

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

December 11, 2012

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, December 11, 2012 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Roger Turner, Catherine Brians, Jack Bassler, Mary Stone, Barbara B. Howard, Charlie Hammer, Phil Doran, Pat English, Erna Ferris, John Dalis, Jerren Auble

Directors Absent: None

Staff Present: Jerry Storage, Patty Kurzet; Executive Session only: Cris Robinson, Luis Rosas

Others Present: Sandra Gottlieb of Swedelson & Gottlieb

CALL TO ORDER

Roger Turner, President of the Corporation, chaired and opened the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established and the meeting was called to order at 9:30 A.M.

PLEDGE OF ALLEGIANCE

Director Charlie Hammer led the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF PRESS

A representative of the Laguna Woods Globe was present, and the Channel 6 Camera Crew, by way of remote cameras, was acknowledged as present.

APPROVAL OF AGENDA

Without objection, the Board approved the agenda as submitted.

CHAIR'S REMARKS

President Turner spoke to the December 7, 2012 special televised Board meeting regarding the Mutual's 6-month leasing policy, and provided a brief summary of such policy.

Without objection, the Board agreed to limit the total time for Member Comments to 30 minutes, and if further time is necessary, the Board would consider allotting additional time.

UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM

United Mutual Members were given the opportunity to speak and the Directors briefly responded to the comments.

APPROVAL OF MINUTES

Director Brians moved to approve minutes of the Regular Meeting of November 13, 2012 and the Special Meeting of November 30, 2012. Director Stone seconded the motion and the motion carried unanimously.

UNFINISHED BUSINESS

The Board considered the proposed changes to the Mutual committee appointments. Director Brians moved to approve the resolution. Director Stone seconded the motion and discussion ensued.

Member Barbara Copley (410-D) commented on the proposed appointments.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-12-208

RESOLVED, December 11, 2012, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Finance Committee

Mary Stone - Chair

John Dalis - Vice Chair

Barbara B. Howard

Pat English

Advisors: Diane Casey, Florence Kleinfeld, Lou Skogen

Governing Documents Review Ad Hoc Committee

Barbara B. Howard, Chair

Mary Stone

Pat English

Advisors: Dobbin Lo, Bevan Strom

Joint GRF Bylaw Committee

Inactive at this time

Joint Long Range Planning Committee

Inactive at this time

Joint Signage Ad Hoc Committee with GRF and Third Mutual

Inactive at this time

Landscape Committee

Charlie Hammer – Chair

Catherine Brians – Vice Chair

Erna Ferris

Jerren Auble

Advisors: Barbara Copley, Cynthia Chyba

Maintenance and Construction Committee

Catherine Brians, Chair

Charlie Hammer, Vice Chair

Phil Doran

Advisors: Lynn Hamm, Barbara Copley, Judy Gaither

New Resident Orientation

Per Rotation List

Paint Colors Sub-Committee

Catherine Brians, Chair

John Dalis

Jerren Auble

Advisors: Barbara Copley and Lynn Hamm

Standards Sub-Committee

Catherine Brians, Chair

Pat English

Advisor: Judy Gaither

Traffic Hearing (quarterly)

John Dalis, Chair

Catherine Brians

Jerren Auble

Walkway Lighting Subcommittee

Charles Hammer, Chair

Mary Stone

Jack Bassler

Advisors: Doug Rook and Collette Siegman

Laguna Canyon Foundation

Erna Ferris

RESOLVED FURTHER, that Resolution 01-12-183, adopted November 13, 2012, is hereby superseded and canceled.

The Board considered the proposed resolution approving the revised GRF committee appointments.

Director Doran amended the resolution to replace John Dalis with Pat English on the Finance Committee. Director Auble seconded the motion and discussion ensued.

By a vote of 6-4-0, (Directors English, Auble, Ferris, Doran, Bassler, Howard voted in favor), the amendment carried.

Director Brians moved to approve the resolution as amended. Director Ferris seconded the motion.

By a vote of 9-1-0 (Director Dalis opposed), the motion carried and the Board of Directors adopted the following resolution as amended:

RESOLUTION 01-12-209

RESOLVED, December 11, 2012, that, in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted July 13, 2012, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Roger Turner
Mary Stone

Clubhouse 2 Renovation Ad Hoc Committee

Mary Stone
Jack Bassler

Community Activities

John Dalis
Erna Ferris

Finance

Mary Stone
~~John Dalis~~ Pat English

Landscape Committee

Charlie Hammer
Jerren Auble

Maintenance & Construction

Catherine Brians
Jack Bassler

Media and Communication Committee

Phil Doran
Barbara B. Howard

Mobility and Vehicles Committee

Jerren Auble
Phil Doran

Security and Community Access

John Dalis
Phil Doran

RESOLVED FURTHER, that Resolution 01-12-184, adopted November 13, 2012, is hereby superseded and canceled.

