
James Tung  
Burt Baum  
Bill Walsh  
Wei-Ming Tao  
Non-Voting Advisors: Steven Leonard, ***Leon St. Hilaire***

**Executive Committee**

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

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

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

Bert Moldow, Chair

Bunny Carpenter, Vice Chair

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

Non-Voting Advisors: Robert Sherinian, John Frankel

**Meet and Confer**

Jim Matson, Chair

James Tung

Ray Gros

**New Resident Orientation**

Per Rotation List

**Paint Color Subcommittee**

Jim Matson, Chair

Rosemarie di Lorenzo Dickins

Non-Voting Advisor: Ruth Matson

**Resident Problem Resolution Services**

Ray Gros, Chair

Jim Matson

Burt Baum

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

Jim Matson, Chair

James Tung

Bill Walsh

Non-Voting Advisor: TBD

**Standards Subcommittee**

James Tung

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 03-15-157, adopted October 20, 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.

**NEW BUSINESS**

Director di Lorenzo Dickins moved to approve Donna Dwaileebe (1 year term) and Steven Parsons (2 year term) ~~and Bob Figeira (3 year term)~~ as Directors to the Village Management Services, Inc. Board of Directors, representing Third Laguna Hills Mutual. Director Tung seconded the motion.

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

Director Moldow briefly spoke to solar panels and without objection the Board agreed to wait until Denver Andrews Jr., Corporate Counsel, arrived at the meeting to review the existing procedures and statutory requirements regarding solar panel installations.

President Matson provided an update on Village Management Services, Inc. stating that the new corporation has submitted Articles of Incorporation and the Board Bylaws and the Management Agreement which was approved by the Third Board last week. President Matson spoke to the Third Board selecting two of the three positions to represent Third Mutual on the VMSI Board.

Director di Lorenzo Dickins spoke to her work on the labor side of the transition and thanked Jackie Giacomazzi, and announced another Town Hall meeting for this week.

**COMMITTEE REPORTS**

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

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving the transfer of \$2,000,000 from the Non-discretionary Investment Account held at Bank of America to the Discretionary Investment Account held at Merrill Lynch, managed by BlackRock. Director Baum moved to approve the resolution. Director Tao seconded the motion.

Members Monika (3300-B), Carol Moore (3399-A) and Monika Hobson (3075-A) commented on the resolution.

By a vote of 9-0-0 the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-173**

**WHEREAS**, the Finance Committee desires to maximize interest earnings on invested reserve balances;

**NOW THEREFORE BE IT RESOLVED**, November 17, 2015 that the Board of Directors of this Corporation hereby authorizes the transfer of \$2,000,000 from the Non-discretionary Investment Account held at Bank of America to the Discretionary Investment Account held at Merrill Lynch, managed by BlackRock; and

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

Without objection the Board agreed to hear agenda items out of order.

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.

Director di Lorenzo Dickins announced that Resolution 03-15-166 was passed by Third Mutual calling a Special Corporate Members' Meeting on behalf of the Third Mutual Board of Directors, in accordance with GRF Bylaws §§ 5.3 and 8.4.1 for the purpose of electing Directors to fill two vacancies on the GRF Board of Directors created by the removal of Directors Kathryn Freshley and Mary Stone, without cause, at the Special Corporate Members' Meeting on November 2, 2015, and announced that the closed of applications being accepted is today at 5:00 PM and that the meeting is scheduled for November 30, 2015 at 9:00 AM.

Director James Tung reported from the Landscape Committee.

Director Bert Moldow reported from the Maintenance and Construction Committee.  
Director Burt Baum, Secretary of the Corporation, read a proposed resolution adopting Alteration Standard Section 46 Master Bedroom Extensions Casa Grande and Villa Paraisa.

**RESOLUTION 03-15-XX**

**Section 46 Master Bedroom Extensions**

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to develop an alteration standard for master bedroom extensions;

**NOW THEREFORE BE IT RESOLVED**, January 19, 2016, that Section 46 Master Bedroom Extensions Casa Grande and Villa Paraisa of the Mutual Alteration Standards is hereby adopted as attached to the official minutes of this meeting; and

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

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

Director Baum moved to approve the resolution. Director di Lorenzo Dickins seconded the motion.

