

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

**May 14, 2013**

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, May 14, 2013 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, Pat English, Erna Ferris, John Dalis, Jerren Auble, Phil Doran

Directors Absent: None

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

Others Present: Sandra Gottlieb of Swedelson & Gottlieb (executive session only)

**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 Jerren Auble 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 removed agenda items 10(d) *Entertain Motion to Approve Revisions to Mutual Alterations Standards, Section 6 – Air Conditioning Units/Heat Pumps* and 11(c) *Discuss and Consider Requiring Ownership for a Certain Period of Time Before Leasing*.

Director Brians moved to approve the agenda as amended. Director Ferris seconded the motion and the motion carried unanimously.

**CHAIR'S REMARKS**

President Turner spoke to the current election regarding eliminating the 6-month lease restriction and encouraged residents to mail in or drop off their ballots in the ballot box in the Community Center by May 20, 2012 at 5:00 P.M.

Ms. Lynne Hamm spoke on behalf of the Candidate Information Committee and encouraged residents who are willing to run for the Board to pick up an application from the General Manager's Office.

## **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 Stone moved to approve the following minutes: Special Meeting of April 3, 2013, Special Meeting of April 4, 2013, and the Regular Meeting of April 9, 2013. Director Dalis seconded the motion and the motion carried unanimously.

## **UNFINISHED BUSINESS**

The Secretary of the Corporation, Director Hammer, read a proposed resolution approving the revised Open House Policy which was postponed to satisfy the 30-day notification requirement. Director Hammer moved to approve the resolution. Director Brians seconded the motion.

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

### **RESOLUTION 01-13-71**

**WHEREAS**, on December 13, 2011, the Board of Directors of this Corporation adopted Resolution 01-11-229 establishing guidelines for real estate Open House signage and agent access to Open Houses on the weekends; and

**WHEREAS**, the GRF Board has passed a Resolution allowing Open House directional signage to be posted on GRF property with the intention of improving the marketability of cooperatives and condominiums in Laguna Woods Village; and

**WHEREAS**, real estate professionals are permitted to attend Open Houses upon presenting a business card and driver's license at the gate; and

**WHEREAS**, providing directional signage to a particular cul-de-sac to a scheduled Open House will help guide traffic to the cooperative or condominium for sale or rent; and

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby adopts the following Open House Policy:

1. Open Houses are hereby authorized to be held every Saturday and Sunday between the hours of 11:00 A.M. and 4:00 P.M.;

2. Real estate agents are permitted to attend Broker Previews on Thursdays, between the hours of 9:30 A.M. and 1:30 P.M. on the same basis as they attend Open House events;
3. A maximum of three signs with maximum size of 24" x 24" may be displayed in accordance with Section 713 of the California Civil Code; and signs shall be placed at the entrances to, and within the cul-de-sacs in which the manors are located. Signs may be posted on the day of the Open House no earlier than 10:00 A.M., and must be removed no later than 5:00 P.M., of the same day;
4. Non-residents must be accompanied by a licensed real estate agent approved for Laguna Woods Village entry; or granted access by the Seller/Resident of the property;
5. Directional signs shall be with 24" x 9" corrugated plastic with vinyl lettering and adhere to the GRF approved colors, font and logo;
6. Directional signs shall be placed at street intersections to direct traffic to a specific cul-de-sac. There shall be one sign per direction with a maximum of four signs per intersection;
7. Directional signage may be posted on the day of the Open House no earlier than 10:00 A.M., and must be removed no later than 5:00 P.M., of the same day;
8. Realtors shall be responsible for providing the signs and shall adhere to the specifications in accordance with this resolution;
9. Non-conformance to this policy shall result in removal of sign from premises; and

**RESOLVED FURTHER**, that the Managing Agent is directed to inform all real estate offices which conduct business in Laguna Woods Village of this policy; and

**RESOLVED FURTHER**, that Resolution 01-11-229, adopted December 13, 2011, 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 Hammer read a proposed resolution approving a policy for Member Disciplinary Hearings on Delinquent Accounts which was postponed to satisfy the 30-day notification requirement. Director Hammer moved to approve the resolution. Director Brians seconded the motion.

Director Howard amended the motion to insert the word “reasonable” before the word “sales price” in the 6<sup>th</sup> paragraph. Director Ferris seconded the motion and discussion ensued.

By a vote of 4-6-0 (Directors Howard, Ferris, Auble and Doran opposed) the amendment failed.

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

**RESOLUTION 01-13-72**

**WHEREAS**, persons desirous of purchasing a membership in the Corporation must execute an Occupancy Agreement, which obligates the Member to pay monthly Carrying Charges (assessments) in advance, not later than the first day of each calendar month; and

**WHEREAS**, failure to pay any sum owed to the Corporation pursuant to provisions of the Occupancy Agreement constitutes a default by the Member; and

**WHEREAS**, the duly established Collection and Lien Policy of the Mutual considers the potential termination of a Member’s rights under the Occupancy Agreement as a result of failure to pay delinquent sums owed to the Mutual; and

**WHEREAS**, the Mutual Bylaws authorize the Board of Directors to take disciplinary action against any Member for breach of any obligation under his or her Occupancy Agreement following a member disciplinary hearing; and

**WHEREAS**, Article IV, Section 3 of the Mutual Bylaws provides that a Membership may be proposed for termination at a member disciplinary hearing for a violation of either the Articles of Incorporation, the Bylaws, Rules and Regulations or the Occupancy Agreement at any regularly scheduled meeting or special meeting of the Board of Directors; and

**WHEREAS**, the Bylaws provide that in the event of a termination of membership as a result of membership disciplinary proceedings, the Corporation, at its election, shall either (1) repurchase said Membership at its market value as defined by the Bylaws or (2) proceed with reasonable diligence to effect a sale of the membership at a sales price acceptable to the Corporation;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors establishes a delinquent account threshold of \$5,000 for the purposes of membership termination and directs the managing agent to

schedule member disciplinary hearings to consider termination of membership when the threshold has been met; 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 Hammer read a proposed resolution adopting a policy for Surfacing the Exterior Concrete within the Mutual which was postponed to satisfy the 30-day notification requirement. Director Hammer moved to approve the resolution. Director Brians seconded the motion.

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

**RESOLUTION 01-13-73**

**WHEREAS**, residents at Buildings 579, 788, and 933 requested that the concrete slabs on the first floor of each of those buildings be surfaced with a coated product, similar to the product used on the upper floor breezeways of those buildings; and

**WHEREAS**, United Mutual's maintenance service levels do not provide for the application of or routine maintenance of concrete surfacing products on un-coated surfaces, nor does the Mutual have a formalized policy to consistently deal with such requests;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby adopts a policy for Surfacing the Exterior Concrete within the Mutual (as attached to the official meeting minutes) to address a member's written request to address a safety concern; and

**RESOLVED FURTHER**, the cost to implement the policy at Buildings 579, 788, and 933 would be approximately \$1,400 to be funded from the General Maintenance Operating Budget; 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 Hammer read a proposed resolution approving the revised Mutual Alterations Standard, Section 7: Satellite Dishes which was postponed to satisfy the 30-day notification requirement. Director Hammer moved to approve the resolution. Director Brians seconded the motion.

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

**RESOLUTION 01-13-74**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

**WHEREAS**, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the United Laguna Woods Mutual Alteration Standards with suggested changes;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 7: Satellite Dishes 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 the purpose of this resolution; and

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 14, 1996 is hereby amended and Resolution 01-07-17 adopted February 13, 2007 is hereby superseded and cancelled.

