



THIRD LAGUNA HILLS

— M U T U A L —

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

September 19, 2017

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, September 19, 2017, at 9:30 AM, at 24351 El Toro Road, Laguna Woods, California

Directors Present: Bill Walsh, James Tung, Burt Baum, Steve Parsons, Bunny Carpenter, John Frankel, Annette Sabol Soule, Jules Zalon, Bert Moldow and Susan Caine

Directors Absent: Rosemarie diLorenzo Dickins

Staff Present: Open Session: Brad Hudson, Lori Moss, Leslie Cameron, Betty Parker and Chris Spahr

Executive Session: Brad Hudson, Lori Moss, Francis Rangel and Leslie Cameron

Others Present: Judith Troutman, GRF Director and Donna Dwaileebe, VMS Director

Executive Session: Sandra L. Gottlieb, Esq. of Swedelson Gottlieb

1. CALL TO ORDER

Bill Walsh, 2nd Vice 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 9:31 a.m.

2. PLEDGE OF ALLEGIANCE

Director Carpenter led the Membership in the Pledge of Allegiance.

3. ACKNOWLEDGEMENT OF MEDIA

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. APPROVAL OF AGENDA

Director Moldow recommended adding Steve Leonard as an advisor of Third Mutual M&C Committee; Director Soule recommended Bob Hatch for the Architectural Controls and Standards Committee; Bunny Carpenter recommended Violet Lawrence as an advisor for the Landscaping Committee. Director Moldow moved to approve the agenda as amended, adding Agenda Item 12j, Committee Assignments. The motion was seconded by Director Parsons and passed unanimously.

5. APPROVAL OF THE MINUTES

5a. August 11, 2017 – Special Open Session

5b. August 15, 2017 – Regular Session

Director Parsons moved to approve the minutes as presented. The motion was seconded by Director Moldow and passed unanimously.

6. REPORT OF THE CHAIR

Director Walsh announced that President diLorenzo Dickins lost her husband, Dr. Steve Dickins, over the weekend and asked for a moment of silence in his memory.

Director Walsh gave a reminder that the last day to mail or drop off ballots for Third Board election is Wednesday, September 27, 2017. The ballots will be counted on September 29, 2017 at 9:00 a.m. in the Board Room. The Annual Meeting will be held on Thursday, October 5, 2017 at 9:30 a.m. in the Board Room.

Director Walsh asked members to complete a speaker card, if they wished to speak on any agenda item, including Member Comments.

7. OPEN FORUM

- Frank Correia (5066) spoke about recertification of FHA loans.
- Beverly Miller (3437-O) spoke about the increase in assessments
And lack of maintenance.
- Mareka Raima-Monregnies (5519-3C) spoke about unoccupied units and the tree removal process.
- Jordi Daley (3335-3C) spoke about bed bugs.
- Lynn Jarrett (4010-1C) commented about the earthquake insurance policy and asked when the community will switch from analog to digital television.
- Judy Nussbaum (3185-C) commented on the dog park.
- Chris Collins (3306-Q) spoke on behalf of the Laguna Woods Foundation and shared the continuing efforts to assist friends and neighbors with needed resources.
- John Sauers (5377) spoke about the RV storage space, the lease policy and background checks for renters.

8. RESPONSES TO OPEN FORUM SPEAKERS

CEO Brad Hudson responded to comments about switching to digital television. Residents will receive information before the community switches to digital TV. The community will assist residents who wish to switch from analog televisions to digital. The dog park has been re-opened and discussions continue between the community and the City. Work has begun on upgrading the RV Lots and there will be spaces for members on the waitlist.

Director Parsons responded to comments on FHA and reverse mortgages, the budget and assessment fees. The Board bought earthquake insurance to cover the exterior of the buildings. Members must purchase earthquake insurance for the interior of their units, specifically - HO6 policy.

Director Moldow responded to comments on the dog park, the increase in assessments, unoccupied units, bed bugs and maintenance issues.

Director Baum responded to comments on the need for occupancy background checks.

Director Soule responded to comments on sidewalk and ramp repairs. She asked residents who find sidewalks or ramps in need of repair to contact Resident Services. She stated that there is an informational landscape presentation posted on the Laguna Woods website. The Security Department and Compliance Division checks on unoccupied units.

9. UPDATE FROM VMS

Donna Dwaileebe gave an overview of the VMS Board function which is to oversee the employees under the direction of Brad Hudson. She stated that the Board meets on the first, third and fifth Wednesday, and receives an update from a different department head. In the last three meetings the Board heard from IT department, landscaping division, and discussed the handyman and employee referral programs.

10. REPORT OF THE CEO

CEO Hudson thanked the board and staff for their hard work on the 2018 Budget. He updated the Board on the progress with the City regarding the dog park. The waste line remediation project is underway and will continue over the next few months. Mr. Hudson discussed the LH21 beam replacement program and showed pictures of dry rot. El Toro Water District has started the reclaimed water project at Gate 9 and staff will update the community on dates of road closures. Clubhouse 5 Fitness Studio is being equipped to offer classes. The Recreation Department will be hosting a Luau and Country Hoedown. Please check the events calendar for dates, times and locations. Mr. Hudson thanked the 2,600 residents who responded to the Handyman service survey, results will be emailed soon.

