



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, December 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, Andrew Ginocchio, S.K. Park, Jim Cook, Jules Zalon, Moon G. Yun, Brad Rinehart, Reza Karimi

Directors Absent: Nathaniel Ira Lewis (excused)

Staff Present: Siobhan Foster-CEO, Paul Nguyen, Bart Mejia, Carlos Rojas, Steve Hormuth, Emilian Sirbu, Kurt Wiemann, Blessilda Wright, Laurie Chavarria, Connie Habal, Jennings Lai, Manuel Gomez

Others Present: VMS – Wei-Ming Tao
GRF – Egon Garthoffner
United – None
VMS – None
Legal Counsel - Steve Roseman, Esq.

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 Park 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 Karimi seconded.

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

4. Approval of Minutes

- a. November 21, 2023 – Regular Board Meeting
- b. December 1, 2023 – Agenda Prep Meeting
- c. December 1, 2023 – Special Open Meeting
- d. December 6, 2023 – Special Open Meeting

Director Ginocchio made a motion to approve the minutes of November 21, 2023 – Regular Board Meeting, December 1, 2023 – Agenda Prep Meeting, December 1, 2023 – Special Open Meeting, and December 6, 2023 – Special Open Meeting. Director Park seconded.

President Laws requested item 10 of the Minutes of the Special Open Meeting dated December 1, 2023 be changed from December 2025 to October 2025.

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

5. Report of the Chair

President Laws commented on the following:

- Introduced Reza Karimi as the new Third Director

6. Open Forum (Three Minutes per Speaker)

- A member commented on the work of the Foundation of Laguna Woods Village
- A member commented on electrical issues within their unit
- A member commended the Third Board and commented on the work on the landscape department

7. Responses to Open Forum Speakers

- Director Yun commented on the responsiveness of electrical issues by staff

8. Department Update – None

9. CEO Report

CEO Siobhan Foster reported on:

- Social Services
- Reminder to register guests
- Southern California Edison Contacts
- Enroll in CodeRed
- Maintenance and Construction Volunteers
- Welcome Back to Manor Alterations
- Clubhouse 1 Renovation
- Clubhouse 1 Renovation Scope of Work
- Clubhouse 1 Renovation Schedule
- Clubhouse 1 Renovation Relocations
- 2024 Performance Arts Center 2024 Season

CEO Foster answered questions from the Board.

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 Cook 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 October 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. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 931-660-14

RESOLUTION 03-23-138

Recording of a Lien

WHEREAS, Member ID 931-660-14; 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, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 931- 660-14 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.

2. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 935-050-59

RESOLUTION 03-23-139

Recording of a Lien

WHEREAS, Member ID 935-050-59; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of

this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 935- 050-59 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. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 934-590-33

RESOLUTION 03-23-140

Recording of a Lien

WHEREAS, Member ID 934-590-33; 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, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 934- 590-33 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. Entertain a Motion to Approve a Resolution for Recording a Lien Against Member ID # 933-030-52

RESOLUTION 03-23-141

Recording of a Lien

WHEREAS, Member ID 933-030-52; 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, December 19, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 933- 030-52 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 Alteration Request with Modifications to 3231-D Via Carrizo

RESOLUTION 03-23-142

**Approve the Request to Alter the
Landscape at 3231-D Via Carrizo**

WHEREAS, on December 7, 2023, the Landscape Committee reviewed a request for a landscape alteration from the Member at 3231-D to plant Monterey Bay Brush Cherry trees to create a hedge; and

WHEREAS, the resident requested permission to plant the hedge in a line with the existing trees, remove the turf between the hedge and the sidewalk, and extend the existing slope groundcover to the end of the hedge; and

WHEREAS, the resident will hire a licensed contractor to perform the work at his expense and will be responsible for the maintenance of the hedge; and

WHEREAS, the resident understands Staff will perform any necessary irrigation modifications as chargeable service; and