Director Hammer read a proposed resolution approving the revised Mutual Alterations Standard, Section 8: Patio Block Walls which was postponed to satisfy the 30-day notification requirement. Director Hammer moved to approve the resolution. Director Brians seconded the motion

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

**RESOLUTION 01-13-75**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

**WHEREAS**, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the United Laguna Woods Mutual Alteration Standards with suggested changes;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby approves the revisions of Section 8: Patio Block Walls, 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 the purpose of this resolution; and

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 14, 1996 is hereby amended, and Resolution 01-04-70, adopted May 11, 2004 is hereby superseded and cancelled.

Director Hammer read the following proposed resolution approving revised Elections Standard Operating Procedures which was postponed to satisfy the 30-day notification requirement:

**RESOLUTION 01-13-**

**WHEREAS**, California Civil Code § 1363.03 became operative on July 1, 2006 which required the adoption of rules regarding election procedures, appointment of inspectors of election, voting by secret ballot, proxy and ballot instructions, publication of election results, and retention of ballots; and

**WHEREAS**, the Civil Code has had several revisions since 2008 and will be completely revised in 2014; and the Board desires to update its election procedures to comport with the 2014 revisions;

**NOW, THEREFORE, BE IT RESOLVED**, on May 14, 2013, that the Board of Directors of this Corporation hereby adopts the revised United Membership Elections Standard Operating Procedure as attached to the official Minutes of the meeting; and

**RESOLVED FURTHER**, that Resolution 01-08-64 adopted April 8, 2008 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 purposes of this resolution.

Director Hammer moved to approve the resolution. Director Stone seconded the motion.

Director Stone moved to table the resolution to discuss candidate access to Association media with legal counsel. Director Howard seconded the motion and discussion ensued. The motion carried by a vote of 9-1-0 (Director Brians opposed).

Director Hammer read a proposed resolution adopting an Exclusive Use Patio Wall Vine Policy which was postponed to satisfy the 30-day notification requirement. Director Hammer moved to approve the resolution. Director Brians seconded the motion and discussion ensued.

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

**RESOLUTION 01-13-76**

**WHEREAS**, Mutual members have installed vines and plants that impede maintenance access to walls surrounding exclusive use patio areas; and

**WHEREAS**, the Mutual notifies Mutual members of the need to remove the plantings to facilitate maintenance of the block walls in conjunction with various Maintenance programs; and

**WHEREAS**, Mutual members at 2037-A, 2037-B, 2037-C, 2202-D, 2008-C, and 2057-B have requested the Mutual allow retention of their personal plantings surrounding exclusive use patio wall areas; and

**WHEREAS**, the Mutual desires to establish a policy whereby Mutual members can be permitted to retain vines and plants on block walls surrounding exclusive use patios with the condition that the requesting Mutual members be responsible for all future maintenance and repairs of such walls necessitated by the plant/vine retention;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby adopts a policy for Exclusive Use Patio Wall Vine within the Mutual (as attached to the official meeting minutes); and

**RESOLVED FURTHER**, the requesting Mutual member must sign and record a Covenant to Run with the Land which assigns responsibility for the maintenance and/or repair of the subject walls to the member and to any subsequent member of the subject manor; and

**RESOLVED FURTHER**, the requesting Mutual member must pay a Mutual fee in the amount of \$200.00 for administration of the document; and

**RESOLVED FURTHER**, that the retention requests from Mutual members at 2037-A, 2037-B, 2037-C, 2202-D, 2008-C, and 2057-B would be addressed by the policy; 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.

**NEW BUSINESS**

Director Hammer read the proposed changes to the Mutual Committee Appointments.



Without objection, the changes were approved and the Board of Directors adopted the following resolution:

**RESOLUTION 01-13-77**

**RESOLVED**, May 14, 2013, 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

Phil Doran

*Advisors: ~~Debbin Lo~~, John Beckett, Bevan Strom*

**Landscape Committee**

Charlie Hammer – Chair

Catherine Brians – Vice Chair

Erna Ferris

Jerren Auble

*Advisors: Cynthia Chyba*

**Maintenance and Construction Committee**

Catherine Brians, Chair

Charlie Hammer, Vice Chair

Phil Doran

*Advisors: Lynn Hamm, Judy Gaither*

**New Resident Orientation**

Per Rotation List

**Paint Colors Sub-Committee**

Catherine Brians, Chair

John Dalis

Jerren Auble

*Advisors: Lynn Hamm, Judy Gaither*

**Standards Sub-Committee**

Catherine Brians, Chair

Pat English

*Advisor: Judy Gaither, Louis Supple*

**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 01-13-19, adopted February 12, 2013, is hereby superseded and canceled.

While the Board waited for legal counsel to advise them on the proposed election procedures, the Board agreed to move forward with other business.

**CONSENT CALENDAR**

Without objection, the Consent Calendar was approved and the Board took the following actions.

**Maintenance and Construction Committee Recommendations:**

**RESOLUTION 01-13-78**

**RESOLVED**, May 14, 2013, that the request of residents of Building 51 for the Mutual to install a solar motion sensor light at each end of the backside of Carport 51 to illuminate the sidewalk directly behind the carport and sidewalk leading to the courtyard of manors A, B and C bin is hereby approved; and

**RESOLVED FURTHER**, that the approved light will be installed at the Mutual's expense as an unbudgeted operating expense of \$400 in General Maintenance; and

**RESOLVED FURTHER**, that the ongoing operation and maintenance costs of the approved lights will be at the Mutual's expense; 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 01-13-79**

**WHEREAS**, in 2008 Mr. Norman Goldsmith of 67-B Calle Aragon requested reimbursement of electrical costs incurred due to a spike in electricity usage which was denied by the Board on September 9, 2008 (01-08-165) and was subsequently appealed and denied again on February 10, 2009 (01-09-26), and again on April 13, 2010 (01-10-64); and

**WHEREAS**, per the Mutual's appeals policy, Mr. Norman Goldsmith is again requesting reimbursement of the same electrical costs; and

**NOW THEREFORE BE IT RESOLVED**; May 14, 2013, that the appeal request of Mr. Norman Goldsmith of 67-B Calle Aragon for reimbursement of electrical costs incurred due to a spike in electricity usage 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 01-13-80**

**RESOLVED**, May 14, 2013, that the request of Ms. Therese Chamberlain of 118-B Via Estrada that the Mutual replace two windows in her master bedroom due to condensation build-up on the interior of the windows is hereby approved; and

**RESOLVED FURTHER**, that the estimated expense of \$1,450 would be charged to the Mutual's Replacement Fund; and

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

**RESOLUTION 01-13-81**

**RESOLVED**, May 14, 2013, that the request of Mr. Leonard Gardner of 197-C Avenida Majorca for a patio addition and door and window alterations at his manor is hereby approved; and

**RESOLVED FURTHER**, that future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member at 197-C; and

**RESOLVED FURTHER**, that unit-specific plans depicting the proposed alteration, signed and wet-stamped by a California-licensed architect or

engineer must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center for approval. These plans must include structural details and calculations required to insure the structural integrity of the building is maintained upon completion of the proposed alterations; and

**RESOLVED FURTHER**, that all required Mutual and the City of Laguna Woods permits must be obtained. The relevant City of Laguna Woods permit number(s) and proof of completion, as evidenced by the final inspection signature, must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, that all required landscape, irrigation, and drainage modifications are to be completed by the Landscape Division at the expense of the Mutual Member(s) at 197-C; 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 the 2'-0" block wall must be installed as per United Mutual Alteration Standard Section 8 - *Patio Block Walls*; and

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

**RESOLVED FURTHER**, that the doors must be installed as per United Mutual Alteration Standard Section 11- *Doors, Exterior*; and

**RESOLVED FURTHER**, that all wood siding must be replaced using full sheets. All stucco texture must match the existing. Paint color must match the existing; 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 01-13-82**

**RESOLVED**, May 14, 2013, that the request of Mr. Frederick Capps of 362-B Avenida Castilla to retain the hose bib outside the patio of his manor is hereby approved; and

