



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, September 19, 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, N. Cris Prince, Donna Rane-Szostak, Andrew Ginocchio, Nathaniel Ira Lewis, Moon Yun, S.K. Park, Cush Bhada, Jim Cook

Directors Absent: Jules Zalon (Unexcused)

Staff Present: Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Bart Mejia, Steve Hormuth, Blessilda Fernandez, Kurt Wiemann, Jay Allen, Pam Jensen, Jose Campos, Manuel Gomez

Others Present: VMS – Mary Seto, Wei-Ming Tao, Deb Allen
GRF – None
United – Lenny Ross, Azar Asgari

1. Call meeting to order / Establish Quorum – President Laws, Chair

President Laws called the meeting to order at 9:30 a.m. and established that a quorum was present.

2. Pledge of Allegiance

Director Engdahl led the Pledge of Allegiance.

3. Approval of Agenda

President Laws asked for a motion to approve the agenda.

Director Park made a motion to approve the agenda. Director Rane-Szostak seconded.

Hearing no further changes or objections, the agenda was approved by consent.

4. Approval of Minutes

a. August 15, 2023 – Regular Board Meeting

b. September 1, 2023 – Agenda Prep Meeting

c. September 1, 2023 – Special Open Meeting

Director Ginocchio made a motion to approve the minutes of August 15, 2023 – Regular Board Meeting. Director Engdahl seconded.

Hearing no changes or objections, the August 15, 2023 – Regular Board Meeting minutes were approved by consent.

Director Lewis made a motion to approve the minutes of the September 1, 2023 – Agenda Prep Meeting. Director Engdahl seconded.

Hearing no changes or objections, the September 1, 2023 – Agenda Prep Meeting minutes were approved by consent.

Director Park made a motion to approve the minutes of the September 1, 2023 – Special Open Meeting. Director Prince seconded.

Hearing no changes or objections, the September 1, 2023 – Special Open Meeting minutes were approved by consent.

5. Report of the Chair

President Laws commented on the following:

- Reminded members to fill in their Ballots and return them by Thursday, September 28, 2023. The Tabulation will be the following day on September 29th
- Third Mutual's 2024 Business Plan is on the Agenda to be approved at today's Board Meeting
- GRF Assessment was approved recently at the GRF Board Meeting

6. Open Forum (Three Minutes per Speaker)

- A member commented on The Foundation of Laguna Woods Village
- A member commented on legal fees, flashing stop sign issue, and staffing issues
- A member commented on the management of contractors and vendors
- A member commented on a personal moisture intrusion issue at their unit
- A member commented on a coyote issue at their building
- A member commented on a fumigation issue that caused damage to landscape in front of their unit

7. Responses to Open Forum Speakers

- Director Lewis commented on the landscaping matter and gave an update
- Director Park commented on the coyote issue
- Multiple Directors commented on the moisture intrusion issue
- President Laws thanked Ms. Collins on her work at The Foundation of Laguna Woods Village, stated that he would look into the flashing stop sign issue, and updated the members on the reduction cost of the Compliance Department for 2024

8. Department Update: Steve Hormuth, Financial Services Director, and Pam Jensen, Controller, to discuss Fraud Prevention Through Monitoring of Internal Controls

Steve Hormuth, Financial Services Director, and Pam Jensen, Controller, discussed the following topics:

- Fraud
- Fraud Prevention
- Internal Controls
- VMS Strategy
- Financial Process Documentation
- Work Plan Testing
- Flowcharts
- Testing
- New Internal Auditor
- Reports to Controller Pam Jensen

Steve Hormuth and Pam Jensen answered questions from the Board.

9. CEO Report

CEO Siobhan Foster reported on:

- Five Touch Points for Residents
- Email and Digital Platform
- What's Up in the Village
- Subscribe on Village Website
- Subscribe via email request
- Check the latest news on Laguna Woods Village Website
- Visit our Facebook Page
- Code Red: Emergency Notifications
- Print Communication
- The Village Breeze
- Village Breeze in the Community
- Watch Board and Committee Meetings
- Meeting Calendar and Schedules available on website
- Watch Live, Past Open Meetings
- Watch Some Meetings via ZOOM
- Watching Meetings on TV6
- Meeting Recordings on YouTube
- Find Recreation Activities and Classes
- Village Television/TV 6
- Marketing/Communications Email List
- Association Membership List
- Preferred Delivery Method
- Future Communications

CEO Foster answered questions from the Board.

