



**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, October 17, 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, Andrew Ginocchio, Nathaniel Ira Lewis, S.K. Park, Cush Bhada, Jim Cook, Jules Zalon (entered meeting at 9:50 a.m.), Moon Yun (entered the meeting at 11:18 a.m.)

**Directors Absent:** Brad Rinehart (excused)

**Staff Present:** Siobhan Foster-CEO, Makayla Schwietert, Paul Nguyen, Eric Nunez, Bart Mejia, Carlos Rojas, Steve Hormuth, Bob Merget, Blessilda Wright

**Others Present:** VMS – None  
GRF – Egon Garthoffner  
United – None  
VMS – Wei Ming Tao

**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 Cook led the Pledge of Allegiance.

**3. Approval of Agenda**

President Laws asked for a motion to approve the agenda.

Director Cook made a motion to approve the Agenda. Director Lewis seconded.

Director Prince requested the removal of the 28-day notice for Item 11c as it does not require it.

Hearing no further changes or objections, the Agenda, as amended, was approved by consent.

#### **4. Approval of Minutes**

- a. **September 13, 2023 – Special Open Meeting**
- b. **September 19, 2023 – Regular Board Meeting**
- c. **September 29, 2023 – Special Open Meeting**
- d. **October 5, 2023 – Annual Meeting**
- e. **October 5, 2023 – Organizational Meeting**
- f. **October 6, 2023 – Agenda Prep Meeting**

Director Prince made a motion to approve the minutes of September 13, 2023 – Special Open Meeting, September 19, 2023 – Regular Board Meeting, September 29, 2023 – Special Open Meeting, October 5, 2023 – Annual Meeting, October 5, 2023 – Organizational Meeting, and October 6, 2023 – Agenda Prep Meeting. Director Lewis seconded.

Hearing no changes or objections, the minutes were approved by consent.

#### **5. Report of the Chair**

President Laws commented on the following:

- Recent Election and the low turn out
- 3 incumbent Directors & 1 new Director

#### **6. Open Forum (Three Minutes per Speaker)**

- A member commented on The Foundation of Laguna Woods Village
- A member commented out of order on an ongoing damage restoration issue and spoke as Item 10.f of Unfinished Business (discussed later in the meeting)

#### **7. Responses to Open Forum Speakers**

- President Laws thank the member for the update from The Foundation of Laguna Woods Village
- Director Park responded to the members damage restoration issue

#### **8. CEO Report**

CEO Siobhan Foster reported on:

- Orange County Vector Control District
- Mosquito Control
- Laguna Beach Animal Services Division
- Coyotes and Our Community
- Gutter Cleaning Program
- Employee Health Insurance
- Communications
- Escrow Notification System
- General Services- Trash Services
- IT/Resident Services
- Employee Excellence Awards

- Cal-Trans On-Ramp Closure
- Fall Real Estate Forum

CEO Foster answered questions from the Board.

**9. 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 Cook made a motion to approve the Consent Calendar. Director Engdahl seconded the motion.

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 August 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 # 931-630-71**

**RESOLUTION 03-23-118**

**Recording of a Lien**

**WHEREAS**, Member ID 931-630-71; 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**, October 17, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-630-71 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.

**2. Approve a Resolution for Recording a Lien against Member ID # 931-510-14**

**RESOLUTION 03-23-119**

**Recording of a Lien**

**WHEREAS**, Member ID 931-510-14; 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**, October 17, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-510-14 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 # 933-800-30**

**RESOLUTION 03-23-120**

**Recording of a Lien**

**WHEREAS**, Member ID 933-800-30; 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**, October 17, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 933-800-30 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 – None**
- d. **Recommendation from the Architectural Controls and Standards Committee – None**

**10. Unfinished 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 has been satisfied)**

Director Prince read the following resolution:

**RESOLUTION 03-23-121**

**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 October 17, 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 Cook made a motion to approve the resolution for Revised Administrative Fee for Damage Reimbursements. Director Ginocchio seconded.