WHEREAS, the Committee recommends that the request to alter the landscape at 3231-D Via Carrizo according to the plans provided by the resident be approved at no cost to the Mutual;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, the Board of Directors approves the request for the approval of the landscape alteration at 3231-D Via Carrizo; 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 for Rear Room Extension and Front Bedroom Extension at Manor 5538-B Via La Mesa

RESOLUTION 03-23-143

Variance Request

WHEREAS, Member located at 5538-B Via La Mesa, a El Prado style manor, requests Architectural Controls and Standards Committee approval of a variance for Rear extension on 8' x 32' exclusive use common area and front Bedroom extension on 10'-6" x 17'-0" exclusive use common 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 December 11, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for Rear extension on 8' x 32' exclusive use common area and front Bedroom extension on 10'-6" x 17'-0" exclusive use common area;

NOW THEREFORE BE IT RESOLVED, on December 19, 2023, the Third Laguna Hills Mutual Board hereby approves the request for Rear extension on 8' x 32' exclusive use common area and front Bedroom extension on 10'-6" x 17'-0" exclusive use common 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 5538-B Via La Mesa and all future Mutual Members at 5538-B Via La Mesa; 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 Approve the Revision to Architectural Standard 18: Gutters and Downspouts (**November 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 03-23-144

STANDARD 18: GUTTERS AND DOWNSPOUTS

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 Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-91 adopted June 19, 2018, 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 Standard 18: Gutters and Downspouts. Director Rinehart seconded.

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

b. Entertain a Motion to Approve the Proposed Architectural Standard 11 Exterior Floor Coverings (November 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 03-23-145

STANDARD 11: EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

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 Standard 11: Exclusive Use Common Area Floor Coverings;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors of this Corporation hereby adopts Standard 11: Exclusive Use Common Area Floor Coverings as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 03-18-41 adopted March 23, 2018, 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 Standard 11: Exclusive Use Common Area Floor Coverings. Director Prince seconded.

President Laws had questions for Bart Mejia on Section 2.5 of the Standard.

Mr. Mejia answered questions from the Board.

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

c. Entertain a Motion to Approve the Updated Fruit Tree and Vegetables Policy (November 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 03-23-146

Fruit Tree and Vegetables Policy

WHEREAS, fruit trees in the Common area were planted by or at the request of Members as part of the discontinued “Yellow Stake” program; and

WHEREAS, fruit trees are not maintained or trimmed by the Mutual and are the responsibility of the Member to maintain; and

WHEREAS, fruit trees and vegetable gardens are a known attractant and food source for wildlife and rodents, and unmaintained fruit trees exacerbate the problem; and

WHEREAS, two Garden Centers have been provided by the Golden Rain Foundation for the purpose of providing a place for residents to grow tomatoes or food crops; and

WHEREAS, there had been a significant decrease in rodent activity since Resolution 03-19-94, was put into effect;

NOW THEREFORE BE IT RESOLVED, December 19, 2023, the Board of Directors of this Corporation introduces the revised Fruit Tree and Vegetables Policy which prohibits the planting on any fruit trees in Common area and requires members to maintain existing fruit trees on common area and in Exclusive Use Common areas; and

RESOLVED FURTHER, the planting of vegetables and new fruit trees in common area is prohibited; and

RESOLVED FURTHER, existing fruit trees in Common area and exclusive use are to be maintained by the member; and

RESOLVED FURTHER, during the resale process, the responsibility to maintain existing fruit trees in common area may be accepted by the new member, if the new member declines to accept the responsibility to maintain the fruit trees, the fruit trees will be removed at no cost to the members; and

RESOLVED FURTHER, to maintain the health and safety of the members, fruit trees found to be unmaintained will be removed, after notice, by the Mutual at no cost to the member; and

RESOLVED FURTHER, Resolution 03-19-94, effective January 1, 2020 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.