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

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving a Supplemental Appropriation of \$6,800 funded from the Unappropriated Expenditures Fund for the Installation of Two Additional Curbside Parking Spaces in Cul de sac 306. Director Baum moved to approve the resolution. Director Finley seconded the motion.

By a vote of 9-0-0 the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-174**

**Installation of Additional Curbside Parking Spaces in Cul de sac 306**

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to add more parking spaces in Cul de sac 306; and

**NOW THEREFORE BE IT RESOLVED**, November 17, 2015, that the Board of Directors of this Corporation hereby authorizes a Supplemental Appropriation in the amount of \$6,800, funded from the Unappropriated Expenditures Fund, for installation of up to two (2) additional curbside parking spaces in Cul de sac 306, adjacent to the trash bin area at the end of Carport 3031; 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 Burt Baum, Secretary of the Corporation, read a proposed resolution approving a Supplemental Appropriation of \$250,000 funded from the Replacement Fund for a

Voluntary Under Slab Waste Line Replacement Program. Director Baum moved to approve the resolution. Director Tao seconded the motion. Without objection the Board added "evaluate" and delete "address" in the first paragraph.

By a vote of 8-0-0 (Director Gros was absent for the vote) the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-175**

**Interior Waste Line Volunteer Program**

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to **evaluate** address deteriorated under slab waste lines and the most cost effective time for the Mutual to perform the replacement of those waste lines is when manor interiors are free of interior flooring, improvements, personal property and furnishings; and

**NOW THEREFORE BE IT RESOLVED**, November 17, 2015, that the Board of Directors of this Corporation hereby authorizes a Supplemental Appropriation in the amount of \$250,000, funded from the Replacement Fund to fund a Voluntary Under Slab Waste Line Replacement Program; and

**RESOLVED FURTHER**, that members whose manors are undergoing major remodeling and who have cleared their manors of interior flooring, improvements, personal property and furnishings may voluntarily seek replacement of the under slab waste lines serving their manor; and

**RESOLVED FURTHER**, that after determining the manor meets certain criteria as determined by the Third Laguna Hills Mutual, the Mutual will perform the under slab waste lines replacement at Mutual expense; 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 Tung reported from the Water Conservation Committee.

Director Moldow reported from the Energy Committee.

Director Burt Baum, Secretary of the Corporation, read a proposed resolution approving proceeding to Step 2 of the Project Development Agreement with Johnson Controls and approve a Supplemental Appropriation of \$150,000 funded from the Replacement Fund. Director Baum moved to approve the resolution. Director McRae seconded the motion.

By a vote of 8-0-0 (Director Gros was absent for the vote) the motion carried and the Board approved the following resolution:

**RESOLUTION 03-15-176**

**Approve Johnson Controls, Inc. (JCI) Planning and**

### **Design Phase (Step 2)**

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

**WHEREAS**, the Board of Directors approved Resolution 03-15-102 for Johnson Controls, Inc. (JCI) to perform a study to identify potential energy savings within Third Mutual and to approve Step 1 of the Project Development Agreement; and

**WHEREAS**, JCI has completed Step 1 which identifies potential energy saving projects within Third Mutual; and

**NOW THEREFORE BE IT RESOLVED**, November 17, 2015, the Board of Directors of this Corporation hereby authorizes a supplemental appropriation not to exceed \$150,000, funded from the Replacement Fund, for JCI to plan and design potential energy saving measures within Third Mutual and proceed to Step 2 of the Project Development Agreement; and

**RESOLVED FURTHER**, the Mutual will not incur costs for Step 2 if the energy savings project is implemented or if the project does not remain viable after guaranteed maximum price and savings are determined; 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 Bert Moldow reported from the Communications Committee.

#### **GRF COMMITTEE HIGHLIGHTS**

The Directors provided brief overviews of GRF Committee highlights.

#### **DIRECTORS' COMMENTS**

The Directors made their final comments.

#### **ADDITIONAL MEMBER COMMENTS**

- Jeanne Allen (3335-2F) commented on Garden Villa funding with regard to replacement of toilets and staff appreciation day.
- Member (2390-2C) spoke to Garden Villa replacement of toilets and commented on the under slab replacement resolution and asked if that applies to Garden Villa buildings.

The Board recessed at 12:15 PM and reconvened into Executive Session at 1:15 PM.