Director Yun left the meeting at 10:27 a.m.

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

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

- a. Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual preliminary financials for the month of July 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 – None**
- c. Recommendation from the Landscape Committee**
 - 1. Recommendation to Deny the Removal of One Rusty Leaf Fig Tree Located at 3075-C**

RESOLUTION 03-23-107

**Deny Removal of One Rust Leaf Fig
Tree located at 3075-C**

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 September 7, 2023, the Landscape Committee reviewed a request from the Member at 3075-C to remove one Rusty Leaf Fig tree. The Member cited the reasons as litter/debris and overgrown; and

WHEREAS, staff inspected the condition of the tree and determined that it was in good condition with no signs of pests or prior pest damage or any signs of damage to the trunk; and

WHEREAS, the Committee determined that the tree does not meet the guidelines set forth in Resolution 03-21-10 and recommends denying the request for the removal of one Rusty Leaf Fig tree located at 3075-C Via Serena South;

NOW THEREFORE BE IT RESOLVED, September 19, 2023, the Board of Directors denies the request for the removal of one Rusty Leaf Fig tree located at 3075-C; and

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

d. Recommendation from the Architectural Controls and Standards Committee

1. Recommendation to Approve the Variance Request to Entry and Dining Room Extension Add Bedroom and Vanity Area Windows at Manor 5585-A

RESOLUTION 03-23-108

Variance Request

WHEREAS, Member located at 5585-A Via Dicha, a Casa Palma style manor, requests Architectural Controls and Standards Committee approval of a variance to Extend the Entry and Dining Room. Close side window in Bedroom 2 and add window in Bedroom 2 that looks out on the Courtyard. Add window in the Vanity area; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units 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 September 11, 2023 at 1:30 PM; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to Extend the Entry and Dining Room;

NOW THEREFORE BE IT RESOLVED, on September 19, 2023 at 9:30 AM, the Third Laguna Hills Mutual Board hereby approves the request to Extend the Entry and Dining Room. Close side window in Bedroom 2 and add window in Bedroom 2 that looks out on the Courtyard. Add window in the Vanity area; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 5585- A Via Dicha and all future Mutual Members at 5585-A Via Dicha; 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.

11. Unfinished 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 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-109

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 Resident Policy and Compliance 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.

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 to rescind the Barbeque Grill Rules and Regulations. Director Lewis seconded.

Discussion ensued among the Board.

Director Ginocchio made an amended motion to exclude charcoal grills from three story buildings.

With no second, the motion failed.

Multiple members commented on this item.

Hearing no changes, the motion was called to a vote and passed 8-1. Directors Laws opposed.

Director Cook made a motion to send the item back to the Resident Policy and Compliance Committee to come up with new improved policy. Director Lewis seconded.

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

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 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-110

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. Director Bhada seconded.

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

d. 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 has been satisfied)

Director Prince read the following resolution:

RESOLUTION 03-23-111

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 revised alteration fee schedule. Director Ginocchio seconded.

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

12. New Business

a. Entertain a Motion to Amend the Administrative Fee for Damage Reimbursement (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Bart Mejia, Assistant Director/Faculties Engineer, spoke before the Board on this item.

RESOLUTION 03-23-XX

**Revised Administrative Fee for
Damage Reimbursements**

WHEREAS, pursuant to Civil Code §5855, the Mutual is required to hold hearings to impose any monetary charges to reimburse the Mutual for costs incurred in the repair of damage to the common area, or facilities caused by the actions or inactions of a member, his or her tenant, guest, invitee, or vendor; and

WHEREAS, significant staff time is necessary to investigate, document, and prepare concise reports for the Damage Reimbursement Hearings; and

WHEREAS, the previous policy only applied the administrative fee to damage reimbursements over one thousand dollars; and

WHEREAS, the Mutual has seen an increase in administrative costs related to these damage reimbursement proceedings;