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

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

Bart Mejia, Assistant Director and Facilities Engineer, discussed Eliminate Demolition Consent requirements & Associated Fees.

Director Lewis and Director Cook requested the additional wording that will be provided by the Board.

**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**, November 21, 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 replacing all references to Demolition Mutual Consents with Pre-Construction Mutual Consents better defines the proposed activity without triggering unneeded regulatory requirements; and

**RESOLVED FURTHER**, that Resolution 03-23-111 adopted September 19, 2023 is 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.

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

**c. Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installations (January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Mr. Mejia discussed the Revision to Architectural Standard 31: Washer and Dryer Installations.

Mr. Mejia answered questions from the Board.

The Board requested staff to make modifications to the item.

**RESOLUTION 03-23-XX**

**STANDARD 31: WASHER AND DRYER INSTALLATIONS**

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

**WHEREAS**, the Architectural Control and Standards Committee recognizes the need to revise Alteration Standard 31: Washer and Dryer Installations;

**NOW THEREFORE BE IT RESOLVED**, November 21, 2023, that the Board of Directors of this Corporation hereby adopts Standard 31: Washer and Dryer Installations as attached to the official meeting minutes; and

**RESOLVED FURTHER**, that Resolution 03-18-156 adopted November 29, 2018, is hereby superseded in its entirety and no longer in effect; and

**RESOLVED FURTHER**, all washer and dryers installed in three story buildings with a Mutual Consent prior to November 21, 2023, 2023 continue to be “grandfathered”; 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 Standard 31: Washer and Dryer Installations for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded the motion.

Multiple members commented on this item.

The Board responded to the members comments.

Hearing no changes, the motion was called to a vote and passed 5-3-1. Director Park, Director Zalon, and Director Engdahl voted against, and Director Bhada abstained.

**d. Entertain a Motion to Approve the Revised Stepping Stone Resolution and Guidelines (September 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 03-23-122**

**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 for Stepping Stone Policy and Guidelines. Director Park seconded.

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

**e. Entertain a Motion to Approve the Herbicide Spray Guidelines (September 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 03-23-123**

#### **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 Lewis made a motion to approve the Herbicide Spray Cessation Guidelines. Director Park seconded.

Bob Merget, Landscape Manager, answered questions from the Board.

The Board requested some modifications to the Herbicide Spray Cessation Guidelines.

Multiple members commented on this item.

Hearing no changes, the motion was called to a vote and passed 7-1-1. President Laws voted against, and Director Prince abstained.

## **11. New Business**

**a. Entertain a Motion to Adopt the 2024 Third Collections and Lien Enforcement Policy (October initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

### **RESOLUTION 03-23-XX**

#### **2024 Collection and Lien Enforcement Policy**

**WHEREAS**, in accordance with California Civil Code, Third Laguna Hills Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by the Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

**WHEREAS**, legal counsel has reviewed the existing Collection and Lien Enforcement Policy and determined that the updated policy complies with Civil Code requirements and reflects current practices for collection of Mutual delinquencies;

**NOW THEREFORE BE IT RESOLVED**, November 21, 2023, that the Board of Directors hereby adopts the 2024 Third Laguna Hills Mutual Collection

and Lien Enforcement Policy as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, the policy statement is provided pursuant to the requirements of California Civil Code section 5310(a)(7) and will be distributed to members in November 2023 as part 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 this resolution.

Director Park made a motion to approve the Resolution for 2024 Collection and Lien Enforcement Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Bhada seconded the motion.

Discussion ensued among the Board.

Steve Hormuth, Finance Director, answered questions from the Board.

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

**b. Entertain a Motion to Approve the Amended Schedule of Monetary Penalties (October initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Blessilda Wright, Compliance Supervisor, discussed Amended Schedule of Monetary Penalties.

