



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

**Friday, March 23, 2018 - 9:30 AM  
Laguna Woods Village Community Center, 24351 El Toro Road  
Willow Room**

**The purpose of this meeting is to discuss and consider the resolutions introduced  
in February, 2018 that are on 30-day notification.**

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Members Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Steve Parsons, Roy Bruninghaus, Bert Moldow, Jules Zalon, and Susan Caine (arrived at 9:42 a.m.)

Bill Walsh left the meeting at 9:37 a.m. to attend the PAC Task Force Meeting

Others Present: Brad Hudson, Kurt Wiemann and Cheryl Silva

1. President diLorenzo called the meeting to order and announced that a quorum was present.
2. President diLorenzo led the Pledge of Allegiance
3. **Approval of Agenda**  
Director Parsons made a motion to approve the agenda. The motion was seconded by Director Zalon. Director Bruninghaus requested to add agenda item 6i. Revised Electricity Usage Reimbursement Policy.
4. **Open Forum (Three Minutes per Speaker)**  
There were no Members present.
5. **Responses to Open Forum Speakers--none**

**6. Unfinished Business**

- 6a. Entertain a Motion to Adopt a Resolution to Require Mandatory Water Heater Replacement (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-37  
Water Heater Replacement During Resale**

**WHEREAS**, Third Laguna Hills Mutual has experienced significant damages to both Mutual and Members' property from the failure of aging water heaters; and

**WHEREAS**, Third Laguna Hills Mutual has determined that the majority of those failed water heaters are older than 10 years and beyond the term of the manufacturer's warranty; and

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of the Corporation hereby introduces a policy directing the Alterations Department to perform interior inspections during the resale process to verify the age of water heaters; and

**RESOLVED FURTHER**, Members will be required to replace all water heaters, at their expense, that are found to be in service over 10 years, of an indeterminable age, or in disrepair; Village Management Services Inc. will make available several avenues for Members to replace the water heater; and

**RESOLVED FURTHER**, Effective January 1, 2019, the replacement of a water heater during resale is mandatory; and

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

**FEBRUARY Initial Notification  
30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Moldow made a motion to adopt a resolution to require mandatory water heater replacement. The motion was seconded by Director Parsons and passed by unanimous consent.

- 6b. Entertain a Motion to Adopt a Resolution to Include Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three-Story Buildings (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-38**  
**Care & Maintenance of Patios, Balconies, Breezeways  
& Walkways in Garden Villa Style Three Story Buildings**

**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; and,

**WHEREAS**, the Garden Villa policy compliments the existing Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy (Resolution 03-16-117).

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts the "Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Garden Villa Style 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.

**February Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Parsons made a motion to adopt a resolution to adopt a resolution to include amendments to the policy for care and maintenance of patios, balconies, breezeways and walkways in there-story building. The motion was seconded by Director Moldow and passed by unanimous consent.

- 6c. Entertain a Motion to Adopt a Resolution to Require Interior Pest Control Policy (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**Resolution 03-18-39**  
**Interior Pest Control Policy**

**WHEREAS**, it is the resident's responsibility to eradicate pests in an individual manor; however, there is no formal policy in place to address such matters; and,

**WHEREAS**, establishing a policy would enable staff to efficiently and effectively administer pest eradication measures should the need arise, including multi-unit building infestation, as well as effectively set an expectation level for residents regarding responsibilities on pest control issues in their manors.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation adopts an Interior Pest Control Policy as attached to the official minutes of this meeting; and

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

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution to require interior pest control policy. The motion was seconded by Director Zalon and passed by unanimous consent.

- 6d. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 10: Exterior Doors (**FEBRUARY initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-40**

**Revise Alteration Standard Section 10 – Doors, Exterior (Swing)**

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the necessity 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 10 – Doors, Exterior.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to

Alteration Standard Section 10 – Doors, Exterior (Swing);

**2.0 TYPES OF DOORS**

**2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.

**2.2** Dutch doors, split doors and French doors may be allowed provided any and all required permits are obtained through the City of Laguna Woods and the Alterations Division office. All costs of maintenance shall be borne by the Mutual member.

**2.3** Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code.

**2.4** Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Division.

**3.0 APPLICATIONS**

**3.1** Doors shall be of wood, fiberglass or vinyl clad material. Doors shall be the body or trim color of the building, or be white. Doors may have natural or stained wood finish.

**3.3** Door frames may not be replaced. Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.4** Any required irrigation or landscaping modifications resulting from the door (or required landing) installation must be performed by the Agent's Landscaping Division, at the Mutual member's expense.

**3.5** Exterior doors shall only be allowed in existing openings. For existing openings wider than 36", doors with accompanying sidelights may be used.

**3.6** Existing header height must remain unchanged; and

**RESOLVED FURTHER**, Resolution 03-02-22, adopted March 18, 2003, 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.

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Parsons made a motion to adopt a resolution for alteration standard section 10: Exterior Doors. The motion was seconded by Director Bruninghaus and passed by unanimous consent.

