



**OPEN MEETING**

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
RESIDENT POLICY AND COMPLIANCE TASK FORCE

Thursday, October 31, 2019 – 1:30 p.m.  
Laguna Woods Village Community Center, Board Room – 24351 El Toro Road

**MEMBERS PRESENT:** Lynn Jarrett, Chair, Reza Karimi, Bunny Carpenter, Annie McCary, and Steve Parsons

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Stuart Hack

**ADVISORS ABSENT:** Cindy Baker

**STAFF PRESENT:** Pamela Bashline, Blessilda Wright, Francis Gomez, and Debbie Ballesteros

**CALL TO ORDER**

Lynn Jarrett, Chair, called the meeting to order at 1:32 p.m.

**ACKNOWLEDGEMENT OF PRESS**

The Media was not present.

**APPROVAL OF AGENDA**

Director Parsons made a motion to approve the agenda as presented. Director Karimi seconded the motion.

By unanimous vote the motion carried.

**APPROVAL OF MEETING REPORTS**

Director Karimi made a motion to approve the August 29, 2019 meeting report as presented. Director McCary seconded the motion.

By unanimous vote the motion carried.

**CHAIRMAN'S REMARKS**

Chair Jarrett stated that there are a lot of things going on. Today, she would like to look at Non-Smoking buildings since there is a three-story building that is interested in being designated as a non-smoking building. She further stated that Co-Occupancy is another topic she would like to discuss.

Chair Jarrett updated the Task Force on the Good Standing Policy which will be reviewed by the Board in November, however, legal made some changes that should be discussed.

Chair Jarrett informed the Task Force that she has items to add to Items for Future Agendas.

#### **MEMBER COMMENTS ON NON-AGENDA ITEMS**

None

#### **REPORTS**

##### **Disciplinary Report**

Blessilda Wright, Compliance Supervisor, presented the Disciplinary Report. The Task Force members commented and asked questions.

##### **Expired Lease – 15 Day Letter**

Pamela Bashline, Community Services Manager, presented the Expired Lease – 15 Day Letter report and stated that it continues to be effective.

She explained that in September, 30 letters were sent out and only nine (9) cases remain open. 21 cases were resolved. The Task Force members commented and asked questions.

Francis Gomez, Operations Manager, entered the meeting at 1:49 p.m.

#### **ITEMS FOR DISCUSSION AND CONSIDERATION**

##### **Non-Smoking Policy**

Ms. Wright presented the Non-Smoking Policy. She explained per Third's legal counsel in order for a building to be designated as smoke-free there must be a 100% buy-in by all the owners of the building. It would be a recordation of covenants to run with the land on each of the units in the building to bind all future owners to a smoke-free building. The cost associated is estimated at \$7,500- \$10,000 for the Third's attorney to create a procedure for a building to be designated as smoke-free. This would be a one-time cost to be covered by the Third mutual. The cost for owners to designate their building as smoke-free is an estimated cost of \$225 per unit which includes preparation of the actual covenant for each unit and filing cost with the state.

Director Karimi made a motion to approve the creation of a procedure to designate a building "smoke free". Director Parsons seconded the motion.

By unanimous vote, the motion carried.

### **Co-Occupancy**

The Task Force discussed the Co-Occupancy Policy. They commented and asked questions.

Director Karimi made a motion approve the Co-Occupancy Policy with the removal of roommate in the policy. Director Hack seconded the motion.

By unanimous vote, the motion carried.  
Director Karimi left the meeting at 2:46 p.m.

### **ITEMS FOR FUTURE AGENDAS**

- IDR policy
- Business / Taking – purchase title through the use of proxy
- Harassment and Nuisance Policy
- Election
- GRF Recreation Signs

### **CONCLUDING BUSINESS**

#### **Task Force Member Comments**

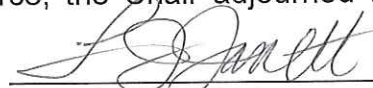
None

#### **Date of Next Meeting**

To be determined

#### **Adjournment**

With no further business before the Task Force, the Chair adjourned the meeting at 3:09 p.m.

  
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Lynn Jarrett, Chair  
Third Laguna Hills Mutual