



OPEN SESSION

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

**Tuesday, August 15, 2023 - 9:30 a.m.
Laguna Woods Village Community Center
Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, California**

- Directors Present:** Mark Laws, Ralph Engdahl, Cris Prince, Donna Rane-Szostak (entered at 9:46 a.m.), Andrew Ginocchio, Nathaniel Ira Lewis, Moon Yun, S.K. Park, Cush Bhada, Jules Zalon, Jim Cook
- Directors Absent:** None
- Staff Present:** Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Bart Mejia, Carlos Rojas, Steve Hormuth, Ian Barnette, Chuck Holland, Jay Allen, Kurt Wiemann, Manuel Gomez
- Others Present:** VMS – Deb Allen, Mary Seto, Wei-Ming Tao
GRF – Elsie Addington, Reza Karimi
United – None

- 1. Call meeting to order / Establish Quorum – President Laws, Chair**
President Laws called the meeting to order at 9:31 a.m. and established that a quorum was present.
- 2. Pledge of Allegiance**
Director Bhada led the Pledge of Allegiance.
- 3. Approval of Agenda**
President Laws asked for a motion to approve the agenda.

Director Zalon made a motion to approve the agenda. Director Lewis seconded.

Hearing no further changes or objections, the agenda was approved by consent.
- 4. Approval of Minutes**
 - a. July 13, 2023 – Third Budget 2024 Business Plan Review Version 2**

b. July 18, 2023 – Regular Board Meeting

c. August 4, 2023 – Agenda Prep Meeting

Director Cook made a motion to approve the minutes of July 13, 2023 – Third Budget 2024 Business Plan Review Version 2 Minutes. Director Bhada seconded.

Hearing no changes or objections, the July 13, 2023 – Third Budget 2024 Business Plan Review Version 2 Minutes were approved by consent.

Director Lewis made a motion to approve the minutes of July 18, 2023 – Regular Board Meeting. Director Engdahl seconded.

President Laws requested on Page 12 of 14, the motion should be changed to Director Rane-Szostak tabling item 13e.

Hearing no further changes or objections, July 18, 2023 – Regular Board meeting minutes were approved by consent. Director Cook Abstained.

Director Ginocchio made a motion to approve the minutes of August 4, 2023 – Agenda Prep Meeting. Director Lewis seconded.

Hearing no changes or objections, the August 4, 2023 – Agenda Prep meeting minutes were approved by consent. Director Cook Abstained.

5. Report of the Chair

President Laws commented on the following:

- Update on Budget 2024

6. Update from the VMS Board – None

7. Open Forum (Three Minutes per Speaker)

- A member commented on The Foundation of Laguna Woods Village
- Multiple members commented on the reduction of cleaning cycle for three-story buildings
- A member commented an ongoing neighbor to neighbor issue
- A member commented on community volunteerism to be advisors and also discussed the monthly Town Hall Meetings
- A member commented on stencil stop signs around the underground parking entrance/exits

8. Responses to Open Forum Speakers

- Director Zalon commented on a resident's comment on volunteerism
- Multiple Directors commented on the fees associated with three-story buildings
- Director Engdahl commented on exits leading out of three-story buildings
- President Laws commented on the neighbor-to-neighbor issue and will follow-up

9. Department Update: Budget/Financial Services – Steve Hormuth, Financial Services Director

Steve Hormuth, Financial Services Director, discussed the following topics:

- Organizational Chart for Finance Team

- Financial Services Staffing
- Service Levels – Financial Services
- 2024 Business Plan Scope
- 2024 Business Planning Highlights
- Service Levels- Purchasing
- Additional Areas of Focus

Mr. Hormuth took questions from the Board and discussion ensued among the Board.

10. Department Update: Information and Resident Services – Chuck Holland, Information and Resident Services Director, IS/Resident Services/ITAC

Chuck Holland, Information and Resident Services Director, discussed the following topics:

- Resident Services Overview
- Resident Services Key Services
- Residents Services Budget Considerations
- Resident Services 2023 Priorities
- Key Performance Indicators
- Call Center 2023 Year to Date Stats
- Walk in 2023 Year to Date Stats
- 2023 Service Order Survey Results
- Continuous Improvements

Mr. Holland took questions from the Board and discussion ensued among the Board.

