

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

**May 19, 2009**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, May 19, 2009 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Carol Moore, Dominic Burrasca, John Paulus, Isabel Muennichow, Stanley Feldstein, Kathryn Freshley, Don Lippert, Larry Souza, Mary Robertson, Carol Skydell (11:10 A.M)

Directors Absent: None

Others Present: Milt Johns, Patty Kurzet, Janet Price (10:08 A.M – 10:30 A.M.)

**CALL TO ORDER**

Director Carol Moore, President of the Corporation, chaired the meeting and stated that it was a regular meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 9:30 A.M.

A moment of silence was held to honor the US Troops serving our country and those placed in harm's way.

**PLEDGE OF ALLEGIANCE**

Director Kathryn Freshley led the Membership in the Pledge of Allegiance to the Flag.

**ACKNOWLEDGEMENT OF PRESS**

Ms. Peggy Blizzard from the Laguna Woods Globe was present, and the Channel 6 Camera Crew, by way of remote cameras, were also acknowledged as present.

**APPROVAL OF AGENDA**

Director Muennichow made a motion to approve the agenda as amended by removing *3204-C Approval of request to extend rear patio area and construct patio slumpstone walls with wrought iron fencing* from the Maintenance and Construction Committee Consent Calendar, returning it back to the Maintenance and Construction Committee. Director Robertson seconded the motion and the motion carried unanimously.

**CHAIR'S REPORT—Carol Moore**

President Moore encouraged residents to attend the upcoming budget meetings, and commented on the new El Toro Water District Water Ordinance and conserving water.

President Moore introduced Mary Robertson as the newly appointed Board Member who provided a summary of her qualifications and reasons for running for the vacancy.

**APPROVAL OF THE MINUTES**

The Board reviewed and revised the Minutes of the Regular Meeting of April 21, 2009.

Director Freshley made a motion to approve the minutes as amended. Director Paulus seconded the motion and by a vote 7-0-1 (Director Lippert abstained), the motion carried.

The Board reviewed and revised the Minutes of the Special Meeting of May 4, 2009. Director Robertson made a motion to approve the minutes as amended. Director Freshley seconded the motion and the motion carried unanimously.

### **THIRD MUTUAL MEMBER COMMENTS**

- Sarah Hunter (2399-1A) on Katherine McDaniel's behalf, she read Ms. McDaniel's statement to retain her right to take legal steps against Board action due to her inability to vote at a meeting as a board member
- Bud Nesvig (2392-3H) commented on his letter of May 4, 2009 to the Board President appealing his disciplinary hearing
- Jerry Sheinblum (3488-C) announced the next CCA Town Hall Meeting
- Pat Feeney (2399-1E) thanked Security for its quick response to fix a water leak
- Karel Brouwer (3189-C) commented on the Board's fiduciary duty to represent the membership
- Richard Palmer (3031-O) commented on low flow toilets and water conservation
- Barbara Marsh (3433-B) commented on installing solar panels

### **RESPONSES TO MEMBER COMMENTS**

- President Moore commented on low flow toilets
- Director Freshley commented on greening the Golf Building
- Director Robertson commented on Mr. Johns position on the Board as the Vice President, ex-officio

### **GENERAL MANAGER'S REPORT**

Mr. Milt Johns provided a summary of GRF's recent efforts to pursue legislation to allow charging a Transfer Fee, and provided a brief summary of the Transfer Fee's history.

Ms. Janet Price entered the meeting at 10:08 A.M.

### **CONSENT CALENDAR**

Without objection the Consent Calendar was approved as amended. (Director Lippert abstained) and the following actions were taken:

#### Maintenance & Construction Committee Recommendations:

- |        |  |
|--------|--|
| 3190-C | Approval of request to widen entry walkway and construct patio walls, with contingencies   |
| 3234-C | Approval of request to remove existing fireplace and chimney and extend and enclose the rear patio, with contingencies                           |
| 5222   | Approval of request to perform Master Bedroom extension, with contingencies  |
| 5281   | Approval of request to extend Master Bedroom by incorporating adjacent private garden area, and perform window modifications, with contingencies |

- 5479-B Approval of request to perform window modifications to previously board-approved room addition, with contingencies
- 5568-B Approval of request to perform window modifications and remove wrought iron fencing, with contingencies

Landscape Committee Recommendations

- 2286-Q Denial of appeal request for plant replacements and uphold previous decision with exception of additional plants to be installed at the Mutual's expense
- 3243-2C Denial of appeal request for plant replacements and uphold previous decision with exception of some corrective measures at the Mutual's expense
- 3287-B Denial of request for tree removal
- 5388-B Denial of request for plant replacements

Finance Committee Recommendations

**RESOLUTION 03-09-51**

**WHEREAS**, Member ID 930-764-56 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**, May 19, 2009, that the Board of Directors hereby approves the recording of a Lien for Member ID 930-764-56; 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.