11. CONSENT CALENDAR

11a. Architectural Control and Standards Committee Recommendations:
RESOLUTION 03-17-91
Variance Request

WHEREAS, Mr. Kevin Sheridan of 3044-B Via Serena S - Retain Non-Standard (Blue) Front Entry Door Color, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive 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 Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017, 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. No improvement shall be installed, constructed, modified or altered at Manor 3044-B, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at 3044-B for Retaining Non-Standard Blue Color for Front Entry Door, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or

- modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3044-B and all future Mutual members at 3044-B.
 5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
 6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
 7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
 8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
 9. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
 10. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.

11. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
12. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
13. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
14. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.

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

RESOLUTION 03-17-92
Variance Request

WHEREAS, Ms. Tsuey-Ying Tsai of 3488-B Calle Azul – Rear Patio Enclosure, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive 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 Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017, 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. No windows are permitted on the left or right elevations of the Patio Enclosure. Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
2. The width of enclosure can only extend to last full size tile on south east elevation Total width of patio slab no more than 31'3½". Revised site plans in line with condition #12 must be submitted prior to the issuance of a Mutual Consent for Manor Alterations.
3. Rear Patio light must be removed or relocated to inside the enclosure.
4. The hedge located on South East elevation bordering unit C must remain. If the hedge dies or sustains significant damage from alteration construction, a new like size hedge must be installed.
5. No improvement shall be installed, constructed, modified or altered at Manor **3488-B**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
6. A Mutual Consent for Manor Alterations has been granted at **3488-B** for **rear patio enclosure**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
7. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement

installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

8. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3488-B and all future Mutual members at 3488-B.
9. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
10. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
11. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
12. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
13. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
14. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor

Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

15. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
16. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 licensed contractor. The Member Owner may hire a C-39 licensed contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.
17. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
18. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
19. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
20. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

21. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
22. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
23. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
24. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
25. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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

RESOLUTION 03-17-93
Variance Request

WHEREAS, Ms. Irene S. Chen 5448 Alta Vista – Install Room Addition on Rear Patio, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive 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 Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017, 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. No improvement shall be installed, constructed, modified or altered at Manor **5448**, (“Property”) within the Third Laguna Hills Mutual (“Mutual”) unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. (“VMS, Inc.”), Manor Alterations Division (“Division”), or, in the event of a Variance from the Mutual’s Alteration Standards, the Architectural Control and Standards Committee (“ACSC”). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners (“Member Owner”) agrees to comply with the Mutual’s Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at **5448** for **installing a room addition on back patio**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement, or removal of the improvement, present and future, are the responsibility of the Property’s Member Owner at 5448 and all future Mutual members at 5448.
5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual’s Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such

persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invites.
7. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
12. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All

roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.

13. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
14. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.
15. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
16. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
17. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
18. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
19. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

20. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
21. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
22. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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

RESOLUTION 03-17-94
Variance Request

WHEREAS, David L Gilbert of 5515-1G Paseo Del Lago West – HVAC Install, Third Laguna Hills Mutual, submitted a request for a variance to construct an alteration on Exclusive 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 Exclusive Common Area Use Policy as approved by the Board via Resolution 03-15-155 as revised in accordance with California Civil Code § 4600 on October 20, 2015; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017, 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. The external condenser unit is approved to be installed between the patio and bedroom window only.
2. No improvement shall be installed, constructed, modified or altered at Manor **5515-1G**, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a Mutual Consent for Manor Alterations application for the improvement has been

made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners ("Member Owner") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.

3. A Mutual Consent for Manor Alterations has been granted at **5515-1G** for **Installing an HVAC System**, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
4. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5515-1G and all future Mutual members at 5515-1G.
6. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

7. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invites.
8. Member Owner's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
10. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
11. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
12. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified at Resident Services located at the Community Center first floor.

14. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
15. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
16. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
17. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
18. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
19. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
20. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.
21. The Mutual Consent Applicant or agent must contact the Manor Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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

11b. Landscape Committee Recommendations:

None

11c. Finance Committee Recommendations:

Approval of Resolution to Record Lien against Member ID: 931-360-96

RESOLUTION 03-17-95
Recording of a Lien

WHEREAS, Member ID 931-360-96 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-360-96; and

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

Approve Filing of Separate Small Claims Court Case against Member ID: 931-370-39

RESOLUTION 03-17-96
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, September 19, 2017, that the Board of Directors hereby approves the filing of a separate Small Claims Court case for Member ID 931-370-39; and

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

Julia Dahl 5515-2G asked the Board to pull the manor variance for 5515-1G from the consent calendar and send it back to the Committee for revisions. Her unit is above 5515-1G and she is worried about noise emanating from the air conditioning unit.

David Gilbert 5515-1G commented that he is willing to work with his neighbors to come to a resolution.

Directors Moldow and Soule responded to the comments on the air conditioning unit and suggested that the owner work with the neighbor on the noise problem.

Director Frankel made a motion to remove this item from the Consent Calendar. The motion failed due to the lack of a second.