11. CEO Report

CEO Siobhan Foster reported on:

- “Bright Ideas” Program
- Ryan Costello, Warehouse Manager
- Broadband Team
- Ada Montesinos, Sr. Financial Analyst
- JJ Abolmoloki, Admin Assistant
- Delphine Maffey, Admin Coordinator
- Current Initiatives
- Use Dwelling Live for Savings
- Opt Out of Paper Mailing for Savings

CEO Foster answered questions from the Board.

12. Consent Calendar - *All matters listed under the Consent Calendar were recommended for action by committees and were enacted by the Board by one motion. Items removed from the Consent Calendar by members of the Board were moved for further discussion and action by the Board.*

President Laws asked for a motion to approve the Consent Calendar as presented.

Director Lewis made a motion to approve the Consent Calendar. Director Yun seconded.

Hearing no changes or objections, the motion to approve the Consent Calendar was approved by consent. Director Zalon abstained.

a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of June 2023, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

b. **Recommendation from the Finance Committee**

1. **Approve a Resolution for Recording a Lien against Member ID # 931-480-78**

RESOLUTION 03-23-82

Recording of a Lien

WHEREAS, Member ID # 931-480-78; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-480-78 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.

2. **Approve a Resolution for Recording a Lien against Member ID # 932-790-09**

RESOLUTION 03-23-83

Recording of a Lien

WHEREAS, Member ID # 932-790-09; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 932-790-09 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.

3. Approve a Resolution for Recording a Lien against Member ID # 931-530-71

RESOLUTION 03-23-84

Recording of a Lien

WHEREAS, Member ID # 931-530-71; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-530- 71 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.

4. Approve a Resolution for Recording a Lien against Member ID # 931-460-54

RESOLUTION 03-23-85

Recording of a Lien

WHEREAS, Member ID # 931-460-54; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-460- 54 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.

5. Approve a Resolution for Recording a Lien against Member ID # 934-900-50

RESOLUTION 03-23-86

Recording of a Lien

WHEREAS, Member ID # 934-900-50; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 934-900- 50 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.

6. Approve a Resolution for Recording a Lien against Member ID # 931-511-75

RESOLUTION 03-23-87

Recording of a Lien

WHEREAS, Member ID # 931-511-75; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 931-511-75 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.

7. Approve a Resolution for Recording a Lien against Member ID # 934-590-54

RESOLUTION 03-23-88

Recording of a Lien

WHEREAS, Member ID # 934-590-54; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 934-590-54 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.

8. Approve a Resolution for Recording a Lien against Member ID # 934-901-99

RESOLUTION 03-23-89

Recording of a Lien

WHEREAS, Member ID # 934-901-99; 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, August 15, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID # 934-901-99 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.

c. Recommendation from the Landscape Committee

1. Recommendation to Approve the Request for the Removal of One Melaleuca Tree Located at 3365-1G Punta Alta

RESOLUTION 03-23-90

**Approve the Request
for Removal of One Melaleuca Tree
3365-1G Punta Alta**

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on August 3, 2023, the Landscape Committee reviewed a request from the Member at 3365-1G to remove one Melaleuca tree. The Member cited the reasons as

unhealthy, too much litter, peeling, possible root damage, too close to the building, blocking view and the resident had severe water damage to the unit; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with deadwood limbs where previous cuts were made; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Melaleuca tree located at 3365-1G Punta Alta;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, the Board of Directors approves the request for the removal of one Melaleuca tree located at 3365-1G; and

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

2. Recommendation to Approve the Request for the Removal of One Carrotwood Tree Located at 5391-B Paseo Del Lago

RESOLUTION 03-23-91

Approve the Request for Removal of One Carrotwood Tree 5391-B Paseo Del Lago

WHEREAS, February 16, 2021, that the Board of Directors adopted Resolution 03-21-10 Tree Maintenance Policy which states:

“...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 shall not be removed to preserve, enhance or create a view.

- Trees shall not be removed to preserve, enhance or create a view.
- Trees which are damaging or will damage a structure, pose a hazard, diseased, in failing health or interfering with neighboring trees, will be considered for removal.
- Removal requests will be reviewed by a staff arborist and, if necessary, referred to the Committee...”

