



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

January 19, 2018

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Friday, January 19, 2018 at 9:00 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Steve Parsons, Bunny Carpenter, John Frankel, Annette Sabol Soule, Jules Zalon and Bert Moldow

Directors Absent: Susan Caine and Burt Baum

Staff Present: Open Session: Brad Hudson and Leslie Cameron,

Others Present: None

1. CALL TO ORDER

Rosemarie diLorenzo, President of the Corporation, chaired and opened the meeting, and stated that it was a Special Open Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:00 a.m.

2. PLEDGE OF ALLEGIANCE

President diLorenzo, led the Membership in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Director Frankel moved to approve the agenda as presented, seconded by Director Bruninghaus, and the motion passed unanimously.

4. OPEN FORUM

There were no Open Forum Speakers.

5. RESPONSES TO OPEN FORUM SPEAKERS

There were no Open Forum Speakers.

6. Unfinished Business

January 19, 2018

Director Walsh made a motion to approve all four items under (6) Unfinished Business. The Motion was seconded by Director Moldow.

Director Moldow amended the motion approve the items under (6) Unfinished Business individually. President diLorenzo seconded the motion, and it passed unanimously.

6a. Entertain a Motion to Adopt a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three Story Buildings

RESOLUTION 03-18-XX

**Care & Maintenance of Patios, Balconies, Breezeways
& Walkways in Three Story Buildings Policy**

WHEREAS, the Board created a Garden Villas Breezeway Task Force to outline a communications program for the renovation of the buildings walkways;

WHEREAS, the renovation program includes replacement of the carpeted areas in the Garden Villa Breezeways recessed areas with concrete and other materials to match the existing walkways;

WHEREAS, Garden Villas Breezeway Task Force has recommended adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy, to include specific language regarding personal items in the newly renovated buildings;

NOW THEREFORE BE IT RESOLVED, January 19, 2018, that the Board of Directors of this Corporation hereby adopts the "Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy," as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that this policy applies to Garden Villa Buildings that have been renovated; 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.

DECEMBER INITIAL NOTIFICATION: 30-days notification to comply with Civil Code §4360 has been satisfied.

Director Moldow made changes to the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings are as follows: 1) Change the term Three Story Buildings to Garden Villa Style Three Story Buildings in the title and throughout the policy. 2) Legal Counsel has stated that there is no Limited Use Common Area and it needs to be changed to Exclusive Use Common Area.

January 19, 2018

- Director diLorenzo stated that Common Use Area throughout the policy needs to be changed to Common Area.
- Director Carpenter will work with Francis Rangel, Operations Manager, on amending the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings.

Director Moldow made a motion to revise the policy and deferred the adoption of this resolution to the next Board meeting to allow for a 30-days re-notification period. The motion was seconded by Director Walsh and the motion passed unanimously.

Director Walsh made a motion to approve agenda items (6b), (6c), and (6d) separately then rescinded his motion.

Director Moldow made a motion to approve agenda items (6b), (6c), and (6d) with one motion. The motion was seconded by Director Walsh and passed unanimously.

6b. Entertain a Motion to Adopt a Resolution including Section 1: General Requirements for all Alteration Standards

RESOLUTION 03-18-12

Section 1: General Requirement for all Alteration Standards

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the General Requirements are and should remain the same for all Alteration Standards and amending the General Requirements requires amending every individual Alteration Standard;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to remove the General Requirements from each individual Alteration Standard and create a new Alteration Standard for the General Requirements, eliminating the need to revise all the Alteration Standards for a revision to the General Requirements,

NOW THEREFORE BE IT RESOLVED, January 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Standard Section 1 for the General Requirements of all Alteration Standards;

SECTION 1: GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

1.1 PERMITS AND FEES: A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both

Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations office with City permit number(s) prior to beginning work.

- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 am and 7:00 am – 8:00 am is a quiet work hour and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am– 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am – 5:00 pm. No work whatsoever shall be permitted on Sunday or Holidays.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Manor Alterations office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Manor Alteration office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- 1.9 **PARKING:** Parking of contractors or other Business invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, 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.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; 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.

DECEMBER initial notification 30-days notification to comply with Civil Code §4360 has been satisfied

6c. Entertain a Motion to Adopt a Resolution including Amendments to Alteration Standard Section 4: Air Conditioning Units/Heat Pumps

RESOLUTION 03-18-13
Amend Alteration Standard - Section 4: Air Conditioning Units/Heat Pumps

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 4 Air Conditioning Units/Heat Pumps and,

NOW THEREFORE BE IT RESOLVED, January 19, 2018, that the Board of Directors of this Corporation hereby removes section 2.4 and revises the following section of Standard Section 4;

SECTION 4 AIR CONDITIONING UNITS/HEAT PUMPS

2.9 Removal of sleeves in stucco walls:

- a. Removal of sleeves (sheet metal casing and exterior cover in original installation) in multi-story buildings is prohibited.
- b. Removal of sleeves in stucco walls of single story buildings shall be evaluated on a case-by-case basis. A variance may be required.
- c. When permitted, removal of sleeves in stucco walls require that the patch be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; 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.

DECEMBER initial notification 30-days notification to comply with Civil Code §4360 has been satisfied

6d. Entertain a Motion to Adopt a Resolution including Amendments to Alteration Standard Section 6 – Block Walls (DECEMBER initial

January 19, 2018

notification 30-days notification to comply with Civil Code §4360 has been satisfied)

RESOLUTION 03-18-14
Revise Standard Section 6 – Block Walls

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 6 Block Walls.

