



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

February 20, 2018

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, February 20, 2018, at 9:30 a.m., at 24351 El Toro Road, Laguna Woods, California

Directors Present: Rosemarie diLorenzo, Bill Walsh, James Tung, Burt Baum, Steve Parsons, Roy Bruninghaus, Susan Caine, Bunny Carpenter (arrived 9:35 a.m.), John Frankel and Jules Zalon

Directors Absent: Bert Moldow

Staff Present: Open Session: Brad Hudson, Lori Moss, Carrie Weldon, Kurt Wiemann, Eileen Paulin, Chris Spahr, Leslie Cameron and Susan Connelly

Executive Session: Brad Hudson, Tim Moy, Francis Rangel, Michelle Vieane, and Leslie Cameron

Others Present: VMS: Donna Dwaileebe
United: Janey Dorrell

1. CALL TO ORDER

Rosemarie diLorenzo, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established, and the meeting was called to order at 9:30 a.m.

2. PLEDGE OF ALLEGIANCE

Director Walsh led the Membership in the Pledge of Allegiance.

3. ACKNOWLEDGEMENT OF MEDIA

The Globe and the Village Television Crew, by way of remote cameras, were acknowledged as present.

4. APPROVAL OF AGENDA

Director Parsons made a motion to approve the agenda. Director Caine seconded the motion.

Director Walsh moved to amend the agenda as presented, by removing Agenda Item No. 13a, "Introduce a Resolution to Clarify that Attics and Similar Areas are Included in the Common Area Use Policy." The motion was seconded by Director Baum and it passed unanimously.

5. APPROVAL OF THE MINUTES

- 5a. January 16, 2018 Regular Open Session
- 5b. January 19, 2018 Special Open Session

Director Parsons made a motion to approve the minutes of the January 16, 2018, Regular Open Session, as presented. The motion was seconded by Director Bruninghaus and it passed unanimously.

Director Parsons made a motion to approve the minutes of the January 19, 2018, Special Open Session, as presented. The motion was seconded by Director Bruninghaus and it passed unanimously.

6. REPORT OF THE CHAIR

President diLorenzo announced that she appreciated that the Pickleball controversy was over and cited the cooperation of the other Corporations in resolving the matter. Homelessness seems to be more prevalent. She encouraged residents to contact security for more information. The President wished Ms. Moss luck as she leaves VMS and the Community.

7. OPEN FORUM

None

8. RESPONSES TO OPEN FORUM SPEAKERS

None

9. UPDATE FROM VMS

Director Dwaileebe, VMS Director, reported that Bruce Hartley presented at the last VMS meeting and Tim Moy would present at the next meeting. She also stated that Bulky items can be collected two times annually, by contacting Resident Services to schedule a pick-up. She discussed the benefits of the plan-a-ride program

10. REPORT OF THE CEO

Community Manager, Lori Moss, updated the board on the following projects:

trash chute cleaning and repairs, lobby and mailroom renovations in the three story buildings; improved Plan-a-Ride scheduling; improvement in the paving operations; effectiveness of new sweeper and better landscape service.

Ms. Moss introduced the new Human Resources Director, Carrie Weldon, and Marketing and Communications Manager, Eileen Paulin to the Board.

11. CONSENT CALENDAR

11a. Architectural Control and Standards Committee Recommendations:

(1) 3064-A (San Clemente, OO03_2) Deny Relocation of Kitchen Window and Approve Relocation of Bathroom Window

RESOLUTION 03-18-15 **Variance Request Approval**

WHEREAS, Mr. Rodolfo Alvarez of 3064-A Via Serena South, a San Clemente style Manor, is requesting Board approval of a variance to relocate his kitchen and master bedroom windows; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 2, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on January 18, 2018; and

NOW THEREFORE BE IT RESOLVED, on February 20, 2018, the Board of Directors hereby approves the request for the variance to relocate the master bedroom window and deny the request to relocate the kitchen window, to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **3064-A**, ("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 **3064-A** for **Window relocation in Master Bedroom**, 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 3064-A and all future Mutual members at 3064-A.
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.
6. 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.
7. 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.
8. 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.

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. 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. The 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 as "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
12. Any stucco patch shall match existing adjacent stucco walls in color and texture. If any stucco is removed to accomplish the alteration, the entire wall shall receive new stucco finish to ensure consistent appearance.
13. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. 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.
14. 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.

15. 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.
16. 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.
17. 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>.
18. 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.
19. 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.
20. 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.
21. 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.

22. 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.
23. 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.

(2) 3386-C (Andaluz, P203RA) Retain Non-Standard Front Entry Door Color

RESOLUTION 03-18-16
Variance Request Approval

WHEREAS, Ms. Sondra Baren of 3386-C Punta Alta, an Andaluz style Manor, is requesting Board approval of a variance to retain a non-standard color (green) for the front entry door; and

WHEREAS, a Neighborhood Awareness Notice was sent to Owners of affected Units on January 2, 2018, notifying them that an application to make an alteration to a neighboring Unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on January 18, 2018.

NOW THEREFORE BE IT RESOLVED, on February 20, 2018, the Board of Directors hereby approves the request for the variance to the requesting member with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Manor **3386-C**, ("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 **3386-C** for **retaining non-standard entry door color (green)**, 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 3386-C and all future Mutual members at 3386-C.
 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.
 6. 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.
 7. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. 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.

8. 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.
9. 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.
10. 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.
11. 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>.
12. 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.

13. 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.
14. 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.
15. 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.
16. 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 same.

11b. Landscape Committee Recommendations:

- (1) **3242-1C (Cosgrove) Deny Request for Tree Removal – Olive Tree**

RESOLUTION 03-18-17
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.

- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on February 1, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3242-2C; and

NOW THEREFORE BE IT RESOLVED, February 20, 2018, the Board of Directors denied a request for the removal of one Olive tree;

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

(2) 3487-A (Klein) Deny Request for Tree Removal – Spotted Gum Eucalyptus

RESOLUTION 03-18-18
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on February 1, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 3487-A; and

NOW THEREFORE BE IT RESOLVED, February 20, 2018, the Board of Directors denied a request for the removal of one Spotted Gum tree;

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

(3) 5570-A (Kim) Deny Request for Tree Removal – Fern Pine

RESOLUTION 03-18-19
Tree Removal Denial

WHEREAS, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on February 1, 2018, the Landscape Committee recommended to deny the request to remove the tree located at 5570-A; and

NOW THEREFORE BE IT RESOLVED, February 20, 2018, the Board of Directors denied a request for the removal of one Fern Pine tree;

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

11c. Finance Committee Recommendations:

Approval of Resolution to Record Lien against Member's ID; 931-530-78

RESOLUTION 03-18-20
Recording of a Lien

WHEREAS, Member ID 931-530-78; 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, February 20, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-530-78 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.

Approval of Resolution to Record Lien against Member's ID; 935-020-38

RESOLUTION 03-18-21
Recording of a Lien

WHEREAS, Member ID 935-020-38; 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, February 20, 2018, that the Board of Directors hereby approves the recording of a Lien for Member ID 935-020-38 and;

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

Director Parsons made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Bruninghaus and passed unanimously.

12. Unfinished Business

12a. Entertain a Motion to Adopt a Resolution for New Alteration Standard Section 47: Bathroom Splits

(JANUARY initial notification - 30-day notification to satisfy Civil Code §4630 has been satisfied).

Director Baum read the following resolution:

RESOLUTION 03-18-22

New Alteration Standard Section 47 – Bathroom Splits

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 has reviewed numerous Variance Requests to remodel bathrooms, specifically to create a second bathroom in the footprint of the original bathroom, this type of alteration is commonly referred to as a bathroom split;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to create a new Standard for these alterations, eliminating the need for Members to apply for a Variance Request for a common alteration.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Third Board of Directors of this Corporation hereby adopts the following Standard Section 437 of the Alteration Standards for Bathroom Splits;

SECTION 47 BATHROOM SPLITS

FOR GENERAL REQUIREMENTS SEE SECTION 1 GENERAL REQUIREMENTS
FOR ALTERATION STANDARDS

2.0 APPLICATIONS

- 2.1 Bathroom splits are prohibited in Manors with two bathrooms.
- 2.2 Manors with two bathrooms may reconfigure walls and doors within the same foot print only.
- 2.3 Manors with one full bathroom may split bathroom into two bathrooms as follows:
 - a. The original footprint may be extended up to three feet, in one direction.
 - b. The extension of a bathroom footprint may not involve a load bearing wall or supporting columns.
 - c. The extension of a bathroom footprint may not extend into adjacent

hallways.

- 2.4 Prior to connecting into any plumbing work, the **waste line is to be inspected by the Mutual at the Member(s) expense.**
- 2.5 Detailed architectural or engineered plans, including plumbing plans for all piping for bathroom split alterations, shall be submitted to the Alterations Department for approval. These plans shall include: pipe penetrations, location of plumbing connections and vents, pipe sizes, and types. As-builts shall be submitted if any changes are made to the approved plans.
- 2.6 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line. All exposed existing cast iron waste lines and connections shall be replaced with ABS or PVC.
- 2.7 All water supply lines shall be of Type M copper; minimum 1/2" diameter.
- 2.8 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.9 All piping in bathrooms with adjacent Manors shall be insulated for sound reduction, including penetrations thorough framing.
- 2.10 The Mutual Member assumes all responsibility for any damage that may occur due to construction.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS

- 3.1 Alterations involving common walls shall be fire rated per current California Building Code.
- 3.2 All exhaust fans must be installed per the Exhaust Fan/Vent Installation Standard.
- 3.3 All penetrations through walls shall be properly sealed to prevent water intrusion.
- 3.4 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 3.5 Roof tie-ins for vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit.
- 3.6 Cutting or altering roof trusses for the installation of vents in attic spaces are strictly prohibited.

4.0 OBLIGATIONS

- 4.1 Member is responsible for damages to roof or other structures caused

by any alteration.

- 4.2 The Mutual Member is responsible for, and will bear all costs associated with clean-up or repair of Mutual owned or controlled property made necessary by or resulting from the alteration.

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

JANUARY Initial Notification - 30-day notification to comply with Civil Code §4360.

Director Baum made a motion to adopt a resolution for new alteration standards, Section 47: Bathroom Splits. The motion was seconded by Director Parsons and passed unanimously.

12b. Contract Award for Street Light Acquisition Consultant

Director Walsh made a motion to move the contract for Street Light Acquisition Consultant to closed session. The motion was seconded by Director Frankel and passed by a vote of 7-2-0 (Directors Carpenter and Zalon opposed).

13. New Business

Agenda Item 13a. was removed from the agenda.

13a. Introduce a Resolution to Amend the Attic Space as Common Area Use Policy (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

13b. Introduce a Resolution to Require Mandatory Water Heater Replacement During Resale (initial notification - postpone 30-days for Member comments and suggestions to conform to Civil Code §4360 notification requirement)

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

RESOLUTION 03-18-XXX
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, February 20, 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

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 introduce a resolution to require mandatory water heater replacement during resale. The motion was seconded by Director Bruninghaus and by consensus introduced.