11d. Entertain a Motion to Approve Parapet Wall Removal – Resolution

Resolution 03-17-108

Parapet Wall Removal

WHEREAS, On December 18, 2012, per Resolution 03-12-147, the Board implemented a reactive repair program for parapet walls atop the roofs of 40 Villa Paraisa & Casa Grande Type A buildings. The deterioration of these parapet walls were determined to be a major source of moisture intrusion into the buildings; and

WHEREAS, Staff has discovered a trend of moisture intrusion events in the Villa Paraisa & Casa Grande Type A buildings, due to the parapet wall design; and

WHEREAS, eliminating the parapet walls will eliminate the potential for future leaks which have been associated with the parapet walls roof to wall transition and wall cap; and

NOW THEREFORE BE IT RESOLVED, the Board of Directors of this Corporation hereby authorizes the first five (5) parapet removals at Buildings 5193, 5212, 5219, 5265, and 5312, at a cost of \$230,000 to be funded from the existing Replacement Reserve Fund – Building Structures; and

RESOLVED FURTHER, a phased proactive program to remove the parapet walls at the 35 remaining Villa Paraisa & Casa Grande buildings over the next 7 years has been add to the reserves plan; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out this resolution

11e. Entertain a Motion to Approve a Supplemental Appropriation for \$10,500 from the Garden Villa Rec Room Fund for Garden Villa Rec Room Carpet Replacement - Resolution

Resolution 03-17-109

Epoxy Costs for Garden Villa Rec Room Floors

WHEREAS, the Board of Directors adopted Resolution M3-95-82 approving a fund name of Garden Villa Recreation Room Fund; and

WHEREAS, the purpose of this fund is to provide for all expenditures in the recreation rooms of the Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services and a few components that the Board has authorized as shared expenditures such as heat pumps; and

WHEREAS, each year staff performs an evaluation of all 53 Garden Villa Recreation Rooms to determine the condition of all interior components and aesthetics. The results of staff's evaluation are reviewed by the Garden Villa Recreation Room Sub-Committee to prioritize recommended improvements; and

WHEREAS, at the May 1, 2017 M&C Committee Meeting the Committee deferred Garden Villa Recreation Room carpet replacements and directed staff to research epoxy flooring and associated costs for buildings 3241, 3242 and 2401; and

WHEREAS, at the August 29, 2017 M&C Committee Meeting, the Committee decided to keep carpet as the flooring choice of recreation rooms; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of this Corporation hereby approves a supplemental appropriation in the amount of \$10,500 to be funded from the Garden Villa Recreation Room Fund for removal and replacement of the carpet in the Rec Rooms at 3241, 3242 and 2401; and

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

11f. Garden Villa Rec Room Renovations – Supplemental Appropriation for \$8,000 from the Garden Villa Rec Room Fund – Resolution

Resolution 03-17-110

Garden Villa Rec Room Renovations

WHEREAS, the Board of Directors adopted Resolution M3-95-82 approving a fund name of Garden Villa Recreation Room Fund; and

WHEREAS, the purpose of this fund is to provide for all expenditures in the recreation

rooms of the Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services and a few components that the Board has authorized as shared expenditures such as heat pumps; and

WHEREAS, each year staff performs an evaluation of all 53 Garden Villa Recreation Rooms to determine the condition of all interior components and aesthetics. The results of staff's evaluation are reviewed by the Garden Villa Recreation Room Sub-Committee to prioritize recommended improvements; and

WHEREAS, at the March 8, 2017 Garden Villa Rec Room Sub-Committee meeting, the suggested renovation budget was adopted in the amount of \$70,061; and

WHEREAS, upon further review of costs, it was determined that additional monies will be required in order to complete all scheduled work; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of this Corporation hereby approve a supplemental appropriation in the amount of \$8,000 to be funded from the Garden Villa Recreation Room Fund to complete scheduled renovation at various Garden Villa Recreation Rooms; and

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

Agenda

Director Moldow made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Baum and passed by a vote of 8-1-0 (Director Frankel opposed).

12. UNFINISHED BUSINESS

12a. Entertain a Motion to Increase Assessment Late Charge from \$20 to \$60 - Resolution

Director Baum, Secretary of the Third Laguna Hill Board, read portions of the following resolution.

RESOLUTION 03-17-97 Late Charge for Assessments

WHEREAS, the Collection and Lien Enforcement Policy specifies a late charge in the amount of \$20 per month for delinquent assessments, an amount that has remained unchanged for many years; and

WHEREAS, the Mutual CC&Rs allow a late charge in the amount of \$10 or 10% of the delinquent assessment, whichever is greater; and

WHEREAS, the Finance Committee has recommended an increase in the late charge to sufficiently offset administrative costs required to process and review delinquencies;

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board of Directors hereby approves an increase in the late charge for unpaid assessments from \$20 to \$60 per month; and

RESOLVED FURTHER, that the effective date of the new fee amount will be January 1, 2018; and

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

JULY initial 30-days notification requirement for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

Director Zalon spoke against the resolution fee.

Director Baum made a motion to increase Assessment Late Charge from \$20 to \$60. The motion was seconded by Director Parsons and passed by a vote of 8-1-0 (Director Zalon opposed).

12b. Entertain a Motion to Increase Lease Rush Fee from \$50 to \$100 - Resolution

Director Baum, Secretary of the Third Laguna Hill Board, read portions of the following resolution.

RESOLUTION 03-17-98
Fee for Rush Processing of Lease Applications

WHEREAS, the Board is obligated to manage, operate and maintain housing for its Mutual Members as set forth in the declarations of Covenants, Conditions, and Restrictions (CC&Rs); and

WHEREAS, the Board is obligated to review lease applications in accordance with its Bylaws, CC&Rs and Operating Rules; and

WHEREAS, the new Lease Policy and related fees went into effect on July 1, 2017; and

WHEREAS, often due to various circumstances staff is asked to rush processing of a lease application and has not charged for this service in the past and the new fee of \$50 was determined by board members to be insufficient; and

NOW, THEREFORE BE IT RESOLVED, on September 19, 2017, that the Board of this

Corporation hereby increases the Rush Processing Fee of Lease Applications from \$50 to \$100; and

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

JULY initial 30-days notification requirement for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to Increase Lease Rush Fee from \$50 to \$100. The motion was seconded by Director Moldow and passed unanimously.