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

During its October 20, 2015 Regular Executive Session Board Meeting, the Board approved the September 15, 2015 Regular Executive Session minutes, the September 22, 2015 Special Executive Committee Session minutes and the September 24, 2015 Special Executive minutes, as written. The Board heard four (4) disciplinary hearings and imposed \$1,500 in fines for violations of the Mutual's rules and regulations; held one (1) Meet and Confer; approved three (3) hearing requests; approved one (1) write-off; approved one (1) notice of default; discussed other member disciplinary matters; discussed and considered contractual matters; discussed member matters; and discussed Litigation matters.

During the October 23, 2015 Special Emergency Executive Committee meeting the Board discussed legal and Director Personnel matters.

During the October 27, 2015 Special Executive Committee Board meeting the Board discussed and considered Common Area Damage Reimbursement Hearings and Member Disciplinary Hearings.

During the October 30, 2015, November 6, 2015 and November 13, 2015 Special Closed Session All Boards meetings the Board discussed and considered contractual and legal matters.

During the October 16, 2015, November 6, 2015, and November 13, 2015 Special Executive Session Board meetings the Board discussed and considered contractual matters and personnel matters.

With no further business before the Board of Directors, the meeting was adjourned at 4:00 PM.

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Burt Baum, Secretary

## THIRD LAGUNA HILLS MUTUAL

### SECTION 46 MASTER BEDROOM EXTENSIONS CASA GRANDE & VILLA PARAISA ADOPTED [MTH/YR], RESOLUTION 03-XX-XXX

#### 1.0 GENERAL REQUIREMENTS

- 1.1 **MUTUAL CONSENT FOR MANOR ALTERATION(S) & CITY PERMITS AND FEES:** A Mutual Alteration Consent Form is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual Consent 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 Manor Alterations Department 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 California Building Code (CBC) and International Code Council (ICC).
- 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 Mutual Consent For Manor Alteration shall provide to the Manor Alterations Department 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 Manor Alterations Department 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 **BUILDING TYPES**

- 2.1 Casa Grande and Villa Paraisa style manors only.

## 3.0 **FOOTPRINT AND LOCATION**

- 3.1 Master bedroom extensions will be limited to the original Exclusive Use Common Area private gardens serving the master bedroom as defined by the condominium plan. All other footprint designs must be reviewed by the Board for approval.
- 3.2 A Common Area Use Agreement must be recorded prior to the issuance of a Mutual Alteration Consent Form.
- 3.3 Neighbor Awareness Forms must be submitted from any affected neighboring manors as determined by the Manor Alterations Department.

## 4.0 **ROOFLINES** (see Page 4 for elevations)

- 4.1 "A" ELEVATION: The existing pitched roofline over the master bedroom shall be continued over the master bedroom extension inclusive of the removal of the affected parapet walls.
- 4.2 "B" ELEVATION: The existing Dutch Gable roofline shall be filled in over the master bedroom extension.
- 4.3 "C" ELEVATION: The existing pitched roofline over the master bedroom shall be continued over the master bedroom extension.
- 4.4 A signed Mutual Roof Tie-In Agreement form shall be submitted to the Manor Alterations Department prior to the issuance of a Mutual Consent For Manor Alterations.

## 5.0 **WINDOWS**

- 5.1 Windows sizes shall be 6'-0" X 4'-0" or 8'-0" X 4'-0" and shall be installed centered on the front elevation of the master bedroom extension at the standard height of 6'-8" and shall be of an XO or

XOX configuration. All window frames shall be of white vinyl material.

## **6.0 ARCHITECTURAL ACCENTS**

- 6.1** Architectural accents, i.e. trim around the perimeter of windows, bump outs and eyebrow covers over windows, will not be allowed. The removal of existing architectural accents is optional.