**RESOLUTION 03-09-52**

**WHEREAS**, Member ID 932-120-63 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;

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**NOW THEREFORE BE IT RESOLVED**, May 19, 2009, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-120-63; 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.

**RESOLUTION 03-09-53**

**WHEREAS**, Member ID 932-810-59 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**, May 19, 2009, that the Board of Directors hereby approves the recording of a Lien for Member ID 932-810-59; 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.

**FINANCE REPORT**

Director Kathryn Freshley gave the Treasurer's and the Finance Committee Reports, and commented on the Resale & Lease Activities.

Ms. Price left the meeting at 10:30 A.M.

Director Larry Souza reported from the Maintenance and Construction Committee.

The Secretary of the Corporation, Director Isabel Muennichow, read a proposed resolution revising the Mutual's exterior paint color combinations. Director Muennichow moved to approve the resolution. Director Freshley seconded the motion.

By a vote of 8-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 03-09-54**

**RESOLVED**, May 19, 2009, that the Board of Directors of this Corporation hereby approves the following paint color combination options as recommended by the Exterior Paint Colors Ad Hoc Committee:

**OPTION ONE**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Lexington Park  
White High-Hiding  
Khaki Green  
Krimson Lake

**OPTION TWO**

Not Available

**OPTION THREE**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Basic Khaki  
White High-Hiding  
Wooddruff  
Chocolate Kiss

**OPTION FOUR**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Shadow Box  
White High-Hiding  
Taupewood  
Grapevine

**OPTION FIVE**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Barrister White  
Onionskin Tan  
Brazil Nut  
Pedulum

**OPTION SIX**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Contemporary White  
Wrightstone  
Obelisk  
Krimson Lake

**OPTION SEVEN**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Basic Khaki  
Antique Photographs  
Brownington Court  
Tarragon Glory

**OPTION EIGHT**

- Body
- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Highland Plains  
Brown Study  
Crème Brulee  
Tarragon Glory

**OPTION NINE**

- Body

Legend Tan

- Trim/Fascia
- Popouts/Entry Door/Accent Walls
- Entry Door Option

Turret Brown  
Brushwood  
Chocolate Kiss

**RESOLVED FURTHER**, that such color combination options shall be the only paint colors approved for use on the Mutual's building exteriors, during the execution of the Mutual's Exterior Paint Program; and

**RESOLVED FURTHER**, that Members residing at each building shall select by majority vote, the Color Group Option for their building from the Board approved Color Options, and

**RESOLVED FURTHER**, that Resolution 03-08-144, adopted December 16, 2008 is hereby superseded and cancelled; and

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

The Secretary of the Corporation read a proposed resolution approving exterior paint color combinations for the three-story buildings. Director Muennichow moved to approve the resolution. Director Freshley seconded the motion.

By a vote of 8-0-0, the motion carried and the Board of Directors adopted the following resolution:

#### **RESOLUTION 03-09-55**

**WHEREAS**, certain color groups of the Board approved exterior paint color combinations are not appropriate for use on the Mutual's three-story buildings, where three-story buildings are defined as: Garden Villas/El Miradors/Casa Dorados/Villa Capris/Villa Puertes and Aragons/Sierras/Villa Nuevas and Castillas/Las Brisas and Casa Contentas;

**NOW THEREFORE BE IT RESOLVED**, May 19, 2009, that the Board of Directors of this Corporation hereby approves the following four exterior paint color combination options for use on three-story buildings, as recommended by the Exterior Paint Colors Ad Hoc Committee:

#### **OPTION ONE**

- Body – Lexington Park
- Trim/Fascia – White High-Hiding
- Popouts/Entry Door/Accent Walls – Khaki Green
- Entry Door Option – Krimson Lake

#### **OPTION THREE**

- Body – Basic Khaki
- Trim/Fascia – White High-Hiding
- Popouts/Entry Door/Accent Walls – Wooddruff
- Entry Door Option – Chocolate Kiss

**OPTION FOUR**

- Body – Shadow Box
- Trim/Fascia – White High-Hiding
- Popouts/Entry Door/Accent Walls – Taupewood
- Entry Door Option – Grapevine