NOW THEREFORE BE IT RESOLVED, October 17, 2023, that the Board of Directors hereby adopts a Revised Administrative Fee Policy for Damage Reimbursements; and

RESOLVED FURTHER, effective November 1, 2023, the fee for costs related to damage reimbursement proceedings will be a minimum of \$20.00 or ten percent of the total reimbursement, for all decisions, regardless of the amount, whichever is greater; and

RESOLVED FURTHER, this fee would become applicable at the point the hearing notification is generated, as at that point, additional staff work is involved; and

RESOLVED FURTHER, Resolution 03-18-157, adopted on November 29, 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 Lewis made a motion to approve the Resolution for Revised Administrative Fee for Damage Reimbursement for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Cook seconded the motion.

Hearing no changes, the motion was called to a vote and passed 7-0. Directors Ginocchio and Park were absent.

b. Entertain a Motion to Eliminate Demolition Consent Requirements and Associated Fees (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

Mr. Mejia spoke before the Board on this item.

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, October 17, 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 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 Resolution 03-23-XX adopted September 19, 2023 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 resolution.

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

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and failed 4-5. President Laws, Director Park, Director Prince, Director Rane-Szostak, and Director Bhada opposed.

President Laws made a motion to send item back to the Architectural Controls and Standards Committee. Director Rane-Szostak **seconded**.

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

c. Third 2024 Business Plan Adoption (Annual Budget)

• **Entertain a Motion to Approve the 2024 Business Plan**

Director Prince read the following resolution:

RESOLUTION 03-23-112

2024 BUSINESS PLAN RESOLUTION

RESOLVED, September 19, 2023, that the Business Plan of this Corporation for the year 2024 is hereby adopted and approved; and

RESOLVED FURTHER, that pursuant to said Business Plan, the Board of Directors of this Corporation hereby estimates that the net sum of \$43,474,485 is required by the Corporation to meet the Third Laguna Hills Mutual operating expenses, reserve contributions, and restricted fund contributions for the year 2024. In addition, the sum of \$16,711,182 is required by the Corporation to meet the Golden Rain Foundation and the Golden Rain Foundation Trust operating expenses and reserve contributions for the year 2024. Therefore, a total of \$60,185,667 is required to be collected from and paid by members of the Corporation as monthly assessments; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from reserves in the sum of \$14,240,363 of which \$13,946,597 is planned from the Replacement Fund, \$125,000 from the Elevator Replacement Fund, \$168,766 from the Laundry Replacement Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby approves expenditures from restricted funds in the sum of \$1,327,782 of which \$1,230,280 is planned from the Disaster Fund, \$97,502 from the Garden Villa Recreation Room Fund; and

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby determines and establishes monthly assessments of the Corporation as shown on each member's breakdown of monthly assessments for the year 2024 and as filed in the records of the Corporation, said assessments to be due and payable by the members of this Corporation on the first day of each month for the year 2024; 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.

- **Entertain a Motion to Approve the 2024 Reserve Funding Plan**

Director Prince read the following resolution:

RESOLUTION 03-23-113

2024 RESERVE FUNDING PLAN

WHEREAS, Civil Code § 5570 requires specific reserve funding disclosure statements for common interest developments; and

WHEREAS, planned assessments or other contributions to reserves must be projected to ensure balances will be sufficient at the end of each year to meet the Corporation's obligations for repair and/or replacement of major components during the next 30 years;

NOW THEREFORE BE IT RESOLVED, September 19, 2023, that pursuant to Civil Code § 5570 the Board hereby adopts the 30-Year Alternate Reserve Funding Plan (attached) prepared by Association Reserves™ for fiscal year 2024; 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 Park made a motion to approve the resolution for 2024 Business Plan Resolution and 2024 Reserve Funding Plan. Director Rane-Szostak seconded.

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

d. Entertain a Motion to Approve a Non-Standard Electrical Use Reimbursement Request for 3361-O Monte Hermosa

Maintenance and Construction Director, Manuel Gomez, provided an overview of the non-standard electrical use reimbursement request at 3361-O Monte Hermosa.

Discussion ensued among the Board.

Director Cook made a motion to approve the non-standard electrical use reimbursement request for 3361-O Monte Hermosa. Director Park seconded.