12c. Entertain a Motion to Approve the Amendments to the Plug-In Electric Vehicles and Golf Cart Policies and Procedures - Resolution

Director Baum, Secretary of the Third Laguna Hill Board, read portions of the following resolution.

RESOLUTION 03-17-99
Plug In Electric Vehicles and Golf Cart Policy and Procedures

WHEREAS, the Board adopted an Electrical Vehicle Charging Policy for Plug In Electrical Vehicles (PEV) to utilize 120 Volt Outlets in the Common Areas; and

WHEREAS, Residents are required to pay an annual pro-rated usage fee for every PEV registered to any unit that does not have a private garage, or private charging stations; and

WHEREAS, a recommendation has been made to allow residents to “opt-out” by signing a waiver, if they don’t plan on connecting to Mutual common area electricity; and

WHEREAS, in the interest of safety, residents found with unattended extension cords and/or golf cart chargers a minimum of six inches above the floor will be subject to fines; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017 that the following amendments are made to the VEHICLE, TRAFFIC, AND PARKING RULES, Section 7.13 through 16, Plug-In Electrical Vehicles and Golf Cart; and

7.13 PLUG IN ELECTRIC VEHICLES (PEV)

Non-resident PEVs are prohibited from connecting to common area outlets.

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

Owners of PEVs are solely responsible for the proper use and maintenance of their vehicle and any associated equipment used in charging the vehicle and may not make any unauthorized alterations to Mutual outlets, wiring, circuit breakers or electric service panels.

Resident Vehicles that are battery electric powered **PEV's or** Golf Carts may connect to Mutual common area electricity upon payment of the electrical use fee set by the Board.

Resident PEVs of other types (e.g. battery electric and plug-in hybrid vehicles) are allowed to connect to Mutual common area electricity upon payment of the electricity user fee set by the Mutual Board, and Resident must properly display a Mutual issued Electric Vehicle (EV) decal on the vehicle.

- An annual electricity usage flat fee of \$240 per year or \$20 per month may be prorated for every PEV registered to any MANOR that does not have a private garage per the requirements of the BOARD approved Alteration Standard Section 44 Electric Vehicle Charging Stations.
- Participating PEVs will be issued a Mutual authorized EV decal, affixed by staff to the exterior of the rearmost window in the lower corner furthest from the driver.
 - The EV decal is the property of Third Mutual and may be revoked upon expiration, withdrawal or termination from program, or non-compliance with these rules.



- The EV decal signifies the PEV is authorized to connect to outlets in the Third Mutual common area.
 - Connection to outlets controlled by GRF, United, or Mutual Fifty is prohibited, except for self-contained, fee-per-use charging stations.
 - Connection to an outlet metered at any individual MANOR is prohibited without the controlling RESIDENT'S express permission.
 - RESIDENTS may request to "opt-out" of the Mutual EV Decal program by submitting a signed waiver at Resident Services indicating they will not be

using Mutual common area electric to charge their Plug-in Electric Vehicle (PEV), and that they understand the consequences (fines) if they violate the Mutual EV Decal policy.

7.14 FINES FOR UNPERMITTED PLUG-IN ELECTRIC VEHICLES FOUND USING MUTUAL COMMON AREA ELECTRICITY

Fines for violation of §7.13, PEV, are as follows:

- First Offense: \$240,
- Second Offense: \$480
- Each Subsequent Offense: \$480

7.15 UNATTENDED EXTENSION CORDS, BATTERY CHARGERS

In the interest of safety, unattended extension cords may not be used in Third for any purpose. All golf cart battery chargers must be elevated a minimum of six inches from the floor.

7.16 FINES FOR VIOLATIONS OF UNATTENDED EXTENSION CORDS and BATTERY CHARGERS

Fines for violations of §7.15, Extension Cords and Golf Cart Battery Chargers is as follows:

- First Offense: \$50
- Second Offense: \$100
- Each Subsequent Offense: \$150

RESOLVED FURTHER, that Resolution 03-17-04 approved January 24, 2017; and Resolution 3-17-19 approved on February 21, 2017 is hereby superseded and canceled; and

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

JULY initial 30-days notification requirement for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

Director Moldow asked the Board to remove this resolution from the agenda and send it back to the M and C Committee for corrections.

Director Baum made a motion to have staff divide the two resolutions PEV and golf cart. The motion was seconded by Director Soule and passed unanimously.

12d. Entertain a Motion Amending Standard for Enclosing Common Atrium Wall to Require a Variance - Resolution

Director Baum, Secretary of the Third Laguna Hill Board, read portions of the following resolution.

RESOLUTION 03-17-100

Variance Requirement for Common Wall Enclosures of Atriums

WHEREAS Staff has encountered several complaints from members that experience view obstructions or encounter noise when a common wall atrium is enclosed; and

WHEREAS the existing policy allows such enclosure by standard staff review and little or no neighborhood outreach; and

WHEREAS the proposed policy would require the owners of Cordoba, Valencia and Villa Nova style Manors to follow the Variance process and guidelines which would require more neighbor participation and review by the Architectural Standards and Control Committee; and

NOW THEREFORE BE IT RESOLVED, on September 19, 2017, the Board of Directors of this Corporation require that any future Atrium enclosures on Cordoba and Valencia style manors which share a common wall be approved by the Board; and

RESOLVED FURTHER, the Mutual continues to require a non-sleeping certificate from the City of Laguna Woods; and

RESOLVED FURTHER, the Mutual requires a Neighborhood Awareness Notice of Hearing on alterations at manor for variance applications; and

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

JULY initial 30-days notification requirement for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to approve a Policy requiring that a request for a Mutual Consent for Manor Alteration for common wall Atrium enclosures require a Variance and approval by the Board of Directors. The motion was seconded by Director Caine and passed unanimously.