NOW THEREFORE BE IT RESOLVED, Janary 19, 2018, that the Board of Directors of this Corporation hereby introduces the following section of Standard Section 6;

SECTION 6 BLOCK WALL

2.7 All walls built shall be constructed within the approved patio dimensions. Patio slabs shall not be extended without written approval of the Board. All walls shall be constructed on structurally adequate footings. Planting areas between the wall and slab are acceptable.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; 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.

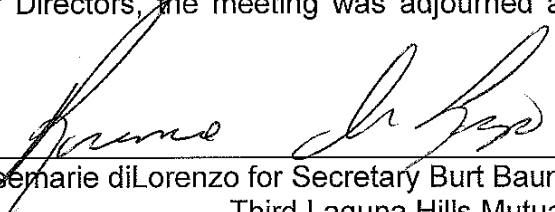
DECEMBER initial notification 30-days notification to comply with Civil Code §4360 has been satisfied

7. Directors' Comments

There were no Directors' Comments.

19. ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 9:36 a.m.



Rosemarie diLorenzo for Secretary Burt Baum
Third Laguna Hills Mutual

THIRD LAGUNA HILLS MUTUAL

SECTION 4 AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 am and 7:00 am – 8:00 am is a quiet work hour and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING**

IS NOT PERMITTED. Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

1.7 CONTRACTOR: Installation must be performed by a California licensed contractor of the appropriate trade.

1.8 CONTRACTOR'S CONDUCT: Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 THROUGH THE WALL A/C-H/P UNITS

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

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

2.3 Window mounted units are prohibited.

2.4

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

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

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

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

2.9 Removal of sleeves in stucco walls:

a. Removal of sleeves in multi-story buildings is prohibited.

b. Removal of sleeves in stucco walls of single story buildings shall be evaluated on a case-by-case basis. A variance may be required.

- c. When permitted, removal of sleeves in stucco walls require that the patch be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.

2.9.1 Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

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

- 3.9.1 All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. No roof ducts or chases are allowed.
- 3.9.2 The chaseway must be made rodent proof by using wiremesh at the bottom of the chaseway.
- 3.9.3 Water tight seals must be provided around all penetrations.
- 3.9.4 Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to **one run** and the length must be kept to a minimum and be as unobtrusive as possible.
- 3.9.5 Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to **three runs**, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.9.6 Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.9.7 Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved standard plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.9.8 Cutting or altering of roof trusses for the installation of air handlers in attic spaces is strictly prohibited.
- 3.9.9 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

THIRD LAGUNA HILLS MUTUAL SECTION 6 BLOCK WALLS

JANUARY 1989

REVISED MAY 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED 2011, RESOLUTION 03-11-49

REVISED JULY 2013, RESOLUTION 03-13-73

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 am and 7:00 am – 8:00 am is a quiet work hour and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, and use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

- 2.1 All walls shall be of slump-stone block 4x4x16, 4x6x16, or 6x6x16 slump-stone or block to match existing wall only may be used.
- 2.2 Block will be painted to match the color of the building. Excess mortar will be removed. Weep-holes of the proper size and location shall be used provided as needed.
- 2.3 No wall shall be over 5 feet in height or under 12 inches in height.
- 2.4 Walls may have decorative blocks (not on the cap providing they make up less than 1/3 of the total surface and meet with the Permits and Inspections office.
- 2.5 Wrought iron fencing may be installed as approved by the Permits and Inspections office.
- 2.6 Walls may be covered with stucco to match building or have brick caps. Openings for gates are permissible.
- 2.7 All walls built shall be constructed within the approved patio dimensions. Patio slabs shall not be extended without written approval of the Board. All walls shall be constructed on appropriate footings. Planting areas between the wall and slab are acceptable.
- 2.8 Walls existing may be lowered depending on their location as determined by the Permits and Inspections office.
- 2.9 Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single story manors. Common Area Agreements will be required when the Condominium Plan designates the location of the alteration as Mutual Common Area.

3.0 **RECONSTRUCTED WALLS**

- 3.1 An existing wall which is constructed of wood or wrought iron may be replaced with a block wall at the same height as the wall it is replacing.

4.0 **PLANTER WALLS**

- 4.1 Planter walls shall be defined as any masonry items set in concrete, held together with mortar, or more than one course in height, and shall be subject to the requirements set forth in the following sections.
- 4.2 Placement of planter walls will be adjacent to the building walls, walks, and patios. Planter walls shall be within 48" of such areas and will begin and end connected to the aforementioned construction items.
- 4.3 Planter walls shall be no higher than 12" as constructed along level surfaces. In areas where irregularities in the grounds exist, additional courses may add to the height of the wall to maintain a level running height.
- 4.4 A 4" concrete mowing strip shall be poured alongside the planter wall in all cases where grass abuts the wall. (4" minimum thickness is required.)
- 4.5 Planter walls shall not be built on the berm or crest of any bank or in yard areas that will create new planting areas not already designated as such.
- 4.6 In all cases, a drawing will be provided to the Permits and Inspections office for review and adjustments to meet the intent of this section.
- 4.7 Areas designated as planters around trees may have a planter wall depending on the type of tree existing due to its growth, root, and maintenance characteristics. In each case, the Landscape Division will be consulted concerning trunk coverage and dirt banking at the base of the tree to insure that it will not be damaged.
- 4.8 Applications for planters along building walls will be denied where the grade or dirt level will be increased up the footing to the stucco screed or bottom sill plate. The building code requirement of 6" clearance between plate and grade will be maintained.

5.0 **SPRINKLER REVISIONS**

- 5.1 Sprinklers will be revised only by the managing agent's Landscape crews; the cost of such revisions shall be borne by the resident owner of that unit.
- 5.2 No sprinklers will be placed inside any patio area by the managing agent's Landscape crews, and any systems added shall not be connected to the Mutual-owned system.