**RESOLVED FURTHER**, that all costs for repair and maintenance associated with the subject alteration, present and future, are the responsibility of the Mutual Member at Manor 362-B; and

**RESOLVED FURTHER**, that all required Mutual and the City of Laguna Woods permits must be obtained. The relevant City of Laguna Woods permit number(s) and proof of completion, as evidenced by the final inspection signature, must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, that the water line must be painted to match the existing color of the patio wall; 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 01-13-83**

**RESOLVED**, May 14, 2013, that the request of Ms. Myrna Matson-Nelson of 540-E Via Estrada to perform a room addition and front patio extension at her 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 540-E; and

**RESOLVED FURTHER**, that unit-specific plans depicting the proposed alteration, signed and wet-stamped by a California-licensed architect or engineer must be submitted to the Permits and Inspections office located in the Laguna Woods Village Community Center for approval. These plans must include structural details and calculations required to insure the structural integrity of the building is maintained upon completion of the proposed room addition; and

**RESOLVED FURTHER**, that all required Mutual and the City of Laguna Woods permits must be obtained. The relevant City of Laguna Woods permit number(s) and proof of completion, as evidenced by the final inspection signature, must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, that all required landscape, irrigation, and drainage modifications are to be completed by the Landscape Division at the expense of the Mutual Member(s) at 540-E; and

**RESOLVED FURTHER**, that the patio extension is installed as per United Mutual Standards Section 22 - *Patio Slab Extensions*; and

**RESOLVED FURTHER**, that prior to issuance of a Mutual permit, a Roof Alteration Policy Agreement (roof tie-in form) must be completed and submitted to the Permits and Inspections office. The new roof installation and tie in of the alteration must be completed by the Mutual's roofing company, Letner Roofing, to retain the warranty of the roof on the subject building; 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:**

- 877-O Deny **appeal** of the contingency to obtain a 100% consensus from neighbors before being allowed to have the trees removed at Mutual Member's expense
- 308-A Approval of request for landscape design change at the Mutual's expense and approval of a mortarless garden wall at the Mutual Member's expense
- 867-A Approval of request for plant replacements at the Mutual's expense
- 883-O Denial of protest of two tree removals at the entry of CDS 81
- 2058-A Approval of request for off-schedule tree trimming at the Mutual member's expense

**Finance Committee Recommendations:**

**RESOLUTION 01-13-84**

**WHEREAS**, Member ID 947-358-26 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**, May 14, 2013, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-358-26; 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 01-13-85**

**WHEREAS**, Member ID 947-370-48 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**, May 14, 2013, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-370-48; 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 01-13-86**

**WHEREAS**, Member ID 947-390-44 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**, May 14, 2013, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-390-44; 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 01-13-87**

**WHEREAS**, Member ID 947-403-05 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**, May 14, 2013, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-403-05; 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 01-13-88**

**WHEREAS**, Member ID 947-420-03 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**, May 14, 2013, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-420-03; 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 01-13-89**

**WHEREAS**, Member ID 947-429-28 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**, May 14, 2013, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-429-28; 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.

**GENERAL MANAGER'S REPORT**

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



**NEW BUSINESS (continued)**

Ms. Sandra Gottlieb, Esq. entered the meeting at 10:58 A.M. and spoke to candidates' access to Association media during the 30-day period when ballots are mailed out to the membership.

Director Ferris left the meeting at 11:13 A.M.

The Board discussed the proposed resolution approving revised Elections Standard Operating Procedures.

By a vote of 9-0-0 (Director Ferris was absent from the meeting), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 01-13-90**

**WHEREAS**, California Civil Code § 1363.03 became operative on July 1, 2006 which required the adoption of rules regarding election procedures, appointment of inspectors of election, voting by secret ballot, proxy and ballot instructions, publication of election results, and retention of ballots; and

**WHEREAS**, the Civil Code has had several revisions since 2008 and will be completely revised in 2014; and the Board desires to update its election procedures to comport with the 2014 revisions;

**NOW, THEREFORE, BE IT RESOLVED**, on May 14, 2013, that the Board of Directors of this Corporation hereby adopts the revised United Membership Elections Standard Operating Procedure as attached to the official Minutes of the meeting; and

**RESOLVED FURTHER**, that Resolution 01-08-64 adopted April 8, 2008 is hereby superseded and cancelled; and

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

Director Ferris returned to the meeting at 11:18 A.M.

Ms. Gottlieb left the meeting at 11:19 A.M.

Director Doran moved to direct PCM to initiate the process of selection of new legal counsel. Director Ferris seconded the motion and discussion ensued.

Mrs. Robinson entered the meeting at 11:20 A.M. and spoke to the process and procedures in retaining legal counsel that involves mailing out requests for proposals and interviewing candidates.

The Board discussed the process.

Members Howard Malmon (788-A), Lynne Hamm (747-C), Heather Gerson (53-N), and Barbara Hammer (923-B) commented on the process.

Director Stone amended the motion to remove the word "new" from the motion. Director English seconded the motion and the motion carried unanimously.

The motion as amended carried by a vote of 8-2-0 (Directors Brians and Dalis opposed).

The Board directed staff to provide the costs involved in advertising in regional publications that United is seeking new counsel.

Mrs. Robinson left the meeting at 12:04 P.M.

Director Stone moved to continue to allow committee advisors to vote at committee meetings. Director Dalis seconded the motion and discussion ensued.

By a vote of 8-1-1 (Director Ferris voted against the motion and Director Doran abstained), the motion carried.

## **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.

Director Hammer read a proposed resolution approving the United Mutual Investment Policy. Director Hammer moved to approve the resolution. Director Stone seconded the motion.

Director Bassler left the meeting at 12:17 P.M.

By a vote of 9-0-0 (Director Bassler was absent from the meeting), the motion carried and the Board of Directors adopted the following resolution:

### **RESOLUTION 01-13-91**

#### **UNITED LAGUNA WOODS MUTUAL INVESTMENT POLICY**

**WHEREAS**, that Professional Community Management Inc., managing agent of this Corporation, and an external Investment Manager are hereby authorized to invest the funds of the Corporation which, in the opinion of said managing agent are not required within a reasonable time to pay obligations of the Corporation; and

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby authorizes the Managing Agent of this Corporation, Professional Community Management Inc., to retain Merrill Lynch and its affiliate (i.e. BlackRock) as Investment Manager and to give that Manager discretion to transact purchases and sales of investments for United Laguna Woods Mutual's account. Such discretion is subject to the underlying conditions as stated below. The Board will determine the amount to be managed in this discretionary account; and

**RESOLVED FURTHER**, that all investments on behalf of this Corporation must be made with the underlying principles in the following order of priority: (1) safety, (2) liquidity, where applicable, and (3) yield, and are subject to the following conditions:

1. Notification of confirmation shall be given to the managing agent and treasurer of this Corporation upon completion of each investment transaction;
2. For funds administered by Professional Community Management, Inc., no investment may be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity without a demonstrated immediate need for the funds and the consent of the Treasurer and either the President or 1st Vice President of this Corporation. Furthermore, if a member of the Corporation desires an investment to be sold, withdrawn, redeemed or otherwise converted to cash prior to maturity, approval must be received from the Board of Directors of this Corporation;
3. Funds shall be invested only in authorized investments as provided herein;
4. Authorized investments are limited to obligations of, or fully guaranteed as to principal by the United States of America;
5. Interim cash balances are to be held in money market funds that are invested in short-term U.S. Treasuries or direct obligations of the U.S. Government.
6. Investments on behalf of this Corporation may be made concurrently with investments made on behalf of other corporations at Laguna Woods Village. However, separate investment receipts will be held in the name of this Corporation. Any such investments may be held for the account of the Corporation in book-entry form;
7. Any authorized investments, as defined in Item 5 above, previously made by said Managing Agent, are hereby ratified.