13c. Re-Introduce a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three Story Buildings (**DECEMBER initial notification – JANUARY amended - must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630**)

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

RESOLUTION 03-18-XXX
**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, February 20, 2018, that the Board of Directors of this Corporation hereby introduces 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 -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 re-introduce a resolution including amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three Story Buildings. The motion was seconded by Director Parsons and by consensus introduced.

13d. Introduce a Resolution to Require Interior Pest Control Policy (initial notification – must postpone 30-days for Member comments and suggestions to conform with Civil Code §4360 notification requirement)

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

Resolution 03-18-XX
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, February 20, 2018, that the Board of Directors of this Corporation hereby introduces 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

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 introduce a resolution to require Interior Pest Control Policy, which is separate from a yet to be developed rodent policy. The motion was seconded by Director Bruninghaus and by consensus was introduced.

13e. Original Trellis Removal at Mutual Expense

Director Walsh made a motion to approve the removal of originally constructed trellises during the Prior-to-Paint Program (PTP), with owner approval, at Mutual expense to be funded from the existing budget for Replacement Reserves Fund – PTP. The motion was seconded by Director Baum and passed unanimously.

13f. Re-Introduce a Resolution for Alteration Standards for 10: Exterior Doors (JANUARY initial notification – FEBRUARY amended – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

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

RESOLUTION 03-18-XX

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, February 20, 2018, that the Board of Directors of this Corporation hereby introduces 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.
- 3.2 Screen doors shall be the body or trim color of the building, or be white.
- 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 -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 re-introduce a revised resolution for Alteration Standards for 10: Exterior Doors, directing staff to address standards for vanishing screen doors prior to adoption. The motion was seconded by Director Parsons and by consensus introduced.

13g. Re-Introduce a Resolution for Alteration Standards for 11: Exterior Floor Covering (JANUARY Initial notification – FEBRUARY amended - must postpone 30-days for member comments and suggestions to comply with Civil Code §4630)

Director Baum read the following resolution:

RESOLUTION 03-18-XX

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, February 20, 2018, that the Board of Directors of this Corporation hereby introduces 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.

Director Baum made a motion to re-introduce a resolution for Standards for 11: Exterior Floor Covering. The motion was seconded by Director Caine and by consensus introduced.

13h. Re-Introduce a Resolution for Alteration Standards for 13: Fences, Wrought Iron (JANUARY initial notification – FEBRUARY amended - must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

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

RESOLUTION 03-18-XX

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, February 20, 2018, that the Board of Directors of this Corporation hereby introduces 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.
- 2.7 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.
- 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 is permitted of decorative wrought iron 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

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 re-Introduce a revised resolution for Alteration Standards for 13: Fences, Wrought Iron, to include application standard 2.7. The motion was seconded by Director Parsons and by consensus introduced.

13i. Introduce a Resolution for Revised Alteration Standards for 17: Gates (FEBRUARY initial notification – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

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

RESOLUTION 03-18-XX

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 recognize the need to Revise Alteration Standard Section 17 – Gates.

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby introduces 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 radiuses finished tops.

3.0 APPLICATIONS – PATIO RAILINGS in Three Story Buildings

This Section Addresses Gates Cut Into Existing Metal or Wood Patio Railings on the first floor of 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.
- 3.4 Gates will be constructed and painted to match the existing railing.
- 3.5 Where cuts have been made they will be finished to prevent injuries Horizontal wrought iron bars must be capped, or sealed to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.
- 3.6 Vertical bars of the same size and shape as the railing's original bars must finish the ends of the gate and railing where they have been cut. These vertical bars must be capped to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.

- 3.7 Gates should be positioned in either side of the railing, and not the front, be clear of obstructions, and designed to swing so that they provide access to a safe passage with minimal impact on the landscaping. The gates must be able to open fully, at least 90 degrees, without striking objects on adjacent walls or in the landscape. If the gate opens onto the patio it must not obstruct the manor doorway that accesses the patio.
- 3.8 All required landscaping and irrigation revisions will be performed by the Mutual at the Member's expense.
- 3.9 Personal items cannot be located outside of the patio in the Common Area made accessible by the gate, on the landing, steps, or stoop.
- 3.10 Concrete stoops, stepping stones, or paving stones are not permitted in Common Area outside of the patio where the gate is located; and

RESOLVED FURTHER, Resolution 03-08-42 adopted May 20, 2008, 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 - 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 introduce revised Alteration Standards for 17: Gates. The motion was seconded by Director Parsons and by consensus introduced.

13j. Introduce a Resolution for Revised Alteration Standards for 21: Patio Slabs (FEBRUARY initial notification – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

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

RESOLUTION 03-18-XX
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, February 20, 2018, that the Board of Directors of this Corporation hereby introduces 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

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 introduce a revised Alteration Standards for 21: Patio Slabs. The motion was seconded by Director Parsons and by consensus introduced.

13k. Introduce a Resolution for a Moratorium of the “Yellow Stake” Program (FEBRUARY initial notification – must postpone 30-days for Member comments and suggestions to comply with Civil Code §4630)

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

RESOLUTION 03-18-23 **Suspension of Yellow Stake Program**

WHEREAS, the Board of Directors (the “Board”) of Third Laguna Hills Mutual (“Mutual”) held a meeting on February 20, 2018, at which a quorum of the Board was present;

WHEREAS, pursuant to the Mutual’s Governing Documents, the Association, acting through the Board, is responsible for the management and upkeep of the Mutual’s common areas, including the landscaping and plantings thereon;

WHEREAS, pursuant to prior Resolutions and policies adopted by the Mutual, owners of individual manors were permitted in certain circumstances to maintain

their own landscaping and plantings in general common areas otherwise maintained by the Mutual under the “yellow stake” program, wherein owners could place a yellow planted stake next to such landscaping and plants that said owners had planted and were maintaining;