Director Park made a motion to approve the Resolution for Fruit Tree and Vegetables Policy. Director Yun seconded the motion.

Discussion ensued among the Board.

Kurt Wiemann answered questions from the Board.

A member commented on the item.

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

12. New Business

a. Entertain a Motion to Approve Barbecue Policy (December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)

RESOLUTION 03-23-XX

Barbecue Grills Rules and Regulations

WHEREAS, the Resident Compliance & Policy Committee has recognized the need to adopt a Barbecue Grills Rules & Regulations to set forth guidelines for the use of barbeque grills;

NOW THEREFORE BE IT RESOLVED, on January 16, 2024, the Board of Directors of this Corporation hereby adopts the Barbecue Rules & Regulation, as attached to the official minutes of this meeting; 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 Rinehart made a motion to approve the Resolution for Barbecue Grills Rules and 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.

Hearing no changes, the motion was called to a vote and passed 7-2-1. Director Yun and Director Engdahl Opposed and Director Zalon abstained.

b. Entertain a Motion to Approve the Purchasing Policy

Director Prince read the following resolution:

RESOLUTION 03-23-147

Revised Purchasing Policy

WHEREAS, the Purchasing Task Force is aimed to establish robust purchasing controls to optimize the internal procurement and contracting procedures. The primary objective is to enhance transparency and to institute a professional, competitive approach to the acquisition of products and services; and

WHEREAS, the task force met numerous times during 2023 to: 1) incorporate revisions necessary for the upcoming ERP (Enterprise Resources Planning) implementation, 2) clarify items identified by members of the task force, and 3) review authority limits; and

NOW THEREFORE BE IT RESOLVED, December 19, 2023, that the Board of Directors of this Corporation hereby approves the Purchasing Policy, Purchasing Matrix, Change Order Policy, Sole Source Form, and Single Source Form as presented; and

RESOLVED FURTHER, that Resolution 03-16-100 adopted September 20, 2016, is hereby superseded and cancelled.

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 as written.

Director Ginnochio made a motion to approve the Resolution for revised purchasing policy. Director Park seconded the motion.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and passed 7-2-1. Director Rinehart and Director Laws opposed, and Director Zalon abstained.

c. Entertain a Motion to Approve Update Committee Assignments

RESOLUTION 03-23-148

Third Mutual Committee Appointments

RESOLVED, December 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)

Andy Ginocchio, Chair

Moon Yun

Brad Rinehart

SK Park

~~Mark Laws~~

Reza Karimi

Non-Voting Advisors: Wei-Ming Tao

Architectural Control and Standards Committee (meets monthly)

James Cook, Chair

Brad Rinehart

Ralph Engdahl

Nathaniel Ira Lewis

~~Cris Prince~~

Reza Karimi

Andy Ginocchio, Alternate

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

Landscape Committee (meets monthly)

Nathaniel Ira Lewis, Chair

Ralph Engdahl

SK Park

Brad Rinehart

Reza Karimi

Moon Yun, Alternate

~~Mark Laws, Alternate~~

Maintenance and Construction Committee (meets every other month)

Ralph Engdahl, Chair

James Cook

Brad Rinehart

Moon Yun

SK Park

Andy Ginocchio, Alternate

Non-voting Advisors: Judith Troutman, Peter Henschel

Resident Policy and Compliance Committee (meets monthly)

Mark Laws, Chair

Moon Yun

Andy Ginocchio

Cris Prince

Nathaniel Ira Lewis

SK Park, Alternate

Non-Voting Advisors: Stuart Hack, Theresa Keegan

Executive Hearing Committee (meets monthly)

Mark Laws, Chair

Jim Cook

Cris Prince

Ralph Engdahl, Alternate

Andy Ginocchio, Alternate

Water Conservation Committee (meets quarterly)

Jules Zalon, Chair
Reza Karimi
Brad Rinehart
Nathaniel Ira Lewis

Garden Villa Recreation Room Committee (meets thrice yearly)