**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.

**RESOLVED FURTHER**, that Resolution 01-12-203, adopted on November 13, 2012 is hereby superseded and cancelled.

Director Bassler returned to the meeting at 12:19 P.M.

Director Brians reported from the Maintenance and Construction Committee.

Director Hammer read the following proposed resolution approving revisions to Mutual Alteration Standard Section 34 – Awnings:

**RESOLUTION 01-13-xx**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Woods Mutual Alteration Standards; and

**WHEREAS**, the Maintenance & Construction Committee has recommended that the Board of Directors further amend the United Laguna Woods Mutual Alteration Standards with suggested changes;

**NOW THEREFORE BE IT RESOLVED**, July 9, 2013, that the Board of Directors of this Corporation hereby approves the revisions of Mutual Alteration Standard Section 34 – Awnings, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 14, 1996 is hereby amended, and Resolution 01-04-146, adopted October 6, 2004 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 Hammer moved to approve the resolution. Director Brians seconded the motion and discussion ensued.

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

Director Stone read a proposed resolution authorizing Staff to issue over-the-counter permits for variations of Standard Plan 17. Director Stone moved to approve the resolution. Director Auble seconded the motion and discussion ensued.

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

**RESOLUTION 01-13-92**

**WHEREAS**, Standard Plan 17 is construction plans for Madrid style manors to construct half-bathroom additions, and such alterations have required Board approval through the variance process, and Staff is recommending that the Board approve the issuance of an over-the-counter permit for variations of Standard Plan 17 without Board approval; and

**WHEREAS**, a proposed variation of Standard Plan 17 is to create a full bathroom for Bedroom 2 in Madrid style manors by installing a shower/tub into the newly created space;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors hereby authorizes Staff to issue over-the-counter permits for variations of Standard Plan 17, without Board approval; and

**RESOLVED FURTHER**, that the Mutual requires, in addition to a Mutual permit, that the Member also obtain City permits for any plumbing, electrical, and structural modifications, and submit Neighbor Awareness Forms from members sharing the wall with the proposed alteration; 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 Stone read a proposed resolution approving the revised Exterior Paint Color Palettes. Director Stone moved to approve the resolution. Director Brians seconded the motion and discussion ensued.

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

**RESOLUTION 01-13-93**

**WHEREAS**, the Board of Directors approved a palette of ten color groups for use on the Mutual's structures during execution of the Mutual's Exterior Paint Program, effective beginning with the painting of structures in Cul-de-sacs 83, 84 and 85 in 2013; and

**WHEREAS**, the color groupings are sorted for availability for use on single story and multiple story buildings, and

**WHEREAS**, during the development of the color palettes the Paint Color Subcommittee considered Seville style buildings as single story buildings;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby amends the Exterior Paint Color Palettes to specifically note Seville style buildings be provided use of paint color groups 1 through 10 (as attached to these minutes); and

**RESOLVED FURTHER**, that in order to maintain the operational and logistical efficiencies of the current program, the manors in cul-de-sacs (CDS) 11 and 81 will be painted following the prior paint color palette and color section process (per Resolutions 01-07-133 and 01-07-161); and

**RESOLVED FURTHER**, that the new color palette will be used in painting the laundry buildings and carport structures in CDS 11 and 81, and all remaining structures on the 2013 Exterior Paint Program scope and subsequent annual paint program scopes; and

**RESOLVED FURTHER**, that Resolution 01-13-47 adopted March 12, 2013 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 Stone read a proposed resolution approving the revised Exterior Paint Palette Color Change Procedures. Director Stone moved to approve the resolution. Director Brians seconded the motion.

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

**RESOLUTION 01-13-94**

**WHEREAS**, the Board of Directors approved new exterior paint color groupings for use on the Mutual's structures during execution of the Mutual's Exterior Paint Program and revised the Exterior Paint Program Paint Color Selection Procedure; and

**WHEREAS**, the color groupings are sorted for availability for use on single story and multiple story buildings; and

**WHEREAS**, during the development of the color palettes the Paint Color Subcommittee considered Seville style buildings as single story buildings;

**NOW THEREFORE BE IT RESOLVED**, May 14, 2013, that the Board of Directors of this Corporation hereby amends the Program Paint Color Selection Procedure to specifically note Seville style buildings be provided use of paint color groups 1 through 10 (as attached to these minutes); and

**RESOLVED FURTHER**, that Resolution 01-13-48 adopted March 12, 2013 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 Brians reported from the United Paint Color Selection Sub-Committee.

Director Hammer reported from the Walkway Lighting Sub-Committee.

Director Hammer reported from the Landscape Committee.

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 Recreation Master Plan Ad Hoc Committee.
- Director Howard reported on the Media and Communications Committee.

#### **DIRECTORS' FORUM**

- The Directors provided final comments.

#### **MEETING RECESS**

The Regular Open Session Meeting recessed at 1:00 P.M. and reconvened into the Regular Executive Session at 1:47 P.M.

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

During its April 9, 2013 Regular Executive Session Meeting, the Board approved the minutes of the Regular Executive Session of March 12, 2013 as amended and approved the Special Executive Session of March 20, 2013 and the Special Executive Session of March 27, 2013 as submitted; approved delinquent assessment write-offs in the amount of \$720. The Board heard two disciplinary hearings and imposed fines totaling \$500 for violations of the Mutual's rules and regulations; and discussed litigation, contractual, and other member disciplinary matters.

**ADJOURNMENT**

With no further business before the Board of Directors, the meeting was adjourned at 6:30 P.M.

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Charles Hammer, Secretary



## Exterior Concrete Surfacing Policy

### I. Purpose

The purpose of this policy is to clarify the Board's desired response to requests for exterior concrete surfacing within the Mutual.

### II. Definitions

#### A. Exterior Concrete

As related to this policy, exterior concrete surfaces include walkways, pathways and first floor breezeway entrance areas within the Mutual not currently treated with a decking material.

#### B. Request for Surfacing

A request meets the following criteria:

- i. Request must be received in writing.
- ii. Request must be submitted by a member from the building for which surfacing is requested.
- iii. Request must address a safety concern.

#### C. Acid Wash/Etching

Acid Wash/Etching uses a solution of muriatic acid and water poured directly on the concrete surface. A concrete surface that has been acid washed or etched requires no additional maintenance expense.

### III. Surfacing Decisions

A. The Mutual shall not treat the surface of an untreated concrete breezeway or walkway to address aesthetic concerns.

B. All requests for surfacing meeting the criteria in Section II. Definitions shall be addressed through an acid wash/etching without requiring Committee or Board direction.

C. Acid Wash/Etching will be paid for from the General Maintenance Operating Budget.

### IV. Surfacing Options

The Mutual's accepted method for surfacing untreated exterior concrete in the Mutual is acid wash/etching, as described above.