WHEREAS, the Board has revisited this “yellow stake” program given information provided to the Board regarding overwatering of landscaping in such “yellow stake” areas and excessive utility charges to the Mutual associated with such program, as well as the apparent widespread abuse of the program by Mutual members and residents, and determined that such considerations necessitate a more thorough investigation by the Board into the merits of the program and whether it should be continued on a going forward basis;

WHEREAS, upon reviewing with the Mutual’s legal counsel, the Board has also determined that such “yellow stake” program raises the potential issue of an implicit grant of exclusive use of general common area to individual owners that may require approval of the membership and otherwise create an administrative burden for the Board and the Mutual;

WHEREAS, the Board has determined that it would be in the best interests of the Mutual to suspend the “yellow stake” program at this time while an investigation is performed to evaluate the apparent waste, abuse, and administrative burden on the Mutual, as well as to further evaluate the concerns over exclusive use of general common area by individual owners and the requirements for such use under statute and the Mutual’s Governing Documents;

NOW, THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of the Mutual hereby immediately suspends until further written notice the “yellow stake” program that allowed for individual owners to maintain private landscaping and plantings in the Mutual’s general common area otherwise under the maintenance obligations of the Mutual pursuant to the Mutual’s Governing Documents; and

RESOLVED FURTHER, that prior Resolutions of the Mutual Board permitting authorizing such “yellow stake” program are hereby superseded by this Resolution suspending such program; and

RESOLVED FURTHER, that the officers and agents of the Mutual are hereby authorized on behalf of the Mutual to carry out this Resolution effective immediately.

Director Baum made a motion to introduce a resolution for a moratorium of the “Yellow Stake” Program. The motion was seconded by Director Bruninghaus and passed unanimously.

13I. Entertain a Motion to Adopt a Resolution to Approve Martin and Chapman as Inspectors of Election for 2018.

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

RESOLUTION 03-18-25
Approve Inspector of Election Services

WHEREAS, Civil Code §5110 requires an association to select an independent third party as an inspector of elections;

WHEREAS, for transparency purposes and due to the number of ballots received it is necessary to contract for an Inspector of Elections;

WHEREAS, an Inspector of Elections is used, among other tasks, to print and mail voter packages, inspect and tabulate ballots, and certify results; and,

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of Third Laguna Hills Mutual hereby approves single-sourcing a contract to Martin and Chapman to perform Inspectors of Election services for the 2018 Annual Meeting of the Corporate Members; and

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

Director Baum made a motion to Approve Martin and Chapman as Inspectors of Election for 2018. The motion was seconded by Director Parsons and by a vote of 7-0-2 (Directors Tung and 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. The next meeting will be March 6, 2018, at 1:30 p.m. in the Board Room.

14b. Report of the Architectural Control and Standards Committee

Director Walsh reported from the Architectural Control and Standards Committee. The next meeting will be February 26, 2018, at 9:30 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 March 5, 2018, at 1:00 p.m. in the Board Room and the committee will start meeting monthly.

- Director Frankel reported from the Parking and Golf Cart Task Force.
- Director reported from the Garden Villa Rec. Room Subcommittee.

14d. Report of Landscape Committee

Director Tung reported from the Landscape Committee. The next meeting will be March 1, 2018, at 9:00 a.m. in the Board Room.

14e. Report of the Laguna Woods Village Traffic Hearings

Director Zalon reported from the Laguna Woods Village Traffic Hearings. The next Hearing will be February 21, 2017, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Cypress Room.

14f. Report of the Communications Committee

Director Baum reported from the Communications Committee. The next meeting will be March 16, 2018, at 9:30 a.m. in the Board Room.

14g. Report of the Energy and Technology Committee

Director Walsh reported from the Energy and Technology Committee. The next meeting will be March 7, 2018, at 1:30 p.m. in the Cypress Room.

14h. Report of the Water Committee

Director Tung reported from the Water Committee. The next meeting will be April 10, 2018, at 11:00 a.m. in the Cypress Room.

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

Director Baum reported from the Resident Policy and Compliance Task Force. The next meeting date TBD.

15. GRF COMMITTEE HIGHLIGHTS

Members reported on the following GRF Committees.

15a. Community Activities Committee – The next regular meeting is March 8, 2018 at 2:00 p.m. in the Board Room. Director Zalon reported on the current events offered by the Recreations and Special Events Division.

15b. Finance Committee – The next meeting will be February 21, 2018, at 1:30 p.m. in the Board Room.

15c. Maintenance & Construction Committee – The next meeting will be April 11, 2018 at 9:00 a.m. in the Board Room.

15d. Media and Communications Committee – The next meeting will be March 19, 2018, at 1:30 p.m. in the Board Room. Director Baum reported.

15e. Mobility & Vehicles Committee – The next meeting will be April 4, 2018, at 1:30 p.m. in the Board Room.

15f. Security and Community Access Committee – The next meeting will be February 22, 2018, at 1:30 p.m. in the Board Room.

- Disaster Preparedness Task Force. The next meeting is February 27, 2018, 9:30 a.m. in the Cypress Room.

16. FUTURE AGENDA ITEMS

16a. Introduce a Resolution for Alteration Standards for Garage Doors

16b. Introduce a Resolution to Revise Alteration Standards 5a, 5b, 5c: Satellite Dishes

16c. Re-Introduce a Resolution for Alteration Standards for 12: Exterior Wall Attachments

16d. Introduce a Resolution for an Anti-Discrimination Policy

16e. Entertain a Motion to Approve the 2018 Election Calendar

16f. Introduce a Resolution to Clarify that Attics and Similar Areas are Included in the Common Area

16g. Adopt a resolution to Require Mandatory Water heater Replacement During Resales

16h. Adopt a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in the Three Story Buildings.