Director Stone moved to disallow advisors on the United Finance Committee to attend closed session committee meetings. Director English seconded the motion and discussion ensued. The motion carried unanimously

Mrs. Cris Robinson entered the meeting at 10:24 A.M. and provided an update on the Laguna Hills Oakbrook Village redevelopment.

Member Tony Dauer (96-C) commented on the proposed development.

Mrs. Robinson left the meeting at 10:38 A.M.

NEW BUSINESS

Director Howard moved to appoint Directors Stone and Ferris to serve on the GRF Trust and Bylaw Analysis Ad Hoc Committee. Director Stone seconded the motion and the motion carried unanimously.

GENERAL MANAGER'S REPORT

Mr. Storage updated the membership on the ongoing projects in United Mutual and GRF.

Members Kay Margason (510-C) and Nancy Young (827-O) addressed Mr. Storage on his report.

CONSENT CALENDAR

Director Brians moved to approve the Consent Calendar as written. Director Stone seconded the motion. The motion carried unanimously and the Board approved the following actions.

Maintenance and Construction Committee Recommendations:

RESOLUTION 01-12-210

RESOLVED, December 11, 2012, that the request of Ms. Sandra Keowen of 6-D Via Castilla to install a window addition at her manor is hereby approved; and

RESOLVED FURTHER, that all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member(s) at 6-D; and

RESOLVED FURTHER, that all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

RESOLVED FURTHER, that detailed site specific plans, wet-stamped and signed by a California licensed architect or engineer, must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center prior to issuance of a permit. These plans must detail the required structural modifications necessary to ensure that the structural integrity of the building is maintained upon completion of the window addition; 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.

RESOLUTION 01-12-211

RESOLVED, December 11, 2012, that the request of Ms. Sandra Keowen of 6-D Via Castilla to perform a window modification at her manor is hereby denied; 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.

RESOLUTION 01-12-212

RESOLVED, December 11, 2012, that the request of Mr. Mansour Hatefi of 50-A Calle Aragon to perform a patio extension with wrought iron fence at his manor is hereby denied; 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.

RESOLUTION 01-12-213

WHEREAS, by way of Resolution 01-12-165, the Board of Directors of this Corporation denied the request of Mr. Navin Sanghvi of 76-U Calle Aragon that the Mutual reverse charges in the amount of \$64.93 for a

fire-related cooktop inspection; and Mr. Sanghvi appealed the Board's decision;

NOW THEREFORE BE IT RESOLVED, December 11, 2012, that the appeal request of Mr. Navin Sanghvi of 76-U Calle Aragon that the Mutual reverse charges in the amount of \$64.93 for a fire-related cooktop inspection is hereby denied; 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.

RESOLUTION 01-12-214

RESOLVED, December 11, 2012, that the request of Ms. Tina Giannola of 127-A Avenida Majorca to install solar panels on the roof of her manor is hereby approved; and

RESOLVED FURTHER, that the installation shall comply with the Board-approved Alteration Standard; 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.

RESOLUTION 01-12-215

WHEREAS; Ms. Gail Homer of 204-D Avenida Majorca requests that the Mutual deduct \$300 from the charges billed to her for replacing the alteration roof sections of her manor's atrium enclosure and patio cover, asserting that the Mutual's contractor caused her to lose time from work and incur expenses that she otherwise would not have;

NOW THEREFORE BE IT RESOLVED, December 11, 2012, that the request of Ms. Gail Homer of 204-D Avenida Majorca that the Mutual deduct \$300 from her alteration re-roofing bill is hereby denied; 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.

RESOLUTION 01-12-216

RESOLVED, December 11, 2012, that the request of Mr. Donald Schulz of 497-B Avenida Sevilla to create patio wall openings at his manor is hereby approved; and

RESOLVED FURTHER, that all costs and maintenance associated with the subject alteration are the responsibility of the Mutual member(s) at 497-B; and

RESOLVED FURTHER, that a required Mutual permit must be obtained through the Permits and Inspections Office located in the Laguna Woods Village Community Center; and

RESOLVED FURTHER, that the finished openings must match the existing finish on the patio wall. Wood finish trim or brick veneer is not allowed; and

RESOLVED FURTHER, that should the Board approve the Mutual perform the alteration, Mr. Schulz shall be billed for the additional costs required to construct the openings in the walls; 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.