# UNITED LAGUNA WOODS MUTUAL

## SECTION 7 SATELLITE DISHES

MARCH 1996

REVISED FEBRUARY 2002, RESOLUTION U-02-12

REVISED FEBRUARY 2007, RESOLUTION 01-07-17

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED MAY 2013, RESOLUTION # 01-13-74

### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit numbers prior to beginning work.
- 1.2 **MEMBER'S RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** For work performed which results in excessive construction-related noise (e.g. cutting tile, jack hammering, use of power tools), permitted hours are 9:00 a.m. to 2:00 p.m., Monday through Saturday. For work that does not result in excessive noise, such as painting and carpet installation, permitted hours remain 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. on Saturday. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications and meet current noise abatement codes.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF**

**COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## 2.0 **APPLICATIONS**

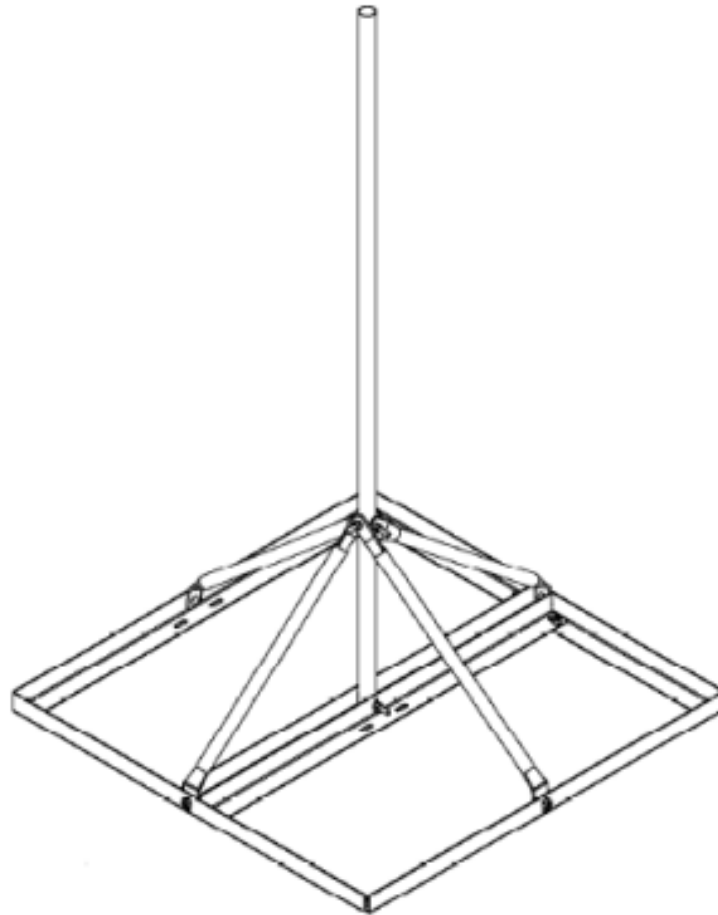
- 2.1 Per the Federal Communications Commission (FCC), the Mutual is not obligated to provide a place for the installation of a satellite dish if there is not an area exclusively used by the resident capable of receiving clear signals (Reference: FCC Fact Sheet on Placement of Antennas; May 2001).
- 2.2 Prior to installation of any satellite dishes, a plan and specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5.
- 2.3 All steel mounting components for the satellite dish must be galvanized or zinc coated.
- 2.4 In the event that a satellite dish must be removed for any reason, it shall be the Member's responsibility to remove and properly store it until such time that maintenance work has been completed.
- 2.5 No satellite dish will be permitted (or installed) which may pose a hazard to residents or workmen due to its location and/or dimensions.
- 2.6 Penetrations through walls shall be thoroughly sealed. **Penetrations through roofs are strictly prohibited.** The length of exterior cable runs must be kept to a minimum. All cables shall be painted to match the surface attached to.
- 2.7 The Member applying for permit shall provide the Permits and Inspection office with a plan indicating all work to be done; i.e., type of satellite dish, a full description, the location on building, anchoring, and relevant information regarding all attachments. Site location will be contingent upon approval by the Permits and Inspections office.

- 2.8** According to the plans submitted and the need for specific satellite dish gear, the Member shall make all efforts to install a unit that will be hidden from sight and is as compact as possible.

**3.0** **EQUIPMENT**

- 3.1** No more than one (1) dish per dwelling unit is allowed.
- 3.2** No satellite dish shall exceed 36" in diameter.
- 3.3** All satellite dishes shall be installed only within the perimeter of patios, balconies, or on flat roofs.
- 3.4** A tripod or pipe mount must be utilized for patio or balcony installations. Attaching a satellite dish or any of its components directly to the building is strictly prohibited.
- 3.5** Satellite dish installation is permitted on flat roofs when the location does not interfere with the overall visual continuity of the manor and/or surrounding area. The satellite dish must be mounted on a non-penetrating stand weighted down with a minimum of four 8" X 8" X 16" cinderblocks and must be located only above the subject manor and at least 10' from the roof edge, (See Example 1 below). Attaching a satellite dish or any of its components directly to a roof is strictly prohibited.
- 3.6** For installation of a satellite dish onto a **flat PVC cool roof**, the member must install a 3' X 3' satellite dish pad provided by the Mutual's roofing contractor at the expense of the Member.

Example 1: Non-Penetrating Satellite Dish Roof Mount



## UNITED LAGUNA WOODS MUTUAL SECTION 8 PATIO BLOCK WALLS

MARCH 1996

REVISED MAY 2004 RESOLUTION 01-04-70

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED MAY 2013, RESOLUTION 01-13-75

### 1.0 **GENERAL REQUIREMENTS**

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit numbers prior to beginning work.
- 1.2 **MEMBER'S RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.5 **WORK HOURS:** For work performed which results in excessive construction-related noise (e.g. cutting tile, jack hammering, use of power tools), permitted hours are 9:00 a.m. to 2:00 p.m., Monday through Saturday. For work that does not result in excessive noise, such as painting and carpet installation, permitted hours remain 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. on Saturday. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications and meet current noise abatement codes.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING**

**IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

## **2.0 APPLICATIONS**

- 2.1** All walls shall be of slumpstone block 4x4x16, 4x6x16, or 6x6x16 slumpstone or block to match existing wall. (See Section 6.1).
- 2.2** Block will be painted in conformance with the Mutual's policy on exterior paint colors. Excess mortar will be removed. Weepholes of the proper size and location shall be provided as needed.

## **3.0 PREPARATIONS**

- 3.1** In each case, the site will be inspected by the Permits and Inspections office prior to work for adjustments pertaining to this section.
- 3.2** No block wall will be allowed that will hinder yard drainage.
- 3.3** No block wall will be allowed in areas where access for maintenance is required.
- 3.4** In no case will a block wall or its related components cover over sprinklers, sprinkler lines, or other related items.
- 3.5** No block wall will be allowed that may encroach upon a view of a neighboring manor as determined by the Permits and Inspections office.

## **4.0 APPLICATIONS**

- 4.1** No wall shall be over 5 feet in height nor under 12 inches in height. Existing patio block walls may be lowered in accordance to these dimensions and location as determined by the Permits and Inspections office.

- 4.2 Gates constructed in accordance with Mutual Standard 17: Patio Gates and Courtyard Doors may be incorporated into a block wall as approved by the Permits and Inspections office.
- 4.3 Gaps between patio block walls may be filled in with materials that are in accordance with Mutual Standard 16: Fences, Wrought Iron and Mutual Standard 17: Patio Gates and Courtyard Doors as to match any existing gate.
- 4.4 Wrought iron fencing constructed in accordance with Mutual Standard 16: Fences, Wrought Iron may be incorporated on a block wall as approved by the Permits and Inspections office.
- 4.5 Walls may be covered with stucco to match the building. The stucco finish must match the existing texture and color. Grout lines must be flush with existing block prior to stucco application. Brick or tile caps are permissible.
- 4.6 All walls built will be on or bordering the patio slab. If the patio slab may be extended, the block wall may be at those dimensions. Planting areas between the wall and slab are acceptable in those cases. Maintenance of these planter areas shall become the sole responsibility of the Mutual member.
- 4.7 Lattice panels are not allowed on block walls.

## 5.0 **SPRINKLER REVISIONS**

- 5.1 Sprinklers will be revised only by the Mutual's designated Landscape crew; the cost of such revisions shall be borne by the Mutual Member.
- 5.2 No sprinklers will be placed inside any patio area by the Mutual's designated Landscape crews, and any systems added shall not be connected to the Mutual-owned system.

## 6.0 **OPENINGS IN WOOD FRAMED PATIO WALLS**

- 6.1 The size of openings is optional and must be approved by the Permits and Inspections office.
- 6.2 Openings must be located such as to maintain symmetry along the patio wall. The top of an opening shall be in line with the top of the windows of the manor. The first opening shall set a size and location precedent for any future openings on patio walls on the same side of the building.
- 6.3 The finished openings must match the existing finish on the patio wall. Wood finish trim or brick veneer is not allowed.