**RESOLUTION 03-23-XX**

**Monetary Penalty Schedule**

**WHEREAS**, the Monetary Penalty Schedule is required per Civil Code to identify violations and potential monetary penalties which may be imposed upon a member following a disciplinary hearing by the Board of Directors for violations of the governing documents and rules and regulations by a member, co-occupant, guest or lessee; and

**WHEREAS**, the Resident Policy and Compliance Committee has recommended amending the Monetary Penalty Schedule to increase the penalty ranges to \$50 - \$2,000;

**NOW THEREFORE BE IT RESOLVED**, November 21, 2023, that the Board of Directors of this Corporation hereby approves the attached amended Monetary Penalty Schedule; and

**RESOLVED FURTHER**, that Resolution 03-96-31 adopted May 21, 1996 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 the purpose of this resolution.

Director Prince made a motion to approve the Resolution for Monetary Penalty Schedule for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Lewis seconded the motion.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 6-4-0. Director Zalon, Director Yun, Director Park, and Director Bhada voted against.

**c. Entertain a Motion to Approve an Unbudgeted Expense for Landscape Projects**

Director Prince read the following resolution:

**RESOLUTION 03-23-124**

**Unbudgeted Expense for Landscape Improvement Projects**

**WHEREAS**, June 21, 2022, the Third Board of Directors recognized that the State of California is experiencing record drought conditions requiring parts of Southern California to reduce exterior irrigation water use and directed staff to reduce irrigation by 15 percent; and

**WHEREAS**, the Third Landscape Committee determined that funding for turf reduction projects should be appropriated from savings to the Water Expense account based on savings from these reductions; and

**WHEREAS**, September 7, 2023, the Third Mutual Landscape Committee endorsed the recommendation; and

**WHEREAS**, October 3, 2023, the Third Mutual Finance Committee endorsed the recommendation;

**NOW THEREFORE BE IT RESOLVED**, on October 17, 2023, that an Unbudgeted expense of \$314,900 has been approved to be used for landscape improvement projects throughout Third Mutual; and

**RESOLVED FURTHER**, this resolution shall become in full force and effect on October 17, 2023; 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 approve the resolution for Unbudgeted Expense for Landscape Improvement Projects. Director Bhada seconded.

Hearing no changes, the motion was called to a vote and passed 9-1-0. Director Park voted against.

**d. Update Committee Appointments**

**RESOLUTION 03-23-125**

### **Third Mutual Committee Appointments**

**RESOLVED**, October 17, 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~~

Andy Ginocchio, Chair

~~Mark Laws~~

~~Ralph Engdahl~~

~~Cris Prince~~

Cush Bhada

~~Jim Cook~~

~~Ira Lewis~~

~~Jules Zalon~~

Moon Yun

~~Brad Rinehart~~

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

~~SK Park~~

~~Brad Rinehart~~

Cush Bhada, Alternate

~~Donna Rane-Szostak~~

~~Moon Yun, Alternate~~

#### **Maintenance and Construction Committee (meets every other month)**

Ralph Engdahl, Chair

James Cook

~~Mark Laws~~

Brad Rinehart

Moon Yun

SK Park

Andy Ginocchio, Alternate

Non-voting Advisors: Judith Troutman, Peter Henschel

**Executive Hearing Committee** (meets monthly)

Mark Laws, Chair

Jim Cook, ~~Alternate~~

Cris Prince

Ralph Engdahl, Alternate

Andy Ginocchio, Alternate

~~Donna Rane-Szostak, Alternate~~

**Resident Policy and Compliance Committee** (meets monthly)

Mark Laws, Chair

~~Cush Bhada~~

Moon Yun

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~~

Jules Zalon, Chair

Cush Bhada

Brad Rinehart

Nathaniel Ira Lewis

~~Lee Goldstein, Advisor~~

**Garden Villa Recreation Room Subcommittee** (meets thrice yearly)

~~Mark Laws, Chair~~

SK Park, Chair

Moon Yun

Cush Bhada

~~Donna Rane-Szostak~~

Voting Advisors: Stuart Hack, Lynn Jarrett

Non-Voting Advisors: Lorna Seung

**Executive ~~Hearing~~ Committee** (can attend Closed Meetings / Executive Sessions)

Mark Laws

Jim Cook  
Ralph Engdahl  
Andy Ginocchio  
Cris Prince  
Cush Bhada  
Nathaniel Ira Lewis  
Moon Yun  
SK Park  
Brad Rinehart