16i. Adopt a Resolution to Require Interior Pest Control Policy

16j. Adopt a Resolution for Alteration Standards for 11: Exterior Door Covering

16k. Adopt a Resolution for Alteration Standards for 13: Fences, Wrought Iron

16l. Adopt a Resolution for Alterations Standards for 17: Gates

16m. Adopt a Resolution for Revised Alterations Standards for 21: Patio Slabs

16n. Approve a Contract Award for Street Light Acquisition Consultant

17. DIRECTORS' COMMENTS

- Director Walsh thanked Ms. Moss for her service and stated that it has been a pleasure working with her.
- Director Baum thanked Ms. Moss and wished her good luck.
- Director Zalon commented on the problem of water leakage in the community and shared statistics and tips.

18. RECESS

The Board recessed at 12:36 p.m. and reconvened into Executive Session at 1:20 p.m.

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

During the February 20, 2018 Regular Executive Session, the Board approved the minutes of January 16 and 19, 2018; discussed litigations, personnel, and Member disciplinary issues.

19. ADJOURNMENT

With no further business to come before the Board of Directors, the meeting was adjourned on February 20, 2018 at 5:08 p.m.

Burt Baum, Secretary
Third Mutual Laguna Hills

Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Garden Villa Style Three Story Buildings

I. Purpose

The purpose of this policy is to set forth guidelines by Third Laguna Hills Mutual (TLHM) for the safety, attractiveness and prevention of damage to Garden Villa Style Three Story Buildings from items placed by the residents in "Common Area" and "Exclusive Use Common Area" that are resurfaced and color coded.

The policy applies to Garden Villa Buildings that have gone through the renovation program which includes replacement of the carpeted areas in the breezeways recessed areas with concrete and other materials to match the existing walkways.

II. Definition

- a. Building Social Areas – are color coded areas designated at each first floor breezeway.
- b. Breezeway – Common Areas on the first floor used as a passageway by all residents.
- c. Color-Coded Common Areas - areas located at the entrance of the manor where the Resident of the manor, may place plants, furniture and statues within the color-coded area. This includes striped areas designated for a manor's plants and furniture.
- d. Common Area - areas for the use and enjoyment of all residents, and may not be used for the private use of residents. The walkways, breezeways and building social areas are considered Common Areas. These areas are controlled and administered by TLHM.
- e. Exclusive Use Common Area – area designated on the original floor plan of the unit for the exclusive use of resident of the manor. Patios and balconies are considered Exclusive Use Common Areas.
- f. Governing Documents - the Articles of Incorporation, Bylaws, Covenants, Conditions, and Restrictions (CC&R's), and any rules and regulations adopted by the Board.
- g. Manor – a residential condominium unit in TLHM.
- h. Member – a person who has been approved by TLHM as being entitled under the Governing Documents of TLHM to membership in TLHM and has an appurtenant right of membership in the Golden Rain Foundation.
- i. Resident – person who has been approved by the Board of Directors for occupancy.
- j. Staff - Employees authorized to act on behalf of TLHM.
- k. Walkway – Common Areas on the second and third floors used as

a passageway by all residents.

III. Terms & Conditions

- a. All plants must be “suitably potted” to not create a nuisance. Pots must be of appropriate size, strength and aesthetically compatible with guidelines set by TLHM. Pots must have adequately sized saucers to collect excess water, and elevated by sturdy platforms with casters. Care must be used to control the amount of water given so as not to run over the saucer and collect on the floor surfaces or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.
- b. The planting and growing of tomatoes, vegetables, fruit, or any other crops on patios, balconies, breezeways, walkways and in Common Areas is prohibited; whether in pots or planted in the ground. These types of plants draw vermin and insects, making them unsuitable for the wellbeing of building residents.
- c. Item such as plants, statues, and furniture may be placed outside a manor’s front door, on the floor and shall be limited, so as to not create a hazard or impede walkway and breezeway access. Adequate clearance is required to allow for access through the area with a minimum of 48-inch clearance as required by law. Pots must be placed at least 18 inches away from all walls, or as determined by the Compliance Division. For manors on the first floor, the items mentioned above may only be placed within the color coded designated areas in the breezeways.
- d. Potting supplies and gardening equipment such as garden tools, empty pots, dirt, and fertilizer must not be stored on breezeways or walkways. They must be kept inside the Manor or an enclosed storage area.
- e. Nothing may be attached to TLHM walls. Hangings on the front door of a manor are permitted.
- f. Furniture and items designed for indoor use are not allowed to be placed in the Common Areas.
- g. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good condition.
- h. Items that constitute a nuisance to one’s neighbors should not be placed in Common Areas or Exclusive Use Common Areas. Examples are: food or water which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. Wind chimes are prohibited at all 3-Story Buildings.
- i. A resident’s balcony and patio area adjoining a manor is Exclusive Use Common area. This area needs the same care and protection as walkways and breezeways to prevent dry rot, decay and mold of

surfaces. Therefore only a limited number of potted plants on the balconies of multi-story buildings are permitted, without the prior approval of TLHM. No more than 15 percent of the total floor surface area of a balcony may be used for potted plants.