- 6.4** Neighbor awareness forms may be required as determined by the Permits and Inspections office.

**UNITED MEMBERSHIP ELECTIONS  
STANDARD OPERATING PROCEDURE  
Adopted May 14, 2013  
RESOLUTION 01-13-90**

**1. Definitions**

- a. Election Records - tabulated ballots, voided ballots, voided Pre-addressed Return Envelopes, Eligible Voter List(s), tally sheets, returned ballot packages, ballots received after the election deadline, and any other used and unused ballots
- b. Secretary – an elected member of the Board of Directors who has been elected as a Corporate officer as Secretary.
- c. Assistant Secretary - a Staff member appointed by the Board of Directors.
- d. SOP – This United Membership Elections Standard Operating Procedure.
- e. Submit – deliver a document to the Secretary through the Assistant Secretary at the Corporate address: 24351 El Toro Road, Laguna Woods, California.

- 2. Nominating Committee** – United does not utilize a Nominating Committee to limit candidates to run for a position on the Board; that practice has been superseded by state statute. That said, the Board reserves the right to establish a committee to assist United members who choose to be candidates for the Board.

**3. Nomination Process**

- a. All candidates seeking to run in any Election of Directors shall meet the following criteria:
  - i. Shall be Members of record as defined under Article II, Section 4(h) of the United Laguna Woods Mutual Bylaws
  - ii. Shall not be shown on the books of account of the Corporation to be more than thirty (30) days delinquent in payment of any sums due to the Corporation under his or her Occupancy Agreement or otherwise, and who has been given notice thereof and the opportunity for a hearing concerning the delinquency (Bylaws: Art. VI Sec 2(b)).

- iii. Shall not be an employee of the Corporation (Bylaws: Art. VI, Sec 2(b)).
  - iv. The Candidate shall be obligated to be a current member of United and to reside in his/her unit as their primary residence while a candidate for the Board and during their term as a Director, if elected.
  - v. Further, the Board may disqualify any Director where the Director or the Director's spouse has a conflict of interest with the Corporation, financial or otherwise, which engages in business transactions with the Corporation, if such Director does not immediately disclose such relationship to the Board of Directors upon its occurrence pursuant to United's Bylaws (Bylaws: Art. VI, Sec 2(c)), and applicable provisions of the Davis-Stirling Act.
- b. Any Member who satisfies the qualification of directors (Bylaws: Art. VI, Sec 2, and this SOP) may self-nominate at least sixty (60) days before each annual meeting of the Members by submitting a written application and candidate statement to the Secretary or Assistant Secretary of the Corporation that states his or her intention to run for the Board of Directors (see Civil Code §1363.03(a)(3) through 12-31-2013 and California Civil Code 5105(a)(3) after 1-1-2014). **EXCEPTION:** Should Civil Code§1363.03 through 12-31-2013 and California Civil Code 5105 after 1-1-2014 be amended at any time in such a way that nomination by petition as provided for in California Corporations Code Section 7521 (b) is allowed, the previous statement shall be replaced by the following: "Any Member who satisfies the qualification of directors (Bylaws: Art. VI, Sec 2) may nominate himself or herself by submitting a petition signed by Members representing one hundred (100) current memberships to the Secretary of the Corporation at least sixty (60) days before the annual meeting."
- c. The committee established by the Board to assist the candidates running for the Board shall submit a final report of all candidates to the Board upon the close of nominations.
- d. Each candidate shall submit to the Secretary or Assistant Secretary a statement of background and qualifications not to exceed two hundred fifty (250) words in length not less than [fifty-five (55)] days prior to the annual meeting.
- i. Resolution U-93-29 establishes the following guidelines for the preparation of the statement of candidate's background and qualifications:
    - 1. The statement may include: Education, Business Background, Civic & Social, and community activities;
    - 2. "Activities" shall be: organized events, clubs, hobbies or any unique activity;

3. Date and place of birth shall be considered optional information;
4. Statement of personal philosophy on community affairs (optional).

Each candidate for a Director position is responsible to directly forward their candidate statement, electronically, to the Inspectors of Election and is solely responsible to ensure the accuracy of the information and transmission of the candidate's statement. Once the candidate's statement is submitted, as set forth herein, it is irrevocable and cannot be changed nor modified. United is not responsible for the content of any candidacy statement; however, any statement and its contents shall be pursuant to and consistent with the requirements set forth in the prepared General Advertising Guidelines of the Golden Rain Foundation (GRF) Media Use Policy. The Assistant Secretary shall cause such candidates' statements to be mailed to the members, or distributed by other methods of transmittal authorized by law, along with the ballots.

- e. Any candidate or spouse of a candidate who has a direct or indirect financial interest in any business organization or who is a director, officer or employee of any business, or agency of any county, state or federal government (other than a charitable organization), incorporated or otherwise, which engages in business transactions with the Corporation, shall disclose such relationship to the Board of Directors at the time of their self-nomination.
  - i. Failing to disclose such relationship, termination or cessation of membership in United, or failure to reside full-time in the candidate's unit, shall, when ascertained, immediately disqualify the candidate, or if ascertained after the candidate shall be elected as a Director to the Board of Directors of the Corporation, shall immediately disqualify the Director from further service on the Board thereby creating a vacancy to be filled by the Board of Directors as provided in Section 4(e) of Article VI (Bylaws, Art. VIII Sec. 3(d)).
- f. Candidates must disclose the fact that they have significant outside, time-consuming commitments such a[s]: (a) full time or significant employment responsibilities; (b) full time or significant time commitments to care for other[s]; or (c) extensive travel plans which could impact on the time available to conduct Board Business (Bylaws, Art. VIII Sec. 3(e)).

4. **Eligibility to Vote**

- a. Only persons approved for Membership by the Board of Directors and to whom a membership certificate has been issued (or the Member's successor trustee) shall be entitled to vote (see Bylaws, Art. II Sec. 4).
- b. No Member shall be eligible to vote who is shown on the books of account of the Corporation to be more than thirty (30) days delinquent in payment of any Carrying Charges or Special Assessments due to the Corporation

under his or her Occupancy Agreement or otherwise, and who has been given notice thereof and the opportunity for a hearing concerning the delinquency and loss of voting rights (Bylaws: Art. V Sec 8(a)(i)).

- c. Single Memberships in which two or more Members have a joint or undivided interest shall have only one (1) vote (Bylaws: Art. V Sec. 8(a)(ii)).
- d. Record Date for Written Request for Action Without a Meeting. The record date for determining the Members entitled to vote by ballot on corporate action without a meeting shall be twenty (20) days before the day on which the first written ballot is mailed or solicited (Bylaws: Art. V Sec. 10(d)).

**5. Candidate Equal Access to Association Media**

- a. All candidates for a Director position shall have equal access to Association media for the purpose of campaigning for an election pursuant to and consistent with the requirements set forth in the Golden Rain Foundation (GRF) Media Use Policy and applicable law. For purposes of this paragraph, "Association media" means the Association's cable channel. No candidate may utilize Association media for the thirty (30) day period following the date the first election ballot material is sent to the membership for the election of the Board of Directors through the election date, even if for a period longer than thirty (30) days.
- b. In each election for the Board of Directors, the association shall hold a forum ("Meet the Candidates") for the nominees within a Golden Rain Foundation (GRF) facility prior to the date that the ballot materials are sent to the Membership. Meet the Candidates will be for the purpose of allowing the Membership to meet and ask questions of all nominees. All nominees standing for election shall be invited to attend the forum and should appear in person.
- c. Golden Rain Foundation (GRF) meeting rooms shall be available to candidates free of charge for campaign purposes (Civil Code § 1363.03 (a)(2) through 12-31-2013 and California Civil Code 5105(a)(2) after 1-1-2014).
- d. Any time a ballot measure is required to be sent to the Membership for approval which is unrelated to the election of directors, such as amending the Bylaws or the Occupancy Agreement, the Association may hold a town hall meeting - not a formal membership meeting, but an informal gathering of members in which members can express their points of view.