RESOLUTION 01-12-217

RESOLVED, December 11, 2012, that the request of Mr. John Strait of 603-A Avenida Sevilla to perform a window modification and window addition at his manor is hereby approved; and

RESOLVED FURTHER, that all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 603-A; and

RESOLVED FURTHER, that all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

RESOLVED FURTHER, that detailed site-specific plans, wet stamped and signed by a California licensed architect or engineer, must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center prior to issuance of a permit. These plans must detail the required structural modifications necessary to ensure that the structural integrity of the building is maintained upon completion of the window addition; and

RESOLVED FURTHER, that the proposed windows must be installed as per United Mutual Alteration Standard Section 31- *Windows, Window Attachments*; 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.

RESOLUTION 01-12-218

WHEREAS, by way of Resolution 01-12-172, the Board denied the request of Ms. Sharon Lester, successor trustee of 632-B Avenida Sevilla, that the Mutual waive all additional resale inspection fees that may arise as a result of her attempt to sell her manor; and Ms. Lester appealed the Board's decision; and

NOW THEREFORE BE IT RESOLVED, December 11, 2012, that the appeal request of Ms. Sharon Lester, successor trustee of 632-B Avenida Sevilla that the Mutual waive all additional resale inspection fees is hereby denied; 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.

RESOLUTION 01-12-219

RESOLVED, December 11, 2012, that the request of Mr. and Mrs. Roger Preuss of 838-D Ronda Sevilla to extend Bedroom One at their manor is hereby approved; and

RESOLVED FURTHER, that all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member at 838-D; and

RESOLVED FURTHER, that all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections Office located in the Laguna Woods Village Community Center; and

RESOLVED FURTHER, that prior to issuance of a permit, updated and unit-specific plans depicting the proposed alterations, signed and wet-stamped by a California-licensed structural engineer or architect, must be submitted to the Permits and Inspections Office for approval. These plans must include structural calculations required to insure the structural integrity of the building is maintained upon completion of the proposed alterations; 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.

RESOLUTION 01-12-220

RESOLVED, December 11, 2012, that the request of Mr. and Mrs. Roger Preuss of 838-D Ronda Sevilla to perform a patio extension at their manor is hereby approved; and

RESOLVED FURTHER, that all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member at 838-D; and

RESOLVED FURTHER, that a required Mutual permit must be obtained through the Permits and Inspections Office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, that the patio slab must be installed as per United Mutual Alteration Standard Section 22 - *Patio Slab Extensions*; and

RESOLVED FURTHER, that any required landscape, irrigation, and drainage modifications associated with the alteration are to be performed by the Landscape Division at the expense of the requesting Mutual member; 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.

Landscape Committee Recommendations:

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|-------|---|
| 23-D | Approval of request for plant replacements at Mutual's expense |
| 313-A | Denial of request for off-schedule tree trimming |
| 426-A | Approval of request for landscape design change at Mutual's expense |
| 563-A | Denial of request for plant replacements |
| 627-B | Denial of request for plant removals |
| 779-C | Approval of request for tree removal at Mutual's expense |
| 803-B | Denial of request for landscape design change |

Finance Committee Recommendations:

RESOLUTION 01-12-221

WHEREAS, Member ID 947-380-36 is currently delinquent to United Laguna Woods 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 11, 2012, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-380-36; 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.

RESOLUTION 01-12-222

WHEREAS, Member ID 947-407-89 is currently delinquent to United Laguna Woods 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 11, 2012, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-89; 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.

COMMITTEE REPORTS and SERVICES

FINANCE REPORT

Director Mary Stone reported from the Finance Committee, gave the Treasurer's Report, Delinquency Report, and commented on the Resale & Lease Activities.

Member Nancy Young (827-O) addressed Director Stone on her report.

Director Brians reported from the Maintenance and Construction Committee.

The Secretary of the Corporation, Director Charlie Hammer, read a proposed resolution authorizing a supplemental appropriation of \$58,850 to hire an outside service to perform dry rot inspection for all buildings painted in 2008. Director Hammer moved to approve the resolution. Director Brians seconded the motion and discussion ensued.

Member Barbara Copley (410-D) commented on the resolution.

By a vote of 10-0-0, the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-12-223

WHEREAS, as part of the 2012 Business Plan, United Mutual budgeted \$46,720 for dry rot inspections on buildings last painted in 2008; and

WHEREAS, inspections are done at midpoint of the exterior paint program to provide early identification of dry rot repair issues before they progress to the point of causing extensive damage to the buildings; and

WHEREAS, the lowest qualified bid exceeds the allocated funds;

NOW THEREFORE BE IT RESOLVED, December 11, 2012, that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$58,850 to be funded from the Contingency Fund to hire an outside service to perform dry rot inspection for all buildings painted in 2008; 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 Brians moved to approve a pilot program to remove the exposed corbel cut beam ends at Building 2158, with angling the cut back toward the building, dependent upon structural requirements. Director Auble seconded the motion and discussion ensued.