12e. Entertain a Motion to suspend Cable/Internet in the Event of Disciplinary Action - Resolution

Secretary of the Board, Director Baum, read portions of the following resolution.

RESOLUTION 03-17-101

Suspension of Cable/Internet as a Disciplinary Action

WHEREAS, the Golden Rain Foundation Corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (Articles of Incorporation, Article XI);

WHEREAS, the purpose of the Golden Rain Foundation Corporation is to develop and maintain facilities and services (Bylaw 2.1.1), operate community facilities (Bylaw 2.1.2) and operate as a Common Interest Development in accordance with the Davis-Stirling Common Interest Development Act, in providing community facilities (Bylaw 2.1.3); and

WHEREAS, the Golden Rain Foundation Corporation has the power to adopt rules and regulations, including disciplinary procedures with regard to its Mutual Members and permitted and approved Qualifying Residents, Co-occupants, Tenants and their guests (Bylaw 2.2.3), and the authority to establish policy (Bylaw 2.3); and

WHEREAS, Cable television services for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests are provided by way of a contract between the Golden Rain Foundation Corporation and a cable provider (“Master Contract”), and then a bulk service contract between the Golden Rain Foundation Corporation and the Housing Mutuals, which consists of Laguna Woods Mutual No. Fifty, Third Laguna Hills Mutual and United Laguna Hills Mutual; and

WHEREAS, each of the Housing Mutuals’ Bylaws empowers their respective Boards to manage and govern property, facilities and services, including the adoption of policies and rules (Laguna Woods Mutual No. Fifty Bylaws 2.1, 2.2 and 2.3; Third Laguna Hills Mutual Bylaws 2.1.3, 2.2.3 and 2.3; United Laguna Hills Mutual Bylaws 2.1, 2.2 and 2.3);

WHEREFORE, the Board of Directors acknowledges that cable television is a jointly administered amenity, of both the Housing Mutuals and the Golden Rain Foundation Corporation;

NOW THEREFORE, BE IT RESOLVED, September 19, 2017, that the Board of Directors of the Golden Rain Foundation Corporation, and the Board of Directors for each of the Housing Mutuals, each possess the power to take disciplinary action against their respective Mutual Members, including, but not limited to, the suspension of cable television and internet services;

RESOLVED FURTHER, it is within the sole authority of the Golden Rain Foundation to negotiate the terms of the Master Contract, including, but not limited to, pricing and programing;

RESOLVED FURTHER, it is the sole obligation of the Golden Rain Foundation to develop, maintain, operate, and/or repair the facilities necessary to provide cable television for the Mutual Members, Qualifying Residents, Co-occupants, Tenants and their guests;

RESOLVED FURTHER, this resolution cancels and supersedes Resolution 90-06-110.

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

AUGUST initial 30-days notification requirement for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to approve the Resolution that gives Third Mutual the ability to Suspend Cable/Internet services as part of the Disciplinary Process. The motion was seconded by Director Moldow and passed unanimously.

12f. Entertain a Motion to Approve General Requirements for Alterations on Three Story Buildings with Mutual Solar Panels - Resolution

Secretary of the Board, Director Baum, read portions of the following resolution.

Resolution 03-17-102
Construction on 3-Story Buildings with Solar Panels

WHEREAS, manor owners from time to time have requested to install an alteration on the roof of a 3-story building, and

WHEREAS, the Architectural Control and Standards Committee recommends that procedures be established for all contractors working on 3-story buildings that contain Mutual owned Solar Panels on the roof; and

THEREFORE IT BE RESOLVED, on September 19, 2017, any proposed alteration to the roof of a 3-story building submitted to the Manor Alterations Division which has Mutual owned Solar Panels installed will require the contractor to supply site specific structural calculations, wet stamped by a licensed structural engineer confirming the structural adequacy of the roof structure to support any additional imposed loads or roof penetrations proposed with the alteration; and

RESOLVED FURTHER, no alteration can obstruct the operations of the Mutual Owned Solar Panels; and

RESOLVED FURTHER, no installation can accommodate access to the roof from the manor; and

RESOLVED FURTHER, contractors will be required to follow all State and Federal laws and regulations to assure the safety of the contractor(s) working on the roof of 3-story buildings, and will be required to follow CAL-OSHA rules and regulations, and

RESOLVED FURTHER, all contractors will need approval by the Manor Alterations Division before any construction may begin. Once approved by the Manor Alterations Division, staff will assist the contractor to gain access to the roof of the building; and

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

AUGUST initial 30-days notification requirement for Member comments and suggestions to comply with Civil Code §4360 has been satisfied.

Director Baum made a motion to approve procedures for alterations on 3-story buildings with Mutual Photovoltaic (Solar) Panels. The motion was seconded by Director Frankel and passed by a vote of 8-0-1 (Director Moldow was absent for the vote).

12g. Entertain a Motion to Approve the 2018 Third Business Plan – Resolution

Secretary of the Board, Director Baum, read the following resolution.