**6. Appointment of Inspectors of Election**

- a. The Board of Directors shall appoint one (1) or three (3) Inspectors of Election. An Inspector of Election shall, at the Board's discretion, be a member of the association as defined under Section 1.b of this SOP, an independent third party that specializes in the administration of elections with whom the Board executes a contract, or a combination of the two

(see Civil Code 1363.03 (c)(2) through 12-31-2013 and California Civil Code 5110(b) after 1-1-2014).

- b. An Inspector of Election shall not be a member of the United or GRF Board of Directors, a candidate for either Board of Directors, or related to a candidate for either Board of Directors (Civil Code 1363.03 (c)(2) through 12-31-2013 and California Civil Code 5110(b) after 1-1-2014).
- c. Inspectors of Election shall not be employees of the managing agent; however, employees of the managing agent may assist the Inspector(s) of Election with their duties except for the counting and tabulation of the votes.
- d. Inspectors of Election who are members of the association must be prepared to commit to a substantial workload during preparation of the ballots for mailing and between the time the returned ballots are received and the time when they are counted and tabulated at an open meeting.
- e. If the Board contracts with an independent third party as an Inspector of Election pursuant to Section 6.a of this SOP, the provisions for verifying voter eligibility and for formatting of election materials contained in Section 7 of this SOP may be adapted to meet the requirements of an electronic processing system used by the contractor.

## **7. Duties of Inspectors of Election**

- a. Determine the number of memberships entitled to vote and the voting power of each membership. (Civil Code § 1363.03 (c)(3)(a) through 12-31-2013 and California Civil Code 5110(c)(1) after 1-1-2014)
  - i. Eligible Voter List:  
Pursuant to Section 4 of this SOP, the Inspectors will create or cause to be created an Eligible Voter List that identifies all Members who are eligible to vote. This list will be used to mail ballots only to those Members entitled to vote by ballot on corporate action without a meeting as of the Record Date specified in the Bylaws.
- b. Determine when the polls shall close. (Civil Code § 1363.03 (c)(3)(f) through 12-31-2013 and California Civil Code 5110(c)(6) after 1-1-2014)
  - i. The Inspectors of Election shall determine the date that ballots must be received in accordance with California Civil Code Section 1363.03 (e) (through 12-31-2013 and California Civil Code 5115(a) after 1-1-2014), which states "Ballots...shall be mailed not less than 30 days prior to the deadline for voting." The deadline shall be incorporated into the voter instructions and adopted by the Board of Directors in the form of a resolution.
- c. Oversee the Mailing of the Ballot Package
  - i. Obtain certification from the preparer of the ballot packages that all necessary items were enclosed in each Ballot Package Mailing

- Envelope and that the envelopes were properly addressed to all members on the Eligible Voter list.
- ii. Ensure that Ballot Package Mailing Envelopes are sent by first class mail to ensure that all members receive ballots in a timely manner.
  - iii. Obtain a statement from the post office indicating the number of ballot packages mailed.
- d. Receive ballots. (Civil Code 1363.03 (c)(3)(C) through 12-31-2013 and California Civil Code 5110(c)(3) after 1-1-2014)
- i. Secret Ballot Return Instructions – If authorized by the California Legislature, the Corporation may utilize electronic “Secret Ballots.” Such procedure will be consistent with what is required in the California Civil Code. For paper Secret Ballots, the following shall apply:
    1. The Secret Ballot itself is not signed by the voter, but is inserted into the Secret Ballot Envelope, which is sealed. The Secret Ballot Envelope is then inserted into the Pre-Addressed Return Envelope, which is also sealed. In the upper left hand corner of the Pre-Addressed Return Envelope, the voter shall both print and sign his or her name, address, and the unit number that entitles him or her to vote (see Civil Code § 1363.03 (e)(1) through 12-31-2013 and California Civil Code 5115(a)(1) after 1-1-2014).
    2. The Pre-Addressed Return Envelope is addressed to the Inspector or Inspectors of Election, who will be tallying the votes. The envelope may be mailed or delivered by hand to a location specified by the Inspector or Inspectors of Election. The member may request a receipt for delivery (see Civil Code § 1363.03 (e)(2) through 12-31-2013 and California Civil Code 5115(a)(2) after 1-1-2014).
- a. Return by Mail
- i. The Pre-Addressed Return Envelope shall be addressed to a restricted-access post office box used solely for the receipt and storage of voted ballots. Secret Ballots shall be released only at a specified time on the ballot return deadline date and only to the Inspectors of Election.
  - ii. A second post office box may be used for Secret Ballot packages returned as undeliverable.
  - iii. Members who desire a receipt for delivery of a mailed Secret Ballot shall mail the Secret Ballot

by Certified Delivery – Return Receipt  
Requested at the Member’s expense.

b. Return by Hand Delivery

- i. Secret Ballots returned by hand shall be deposited by the Member into a locked and secure ballot box located in the lobby of the Community Center, 24351 El Toro Road, Laguna Woods.
- ii. At the request of the voting Member, the management staff shall provide a receipt for the hand delivered Secret Ballot.
- iii. Inspectors shall retrieve Pre-Addressed Envelopes from the locked ballot box daily and date stamp them.

3. All Pre-addressed Return Envelopes received shall remain sealed until they are opened and tabulated in public. The association shall reserve a secure room at the Community Center (24351 El Toro Road, Laguna Woods) for use by the Inspector(s) of Election.

- ii. Ballot Return Instructions – The Ballot Return Instructions will be the same as the Secret Ballot Instructions, detailed herein above, with the exception that the Ballot will be inserted into the Pre-Addressed Return Envelope only inasmuch as non-Secret Ballots do not require the use of a double envelope system so the Secret Ballot Envelope will not be utilized.

e. Verify voter eligibility.

- i. Count and record the number of Pre-addressed Return Envelopes received from the post office.
- ii. Count and record the number of Pre-addressed Return Envelopes received by hand delivery.
- iii. Place the Pre-addressed Return Envelopes in order by address, which corresponds with the Eligible Voter List. This process may be automated (i.e., barcodes).
- iv. Void (but do not open) any Pre-addressed Return Envelopes, which does not contain information that identifies the member as an eligible voter (see Section 7.d.i.1 above).
- v. Void (but do not open) any Pre-addressed Return Envelope that is a duplicate vote.

1. Revocation. No written ballot may be revoked after deposit in the mails or delivery to the Corporation. (Bylaws, Art. V Sec. 9(e))

2. If a voter returns two Pre-addressed Return Envelopes, the Inspectors of Election shall determine which ballot to count. If it can be determined which is the first Pre-addressed Return Envelope sent, then it shall be deemed the original ballot, which should be counted and the other Pre-addressed Return Envelope should be voided.
- vi. Resolve any challenged ballots. If possible, this should be done before any Pre-Addressed Return Envelope is opened and counting begins.
- vii. Explain the reason for each voter eligibility decision made.
- viii. The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of Election or at a location designated by the Inspector or Inspectors of Election until after the tabulation of the vote, at which time the Inspector of Election can maintain custody of the Election Record pursuant to statute, or transfer custody shall be transferred to the association (Civil Code 1363.03(h) through 12-31-2013 and California Civil Code 5125(a) after 1-1-2014).
- f. Count and tabulate the votes.
  - i. All votes shall be counted and tabulated by the Inspector or Inspectors of Election in public at a properly noticed open meeting of the Board of Directors (see Civil Code 1363.03(f) through 12-31-2013 and California Civil Code 5120(a) after 1-1-2014 ).
  - ii. At a properly noticed open meeting of the Board of Directors, the seals of the Secret Ballot Envelopes shall be broken, and the Inspector(s) of Election shall prepare the ballots for electronic tabulation scanning. A third-party election services contractor who is not an inspector of election may be deputized by the Inspectors of Election to assist with the preparation and scanning of the ballots.
  - iii. A ballot shall be voided if it contains information identifying the voter (see Civil Code 1363.03(e) through 12-31-2013 and California Civil Code 5115(a) after 1-1-2014).
- g. Determine the result of the election
  - i. Once the ballots are scanned and tabulated, the Inspector(s) of Election shall certify the election by signing an official form.
  - ii. Within fifteen days of the election, the Board of Directors shall publicize the results of the election.
  - iii. Tabulated ballots shall be packed and sealed, and the Inspectors of Election shall initial the seal to ensure that there is no tampering with the tabulated ballots.