**OPTION SIX**

- Body – Contemporary White
- Trim/Fascia – Wrightstone
- Popouts/Entry Door/Accent Walls – Obelisk
- Entry Door Option – Krimson Lake

**RESOLVED FURTHER**, that such color combination options shall be the only approved paint colors for use on the Mutual's three-story building exteriors during the execution of the Mutual's Exterior Paint Program; and

**RESOLVED FURTHER**, that Members of each three-story building shall select by majority vote the Color Group Option for their building from the four Board approved Color Options and

**RESOLVED FURTHER**, that the Members of each three-story building shall select by majority vote the color for all of their building's metal handrails, stair steps and stair stingers from either of the building's selected Body Color or Trim Color or Black, and

**RESOLVED FURTHER**, that all original Mutual maintained manor front entry doors in a three-story building shall be the same color, and the Members of each three-story building shall select by majority vote the color for use on all of their building's manor front entry doors from either of the building's selected Popouts/Entry Door/Accent Walls Color or Entry Door Option Color; 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.

The Secretary of the Corporation read the following proposed resolution creating a program to replace the wooden split rail fencing with a vinyl split rail fence product:

**RESOLUTION 03-09-**

**WHEREAS**, Third Mutual has approximately 13 miles or 70,000 linear feet of decorative wooden split rail fencing throughout its property as an inexpensive

way to create decorative boundaries between buildings and to define slope areas; and

**WHEREAS**, the Mutual replaces approximately 5% or 3,500 linear feet of the wooden fencing every year due to dry rot, termite damage, and other material failures; and

**WHEREAS**, wood fence styles deteriorate quickly without frequent treatment and maintenance, resulting in higher ongoing repair and replacement costs; and

**WHEREAS**, switching to vinyl split rail fencing would result in a longer life-cycle and would be more cost effective to maintain;

**NOW THEREFORE BE IT RESOLVED**, May 19, 2009, that the Board of Directors of this Corporation hereby approves to create a program to replace the wooden split rail fencing with a vinyl split rail fence product in sandstone color; and

**RESOLVED FURTHER**, that the Board of Directors hereby authorizes a supplemental appropriation in the amount of \$68,420 funded from the Replacement Fund to replace 3,500 linear feet of the vinyl split rail fence in 2009; and

**RESOLVED FURTHER**, that the component of split rail fencing would be added to the planned expenditures from reserves for future years; 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.

Director Souza moved to approve the resolution. Director Robertson seconded the motion and discussion ensued.

Members Bud Nesvig (2392-3H) and Pat Feeney (2399-1E) commented on the motion.

Director Freshley made a motion to refer the resolution back to the Maintenance and Construction Committee. The motion was seconded and discussion ensued. By a vote of 4-5-0 (Directors Muennichow, Souza, Robertson, and Paulus opposed, and President Moore voted in opposition to break the tie), the motion failed.

By a vote of 3-5-0, (Directors Muennichow, Souza, and Robertson voted in favor), the motion to approve a program to replace the wooden split rail fencing with a vinyl split rail fence product failed.

The Secretary of the Corporation read a proposed resolution authorizing an amount of \$11,660 as an unbudgeted operating expenditure to replace the rain gutters on Building 969.



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Director Souza moved to approve the resolution. Director Paulus seconded the motion and discussion ensued.

Member Pat Feeney (2399-1E) addressed the Board on the motion.

By a vote of 7-1-0 (Director Burrasca opposed), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 03-09-56**

**WHEREAS**, the building exteriors in Third Mutual are painted on a 10-year cycle and the rain gutter systems are repaired as needed prior to painting the building; and

**WHEREAS**, Building 969 is scheduled to be painted in 2009 and the existing rain gutters and associated downspouts were found to be in need of extensive repairs or replacement;

**NOW THEREFORE BE IT RESOLVED**, May 19, 2009, that the Board of Directors of this Corporation hereby authorizes an amount of \$11,660 as an unbudgeted operating expenditure in the Repairs Prior to Paint category of General Maintenance to replace the rain gutters on Building 969; 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.

Director Souza made a motion to engage in engineering and construction services for programmatic remediation of mutual-maintained waste water collection system component. Director Robertson seconded the motion and discussion ensued.

Director Freshley left the meeting at 11:08 A.M.

Director Skydell entered the meeting at 11:10 A.M.

By a vote of 7-0-1 (Director Feldstein abstained, and Director Freshley was absent from the meeting), the motion carried.

No one reported from the Standards Sub Committee.

No one reported from the Plumbing Ad Hoc Committee.

Director John Paulus reported from the Garden Villa Recreation Room Ad Hoc Committee.