SK Park, Chair
Moon Yun
Reza Karimi
Voting Advisors: Stuart Hack, Lynn Jarrett
Non-Voting Advisors: Lorna Seung

Executive Committee (can attend Closed Meetings / Executive Sessions)

Mark Laws, Chair
Jim Cook
Ralph Engdahl
Andy Ginocchio
Cris Prince
Reza Karimi
Nathaniel Ira Lewis
Moon Yun
SK Park
Brad Rinehart

RESOLVED FURTHER, that Resolution 03-23-135, adopted November 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.

RESOLUTION 03-23-149

GRF Committee Appointments

RESOLVED, December 19, 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 (meets monthly)

Mark Laws (Third)
Andy Ginocchio (Third)
Reza Karimi, Alternate (Third)

Finance Committee (meets every other month)

Andy Ginocchio (Third)
Moon Yun (Third)
Brad Rinehart, Alternate (Third)

Landscape Committee (meets every three months)

Nathaniel Ira Lewis (Third)

SK Park (Third)

~~Andy Ginocchio, Alternate (Third)~~

Reza Karimi, Alternate (Third)

Maintenance & Construction Committee (meets every other month)

SK Park (Third)

Ralph Engdahl (Third)

Brad Rinehart, Alternate (Third)

Clubhouse Renovation Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)

Ralph Engdahl (Third)

~~Moon Yun, Alternate (Third)~~

Reza Karimi, Alternate (Third)

Media and Communications (meets every other month)

Jim Cook (Third)

Cris Prince, (Third)

Moon Yun, Alternate (Third)

Website Ad Hoc Committee (meets as scheduled)

Mark Laws (Third)

Broadband Ad Hoc Committee (meets every month)

Cris Prince (Third)

Jim Cook (Third)

Mobility & Vehicles Committee (meets as scheduled)

SK Park (Third)

Moon Yun (Third)

~~James Cook, Alternate (Third)~~

Reza Karimi, Alternate (Third)

Security and Community Access Committee (meets every other month)

SK Park (Third)

Reza Karimi (Third)

Disaster Preparedness Task Force (meets every other month)

SK Park (Third)

Moon Yun (Third)

Laguna Woods Village Traffic Hearings (meets every month)

SK Park (Third)

Mark Laws, Alternate (Third)

Purchasing Ad Hoc Committee (meets as scheduled)

Andy Ginocchio (Third)

Ralph Engdahl, Alternate (Third)

Compliance Ad Hoc Committee (meets as scheduled)

Moon Yun (Third)

Andy Ginocchio (Third)

Information Technology Advisory Committee (ITAC) (meets monthly)

Mark Laws (Third)

SK Park (Third)

Space Planning Ad Hoc Committee (meets as scheduled)

Reza Karimi (Third)

Andy Ginocchio (Third)

SK Park (Third)

Finance Advisory Group

~~Andy Ginocchio~~

RESOLVED FURTHER, that Resolution 03-23-136, adopted November 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 resolutions for Third Mutual Committee Appointments and GRF-Third Committee. Director Park seconded.

Hearing no changes, the motion was called to a vote and passed 8-1-1. Director Zalon opposed, and Director Yun abstained.

THIS ITEM WAS DISCUSSED AFTER ITEM 16. DIRECTOR COMMENTS

d. Responsibility Evaluation for Damage Restoration at 4003-3G on 7/23/2020 (Randolf Katz, Executor)

Steve Roseman, Esq., Legal Counsel entered the meeting at 11:30 a.m.

Laurie Chavarria, Senior Management Analyst Maintenance & Construction, gave an overview of the case.

Mr. Randolf Katz, Executor of manor 4003-3G, entered the meeting at 11:30 a.m., provided the Board with their stance on the Damage Restoration issue, and answered questions from the Board and Legal Counsel.