RESOLUTION 03-17-103 **2018 BUSINESS PLAN**

RESOLVED, September 19, 2017, that the Business Plan of this Corporation for the year 2018 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said business plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$32,033,719 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses and reserve contributions for the year 2018. In addition, the sum of \$14,539,717 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2018. Therefore, a total of \$46,573,436 is required to be collected from and paid by members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$13,161,207 of which \$10,955,137 is planned from the Replacement Fund, \$330,189 from the Elevator Replacement Fund, \$59,402 from the Laundry Replacement Fund, \$1,747,340 from the Disaster Fund, and \$69,139 from the Garden Villa Recreation Room Fund; and

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

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2018 and as filed in the

records of the Corporation, said assessments to be due and payable by the members of this Corporation on the first day of each month for the year 2018; and

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

Director Baum made a motion to approve the 2018 Business Plan. The motion was seconded by Director Moldow and passed unanimously.

12h. Entertain a Motion to Approve the 2018 Third Reserve Funding Plan - Resolution

Secretary of the Board, Director Baum, read the following resolution.

RESOLUTION 03-17-104 2018 RESERVE FUNDING PLAN

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

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

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board has developed and hereby adopts the Replacement Reserves 30-Year Funding Plans (attached) with the objective of maintaining replacement reserve balances at or above established thresholds totaling \$8,050,000, while meeting its obligations to repair and/or replace major components; and

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

Director Baum made a motion to approve the 2018 Reserve Funding Plan. The motion was seconded by Director Parsons and passed unanimously.

12i. Entertain a Motion to Approve Amendments to the 2018 Collection and Lien Enforcement Policy – Resolution

Secretary of the Board, Director Baum, read portions of the following resolution.

RESOLUTION 03-17-105 2018 Collection & Lien Enforcement Policy

WHEREAS, in accordance with California Civil Code, Third Laguna Hills Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

WHEREAS, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and recommends some clarifying language and the late charge is proposed to increase from a flat fee of \$20 to \$60 per month per delinquency, pursuant to Civil Code Section 5650(b) (2) which allows the association to recover a late charge not exceeding 10 percent of the delinquent assessment;

NOW THEREFORE BE IT RESOLVED, September 19, 2017, that the Board of Directors hereby adopts the 2018 Third Laguna Hills Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; and

RESOLVED FURTHER, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a) (7) and will be distributed to members owners in November 2017 as part of the Annual Policy Statement.

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

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion for approval of the 2018 Collection and Lien Enforcement Policy, to reflect wording changes from legal counsel and a late charge increase from \$20 to \$60 per month. The motion was seconded by Director Parsons and passed unanimously.

Director Carpenter made suggestions to send notification by certified mail.

Director Moldow asked staff to not use the word “shareholders” in the staff reports.

12j. Third Mutual Committee Appointments – Resolution

RESOLUTION 03-17-107

Mutual Committee Appointments

RESOLVED, September 19, 2017 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:

Architectural Standards and Control Committee

Bert Moldow, Chair
John Frankel
Bill Walsh
Steve Parsons
Annette Sabol-Soule
Rosemarie diLorenzo Dickins, Alternate
Mike Butler, Voting Advisor
~~Roger Morris, Voting Advisor~~
Bob Hatch, Advisor

Governance Committee

Rosemarie diLorenzo Dickins, Chair
James Tung
Burt Baum
Bert Moldow
Bunny Carpenter, Alternate
Steve Parsons, Alternate
Annette Sabol-Soule
Non-Voting Advisor: Kathleen Baum

Communications Committee

Burt Baum, Chair
Susan Caine
Bill Walsh
Bunny Carpenter
Non-Voting Advisor: Carol St. Hillaire

Energy and Technology Committee

Bill Walsh, Chair
Bert Moldow, Co-Chair
Burt Baum
John Frankel
Non-Voting Advisors: Steven Leonard, Leon St. Hillaire

Executive Hearing Committee

Rosemarie diLorenzo Dickins, Chair
James Tung, Co-Chair
Bunny Carpenter
John Frankel
Steve Parsons
Jules Zalon, Alternate

Annette Sabol-Soule, Alternate

Finance (Committee of the Whole)

Steve Parsons, Chair

Rosemarie diLorenzo Dickins, Vice Chair

Non-Voting Advisors: Colin Johnston, John Hess, Wei-Ming Tao

Garden Villa Recreation Room Subcommittee

Bert Moldow, Chair

Rosemarie diLorenzo Dickins, Alternate

Voting Advisors: Lynn Jarrett, Sharon Molineri, Stuart Hack

Laguna Woods Village Traffic Hearings

John Frankel

Jules Zalon

Susan Caine, Alternate

Landscape

James Tung, Chair

Bunny Carpenter – Vice Chair

John Frankel

Susan Caine

Non-Voting Advisors: ~~John Dudley~~ Bob Figeira, ***Violet Lawrence***

Maintenance and Construction (Committee of the Whole)

Bert Moldow, Chair

John Frankel, Vice Chair

Non-Voting Advisors: Marty Lopata, ***Steve Leonard***

Meet and Confer & Resident Problem Resolution

Rosemarie diLorenzo Dickins

James Tung

Burt Baum

New Resident Orientation

Per Rotation List

Water Conservation Committee

James Tung, Chair

John Frankel

Jules Zalon

Third Mutual Earthquake Task Force

Steve Parsons, Chair

John Frankel

Burt Baum

Colin Johnston
Dan Yost
Steve Leonard
~~Roger Morris~~
James Tung
David Southerland
Tim Moy, Advisor
Randy Scott, (Garden Villas) Advisor
Ralph Beck (registered geologist), Advisor
Margaret Vinci (Cal-Tech), Advisor