- j. Landscape crews will not care for a resident's personal items placed in Common Areas or in Exclusive Use Common Areas unless arranged through the Resident Services Department as a chargeable service.
 - k. Residents are responsible for the removal and replacement of items such as; plants, furnishings, and statues that have been placed in Common Areas and in Exclusive Use Common Areas when requested to be moved for cleaning and/or maintenance/construction. TLHM may offer staff to move such plants, furnishings and statues as a chargeable service.
 - l. TLHM shall be responsible for landscaping and maintaining the breezeways in a manner that enhances the living space for the benefit of all building residents.
 - m. Building Social Areas will have landscape provided and maintained by TLHM. Building residents may collectively decide on furnishings for these areas, at the expense of the building residents within approved guidelines.
 - n. Use of the Building Social Areas may not create a nuisance to neighbors.
 - o. Any building, by majority, may establish additional rules, providing the rules are not in conflict with the above guidelines.
- The TLHM Board of Directors shall resolve any disputes or misunderstandings relating to Common Areas.

IV. Enforcement

TLHM is authorized to take disciplinary or suspension action against a Member found to be in violation of this Policy. The Board of Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member who is in violation of the Governing Documents and rules.

Member is personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580-1400 or anonymously via the Compliance Division at 949-268-CALL or compliance@vmsinc.org.

Interior Pest Control Policy
Adopted _____ Resolution 03-18-XX

1.1 PURPOSE & SCOPE

1.2 PURPOSE

The purpose of this document is to define the policies of Third Laguna Hills Mutual (TLHM) regarding the treatment and control of pests within the dwelling units.

1.3 SCOPE

Interior pests within the dwelling units incorporated within this policy include, but are not limited to, ants, bed bugs, cockroaches, spiders, fleas, and ticks "interior vermin". Exterior pests include, but are not limited to, termites, bees, wasps, and rodents "exterior vermin".

2.1 RESPONSIBILITIES

**2.2 INTERIOR PESTS –
Individual Manors**

Members shall be responsible for controlling pests inside of the manor and interior vermin. Members must comply when a 72-hour eradication notice is sent by the Maintenance and Construction Division (M&C Division). Member(s) must provide proof of eradication from a certified pest control company.

**2.3 INTERIOR PESTS –
Multiple Manors**

In the event of multiple unit interior infestations in a building which requires to have all pests eliminated simultaneously, TLHM may take responsibility for administration, scheduling, and execution of the treatment(s); however, the individual Member(s) determined to be the source of the infestation shall reimburse TLHM for costs incurred to perform treatment(s).

**2.4 INTERIOR PESTS – Wood-
destroying insects**

TLHM shall continue to take responsibility for the treatment of termites affecting Mutual- controlled property within Manors.

**2.5 EXTERIO
R PESTS**

TLHM shall continue to be responsible for controlling exterior vermin inhabiting Mutual- controlled property.

3.1 PROCEDURE

3.2 Residents are required to report any possible pest issue to the Resident

Services Department at 949-597-4600.

- 3.3** The M&C Division will receive the information and schedule an inspection as soon as reasonably possible.
- 3.4** The M&C Division will inspect and determine if the pests are contained in the manor.
- 3.5** If the pests are contained in the manor:
 - 3.5.1** The Member will contact, hire, and schedule treatment from a professional company that specializes in interior pests within 72 hours.
 - 3.5.2** The Member will need to provide the M&C Division confirmation that the treatment was performed.
 - 3.5.3** The M&C Division will follow up on eradication with an inspection.
 - 3.5.4** If the Member does not have the pest eradication completed within 5 business days, the M&C Department will take action to have the infestation eradicated professionally and the information forwarded to the Compliance Division for disciplinary action.
- 3.6** If the pests have extended beyond the manor:
 - 3.6.1** The M&C Division will take action to schedule and coordinate a whole- structure tenting.
 - 3.6.2** The M&C Division will determine if the building's regularly scheduled termite tenting is within the year and have both treatments done at the same time.
 - 3.6.3** The M&C Division will follow the same notice requirements as outlined in the Pest Control for Termites Program.
 - 3.6.4** The Member who is determined to be the source of the infestation shall be noticed for a disciplinary hearing and may be held responsible for all costs associated with the whole-structure tenting treatment.

4.0 Enforcement

TLHM is authorized to take disciplinary action against a Member found to be in violation of this Policy. The Board of Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member who is in violation of the Governing Documents and rules. The Board of Directors also has the authority to require that the Member reimburse TLHM for any and all associated costs incurred with the eradication of interior pests.

Member is personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580-1400 or anonymously via the Compliance Division at 949-268-CALL or compliance@vmsinc.org.

Attachment 2

Sample Letter to Member regarding Bedbug Infestation



December 6, 2017



Owner/Member Name
Building, Street, Manor #
City, State, Zip Code

Re: Pest Control Treatment for Bed Bugs Required – Building #, Manor #

Dear Owner/Member Name,

Through inspections performed by an independent contractor on behalf of Third Laguna Hills Mutual, **Manor #** in **Building #** has been identified as containing an infestation of bed bugs. This letter is to make you aware that the treatment of bed bugs, along with the treatment of all other interior nuisance pests, is the responsibility of the Manor Owner.

In an effort to preserve and protect the health of your neighboring members, the Mutual has opted to monitor the eradication of the bed bugs identified at **Building/Manor #**.

You are required to seek treatment by a certified pest control agency in order to eliminate the above referenced infestation of pests within 72 hours of the above referenced letter date.

Evidence that corrective action is being taken must be provided to Operations Inspector Dennis Moore at (949) 268-2027 or Dennis.Moore@vmsinc.org no later than **72-hour DATE**. Written confirmation by a certified pest control agency stating appropriate treatment for bedbugs has been performed at the above referenced Manor must be provided by the Member/Non-Member Owner within 5 business days.

We would like to thank you in advance for your cooperation with the bed bug treatment process.

VMS Maintenance Operations Division

Copy: Compliance Department, VMS, Inc.