Director Isabel Muennichow reported on the Board Operating Rules Ad Hoc Committee.

Director Freshley returned to the meeting at 11:12 A.M.

The Secretary of the Corporation read a proposed resolution approving the revised Nominating Committee Standard Operating Procedures. Director Muennichow moved to approve the resolution. Director Skydell seconded the motion and discussion ensued.

Director Feldstein amended the motion to remove the word "material" in Section 1(c). Director Skydell seconded the motion and discussion ensued.

Without objection, Director Feldstein withdrew his amendment.

Director Souza left the meeting at 11:20 A.M.

Director Muennichow amended the motion to remove the words "material and adverse" and replace with the words "conflict of interest or adversely" in Section 1(c). Director Skydell seconded the motion and discussion ensued.

Director Souza returned to the meeting at 11:30 A.M.

By a vote of 5-3-1 (Directors Freshley, Muennichow and Robertson opposed, and Director Souza abstained), the amendment carried.

Director Robertson wanted it on record that such amendment goes against the bylaws.

Director Feldstein amended the motion to remove the word "potential" in Section 3(g). The motion was seconded and discussion ensued.

Member Barbara Marsh (3433-B) commented on background checks on candidates.

Director Lippert left the meeting at 11:32 A.M.

By a vote of 7-0-1 (Director Souza abstained and Director Lippert was absent from the meeting), the amendment carried.

Director Lippert returned to the meeting at 11:36 A.M.

Director Souza left the meeting at 11:37 A.M.

By a vote of 8-0-0 (Director Souza was absent from the meeting), the motion carried as amended and the Board of Directors adopted the following resolution:

**RESOLUTION 03-09-57**

**WHEREAS**, the Nominating Committee of the Corporation is charged with soliciting qualified individuals to serve as candidates for the leadership of the Corporation; and

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**WHEREAS**, this leadership determines the goals of the Corporation as well as the budget to achieve those goals; and

**WHEREAS**, the Nominating Committee needs a clear understanding of their duties and procedures;

**NOW THEREFORE BE IT RESOLVED**, May 19, 2009, that the Board of Directors of this Corporation hereby approves the attached Standard Operating Procedure which describes the Nominating Committee procedures for preparing candidates for the annual election for the Third Mutual Board of Directors; and

**RESOLVED FURTHER**, that Resolution 03-09-43, adopted April 21, 2009 is hereby superseded and cancelled; and

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

Director John Paulus reported from the Landscape Committee.

Director Souza returned to the meeting at 11:55 A.M.

Director Carol Skydell reported from the Long Range Planning Committee.

Director John Paulus reported from Resident Problem Resolution Services.

Director Dominic Burrasca reported from the Traffic Committee.

Member Shari Horne (2354-3C) addressed Director Burrasca on his report.

#### **OLD BUSINESS**

The Secretary of the Corporation read the proposed changes to the GRF committee appointments. Director Muennichow moved to approve the resolution. Director Freshley seconded the motion.

By a vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution:

#### **RESOLUTION 03-09-58**

**RESOLVED**, May 19, 2009, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted May 2006, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

#### **Business Planning**

Carol Moore

Kathryn Freshley

**Bus Services Committee**

Dominic Burrasca

**Mary Robertson**

**Broadband Services Committee**

Isabel Muennichow

Kathryn Freshley

**Community Activities**

Carol Moore

**Mary Robertson**

**Finance**

Kathryn Freshley

Stanley Feldstein

**Gate Renovation Ad Hoc Committee**

Carol Skydell

Larry Souza

**Golf Starter Building Ad Hoc Committee**

Kathryn Freshley

Larry Souza

**Government and Public Relations**

Isabel Muennichow

Carol Skydell

**Landscape Committee**

John Paulus

Carol Moore

**Maintenance and Construction**

Larry Souza

John Paulus

**Recreation Master Planning Sub-Committee**

Carol Moore

**Mary Robertson**

**Security and Community Access**

Larry Souza

Dominic Burrasca

**RESOLVED FURTHER**, Resolution 03-09-45, adopted April 21, 2009 is hereby superseded and canceled.

**NEW BUSINESS**

No New Business came before the Board.

**GRF COMMITTEE REPORTS HIGHLIGHTS**

Director Muennichow reported from the Government and Public Relations Committee.

**PUBLIC FORUM**

- Bud Nesvig (2392-3H) commented on background checks on board candidates
- Richard Palmer (3031-O) commented on background checks

**Director Comments**

- No comments were made

The Board recessed at 12:21 P.M. and reconvened into Executive Session at 1:09 P.M.