Hearing no changes, the motion was called to a vote and passed 8-0-1. Director Prince abstained.

e. Entertain a Motion to Approve the Revised Stepping Stone Resolution and Policy (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

Stepping Stone Policy and Guidelines

WHEREAS, on January 16, 2007, that the Board of Directors adopted Resolution 03-07-02 Approval to Revoke Alteration Standard Section 36 – Stepping Stones; and

WHEREAS, Resolution 03-07-02, revoked the standard for stepping stones and required a variance application to the Architectural Committee; and

WHEREAS, the Landscape Committee determined that stepping stones are temporary in nature and are placed within common area landscaping; and

WHEREAS, the Landscape Committee determined that requiring a landscape request form application may unduly restrictive during the resale process and could be simplified by landscape management review;

NOW THEREFORE BE IT RESOLVED, October 17, 2023 the Board of Directors introduces the change from mandatory landscape request form and consideration thereof shall be performed by Landscape Management; and

RESOLVED FURTHER, all new stepping stone installations shall be performed following the attached Stepping Stone Guidelines and all existing stepping stone installations not previously approved by Variance or Standard shall be reviewed by landscape management staff for adherence to the Stepping Stone Guidelines; and

RESOLVED FURTHER, all existing stepping stone installations not previously approved by Variance or Standard, and found not in adherence to the Stepping Stone Guidelines may be reviewed through the landscape request form process; and

RESOLVED FURTHER, Resolution 03-22-17, adopted February 15, 2022, is hereby superseded in their 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.

Director Lewis made a motion to approve the Resolution Stepping Stone Policy and Guidelines for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bhada seconded.

Director Cook requested changes to the staff report.

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

- f. **Entertain a Motion to Approve the Herbicide Spray Guidelines and Acknowledgement Form (September initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 03-23-XX

**Herbicide Spray Cessation
Guidelines**

WHEREAS, due to staffing levels and the proliferation of invasive kikuyu grass, the only practical way to control weeds in the shrub beds and turf edges is the use of herbicides; and

WHEREAS, some members of Third Mutual have requested that staff not use herbicides in the shrub beds adjacent to their respective units; and

WHEREAS, due to the increased labor associated with hand weeding shrub beds, residents requesting the cessation of herbicide application adjacent to their units should be responsible for the timely removal of weeds and maintenance of the turf edges at the shrub beds; and

WHEREAS, said members of Third Mutual making such requests shall fill out and sign an agreement stating their intention and responsibility to perform the weeding and edging of the shrub beds; and

WHEREAS, the Landscape Department shall retain the responsibility for regular pruning of shrubs and the right to apply herbicides to turf areas, insecticides when necessary;

NOW THEREFORE BE IT RESOLVED, October 17, 2023, the Board of Directors introduces the ability to request cessation of herbicide applications in the shrub bed areas following the filing of a signed No Herbicide Agreement; and

RESOLVED FURTHER, all responsibility of weeding and turf edging in the shrub beds shall become the responsibility of the requesting resident; and

RESOLVED FURTHER, all other routine maintenance of the shrub beds shall remain the responsibility of the Landscape Department; 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 Cook made a motion to approve the Resolution Herbicide Spray Cessation Guidelines for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Rane-Szostak seconded.

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

- g. Update Committee Appointments**

RESOLUTION 03-23-114

Third Mutual Committee Appointments

RESOLVED, September 19, 2023, that the following persons are hereby appointed to serve on the committees and services of this Corporation;

RESOLVED FURTHER, that each committee chair may appoint additional members and advisors with interim approval by the President subject to the approval of the Board of Directors:

Finance Committee (meets every other month)

Donna Rane-Szostak, Chair

Mark Laws

Ralph Engdahl

Cris Prince

Cush Bhada

Jim Cook

Ira Lewis

Jules Zalon

Moon Yun

Andy Ginocchio

SK Park

Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair

Cush Bhada

Ralph Engdahl

Nathaniel Ira Lewis

Cris Prince

Andy Ginocchio, Alternate

Non-Voting Advisors: Mike Butler, Mike Plean, Lisa Mills

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

Mark Laws

Jules Zalon

Ralph Engdahl

Donna Rane-Szostak

Cush Bhada, Alternate

Maintenance and Construction Committee (meets every other month)