- 6e. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 11: Exterior Floor Covering (**FEBRUARY initial notification 30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-41**

**Revise Alteration Standard Section 11 – Exterior Floor Coverings**

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the necessity 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 11 – Exterior Floor Coverings.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to the following section of Alteration Standard Section 11 – Exterior Floor Coverings;

**2.0 APPLICATIONS**

**2.1** Attaching substances shall encompass glues or adhesive strips for coverings on concrete patio slabs only. Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., shall be used for tile only.

**2.2** No screws, nails, or any type of penetrating attachments shall be permitted.

**2.3** Walkway coverings and coatings are prohibited in Common Areas.

**2.4** Color, style, fashion, or design of any floor covering shall be optional.

~~**2.5** Glazed tile, due to its slippery surface, is not recommended for use as a floor covering.~~

**2.6** A four inch mow strip will be left (set back) on all patio slab coverings.

**2.7** Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriiums, and courtyards only. These coatings are prohibited on Common Area walkways.

**3.0 MAINTENANCE**

**3.1** Members must maintain and/or replace, as needed, all floor coverings installed.

**3.2** Members shall remove any floor covering for access to the subsurface for purposes of repairs or inspection as may be required.

**3.3** Members assume all responsibility for tile that cracks or becomes loose due to the building movement or other causes.

**3.4** Members assume responsibility for any building damage occurred due to the installation of a floor covering.

**3.5** On wood frame balconies, if the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.

**3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs.

**3.7** Floor coverings are installed by the Members at their own risk. Any building activity which may damage any type of floor covering shall be the resident's responsibility; and

**RESOLVED FURTHER**, Resolution 03-02-22, adopted March 18, 2003, 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.

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to adopt a resolution for Alteration Standard Section 11: Exterior Floor Coverings. The motion was seconded by Director Parsons. Director Moldow made an amendment to strike 2.5 from the resolution and the standard. The motion was seconded by Director Parsons.

Discussion ensued among the Directors.

The motion passed by unanimous consent.

6f. Entertain a Motion to Adopt a Resolution for Alteration Standard Section

13: Fences, Wrought Iron (**FEBRUARY initial notification--30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-42**  
**Revise Alteration Standard 13 – Fences, Wrought Iron**

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the necessity 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 13 – Fences, Wrought Iron.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 13 – Fences, Wrought Iron;

**2.0 APPLICATIONS**

**2.1** No fence shall be over 5'-0" in height, inclusive of wall and fence, nor under 12" in height.

**2.2** All posts shall be attached to slab, wall, or set in concrete. No posts shall have contact with any soil.

**2.3** All posts and related pieces shall be of common square, rectangular, and flat stock. No round bar.

**2.4** Attachments to buildings shall be lags only, predrilled and sealant applied. Sealant shall keep all moisture from entering the structure. All connections shall be galvanized or stainless steel.

**2.5** Wrought iron fencing may be installed as part of a block wall. See Standard Section 6 for block walls.

**2.6** Openings with gates are permissible. Openings may only open onto designated pathways.

**2.8** All wrought iron shall be painted in accordance with the Mutual's painting policy; black, white, or the color of the wall of which it's attached. If existing wrought iron fencing or gates are present on the subject building, the color of these fences and gates shall set precedence.

**2.9** Removal of decorative wrought iron over windows and security bars over windows is permitted.



**3.0 SPRINKLER REVISIONS**

**3.1** Sprinklers will be revised only by the managing agent's landscape crews; the cost of such revisions shall be at the expense of the resident owner of that unit.

**3.2** No sprinklers will be placed inside any patio area by the managing agent's landscape crews, and any sprinkler systems added shall not be connected to the Mutually-owned system; and

**RESOLVED FURTHER**, Resolution 03-13-74, adopted July 16, 2013, 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.

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Parsons made a motion to approve a resolution for alteration standard section 13: Fences, Wrought Iron. Director Bruninghaus seconded the motion and it passed by unanimous consent.

- 6g. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 17: Gates (**FEBRUARY initial notification--30 day notification to comply with Civil Code §4360 has been satisfied**)

**RESOLUTION 03-18-43**

**Revise Alteration Standard Section 17 - Gates**

**WHEREAS**, the Architectural Controls and Standards Committee recognizes the necessity 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 17 – Gates.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Standard Section 17 - Gates;

**2.0 APPLICATIONS – PATIO WALLS**

**2.1** No single gate will be of two pieces or require more than three hinges for attachments.

**2.2** All gates, other than wrought iron, will be painted to match the color of the wall or the building in accordance with Mutual painting policy. Gates shall matching existing gates and fences.

**2.3** Gates may be installed that open into limited common area; also where limited access to entryways does not obstruct necessary access to common areas.

**2.4** Gates will be constructed of vinyl or wrought iron only.

**2.5** Gates shall match existing design and construction.

**2.6** Gates shall be no higher than the wall in which they are part of, with the exception of decorative or radiused finished tops.

