



**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE**

**Wednesday, January 26, 2022 – 9:30 A.M.
VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road**

AGENDA

- | | |
|---|------------------|
| 1. Call to Order | Robert Mutchnick |
| 2. Acknowledgment of Media | Robert Mutchnick |
| 3. Approval of the Agenda | Robert Mutchnick |
| 4. Approval of Meeting Report for December 28, 2021 | Robert Mutchnick |
| 5. Chair's Remarks | Robert Mutchnick |
| 6. Member Comments (Items Not on the Agenda) | |

Laguna Woods Village owner/residents are welcome to participate in committee meetings and submit comments or questions regarding virtual committee meetings using one of two options:

- Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and manor number must be included.
- Join the Committee meeting via Zoom at: <https://us06web.zoom.us/j/84897259686> or by dialing 669-900-6833 Access Code: 848 9725 9686.

Reports:

None

Items for Discussion and Consideration:

- | | |
|------------------------------|------------------|
| 7. Additional Occupancy Fee | Pamela Bashline |
| 8. Distribution of Materials | Blessilda Wright |

Items for Future Agendas:

None

Concluding Business:

- Committee Member Comments
- Date of Next Meeting – To Be Determined
- Adjournment

Robert Mutchnick, Chair
Blessilda Wright, Staff Officer
Telephone: 949-597-4254



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
RESIDENT POLICY AND COMPLIANCE COMMITTEE**

Tuesday, December 28, 2021 – 9:30 A.M.
BOARD ROOM/VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Robert Mutchnick, Chair, Lynn Jarrett, Cush Bhada, Mark Laws, and Annie McCary

MEMBERS ABSENT: None

ADVISORS PRESENT: Mary Seto

ADVISORS ABSENT: Stuart Hack

STAFF PRESENT: Blessilda Wright and Pamela Bashline

CALL TO ORDER

Robert Mutchnick, Chair, called the meeting to order at 9:30 a.m.

ACKNOWLEDGEMENT OF MEDIA

The Media was not present.

APPROVAL OF AGENDA

Director Laws made a motion to approve the agenda. Director Jarrett seconded the motion.

By consensus, the motion carried.

APPROVAL OF MEETING REPORTS

Director Laws made a motion to approve the, November 23, 2021 meeting report as presented. Director Jarrett seconded the motion.

By unanimous vote, the motion carried.

CHAIRMAN'S REMARKS

Chair Mutchnick stated the information regarding the multi-unit owners will be shared with the community.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Lease Authorization – Lower Cap to 25%

Pamela Bashline, Community Service Manager, presented Lease Authorization– Lower Cap to 25%. Ms. Bashline explained that lowering the lease cap from 30 percent to 25 percent in order to align with state legislative guidelines, increase the pool of owner-occupied units and potentially reduce the finance and re-financing fees incurred by buyers and existing owners. The Committee commented and asked questions.

Director Jarrett made a motion to approve Lease Authorization– Lower Cap to 25% and units under current contract for lease will not be affected. Director Laws seconded the motion.

By unanimous vote, the motion carried.

Additional Occupancy Fee

Ms. Bashline, presented Additional Occupancy Fee. The Committee commented and asked questions.

Director Laws made a motion to table to matter until the next meeting. Director Jarrett seconded the motion.

By a vote of 3-0-1 (Director Bhada abstained), the motion carried.

Lease Authorization Renewal

Ms. Bashline, presented Lease Authorization Renewal. The Committee commented and asked questions.

Director Bhada made a motion to approve Lease Authorization Renewal. Director Laws seconded the motion.

By a vote of 3-1-0 (Director Laws opposed), the motion carried.

Staff was directed to include the redline paperwork and 60 day letter for lease renewal for board review.

Distribution of Materials

Blessilda Wright, Compliance Supervisor, presented Distribution of Materials. The Committee commented and asked questions.

Director Laws made a motion to table to matter until the next meeting. Director Jarrett seconded the motion.

By unanimous vote, the motion carried.

ITEMS FOR FUTURE AGENDAS

- Distribution of Materials
- Additional Occupancy Fee

CONCLUDING BUSINESS

Committee Member Comments

Director Bhada stated good meeting and Happy New Year.

Director Jarrett stated good meeting.

Date of Next Meeting

Wednesday, January 26, 2022 at 9:30 a.m. in the Board Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 10:00 a.m.

Robert Mutchnick

[Robert Mutchnick \(Jan 11, 2022 11:03 PST\)](#)

Robert Mutchnick, Chair
Third Laguna Hills Mutual



STAFF REPORT

DATE: January 26, 2022
FOR: Resident Policy and Compliance Committee
SUBJECT: Additional Occupancy Fee

RECOMMENDATION

Staff recommends that the Committee consider creating a \$50 monthly fee for additional occupants over two per household in order to mitigate expenses incurred by Third Laguna Hills Mutual (Third) for wear and tear of the common areas as well as increased utility expenses.

BACKGROUND

At present, both GRF and United Laguna Woods Mutual (United) charge nominal fees for additional occupants. The pro forma operating budget considers that only two persons occupy a unit. Both GRF and United have historically sought fees to compensate the corporations when more than two persons occupy a unit. GRF charges \$100 per month for the third and/or fourth occupant; United charges \$50 per month for the third occupant. The number of occupants in both corporations is restricted to the number of original construction bedrooms plus one.

DISCUSSION

Operating costs necessary to maintain the common areas and to pay for utilities, most particularly water, are increasing year over year. When a third person is a lessee, the fee for each month is collected in advance of the lease authorization term. When the third person is not a lessee, the additional occupant fee is billed on a monthly basis. Higher density living often involves competition for limited common area facilities such as parking and laundry.