Ralph Engdahl, Chair

James Cook

Mark Laws

Moon Yun

SK Park

Andy Ginocchio, Alternate

Non-voting Advisors: Judith Troutman, Peter Henschel

Executive Hearing Committee (meets monthly)

Mark Laws, Chair

Ralph Engdahl

Cris Prince

Donna Rane-Szostak, Alternate

Jim Cook, Alternate

Resident Policy and Compliance Committee (meets monthly) Mark

Laws, Chair

Cush Bhada

~~Jules Zalon~~

Andy Ginocchio

Cris Prince

Nathaniel Ira Lewis

SK Park, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Water Conservation Committee (meets quarterly) Donna

Rane-Szostak, Chair

Cush Bhada

Jules Zalon

Nathaniel Ira Lewis

Non-Voting Advisor: Lee Goldstein

Garden Villa Recreation Room Subcommittee (meets thrice yearly) Mark

Laws, Chair

Donna Rane-Szostak

SK Park

Voting Advisors: Stuart Hack, Lynn Jarrett

Non-Voting Advisors: Lorna Seung

RESOLVED FURTHER, that Resolution 03-23-21, adopted March 21, 2023, 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 Prince made a motion to approve the resolution for Update of Committee Appointments. Director Lewis seconded.

Hearing no changes, the motion was called to a vote and passed 8-0. Director Bhada was absent for the vote.

h. Discussion regarding possible Recall of GRF Directors (Oral Discussion)

President Laws discussed the possible recall of GRF Directors.

Discussion ensued among the board.

Multiple members commented on this item.

President Laws reminded the Directors and the audience that this was not a vote to Recall GRF Directors but a discussion on whether or not to do so. As such, no vote was taken on this matter.

13. 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 September 11, 2023; next meeting October 9, 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 August 30, 2023; next meeting November 6, 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 September 7, 2023; next meeting October 11, 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 22, 2023; next meeting September 27, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Bhada. This Committee met on September 14, 2023; the next meeting is October 12, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. GRF Landscape Committee – Director Lewis. This committee met on August 22, 2023; the next meeting is November 8, 2023 at 1:30 p.m. in the Board Room and as a virtual meeting.
- c. GRF Media and Communications Committee – Director Cook. The Committee met on September 18, 2023; the next meeting is November 20, 2023 at 1:30 p.m. in the Board Room.
- d. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on August 21, 2023; the next meeting is September 27, 2023.
- e. GRF Security and Community Access Committee – Director Park. This Committee last met on August 23, 2023, and the next meeting is October 25, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. GRF Finance Committee – Director Ginocchio. The Committee met on August 16, 2023; next meeting October 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. GRF Purchasing Task Force Committee – Director Ginocchio. The Committee met on August 28, 2023; next meeting is TBA.
- h. Information Technology Advisory Committee – Director Laws. This closed Committee last met on August 25, 2023; next meeting is September 29, 2023 at 1:30 p.m. as a virtual meeting.
- i. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on August 16, 2023; next meeting September 20, 2023.
- j. The following GRF Committees have not met since the last Third Board Meeting of August 15, 2023:
 - i. Clubhouse Facilities Removation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.
 - ii. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - iii. 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.
 - iv. 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.
 - v. 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.

vi. Compliance Ad Hoc Committee – Director Ginocchio. This Committee met on August 11, 2023; next meeting TBA.

15. 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 Amend the Administrative Fee for Damage Reimbursement
- Entertain a Motion to Approve the Revised Stepping Stone Resolution and Guidelines
- Entertain a Motion to Approve the Herbicide Spray Guidelines and Acknowledgment Form

16. Directors' Comments

- Director Park commented on a landscape issue near certain buildings and the use of VMS vehicles by employees
- Director Ginocchio commented on space utilization

17. 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 12:56 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) August 15, 2023 – Regular Closed Meeting

(b) August 31, 2023 – Special Closed Meeting

Discuss and Consider Member Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Litigation Matters

18. Adjournment

The meeting was adjourned at 5:51 p.m.

DocuSigned by:

N. Cris Prince

5441FC1ED518422...

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