The Board advised Mr. Katz that his item will be discussed and deliberated in Executive Session and that he will receive a determination notice within 15 days with the Executive Committee's ruling.

Mr. Katz left the meeting at 12:05 p.m.

THE BOARD SPOKE ON THIS ITEM PRIOR TO ITEM 12D

13. Third Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Ginocchio. The Committee met on December 5, 2023; next meeting February 6, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- b. Report of the Architectural Controls and Standards Committee – Director Cook. The Committee met December 11, 2023; next meeting January 8, 2024, 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 November 6, 2023; next meeting January 8, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the Landscape Committee – Director Rinehart. The Committee met on December 7, 2023; next meeting January 4, 2024 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 January 25, 2024 at 2 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Resident Policy and Compliance Committee – Director Laws. The Committee met on November 29, 2023; next meeting January 23, 2024 at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of Third Garden Villa Recreation Room Subcommittee – Director Park. The Committee met on November 1, 2023; next meeting TBA.

14. GRF Committee Highlights

- a. GRF Community Activities Committee – Director Laws. This Committee met on December 14, 2023; the next meeting is January 11, 2024 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 December 20, 2023; next meeting February 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

(1) Clubhouse Facilities Renovation Ad Hoc Committee – Director Engdahl. This Committee met on March 15, 2023; the next meeting is TBA.
- c. Disaster Preparedness Task Force – Director Park. The task force met on November 28, 2023; the next meeting is January 30, 2024, at 9:00 a.m. in the Board Room.

- d. Information Technology Advisory Committee – Director Laws. This closed Committee last met on December 1, 2023; next meeting is December 29, 2023.
- e. Space Planning Ad Hoc Committee – Director Ginocchio. This Ad Hoc Committee last met on December 6, 2023; next meeting January 3, 2024 at 1:30 p.m. in the Board Room.
- f. The following GRF Committees have not met since the last Third Board Meeting of November 21, 2023:
 - i. Website Ad Hoc Committee – Director Laws. The Committee last met on May 22, 2023; the next meeting is TBA.
 - ii. GRF Broadband Ad Hoc Committee – Director Cook. This closed Committee last met on November 20, 2023; the next meeting is TBA.
 - iii. Mobility and Vehicles Committee – Director Yun. This Committee met on November 6, 2023; the next meeting is February 7, 2024 at 1:30 p.m. in the Board Room.
 - iv. GRF Landscape Committee – Director Lewis. This committee met on November 8, 2023; the next meeting is February 14, 2024 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 January 15, 2024 at 1:30 p.m. in the Board Room.
 - vi. GRF Finance Committee – Director Ginocchio. The Committee met on October 18, 2023; next meeting December 20, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - vii. GRF Security and Community Access Committee – Director Park. This Committee last met on October 25, 2023, and the next meeting is February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - viii. Report of the Laguna Woods Village Traffic Hearings – Director Park. The hearings were held on November 15, 2023; next meeting January 17, 2024.

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.*

- *Barbecue Policy*
- *Traffic Rules and Regulation (Registered Vehicle Policy) Review*

The Board recessed at 11:06 a.m. and reconvened at 11:30 a.m.

16. Directors' Comments

- Director Karimi wished everyone a Happy New Year
- Director Zalon commented on the Fruit Tree and Vegetables Policy from earlier in the meeting
- Multiple Directors wished everyone a Happy Holiday

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 12:06 p.m.

Closed Session Agenda

Approval of Agenda

Approval of the Minutes

(a) November 21, 2023 – Regular Closed Executive Committee Meeting

(b) December 11, 2023 – Special Closed Board 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 3:21 p.m.