Approximately 73 Third units reflect more than two occupants as of this writing. As the cost of housing and rental rates continue to increase, the number of households doubling up is also likely to increase. Accordingly, it may be prudent for Third to now consider offsetting the expense Mutual expense when more than two individuals reside in a dwelling unit. Third Mutual records reflect there are also 67 live-in care providers registered in Third Mutual. Care providers are not entitled to use GRF facilities except as incidental to the care of their patient and, therefore, they have not historically incurred a third person fee in any of the corporations. The additional income generated by the number of current live-in care providers (assume \$50/month X 12 months) is \$40,200.

FINANCIAL ANALYSIS

There are approximately 73 units in Third Mutual paying the GRF additional occupancy fee. Estimated revenue potential to Third would be based on the number of units with additional occupants multiplied by the amount of the proposed additional occupancy fee. Assuming a third party fee of \$50/month is established by Third Mutual, additional annual income totaling \$43,800 would be generated at today's third party (non-leasing parties) occupancy records. If a third party

fee for third person co-occupants together with live-in care providers at today's level, additional annual revenue of \$84,000 would be generated.

Prepared By: Pamela Bashline, Community Services Manager

Reviewed By: Siobhan Foster, COO

ATTACHMENTS:

Attachment 1 – Draft Resolution



RESOLUTION 03-22-XX
Additional Occupancy Fee

WHEREAS, Third Laguna Hills Mutual (Third) is authorized to manage, operate and maintain housing at Laguna Woods Village; and

WHEREAS, Third acknowledges its pro forma budget is based upon two occupants per household; and

WHEREAS, Third recognizes a select number of households are comprised of more than two occupants per household;

NOW THEREFORE BE IT RESOLVED, [DATE] the Board of Directors establishes a third person fee for non-lessee occupants of \$XX/month effective [MONTH, YEAR]; and

RESOLVED FURTHER, Third establishes a third person fee to include live-in caregivers of \$XX/month effective [MONTH, YEAR]; and

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



STAFF REPORT

DATE: January 26, 2022
FOR: Resident Policy & Compliance Committee
SUBJECT: Distributing – Posting Printed Materials

RECOMMENDATION

Receive and file report.

BACKGROUND

The Board created a Residency Policy and Compliance Committee to review policies and processes for consistency. The committee has identified areas of improvement including, but not limited to, the need to amend the Distributing- Posting Printed Materials Policy.

On June 19, 2007, the Third Laguna Hills Mutual (Third) Board of Directors (Board) adopted the Distributing of Printed Material policy to provide guidelines on door-to-door distribution of material, petitions and posting of material's within Third.

On December 28, 2021, the Resident Policy and Compliance Committee reviewed the policy and determined to table the item to the January meeting for further review by the committee members.

DISCUSSION

During the 2021 election cycle the Compliance Division received reports from members concerning placement of printed materials on doorknobs/doors throughout Third. The member's concerns include, but are not limited to, printed materials trapped in the door screen, transmission of germs from unknown person's touching the doorknobs, and the overall look of multiple materials hung from doorknobs.

The current Distribution of Printed Materials states "...materials that are distributed door-to-door may only be left on the surface of the thresholds of front doors. Material may not be hung from doorknobs nor placed in USPS delivery points, nor left on vehicles in carports..."

FINANCIAL ANALYSIS

There is no financial impact.

Prepared By: Blessilda Wright, Compliance Supervisor

Reviewed By: Francis Gomez, Operations Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-07-59, Distribution of Posting Printed Materials

RESOLUTION 03-07-59

RESOLVED, June 19, 2007, that the Board of Directors of this Corporation hereby establishes the following policy for residents to distribute publications, advertisement, announcements, campaign material, petitions, and related printed literature (hereinafter "Material") on property managed by the Third Laguna Hills Mutual; and

RESOLVED FURTHER, that non-residents shall comply with Resolution G-01-65 adopted by the Golden Rain Foundation Board of Directors on August 7, 2001.

RESOLVED FURTHER, any materials, including petitions to gather signatures, to be distributed to Third Mutual residents shall bear identification as to its source and any individual or entity distributing such material shall comply with all of the following conditions:

1. Distribution of Material
 - a. Door-to-door distribution of Material shall be permitted, as long as the act of distributing such Material does not rise to the level of creating a nuisance for Laguna Woods Village residents.
 - b. Material that is distributed door-to-door may only be left on the surface of the thresholds of front doors. Material may not be hung from doorknobs nor placed in USPS delivery points, nor left on vehicles in carports.

2. Petitions
 - a. Only resident Mutual Members or their designated resident representative are permitted to gather signatures on petitions.
 - b. The petition must remain in the possession of the signature gatherer (there can be no unattended petitions).

3. Posting of Material
 - a. Posting locations are limited to those areas reserved for posting, such as Laundry Room bulletin boards and are available only for residents.
 - b. Only one posting per subject matter is allowed on the posting site, per individual.
 - c. The size of the posting shall not exceed 6" by 8" to allow space for other postings.

- d. Each posting by a resident must identify the posting individual's name and posting date.
- e. Any Material considered lewd, libelous, or vulgar is not permitted.
- f. Postings shall be removed after thirty (30) days.
- g. All Material must comply with state and federal laws.
- h. Postings that do not comply with these rules will be subject to removal.

RESOLVED FURTHER, that the Officers and Agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purposes of this resolution.