WHEREAS, on August 3, 2023, the Landscape Committee reviewed a request from the Member at 5391-B to remove one Carrotwood tree. The Member cited the reasons as litter/debris; and

WHEREAS, staff inspected the condition of the tree and determined that it was in poor condition with multiple codominant limbs; and

WHEREAS, the Committee determined that the tree meets the guidelines set forth in Resolution 03-21-10 and recommends approving the request for the removal of one Carrotwood tree located at 5391-B Paseo Del Lago;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, the Board of Directors approves the request for the removal of one Carrotwood tree located at 5391-B; and

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

a. **Recommendation from the Architectural Controls and Standards Committee – None**

13. Unfinished Business

a. **Entertain a Motion to Approve the Revisions to Architectural Standard 16: Garage Doors, Sectional or One Piece (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-23-92

**Revised Alteration
Standard 16: Garage Doors**

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognize the need to revise Alteration Standard 16: Garage Doors;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors of this Corporation hereby adopts the attached Alteration Standard 16: Garage Doors; and

RESOLVED FURTHER, that Resolution 03-18-90 adopted June 19, 2018, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER, that Resolution 03-15-34 adopted March 17, 2015, is hereby superseded in its entirety and no longer in effect; 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 Cook made a motion to approve the resolution for revised alteration standard 16: garage doors. Director Yun seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

b. **Entertain a Motion to Approve the Revision to Architectural Standard 42: Ramps (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Prince read the following resolution:

RESOLUTION 03-23-93

**Revised Alteration
Standard 42: Ramps**

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend a policy to address the proper installation and maintenance of Ramps; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 42: Ramps;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors of this Corporation hereby revises Alteration Standard 42: Ramps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-19-133 adopted December 17, 2019, is hereby superseded in its entirety and no longer in effect; 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 Cook made a motion to approve the resolution for revision to alteration standard 42: ramps. Director Yun seconded.

Bart Mejia took questions from the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

14. New Business

a. Entertain a Motion to Rescind the Barbeque Rules and Regulations (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

**Barbecue Grill Rules &
Regulations**

WHEREAS, on March 16, 2021, the Board of Directors adopted the Barbecue Grill Rules & Regulations to set forth guidelines for the use of barbeque grills; and

WHEREAS, the Compliance Ad Hoc Committee has recognized the need to re-evaluate the Barbecue Grill Rules & Regulations and determined they are constricting to the member and should be rescinded in its entirety;

NOW THEREFORE BE IT RESOLVED, on September 19, 2023, the Board of Directors of this Corporation hereby rescinds Resolution 03-21-18 the Barbecue Grill Rules & Regulations; 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 Lewis made a motion to rescind the Barbeque Grill Rules & Regulations for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded the motion.

Discussion ensued among the Board.

Multiple members commented on this matter.

Hearing no changes or objections, the motion was called to a vote and passed 7-4-0. Directors Ginocchio, Engdahl, Prince, and Laws voted against.

President Laws called for a brief recess at 11:40 am. The Board resumed the meeting at 11:51 am.

b. Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

Revised Electricity Usage Reimbursement Policy

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

WHEREAS, the Mutual is interested in revising the current policy to reflect increases in electricity rates;

NOW THEREFORE BE IT RESOLVED, September 19, 2023, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the average cost of the prior month and the month following the event. This average would be subtracted from the amount of the

electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident.

- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-18-45 adopted March 20, 2018 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 the purpose of this resolution.

Director Cook made a motion to approve the Resolution for Revised Electricity Usage Reimbursement Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded the motion.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

c. Entertain a Motion to Approve the Revision to the Alteration Fee Schedule (August initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

Alteration Fee Schedule

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, September 19, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that the following sections from prior resolutions remain valid:

- (1) The mutual consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and the mutual consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually with the adoption of the new bill rates; and
- (2) The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member;

RESOLVED FURTHER, that Resolution 03-23-43 adopted April 18, 2023 and Resolution 03-23-69 adopted June 20, 2023 are hereby superseded and canceled; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

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

Director Cook made a motion to approve the Resolution for Alteration Fee Schedule for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bhada seconded the motion.

Director Lewis requested additional changes be made.

President Laws requested that the Fee Schedule be separate from policy/resolution

Hearing no changes or objections, the motion was called to a vote and passed 10–1-0. Director Zalon voted against.

d. Entertain a Motion to Approve the Revised Maintenance and Construction Committee Charter

RESOLUTION 03-23-94

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE
CHARTER**

RESOLVED, that pursuant to Article 7, Section 7.1 of the Bylaws of the Third Laguna Hills Mutual Corporation (Third Mutual), the Maintenance and Construction Committee (M&C Committee) has been established as a standing committee for the purpose of providing general oversight and recommendation to the Third Mutual Board of Directors on policies, programs, procedures, and budget necessary to maintain, repair and replace the physical assets and improvements of the Third Mutual.