**Summary of Previous Closed Session Meetings per Civil Code Section §1363.05**

During its April 21, 2009 Regular Executive Session, the Board reviewed, revised, and approved the Minutes of the Special Executive Session Meeting of March 13, 2009, the Minutes of the Regular Executive Session Meeting of March 17, 2009, the Minutes of the Special Executive Session Meeting of March 20, 2009; approved the recording of a Notices of Default for Member ID 931-511-87, Member ID 932-310-20, and Member ID 934-903-70; heard four (4) Disciplinary Hearings; held a Meet and Confer regarding Delinquent Assessments; discussed potential litigation and other member discipline matters, and reviewed the Litigation Status Report.

During its April 28, 2009 Special Executive Session, the Board discussed contractual and litigation matters.

During its May 4, 2009 Special Executive Session, the Board discussed litigation matters.

During its May 11, 2009 Special Executive Session, the Board discussed litigation matters.

The Traffic Committee of the Board met in Executive Session on April 22, 2009 to discuss member disciplinary issues.

With no further business before the Board of Directors, the meeting was adjourned at P.M.

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Isabel Muennichow, Secretary

**Nomination Standard Operating Procedures (SOP)**  
**for the Third Mutual Board of Directors**

This SOP describes the Nominating Committee procedures for preparing the list of candidates for the annual election for the Third Mutual Board of Directors.

Any member of Third Mutual who wishes to be a candidate for the Third Mutual Board of Directors shall be included on the ballot if he or she complies with the eligibility requirements and procedures stated below.

1. **Eligibility for Candidacy for Director of Third Mutual**

The candidate must:

- a. be a member of Third Mutual
- b. be a resident of Third Mutual, e. g., reside in Third Mutual more than six months in any 12-month period
- c. not be, or reside in the same manor as, a director, stockholder, officer, employee, or partner of any other organization, whether private, public, or governmental, where such dual status would create a **conflict of interest or adversely** impact on a director's ability to serve on the Third Board
- d. not concurrently serve, or reside in the same manor as, as a GRF director or a Laguna Woods City Councilmember
- e. not be, or reside in the same manor as, a current employee of the Corporation's management agent
- f. not be, or reside in the same manor as, a current member of the nominating Committee
- g. not be shown on the books of account of Third Mutual to be more than 30 days delinquent in the payment of any sums.

2. **Procedures for Becoming a Candidate**

The candidate must:

- a. submit a completed Application for Candidacy, including his or her signature affirming that he or she is willing to serve his or her full term if elected
- b. attend an orientation meeting with the Nominating Committee
- c. submit a Candidates Statement to appear on the ballot.

It is strongly suggested that the candidate:

- a. attend Board and committee meetings before the election
- b. attend the "Meet the Candidates" event.

3. **Nominating Committee Members**

A Nominating Committee shall be selected by the president and approved by the Board.

- a. The committee shall consist of seven members plus two alternates who will fill any openings on the committee.

- b. The Board shall designate the committee chair.
- c. Eligibility to serve on this committee shall be the same as eligibility to be a candidate.
- d. The committee chair shall have the right to replace any member of the committee for lack of attendance at meetings of the committee.
- e. The committee shall be independent of any board or outside influence.
- f. No member of the committee shall be a director of Third Mutual, nor shall reside in the same manor as any director of Third Mutual.
- g. No member of the committee shall be related to any ~~potential~~ candidate by blood, marriage or adoption.
- h. The committee shall treat each candidate fairly and without prejudice.

4. **Duties of Nominating Committee**

The duties of the committee shall be to:

- a. recruit candidates
- b. assist members who wish to be candidates
- c. review candidates applications for eligibility as stated in 1. above
- d. hold an orientation session with every candidate to describe the job of Director
- e. conduct a "Meet the Candidates" forum (see below)
- f. prepare a final report to the Board of Directors at least 70 days before the Annual Meeting of Mutual Members, listing those candidates who meet the eligibility requirements.

5. **Meet the Candidates Event**

The Nominating Committee shall conduct a televised Meet the Candidates event no more than 10 days, and no less than one day, before the ballots are mailed to the members. Time permitting, the format should be as follows:

- a. Candidates are given a fixed amount of time to present a statement.
- b. All candidates are asked a series of questions that have been prepared by the Third Mutual Board of Directors.
- c. Candidates are asked written questions which have been submitted by members of the audience and screened by the chair of the Nominating Committee for appropriateness and duplication. All candidates are given a chance to answer all questions.
- d. Candidates are given a fixed amount of time to make a closing statement.