Third Mutual Parking Task Force

John Frankel, Chair
Bert Moldow
Bunny Carpenter
Bill Walsh
Annette Sabol-Soule

Third Mutual Resident Policy and Compliance Task Force

Burt Baum, Chair
Rosemarie diLorenzo Dickins
Bert Moldow
Bunny Carpenter
Steve Parsons, Alternate
Stuart Hack, Advisor
Marty Lopata, Advisor

Third Mutual Dry Rot Task Force

John Frankel, Chair
Bunny Carpenter
Bert Moldow
Burt Baum
Steve Parsons

Third Mutual Projects Task Force

Rosemarie diLorenzo Dickins, **Chair**
Bert Moldow, ~~Chair~~
Bunny Carpenter
John Frankel

GV Golf Cart Parking Task Force

Annette Sabol Soule, Chair
Bill Walsh
Bert Moldow
Randy Scott
Carolyn Oft

Marty Lopata
Ed Tao
Jeffrey Wu

RESOLVED FURTHER, that Resolution 03-17-26, adopted August 15, 2017 is hereby superseded and canceled; and

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

Director Parsons made a motion to approve updates and additions to the committee assignments. The motion was seconded by Director Tung and passed unanimously.

13. NEW BUSINESS

13a. Entertain a Motion to Approve Manor Alteration Conditions (initial notification – Postpone 30-days for Member comments and suggestions to conform to the notification requirement)

Secretary of the Board, Burt Baum, read the following resolution.

Resolution 03-17-XX **Standard Manor Alteration Conditions**

WHEREAS, staff has experienced several issues with manor alterations including illegal dumping in Village dumpsters, excessive noise and smoking by contractors, parking in resident spaces by contractors, damage to mutual property during construction, and working after hours; and

WHEREAS, the standard Manor Alteration Conditions impose requirements, in order to ~~project~~ protect the Mutual and neighbors, on members who wish to conduct alterations; and

NOW THEREFORE BE IT RESOLVED, September 19 2017, as part of the Conditions of Approval a Conformance Deposit (Good Faith Deposit) is being required; and

RESOLVED FURTHER, a Conformance Deposit will be held to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof; and

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

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution

to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to accept the Standard Manor Alteration Conditions for the Manor Alteration Division. The motion was seconded by Director Tung and passed unanimously.

13b. Entertain a Motion to Approve Manor Alteration Conformance Deposit Fee - Resolution (initial notification - Postpone 30-days for Member comments and suggestions to conform to the notification requirement)

Secretary of the Board, Burt Baum, read the following resolution.

RESOLUTION 03-17-XXX
Proposed Conformance Deposit

WHEREAS, in order to partially offset Mutual costs associated with Contractors and residents performing alterations that damage Mutual Property or violate Mutual Policies such as disposing of construction debris in Mutual dumpsters; and

WHEREAS, the Mutual currently does not require any conformance deposit fee capture; and

NOW THEREFORE BE IT RESOLVED, the fee will be required for all Construction with a value of \$500 or greater and will be refundable given that the contractor or resident performing the alterations conform to all Mutual rules and Standards and causes no damage to the Mutual properties; and

NOW THEREFORE BE IT RESOLVED, that in order to partially further offset Mutual costs associated with Contractors and residents performing alterations to their manor, the Board of Directors of this Corporation hereby sets the Conformance Deposit fee at \$250; and

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

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to approve the resolution for a refundable Conformance Deposit in the amount of \$250 for alteration projects valued over \$500. The motion was seconded by Director Parsons and passed unanimously.

Director Moldow made a motion to amend the resolution to include the following to the end of paragraph 3: "and causes no damage to the Mutual properties". The motion was seconded by Director Soule and passed unanimously.

13c. Entertain a Motion to Approve an Increase in Manor Alteration Processing Fees – Resolution (initial notification - Postpone 30-days for Member comments and suggestions to conform to the notification requirement)

Secretary of the Board, Burt Baum, read the following resolution.

RESOLUTION 03-17-XX
Proposed Variance Process Fee Policy

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

WHEREAS, in order to offset administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105; and

WHEREAS, the Mutual currently charges a \$10 fee for a Mutual Consent and a \$100 fee for a Variance, to offset administrative costs associated with processing these requests; and

WHEREAS, the Board realizes that the current fee does not appropriately cover staff time;

NOW THEREFORE BE IT RESOLVED, on October 17, 2017, that in order to come closer to partially offsetting administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105, the Board of Directors of this Corporation hereby sets the Mutual Consent request processing fee at \$35 and the variance request processing fee at \$150; and

RESOLVED FURTHER, that Resolution 03-15-44 adopted April 21, 2015, is hereby superseded and cancelled; and

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

SEPTEMBER Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution

to the next available Board Meeting no less than 30-days from the postponement to comply with Civil Code §4360.

Director Baum made a motion to accept the resolution for an increase in manor alteration processing fees. The motion was seconded by Director Moldow and passed by a vote of 8-0-1. (Director Zalon abstained)

14. Committee Reports

14a. Report of the Finance Committee/Financial Report

Director Parsons, reported from the Finance Committee, gave updates on Third Mutual financial, delinquencies and commented on the Resale Activities Report. Next meeting will be October 3, 2017, at 1:30 p.m. in the Sycamore Room.