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby amends the Membership and Responsibilities for the M&C Committee as follows:

I. Membership

1. The Board of Directors shall appoint the M&C Committee Chair upon recommendation of the Board President.
2. The Committee shall consist of no more than 5 Board Directors, including the Chair, to be appointed by the Board upon recommendation of the Board President. All appointed Directors shall be voting members.
3. The Committee may include Resident non-board members of Third Mutual as Advisors appointed by the Board of Directors upon recommendation of the President. Advisors shall be non-voting members.
4. The Committee shall serve at the direction of and at the pleasure of the Board of Directors.
5. A Committee Member or Advisor absent from three consecutive, regularly scheduled committee meetings shall no longer qualify for the Committee, unless previously excused by the Chair.

II. Scope

The Scope of the M&C Committee responsibilities includes but is not limited to:

1. Structures, and components, including roofs, walls, foundations, balconies, elevators, carports, laundry rooms, etc. excluding "separate interest" or "exclusive use common areas."
2. Common areas, such as streets, cul-de-sacs, sidewalks, walkways, driveways, fencing except those assigned as the responsibility of the Landscape Committee as set forth in the most recent applicable Board adopted Resolution or within the responsibility of the Golden Rain Foundation (GRF).
3. Ground water and storm drainage not specifically designated as the responsibility of the Landscape Committee as set forth in the most recent applicable Board adopted

Resolution, particularly storm damage which may threaten the integrity of Third Mutual structures.

4. Plumbing systems for both potable water and waste lines except as modified as part of permitted alterations.
5. Electrical power systems including golf cart and EV charging facilities except those within “separate interest” or “exclusive use common areas,” or those modified and/or licensed as part of permitted alterations to be serviced and maintained by and at the cost of the manor owner.
6. Lighting of common areas including streets, and designated walkways.
7. Solar installations which are not member-owned and maintained.
8. Parking, including open carports, Garden Villa under-building parking, and cul-de-sac parking.

III. Responsibilities

The primary responsibility of the M&C Committee is to assure adequate maintenance, serviceability, and functionality of the physical assets of the Third Mutual, including but not limited to:

1. Develop and recommend to the board, in cooperation with the managing agent, programs, procedures and policies, intended to maintain and improve the functional and operational standards and responsibilities of the Third Mutual, as set forth in the governing documents.
2. Coordinate with the Third Board and managing agent to develop an annual budget to provide the desired maintenance standards and goals of the Mutual.
3. Focus on future strategic planning for maintenance and repair of Third Mutual infrastructure to reduce costs, increase efficiency, and improve member satisfaction.
4. Review progress of the M&C Programs, schedules, and goals on a regular basis to assure conformance with the planned schedule and approved budget.
5. Develop proactive procedures and programs in cooperation with the managing agent, where feasible.
6. Direct the operating agent to implement projects per Board approval to include preparation of specifications and contracts for procurement of goods and services and review and modify design criteria as appropriate.
7. Review all unbudgeted requests for programs suggested by the operating agent, Board and Committee as necessary to maintain the functional standards of the community and make appropriate recommendations to the Board.

8. Review and recommend to the Board an adequate Reserves program to support anticipated future needs based upon commonly used appropriate criteria and procedures. Periodically review the Reserves Program, and recommend revisions when appropriate.
9. Recommend maintenance and construction programs policies and procedures to the Board to minimize safety hazards to residents and guests.
10. Assure adoption of maintenance procedures consistent with applicable safety, industrial and governmental standards, and requirements.
11. Provide liaison between Managing Staff and Community Members to promote owner/resident satisfaction.
12. Research and investigate technological developments in materials equipment and procedures which may improve maintenance and value of the community.
13. Perform such additional functions as may be assigned or referred to this Committee by the Board President as well as those that are necessary to fulfill the Committee's general duties and responsibilities.
14. Function as an advisory and liaison body to the managing agent in matters pertaining to M&C governing document changes and implementation.
15. Coordinate with other standing committees having related concerns.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Third Laguna Hills Mutual adopts this Resolution 03-23-94, effective August 15, 2023.

RESOLVED FURTHER, that Resolution M3-88-52 dated October 18, 1988, Resolution M3-95- 71 dated July 18, 1995, Resolution M3-88-57 dated October 18, 1995, and Resolution M3-95-92 are hereby canceled and superseded.