DocuSigned by:

N. Cris Prince

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

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STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 1981

REVISED APRIL 1996 RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED JUNE 2018, RESOLUTION 03-18-91

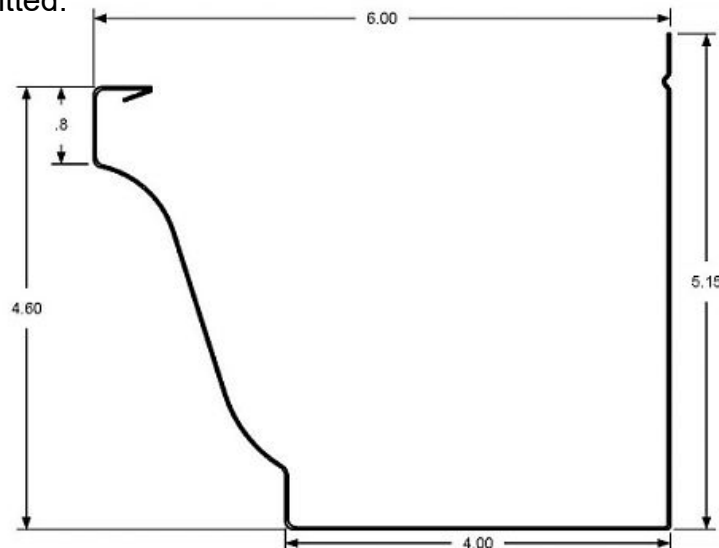
REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1 Gutters shall be installed per industry standards and sloped towards the downspouts.
- 2.2 Downspouts shall be installed at intervals appropriate for its installation in compliance with The Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). No downspout may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3 Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of painted aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper and steel gutters or downspouts are not permitted.



- 2.5** All downspouts to be sized appropriately for the area that is being drained and must match the color of existing guttering.
- 2.6** Termination of a downspout shall not allow water flowing out of a downspout to flow back towards the building. A combination of downspout and splash blocks may be used to achieve positive drainage away from building.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.9** Alteration aluminum gutters and downspouts are not to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.10** Gutters attached to the Mutual owned fascia are required to be attached using hidden hangers and be spaced at a minimum of 30-inches. Smooth striated and spiral spikes are prohibited.
- 2.11** All penetrations must be properly sealed. Exposed wood must be primed and painted to match the existing paint of the building. Member will be responsible for all damages to roof or fascia.
- 2.12** Utilize downspouts fittings that facilitate water flow. No sharp angle fittings are allowed.



STANDARD 11 EXCLUSIVE USE COMMON AREA FLOOR COVERINGS

JANUARY 1989

REVISED MARCH 2003, RESOLUTION 03-03-23

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12

REVISED MARCH 2018, RESOLUTION 03-18-41

REVISED [DATE], RESOLUTION 03-23-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 APPLICATIONS

- 2.1** Attaching substances shall encompass glues or adhesive strips for coverings on concrete garage, courtyard, atrium and patio slabs only. Coverings for balconies shall utilize adhesive strips only.
- 2.2.** No screws, nails, or any type of penetrating attachments shall be permitted.
- 2.3** Coverings and coatings in Non-Exclusive Use Common Areas such as driveways and walkways are prohibited.
- 2.4** Color, style, fashion, or design of any floor covering shall be optional.
- 2.5** A four inch mow strip will be left (set back) on all patio slab coverings. Unless one is already present; for all walkway coverings, a four inch mow strip will be installed along the entire alteration.
- 2.6** Concrete stain and epoxy coatings are permitted on concrete slabs in garages, patios, atriums, and courtyards only.

3.0 MAINTENANCE

- 3.1** Members must maintain and/or replace, as needed, all floor coverings installed.

- 3.2** Members may be asked to remove any floor covering for access to the subsurface for purposes of repairs as may be required at Member's expense.
- 3.3** Members assume all responsibility to replace any floor coverings removed or impacted by repairs performed by VMS or its contractors.
- 3.4** Members assume all responsibility for tile that cracks or become loose due to the building movement or other causes.
- 3.5** Members assume responsibility for any building damage that occurs due to the installation of a floor covering.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.