~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 10 DOORS, EXTERIOR (SWING)

JANUARY 1989

REVISED AUGUST 2002, RESOLUTION M3-02-

38 REVISED MARCH 2003, RESOLUTION 03-

02-22

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED FEBRUARY 2018, RESOLUTION 03-17-

XX 1.0 GENERAL REQUIREMENTS

FOR GENERAL REQUIREMENTS SEE 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 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 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- 1.5 ~~PLANS: The Member applying for a 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.~~

2.1 TYPES OF DOORS

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

2.3 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 Permits and Inspections office. All costs of maintenance shall be borne by the Mutual member. ~~The exterior of the doors shall match the Mutual's painting policy, be of natural or stained wood, or of vinyl material.~~

2.4 Glass in entry doors may be allowed provided it follows the standards set for such installation as required by the current California Building Code. ~~the Uniform Building Code and complies in all respects with such standards.~~

~~2.5 Door trim shall not exceed 3" in width unless prior approval is obtained from the Alterations Department.~~

3.1 APPLICATIONS

~~3.2 All doors shall be painted or stained to maintain an appearance that conforms to the approved paint color criteria as dictated by the Mutual's Policy on Exterior Paint Colors and Procedures. Doors shall be of natural or stained wood, or of fiberglass, or vinyl clad material. Painted~~
~~dDoors shall be the body~~

or trim color of the building, or be white. Doors may have natural or stained wood finish.

3.1 Screen door additions are acceptable.

~~3.2 Exterior doors shall be compliant with the current edition of the Uniform Building Code.~~ 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.

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

~~3.65~~ 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.

~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 11 EXTERIOR FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

REVISED FEBRUARY 2018, RESOLUTION 03-17-XX

1.0 GENERAL REQUIREMENTS

**For General Requirements See
Section 1 General Requirements For Alteration Standards**

~~1.1 **GENERAL REQUIREMENTS**~~

~~1.2 **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.~~

~~1.3 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~

~~1.4 **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).~~

~~1.5 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~

~~1.6 **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.~~

~~1.7 **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.~~

- ~~1.8 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- ~~1.9 **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.~~

2.1 APPLICATIONS

- ~~2.2 Floor coverings are installed by the Mutual members at their own risk. Any building activity which may damage any type of floor covering shall be the resident's responsibility.~~
- 2.12 Attaching substances shall encompass glues or adhesive strips for carpeting coverings on concrete patio slabs only. Carpeting Coverings for balconies shall utilize adhesive strips only. Mortar, cements, etc., for tile only.
- 2.23. No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.34 Walkway coverings and coatings are prohibited in Common Areas. Floor coverings shall not be installed on any non-entry walk.
- 2.45 Color, style, fashion, or design of any floor covering shall be optional.
- 2.56 Glazed tile, due to its slippery surface, is not recommended for use as a floor covering.
- 2.67 A four inch mow strip will be left (set back) on all patio slab coverings. For all walkway coverings
- 2.78 Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriiums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.1 MAINTENANCE

- 3.2 ~~Mutual Members~~ must maintain and/or replace, as needed, all floor coverings installed.

- 3.3 ~~Mutual—Members~~ shall ~~be responsible to~~ remove any floor covering for access to the subsurface for purposes of repairs ~~or inspection~~ as may be required.
- 3.4 ~~Mutual—Members~~ assume all responsibility for tile that cracks or becomes loose due to the building movement or other causes.
- 3.5 ~~Mutual—Members~~ assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.6 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.
- 3.7 If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.
- 3.8 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.

THIRD LAGUNA HILLS MUTUAL

SECTION 13 FENCES, WROUGHT IRON

FEBRUARY 1985

REVISED APRIL 1996, RESOLUTION M3-96-28

**GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED JULY 2013, RESOLUTION 03-13-74**

REVISED FEBRUARY 2018, RESOLUTION 03-18-XX

1.1 GENERAL REQUIREMENTS

For General Requirements See

Section 1 General Requirements for Alteration Standards

- 1.2 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.~~
- 1.3 MEMBERS' RESPONSIBILITY:** ~~The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.4 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).~~
- 1.5 WORK HOURS:** ~~No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- 1.6 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.~~

~~1.7 **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.~~

~~1.8 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~

~~1.9 **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.~~

2.1 **APPLICATIONS**

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

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

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

2.5 Attachments to buildings shall be lags ~~or metal shots~~ only, predrilled and adequate sealant applied. Sealant shall keep all moisture from entering the structure. All connections shall be galvanized or stainless steel.

2.6 Wrought iron fencing may be installed as ~~approved as~~ part of a block wall. See Specifications Standard Section 6 for block walls.

2.7 Openings ~~for with~~ gates are permissible. Openings may only open onto designated pathways.

2.8 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.

2.9 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 new fences and gates shall match existing.

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

3.1 **SPRINKLER REVISIONS**

3.2 Sprinklers will be revised only by the managing agent's Staff landscape crews, and the cost of such revisions shall be at the expense of the ~~resident owner~~ Member of that unit.

3.2 No sprinklers will be placed inside any patio area by the managing agent's landscape crews, and nor shall any sprinkler systems added shall ~~not~~ be connected to the Mutually-owned system.

~~THIRD LAGUNA HILLS MUTUAL~~

SECTION 17 GATES

SEPTEMBER 1981

**REVISED APRIL 1996, RESOLUTION M3-96-
28 REVISED MAY 2008, RESOLUTION 03-08-
42**

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

**GENERAL REQUIREMENTS REMOVED JANUARY 2018. RESOLUTION 03-18-
XX REVISED FEBRUARY 2018. RESOLUTION 03-18-XX**

1.1 GENERAL REQUIREMENTS

FOR GENERAL REQUIREMENTS SEE

SECTION 1 GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

~~1.2 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.~~

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~~painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~

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2.1 APPLICATIONS – PATIO WALLS

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

2.3 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.