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 Park made a motion to approve the Resolution for Maintenance and Construction Committee Charter. Director Ginocchio seconded the motion.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

d. Entertain a Motion to Approve a Preferred Vendor Referral Program for Small Drywall Repairs

Manuel Gomez, Maintenance and Construction Director, discussed the motion to approve a Preferred Referral Program for small drywall repairs.

Discussion ensued among the Board.

Director Lewis left the meeting at 12:21 p.m.

Director Zalon made a motion to table this item and send it back to the M&C Committee to figure out the next steps. Director Ginocchio seconded.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

f. Entertain a Motion to Approve 2022 Operating Surplus

Director Prince read the following resolution:

RESOLUTION 03-23-95

Operating Surplus Transfer

WHEREAS, the Third Laguna Hills Mutual operating statement as of December 31, 2022 reflected a net Operating Fund surplus of \$917,320; and

WHEREAS, the Board desires to return this amount to the members by way of a transfer to the Unappropriated Expenditure Fund;

NOW THEREFORE BE IT RESOLVED, August 15, 2023 that the Board of Directors of this Corporation hereby authorizes the transfer of \$917,320 of a 2022 accumulated operating surplus from the Operating Fund to the Unappropriated Expenditure Fund; 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 Ginocchio made a motion to approve the resolution for 2022 Operating Surplus. Director Engdahl seconded.

Steve Hormuth, Finance Director, gave clarification on the item.

Hearing no changes or objections, the motion was called to a vote and passed 9-0-1. Director Yun abstained.

g. Entertain a Motion to Consider Landscape Appeal for Resident Members of 5191 Duenas

Kurt Wiemann, Director of Landscape Services, provided an overview of the appeal for resident members of manor 5191 Duenas.

Discussion ensued among the Board.

The member of manor 5191 spoke before the Board.

The member of manor 5190 spoke before the Board.

Director Lewis re-entered the meeting at 1:07 p.m.

Director Engdahl made a motion that Mr. Wiemann work with both members within the next 30 days to come up with an amicable agreement, and if there is none, the hedges need to be removed. President Laws seconded.

Hearing no changes or objections, the motion was called to a vote and passed 10-1-0. Director Cook voted against.

15. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Rane-Szostak. The Committee met on August 1, 2023; next meeting October 3, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report
 - (2) Third Finance Committee Report
 - (3) Resales/Leasing Reports
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met August 14, 2023; next meeting September 11, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. Report of the Maintenance and Construction Committee – Director Engdahl. The Committee met on July 11, 2023; next meeting August 30, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Lewis. The Committee met on August 3, 2023; next meeting September 7, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
- e. Report of the Water Conservation Committee – Director Rane-Szostak. The Committee met on July 27, 2023; next meeting, October 26, 2023 at 2:00 p.m. in the Sycamore Room.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The Committee met on August 4, 2023; next meeting August 22, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

16. GRF Committee Highlights

- a. Community Activities Committee – Director Bhada. This Committee met on August 10, 2023; the next meeting is September 14, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Maintenance & Construction Committee – Director Engdahl. The Committee met on August 9, 2023; next meeting October 11, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Disaster Preparedness Task Force – Director Park. The task force met on July 25, 2023; the next meeting is September 26, 2023 at 9:00 a.m. in the Board Room.
- d. Mobility and Vehicles Committee – Director Bhada. This Committee met on August 2, 2023; the next meeting is October 4, 2023 at 1:30 p.m. in the Board Room.
- e. Information Technology Advisory Committee – Director Laws. This closed Committee last met on August 4, 2023; next meeting is August 25, 2023 at 1:30 p.m. as a virtual meeting.
- f. Compliance Ad Hoc Committee – Director Ginocchio. This Committee met on August 11, 2023; next meeting TBA.
- g. Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on July 25, 2023; the next meeting is August 21, 2023.
- h. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on July 19, 2023; next meeting August 15, 2023.
- i. The following GRF Committees have not met since the last Third Board Meeting of July 18, 2023:
 - i. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.
 - ii. GRF Landscape Committee – Director Lewis. This committee met on May 10, 2023; the next meeting is August 22, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - iii. Media and Communications Committee – Director Cook. The Committee met on July 17, 2023; the next meeting is September 18, 2023 at 1:30 p.m. in the Board Room.
 - iv. Security and Community Access Committee – Director Park. This Committee last met on June 28, 2023, and the next meeting is August 23, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - v. GRF Finance Committee – Director Rane-Szostak. The Committee met on June 21, 2023; next meeting August 16, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

vi. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.