**RESOLVED FURTHER**, that Resolution 03-23-114, 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 this resolution.

### **RESOLUTION 03-23-126**

#### **GRF Committee Appointments**

**RESOLVED**, October 17, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

#### **Community Activities Committee**

Mark Laws

Andy Ginocchio

Cush Bhada, Alternate

~~Jules Zalon, Alternate~~

#### **GRF Finance Committee**

~~Donna Rane-Szostak~~

Andy Ginocchio

Moon Yun

Brad Rinehart, Alternate

~~Mark Laws, Alternate~~

#### **GRF Landscape Committee**

Nathaniel Ira Lewis

SK Park

~~Jules Zalon~~

Andy Ginocchio, Alternate

#### **GRF Maintenance and Construction Committee**

Ralph Engdahl

SK Park

Brad Rinehart, Alternate  
~~James Cook, Alternate~~  
~~Andy Ginocchio, Alternate~~

**Clubhouse Renovation Ad Hoc Committee**

Ralph Engdahl  
Andy Ginocchio  
Moon Yun, Alternate

**GRF Media and Communications Committee**

Jim Cook  
Cris Prince  
Moon Yun, Alternate

**Mobility and Vehicles Committee**

Cush Bhada  
Moon Yun  
Jim Cook, Alternate

**Security and Community Access Committee**

S.K. Park  
~~Donna Rane-Szostak, Alternate~~

**Purchasing Ad Hoc Committee (new)**

~~Donna Rane-Szostak~~  
Andy Ginocchio  
Ralph Engdahl, Alternate

**Broadband Ad Hoc Committee**

Cris Prince  
Jim Cook

**Disaster Preparedness**

SK Park  
Moon Yun  
~~Donna Rane-Szostak, Alternate~~

**Laguna Woods Village Traffic Hearings**

SK Park  
Mark Laws, Alternate

**IT Technology Advisory Committee (ITAC)**

Mark Laws  
SK Park

**Website Ad Hoc Committee**



Mark Laws

~~Donna Rane-Szostak~~

**Compliance Ad Hoc Committee**

Moon Yun

~~SK Park~~

Andy Ginocchio

**Finance Advisory Group**

~~Donna Rane-Szostak~~

**Space Planning Ad Hoc Committee**

Cush Bhada

Andy Ginocchio

S.K. Park

**RESOLVED FURTHER**, that Resolution 03-23-67, adopted June 20, 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 Yun made a motion to approve the resolutions for Third Mutual Committee Appointments and GRF-Third Committee Appointments. Director Engdahl seconded.

Hearing no changes, the motion was called to a vote and passed 9-1-0. Director Zalon voted against.

**e. Discuss Establishing a Task Force to define a Members Bill of Rights – (Oral Discussion)**

President Laws opened discussion with the Board regarding establishing a task force to define a Members Bill of Rights.

Director Prince commented that this discussion belongs in close session.

Prince made a motion to address item in close session. Director Cook seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 7-3-0. Director Yun, Director Zalon, and Director Bhada voted against.

The Board requested to schedule a Special Closed Meeting with Third Mutual's legal counsel present.

**12. Third Mutual Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The Committee met on October 3, 2023; next meeting December 5, 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 October 9, 2023; next meeting November 13, 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 October 11, 2023; next meeting November 2, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.
  