**3.0 APPLICATIONS – PATIO RAILINGS in Three Story Buildings**

This Section Addresses Gates Cut Into Existing Metal or Wood Patio Railings in Three Story Buildings.

**3.1** Gates can be installed only if the Common Area made accessible by the gate is safe to traverse considering factors such as the slope of the land and the landscaping, as determined by Staff.

**3.2** A site inspection by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.

**3.3** The opening cut into the railing for the gate must be a minimum of 24 inches and a maximum of 36 inches wide.

Director Parsons made a motion to approve a resolution for alteration standard section 17: Gates. Director Moldow seconded the motion and it passed by unanimous consent.

- 6h. Entertain a Motion to Adopt a Resolution for Alteration Standard Section 21: Patio Slabs (FEBRUARY initial notification--30 day notification to comply with Civil Code §4360 has been satisfied)

**RESOLUTION 03-18-44**

**Revise Alteration Standard Section 21 Patio Slabs**

**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 Alteration Section 21 Patio Slabs.

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby adopts revisions and amendments to Alteration Section 21 Patio Slabs;

**2.0 PREPARATIONS**

**2.1** In each case, the site will be inspected prior to work for adjustments pertaining to this section.

**2.2** No slab will be allowed that will hinder yard drainage.

**2.3** No slab will be allowed in areas where access for maintenance is required.

**2.4** In no case will concrete cover over sprinklers, sprinkler lines, or other related items.

**3.0 APPLICATIONS**

**3.1** Patios may be constructed of a concrete slab or interlocking concrete pavers only.

**3.2** Planting or dirt areas inside the defined patio walls may be paved over with concrete or interlocking pavers providing the paving does not extend beyond the wall.

**3.3** Concrete slabs will be 4" minimum thick and will be constructed of 520-C-2500 concrete. Welded wire mesh or #3 rebar and a vapor barrier with minimum of 1" sand cover are required.

**3.4** All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping.

**3.5** Interlocking paver installations must use treated wood, redwood or plastic edging. Edging shall be secured in place per manufacturer's specifications.

**3.6** Interlocking paver installations must use a "Class 2" subbase of a minimum of 4 inches deep and must use a coarse sand layer of at least 1 inch thick as bedding for pavers. Paved area must be compacted with a vibrating flat plate to lock pavers into place.

**3.7** Pavers may be 7/8 of an inch to one inch thick if overlaid on an existing concrete slab. Otherwise pavers must be 2 3/8-inches thick.

**3.8** Pavers may not form or contain any pictures, symbols or wording.

**3.9** Refer to Section 11 – Exterior Floor Coverings for specifications regarding covering patio slabs.

**3.10** Patio slab extensions shall not encroach into Common Area.

**4.0 SPRINKLER REVISIONS**

**4.1** Any required landscape or irrigation revisions will be performed only by Village landscape crews, and the cost of such revisions shall be at the cost of the Mutual member performing the alteration.

**4.2** No sprinklers will be placed inside any patio area by Village landscape crews. Any systems added shall not be connected to the Mutual-owned system; and

**RESOLVED FURTHER**, Resolution 03-03-17 adopted February 18, 2003, 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.

**FEBRUARY Initial Notification**

**30-day notification to comply with Civil Code §4360 has been satisfied.**

Director Bruninghaus made a motion to approve a resolution for alteration standard section 21: Patio Slabs. Director Moldow seconded the motion and it passed by unanimous consent.

This item was added to the agenda from the March 20, 2018 Board Meeting.

- 6i. Entertain a Motion to Introduce a Resolution for an Electricity Use Reimbursement Policy Revision (**MARCH initial notification—must postpone 30 days to comply with Civil Code §4360**)

**Resolution 03-18-XX**

**Revised Electricity Usage Reimbursement Policy**

**WHEREAS**, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

**WHEREAS**, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit Third Mutual policy;

**NOW THEREFORE BE IT RESOLVED**, March 23, 2018, that the Board of Directors of this Corporation hereby introduces the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room (closets and/or hallways are considered separate rooms), requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Disaster Fund.

**RESOLVED FURTHER**, that Resolution 03-11-48 adopted April 19, 2011 is hereby superseded and cancelled; and

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

**MARCH 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 Tung made a motion to introduce a resolution for an electricity use reimbursement policy revision. The motion was seconded by Director Bruninghaus. Director Moldow amended the motion to add the clarification that a closet or hallway will be considered as "a room" to the resolution for the seconded reading. The amended motion passed by consensus

**7. Director's Comments**

Director Tung commented that he talked to Bruce Hartley about Faulk (2113). The tree is scheduled to be trimmed in May.

Director diLorenzo asked who is responsible for trash issues.

- 8.** The meeting was adjourned at 10:25 a.m.



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Rosemarie diLorenzo  
President of the Third Board