Member Nancy Young (827-O) commented on the motion.

The motion carried by a vote of 9-1-0 (Director Bassler opposed).

Director Brians reported from the United Paint Color Selection Sub-Committee.

Director English reported from the Alteration Standards Sub-Committee.

Director Hammer reported from the Walkway Lighting Sub-Committee.

Director Hammer reported from the Landscape Committee.

Director Hammer read a proposed resolution approving the revised committee charter. Director Hammer moved to approve the resolution. Director Stone seconded the motion and discussion ensued.

By a vote of 9-1-0 (Director Howard opposed), the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-12-224

RESOLVED, December 11, 2012, that pursuant to Article VII, Section I of the Bylaws, a Landscape Committee is hereby established as a standing committee of this corporation; and

RESOLVED FURTHER, that the committee is charged with the following duties and responsibilities:

1. Ensure that the rules and regulations as listed in the Landscape Maintenance Manual are enforced uniformly throughout United Laguna Woods Mutual.
 - a. Help set up some long range plans for future landscape developments and practices that would work best with the anticipated future water supplies available for irrigation uses in the Community.
 - b. Promote efficient use of water in the United Laguna Woods Mutual.
2. Work with the Third Mutual Landscape Committee, the GRF Landscape Committee and our managing agent to:
 - a. Help determine service levels, and capital and operating budget requirements for the Community and to review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors.
 - b. Update the rules and regulations in the Landscape Manual as needed.
 - c. Develop policies with regard to control of pests such as ants, rodents, etc.
 - d. Promote and oversee recycling programs and provide for optimum trash pickup and disposal services at reasonable and customary costs.
3. Review each petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.

4. To report on its activities to the Board of Directors at monthly Board meetings or when requested by the President.
5. Perform such tasks as may be assigned or referred to this committee by the President or the Board of Directors.

RESOLVED FURTHER, that Resolution 01-08-10, adopted January 8, 2008 is hereby superseded and cancelled.

Director Hammer read a proposed resolution approving a request to donate a tree in memory of Landscape employee, Jose Lopez. Director Hammer moved to approve the resolution. Director Brians seconded the motion and discussion ensued.

Member Linda Wilson (816-P) spoke to the resolution.

By a vote of 9-1-0 (Director Howard opposed), the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-12-225

RESOLVED, December 11, 2012, that the Board of Directors hereby approves the request from resident Jacqueline Klein of 622-A to purchase and donate a tree in memory of Landscape employee, Jose Lopez;

RESOLVED FURTHER, that the tree shall be installed and placed in front of her manor and all labor and materials will be handled as a chargeable service; 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.

Without objection, the Board agreed that the Mutual would continue its practice to provide any future maintenance of the tree.

Director Hammer read the following proposed resolution adopting tree removal guidelines:

RESOLUTION 01-13

WHEREAS, the Board of Directors recognizes that many policies and services have been implemented by way of practice over the years but not formally documented;

NOW THEREFORE BE IT RESOLVED, February 12, 2013, that the Board of Directors hereby adopts the following tree removal guidelines:

- 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 should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

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 Hammer moved to approve the resolution. Director English seconded the motion and discussion ensued.

Member Linda Wilson (816-P) spoke to the resolution.

Without objection the Board postponed the resolution to the January meeting to conform to the 30-day notification requirement.

Director Howard reported from the Governing Documents Review Ad Hoc Committee.

Director Auble provided a summary of the number of disciplinary cases that have come before the Board.

GRF HIGHLIGHTS

- Director Ferris reported on the Community Activities Committee.
- Director Doran reported on the Media and Communications Committee.
- Director Brians reported on the Maintenance and Construction Committee.

DIRECTORS' FORUM

- The Directors provided final comments.

MEETING RECESS

The Regular Open Session Meeting recessed at 12:22 P.M. and reconvened into the Regular Executive Session at 1:05 P.M.

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

During its November 13, 2012 Regular Executive Session Meeting, the Board reviewed and approved the minutes of the Special Executive Session of September 7, 2012, Regular Executive Session of September 11, 2012, Special Executive Session of September 19, 2012, Special Executive Session of September 21, 2012, Special Executive Session of October 5, 2012, and the Special Executive Session of October 22, 2012. The Board approved two write-offs in the total amount of \$320. The Board heard four disciplinary hearings and imposed fines totaling \$250 for violations of the Mutual's rules and regulations; and discussed litigation, contractual, and other member disciplinary matters.

During its November 29, 2012 Special Executive Session Meeting, the Board discussed contractual matters and member discipline.

During its November 30, 2012 Special Executive Session Meeting, the Board discussed member discipline.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 5:07 P.M.

Charles Hammer, Secretary