## **7.0 EXTERIOR FINISHES**

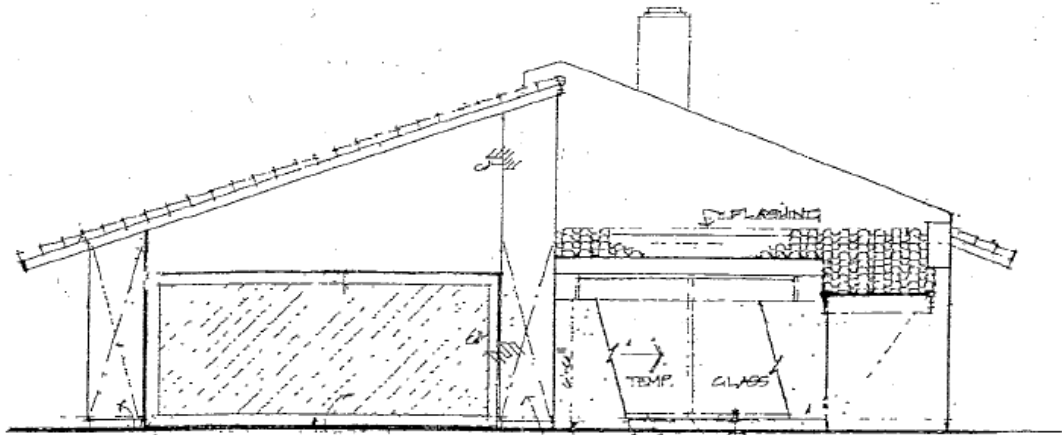
- 7.1** The stucco walls of the master bedroom extension shall match the existing stucco walls in texture and color.
- 7.2** The wood fascia of the master bedroom extension shall match the existing wood fascia in size and color.

## **8.0 CONSTRUCTION PLANS**

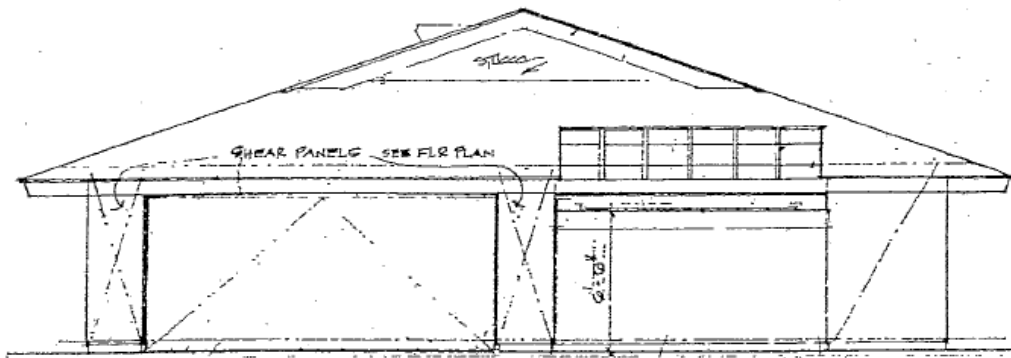
- 8.1** Prior to the issuance of a Mutual Consent for Manor Alteration(s) a complete set of unit specific plans prepared by a California licensed architect or structural engineer depicting the proposed master bedroom extension must be submitted to the Manor Alterations Department located in the Laguna Woods Community Center. The plans must be in accordance with the requirements of this standard and must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the master bedroom extension.

## **9.0 LANDSCAPE, DRAINAGE AND IRRIGATION REVISIONS**

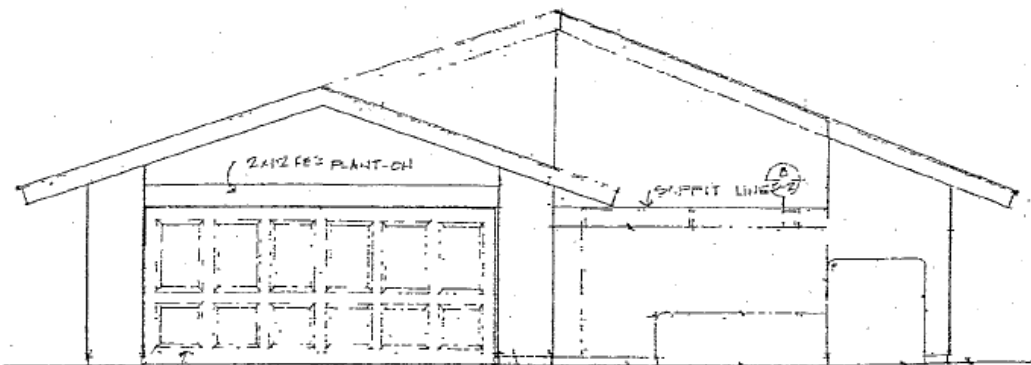
- 9.1** All required landscape, drainage and irrigations revisions to accommodate the master bedroom extension must be performed by the Mutual's Landscape Division as a chargeable service to the Mutual member(s).



FRONT ELEVATION A



FRONT ELEVATION B



FRONT ELEVATION C