- e. Report of the Water Conservation Committee – Director Zalon. 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 September 27, 2023; next meeting October 24, 2023 at 9:30 a.m. in the Board Room and as a virtual meeting.

### **13. GRF Committee Highlights**

- a. GRF Community Activities Committee – Director Bhada. This Committee met on October 12, 2023; the next meeting is November 9, 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 October 11, 2023; next meeting December 13, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
  
- c. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on October 3 & October 16, 2023; the next meeting is TBD.
  
- d. Disaster Preparedness Task Force – Director Park. The task force met on September 26, 2023; the next meeting is November 28, 2023 at 9:30 a.m. in the Board Room.
  
- e. Compliance Ad Hoc Committee – Director Ginocchio. This Committee met on October 5, 2023; next meeting TBA.

- f. GRF Purchasing Task Force Committee – Director Ginocchio. The Committee met on October 4, 2023; next meeting is TBA.
- g. Information Technology Advisory Committee – Director Laws. This closed Committee last met on September 29, 2023; next meeting is October 27, 2023 at 1:30 p.m. as a virtual meeting.
- h. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on September 20, 2023; next meeting October 18, 2023.
- i. The following GRF Committees have not met since the last Third Board Meeting of September 19, 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. Mobility and Vehicles Committee – Director Bhada. This Committee met on August 2, 2023; the next meeting is November 6, 2023 at 1:30 p.m. in the Board Room.
  - iv. 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.
  - v. 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.
  - vi. 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.
  - vii. 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.

**14. 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 Eliminate Demolition Consent Requirements & Associated Fees
- Entertain a Motion to Approve the Revision to Architectural Standard 31: Washer and Dryer Installation
- Entertain a Motion to Adopt the Third Collections and Lien Enforcement Policy
- Entertain Motion to Approve the Amended Schedule of Monetary Penalties

**15. Directors' Comments**

- Director Yun commented on the transparency of the Board
- Director Ginocchio commented that the GRF Finance Committee has established two Hoc Committees: Building E Space Planning; and Purchasing

**16. 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) September 13, 2023 – Special Closed Meeting*

*(b) September 19, 2023 – Regular Closed Executive Committee Meeting*

*(c) September 26, 2023 – Special Closed Executive Committee Meeting*

*(d) October 6, 2023 – Special Closed Executive Committee Meeting*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

**17. Adjournment**

The meeting was adjourned at 5:01 p.m.

DocuSigned by:

*N. Cris Prince*

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



**Stepping Stone Policy and Guidelines**  
Resolution 03-23-122; Adopted October 17, 2023

**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



## **Stepping Stone Guidelines**

PLANS: The Member applying for a Landscape Variance shall provide to the Landscape Department a Landscape Request Form with detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.

### **2.0 PREPARATIONS**

- 2.1 Stepping stones shall not be used to create a new path across common area for access to exclusive use patios, courtyards or parking areas.
- 2.2 No stepping stones will be allowed that will hinder yard drainage.
- 2.3 In no case will stepping stones cover over sprinklers, sprinkler lines, or other related items.
- 2.4 Stepping stones may not hinder access by maintenance crews.
- 2.5 Stepping stones will not be allowed farther than four feet from the walls of the manor. No stepping stones will be permitted in the grass.
- 2.6 Stepping stone layout will only be permitted to provide access from a point of ingress/ egress to a hose bib, an existing patio gate or opening and/or personal plants.

### **3.0 APPLICATIONS**

- 3.1 Stepping stones should be constructed of concrete. No wood or degradable products.
- 3.2 All stepping stones must have a non-slip/non-skid surface.
- 3.3 All stepping stones must have a minimum diameter or width of 12 inches.
- 3.4 Stepping stones should be spaced no more than eight inches apart.
- 3.5 The layout created with the stepping stones should be no greater than two feet wide.
- 3.6 No decorative material may be used to fill in the spacing between stepping stones (i.e. gravel, pebbles, etc.)