14b. Report of the Architectural Control and Standards Committee

Director Moldow reported from the Architectural Control and Standards Committee. The next meeting will be September 25, 2017, at 11:30 a.m. in the Sycamore Room.

14c. Report of the Maintenance & Construction Committee

Director Moldow reported from the Maintenance and Construction Committee. The next meeting will be November 6, 2017, at 1:00 p.m. in the Board Room.

14d. Report of Landscape Committee

Director Carpenter reported from the Landscape Committee. Next meeting will be November 2, 2017, at 9:00 a.m. in the Sycamore Room.

14e. Report of the Laguna Woods Village Traffic Hearings

Director Frankel reported from the Laguna Woods Village Traffic Hearings. Next Hearing will be September 20, 2017, at 9:00 a.m. and 1:00 p.m. in the Board Room.

14f. Report of the Communications Committee

Director Baum reported from the Communications Committee. Next meeting will be October 23, 2017, at 1:30 p.m. in the Willow Room.

14g. Report of the Energy and Technology Committee

Director Walsh reported from the Energy and Technology Committee. The next meeting will be October 3, 2017, at 10:00 a.m. in the Cypress Room.

14h. Report of the Water Committee

Director Tung reported from the Water Committee.

14i. Report of the Resident Policy and Compliance Task Force

Director Baum reported from the Resident Policy and Compliance Task Force and announced the next meeting on September 25, 2017 at 1:30 p.m. in the Willow room.

15. GRF COMMITTEE HIGHLIGHTS

Members reported on the following GRF Committees.

15a. Community Activities Committee – Next meeting will be October 9, 2017, at 2:00 p.m. in the Board Room.

15b. Finance Committee – Next meeting will be October 25, 2017, at 1:30 p.m. in the Board Room.

15c. Landscape Committee – Next meeting will be September 21, 2017, at 9:00 a.m. in the Cypress Room.

15d. Maintenance & Construction Committee – Next meeting will be November 22, 2017, at 1:00 p.m. in the Board Room.

15e. Media and Communications Committee – Next meeting will be October 16, 2017, at 1:30 p.m. in the Board Room.

15f. Mobility & Vehicles Committee – Next meeting will be October 2, 2017, at 1:30 p.m. in the Board Room.

15g. Security and Community Access Committee – Next meeting will be October 26, 2017, at 1:30 p.m. in the Board Room.

16. FUTURE AGENDA ITEMS

16a. Standard for Trellis Removal

17. DIRECTORS' COMMENTS

There were no Director comments.

18. RECESS

The Board recessed at 12:38 p.m. and reconvened into Executive Session at 1:38 p.m.

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

During the August 15, 2017, – Regular Executive Session Board Meeting, the Board approved the minutes of the July 18, 2017 Regular Executive Session; approved one Write-off and one Notice of Sale; heard three Appeal Hearing; discussed other Member Disciplinary matters; discussed leasing matters; discussed Member Delinquency matters; discussed Personnel matters; and discussed Litigation matters.

During the August 25, 2017, Executive Hearing Committee meeting the Committee held five member Disciplinary Hearings; and two Common Area Damage Reimbursement Hearings.

19. ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 5:12 PM.

September 19, 2017

Burt Baum, Secretary
Third Laguna Hills Mutual

Standard Manor Alteration Conditions

1. No improvement shall be installed, constructed, modified or altered at Manor _____, (“Property”) within the Third Laguna Hills Mutual (“Mutual”) unless and until a Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. (“VMS, Inc.”), Manor Alterations Division (“Division”), or, in the event of a Variance from the Mutual’s Alteration Standards, the Architectural Control and Standards Committee (“ACSC”). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member Owner or Owners (“Member Owner”) agrees to comply with the Mutual’s Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at XXXX for _____, subject to the attached plans stamped approved and is subject to the final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member Owner hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property’s Member Owner at xxxx and all future Mutual members at xxxx.
5. Member Owner shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual’s Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual’s Rules and Regulations. Member Owner shall be liable for any violation of the Mutual’s Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com/residents/resident-services>) and click on documents

and Business Pass Application Instructions) in place to admit contractors and other invites.

7. Member Owner's contractors and other invitees shall have business signage on vehicles and travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.

8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.

10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.

11. Prior to the issuance of a Mutual Consent for Manor Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.

12. Prior to the Issuance of a Mutual Consent for Manor Alterations, acoustical impacts shall be considered prior to Final Inspection by Manor Alterations Division, as shown on Attachment _____.

13. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member Owner must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the Member Owner. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.

14. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member Owner's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must first be replaced or repaired at the Member Owner's expense during construction of the improvement.

15. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.

16. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.

17. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.

18. Prior to the issuance of a Mutual Consent for Manor Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified on Attachment _____.

19. Prior to the issuance of a Mutual Consent for Manor Alterations, the Member Owner shall post a Conformance Deposit in an amount determined by the Division Staff, which is a percentage of the value of the improvements. See <http://www.lagunawoodsvillage.com>. The Conformance Deposit will be held until Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, Internet/TV, landscaping, or exterior walls/roof.

20. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member

Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.

21. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.

22. Any remaining Conformance Deposit is refundable if the Member Owner notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member Owner within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.

23. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.

24. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Manor.

25. Paver install must be set in compacted subgrade.

26. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.

27. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.

28. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.

29. A dumpster is approved for placement at the location identified on Attachment _____. Any dumpster must be covered and locked at the end of each day.

Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.

30. A portable bathroom is approved for placement at the location identified on Attachment _____.

31. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.

32. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

32. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.