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

2.5 Gates will be constructed of woodyvinyl or wrought iron only.

2.6 Gates shall match existing design and construction.

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

3.1 APPLICATIONS – PATIO RAILINGS IN THREE STORY BUILDINGS

3.2 This Section Addresses Gates Cut Into Existing Metal, Or Wood, Patio Railings In Three Story Buildings.

3-23.1 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.

3-33.2 A site ~~visit~~ inspection by the Alterations Inspector will be required prior to the issuance of a permit for a gate installation.

3-43.3 The opening cut into the railing for the gate must be a minimum of 24" and a maximum of 36" wide.

3-53.4 Gates will be constructed and painted to match the existing railing.

3-63.5 Where cuts have been made they will be finished to prevent injuries. Horizontal wrought iron bars must be capped, or sealed to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.

3-73.6 Vertical bars of the same size and shape as the railing's original bars must finish the ends of the gate and railing where they have been cut.

These vertical bars must be capped, ~~or otherwise sealed,~~ to prevent moisture intrusion. Caps must be steel; plastic caps are prohibited.

3-83.7 Gates should be positioned in either side of the railing, and not the front, be clear of obstructions, and designed to swing so that they provide access to a safe passage with minimal impact on the landscaping. The gates must be able to open fully, at least 90 degrees, without striking objects on adjacent walls or in the landscape. If the gate opens onto the patio it must not obstruct the manor doorway that accesses the patio.

~~3.9 — A landing the length of the gate opening and 36" wide may be required to be constructed to be even with the grade of the patio. Site-specific plans, including method of attachment to the existing patio, inclusive of any necessary moisture barrier, must be submitted for consideration.~~

~~3.10 — Steps, positioned along the side of the patio must be provided to reach the landing if the distance from the surface of the landing to the~~

~~ground is greater than 7.5". No step may have a rise of over 7.5", or a tread of less than 11". Steps will be 36" wide to match the width of the landing. If more than one step is required the rise for each of the steps may not vary by more than 3/8" from one another. Maximum number of steps is four (4) with no more than a 30 inch rise.~~

3-113.8 All required landscaping and irrigation revisions will be performed by the Mutual at the Member's expense.

~~3.12~~ Should the height of the patio require installation of steps and a stoop in Common Area, in addition to the required landing, the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of the landing,

~~steps, and stoop, the "Agreement Regarding Patio Ingress/Egress Installation on Common Area Property" or similarly titled document.~~

~~3.133.9~~ Personal items cannot be located outside of the patio in the Common Area made accessible by the gate, or on the landing, steps, or stoop.

~~3.134.0~~ Concrete stoops, stepping stones or paving stones are not permitted in Common Area where the gate is located.

SECTION 21 PATIO SLABS

FEBRUARY 1985

REVISED FEBRUARY 2003, RESOLUTION 03-03-17

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

~~GENERAL REQUIREMENTS REMOVED JANUARY 2018. RESOLUTION 03-18-XX REVISED FEBRUARY 2018. RESOLUTION 03-18-XX~~

1.1 GENERAL REQUIREMENTS

For General Requirements See

Section 1 General Requirements for Alteration Standards

- 1.2 ~~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.~~
- 1.3 ~~MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.~~
- 1.4 ~~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).~~
- 1.5 ~~WORK HOURS: No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m. — 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. — 6:00p.m. No work whatsoever shall be permitted on Sunday.~~
- 1.6 ~~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.~~

- 1.7 ~~**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.~~

- 1.8 ~~**CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.~~
- 1.9 ~~**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 ~~person~~ will, at all times, extend and exhibit a courteous demeanor to residents.~~

2.1 PREPARATIONS

- 2.2 In each case, the site will be inspected prior to work for adjustments pertaining to this section.
- 2.3 No slab will be allowed that will hinder yard drainage.
- 2.4 No slab will be allowed in areas where access for maintenance is required.
- 2.5 In no case will concrete cover ~~over~~ sprinklers, sprinkler lines, or other related items.

3.1 APPLICATIONS

- 3.2 Patios may be constructed of a concrete slab or interlocking concrete pavers only.
- 3.3 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.
- 3.4 Concrete slabs will be 4" minimum ~~in thickness~~ and will be ~~required to be constructed~~ of 520-C-2500 concrete ~~2000 P.S.I. strength within 28~~

days. Welded Wire

mesh ~~or~~ #3 rebar and a vapor barrier with minimum of 1" sand cover are required. ~~as part of the installation.~~

~~3.43.3~~ All installations must have a minimum slope of ¼" per foot and drain to drain inlets or landscaping. -

~~3.53.4~~ Interlocking paver installations must use treated wood, redwood or plastic edging. and Edging shall be secured ~~edging~~ in place per manufacturer's specifications.

~~3.63.5~~ 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.

~~3.73.6~~ Pavers may be 7/8 of an inch to one inch thick if ~~overlayed~~ overlaid on an existing concrete slab. Otherwise pavers must be 2 3/8-inches thick.

~~3.83.7~~ Pavers may not form or contain any pictures, symbols or wording.

3.8 Refer to Section 11 – Exterior Floor Coverings for parameters specifications regarding covering patio slabs.

3.9 Patio slab extensions shall not encroach into Common Area.

4.1 SPRINKLER REVISIONS

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

4.3 No sprinklers will be placed inside any patio area by P.C.M.Village. Landscape crews. Any systems added shall not be connected to the Mutual-owned system.