17. Future Agenda Items-- *All matters listed under Future Agenda Items are Resolutions on 28-day public review or items for a future Board Meeting. No action will be taken by the Board on these agenda items at this meeting. The Board will take action on these items at a future Board Meeting.*

- Entertain a Motion to Rescind the Barbeque Rules and Regulations
- Entertain a Motion to Amend Monetary Penalties
- Entertain a Motion to Approve Revised Electricity Usage Reimbursement Policy
- Entertain a Motion to Approve the Revision to the Alteration Fee Schedule

18. Directors' Comments - None

19. Recess - *At this time, the meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The meeting was recessed into closed session at 1:37 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) July 18, 2023 – Regular Closed Meeting

(b) July 21, 2023 – Special Closed Budget Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

20. Adjournment

The meeting was adjourned at 7:08 p.m.

DocuSigned by:

N. Cris Prince

N. Cris Prince, Secretary of the Board
Third Laguna Hills Mutual



STANDARD 16: GARAGE DOORS, SECTIONAL OR ONE PIECE

JANUARY 1993
REVISED AUGUST 2002, RESOLUTION M3-02-39
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED DECEMBER 2014, RESOLUTION 03-14-141
REVISED SEPTEMBER 2015, RESOLUTION 03-15-127
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
REVISED JUNE 2018, RESOLUTION 03-18-90
REVISED AUGUST 2023, RESOLUTION 03-23-92

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** No garage door will be installed that requires modification to the building structure.
- 2.2** Garage doors shall utilize existing door frames with only minor modifications to facilitate fit and clearances.
- 2.3** Approvable garage door colors consist are: standard pre-painted manufacturer colors; Standard White, Almond, Desert Tan, Sandstone or Chocolate, or be an approved garage door color for any building type under the existing Third Mutual Exterior Paint Scheme.
- 2.4** All garage doors shall be made with commercially available materials such as wood, wood composites, vinyl, aluminum, steel or, fiberglass, etc. One-piece or sectional panel style is optional. Sectional style shall be limited to five panels maximum.
- 2.5** Built-in self closing mail slots are permissible.
- 2.6** Built-in windows in the top panel or second from the top panel of a sectional panel style garage door are permissible.
- 2.7** All design or patterns including window shape and size must be in keeping with the architecture of the building. Approval by the Alterations Department will be deemed in keeping with the existing architecture of the building.

2.8 No built-in type access or pet doors will be permitted.



STANDARD 42: RAMPS

**ADOPTED APRIL 2008, RESOLUTION 03-08-31
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED NOVEMBER 2019, RESOLUTION 03-19-133
REVISED AUGUST 2023, RESOLUTION 03-23-93**

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 SPECIFICATIONS

2.1. Materials

2.1.1. Materials for the installation of ramps at existing paths must match the materials it is replacing. For example, replacing concrete steps with a ramp requires that the materials of the ramp be concrete. Poured concrete must meet current International Code Council (I.C.C.) requirements and have heavy broom-swept finish on the surface.

2.1.2. Slab extensions must be sufficiently doweled to existing slab to prevent movement. Submitted plans must be approved by Manor Alterations for methods and materials to ensure sufficient stabilization of extension area, up to and including additional concrete removal and replacement to ensure extension is sufficiently tied into surrounding concrete.

2.1.3. Materials for new construction may be any material that meets accessibility requirements; however, topography, landscape, irrigation, and other factors may limit the use of certain materials. For example, decomposed granite is a type of material that when properly installed will meet accessibility requirements; however, due to its granular nature, it erodes easily particularly at steep slopes. Proposed materials must be reviewed and approved by Manor Alterations and Landscape Services.

2.2. Exterior Ramps

2.2.1. All ramps must meet current applicable City, State and Fair Housing requirements.

2.2.2. Member shall contact Landscape Services for any removal of landscaping and alteration of the irrigation system, as a chargeable service.

- 2.2.3.** Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Exclusive Use of Common Area Revocable License" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Exclusive Use of Common Area Revocable License" must be filed with the Orange County Clerk/Recorder.
- 2.2.4.** Member(s) are responsible for applicable "Recordable Common Area Exclusive Use Revocable License" fee and any applicable filing fees with the Orange County Clerk/Recorder.