- iv. The custody of the tabulated ballots and other election records as listed in Section 1.a of this SOP shall remain in the custody of the Inspector(s) of Election or the Inspector(s) of Election can transfer custody to the Corporation or its management agent immediately after the ballots are tabulated.
- v. After the tabulation of ballots, the Board of Directors or its management agent shall return to the post office to pick up any ballots received after the deadline. These ballots shall not be opened and shall be marked "Void – received after deadline".
- vi. All written ballots and other election records as defined in Section 1.a of this SOP shall be filed with the Secretary of the Corporation and maintained in the corporate records at a secure location for a minimum period of three (3) years (see Bylaws, Art. V Sec. 9(f)).

**8. Election Mailing Materials**

- a. United Mutual shall conduct its election consistent with its Bylaws and state statutes (see Bylaws, Art. V Sec 9(b)). The official election materials are to be prepared by the Inspector(s) of Election.
- b. Should state statute allow for electronic voting for those votes which previously required paper Secret Ballots, as referenced herein and in the state statute, then United may utilize such electronic system consistent with those Rules and Regulations, so long as the electronic voting is consistent with the terms of the applicable and statutory requirements.

**Policy – Plants on or Near Walls Around Exclusive Use Patios**

- 1. Members are permitted to plant, install, and or retain plants that are abutting or attached to block walls located around exclusive use patio areas with the condition the member accepts responsibility for the maintenance and repair of the subject wall(s) by signing and submitting a "Covenant to Run with Land."
- 2. The "Covenant to Run with Land" must be submitted 30 days prior to planting and/or installing plants that will abut or be attached to block walls located around exclusive use patios.
- 3. For plants that abut or are attached to block walls around exclusive use patios that have been requested removed by the Mutual that members want to retain, the "Covenant to Run with Land" must be submitted within 30 days of the removal request.
- 4. Plants requested removed by the Mutual for which no "Covenant to Run with Land" has been submitted within 30 days must be removed by the Member at the Member's expense prior to any work being commenced by the Mutual.

5. Plants requested removed by the Mutual for which no "Covenant to Run with Land" has been submitted for which the Member has also not removed, will be removed by the Mutual, and all associated costs to remove the plants and perform repairs will be billed to the member, including but not limited to performing scheduled maintenance such as paint.
6. Repairs to walls damaged by plants are the responsibility of the member. The Mutual may repair damaged walls and bill the member for the work performed in accordance with the Mutual's governing documents.
7. Members may install personal plants, at their expense, at a minimum of 18" distance from exclusive use patio area walls without submitting a "Covenant to Run with Land."
8. Members may install ivy, at their expense, on a free-standing trellis located at a minimum of 18" distance from exclusive use patio area walls without submitting a "Covenant to Run with Land."

**United Laguna Woods Mutual  
Exterior Paint Color Palettes  
Adopted May 14, 2013 (01-13-93)**

**Residential Buildings (Manors) – Single Story and Seville Style Buildings**

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<b><u>Group</u></b>	<b><u>Body Color</u></b>	<b><u>Trim Color</u></b>
1	Lancaster Whitewash	Dry Sage
2	Handmade	Springfield Tan
3	Coastal Fog	Smoky Mountain
4	Pittsfield Buff	Fallen Timber
5	Hush	Smoky Mountain
6	Greige Avenue	Somerville Red
7	Monticello Rose	Lancaster Whitewash
8	Blair Gold	Lancaster Whitewash
9	Berkshire Beige	Lancaster Whitewash
10	Dry Sage	Lancaster Whitewash

*Block walls will be painted the trim color where applicable.*

*The default color for manor entry doors will be the building's selected color group trim color. An alternative entry door color may be selected by the occupant member at each manor from the following options: the body color from the building's selected color group, or Spanish Brown, Taliesin Blue or Spiced Berry.*

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### **Residential Buildings (Manors) – Multiple Story Buildings**

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<b><u>Group</u></b>	<b><u>Body Color</u></b>	<b><u>Trim Color</u></b>
1	Lancaster Whitewash	Dry Sage
2	Handmade	Springfield Tan
3	Coastal Fog	Smoky Mountain
4	Pittsfield Buff	Fallen Timber
5	Hush	Smoky Mountain
6	Greige Avenue	Somerville Red

*Block walls will be painted the trim color where applicable.*

*The default color for manor entry doors will be the building's selected color group trim color. An alternative entry door color may be selected by the occupant member at each manor from the following options: the body color from the building's selected color group, or Spanish Brown, Taliesin Blue or Spiced Berry.*

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### **Laundry Buildings**

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<b><u>Body Color</u></b>	<b><u>Trim Color</u></b>
Springfield Tan	Lancaster Whitewash
Handmade	Lancaster Whitewash
Monticello Rose	Lancaster Whitewash
Somerville Red	Lancaster Whitewash
Blair Gold	Lancaster Whitewash

*Surrounding block walls will be painted in the trim color.*

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### **Carports**

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<b><u>Body Color</u></b>	<b><u>Trim Color</u></b>
Pittsfield Buff	Lancaster Whitewash
Smoky Mountain	Lancaster Whitewash
Berkshire Beige	Lancaster Whitewash
Dry Sage	Lancaster Whitewash

**United Laguna Woods Mutual  
Exterior Paint Palette  
Color Change Procedures  
Adopted May 14, 2013 (01-13-94)**

A set of 10 Exterior Paint color groups for use on residential buildings (manors) shall be approved by the United Laguna Woods Mutual Board of Directors (Board). Using the Board approved color groups Staff shall select colors for each building planned for painting. Owner occupants shall have the option to select their preferred entry door color from a Board approved list of entry door colors.

Colors shall be selected by cul-de-sac grouping and notification of color selections shall be grouped by cul-de-sac. A notification of palette color group selections for each specific building shall be sent to each member of that building approximately eight weeks in advance of the date the first building in the cul-de-sac is to receive application of the exterior paint. The notification letter shall advise members of the selected color group and provide reference information for viewing the colors on a completed building and/or swatches at a designated location. Notification will provide a contact person and telephone number for inquiries regarding the selected color group and color change request process.

Members shall be given a two-week period to review the color group selections for their building.

Members may request a change from the selected color group to a different color group for their building subject to the following rules:

- Members must submit their color group change request in writing to the Mutual within two weeks of the date of the above referenced notification letter.
- Color group change requests must include 100% agreement from all member occupants of the particular building making the request and must be signed by 100% of all member occupants of that building. Each manor will represent only one vote in the color selection decision process.
- Color group change requests not including 100% agreement as defined above will not be considered.
- Members submitting a color group change request must identify on the written request the color group they wish to change to.
- Only the Board approved color groups may be selected.
- Single story and Seville style buildings may select an alternate color group from the single story group listing; multiple-story buildings must select from the

multiple story group listing.

- Color group selections may not match the color group assigned for or selected by a directly adjacent building; color selection changes will be considered in the order in which completed change requests are received.
- Color group change requests not received within two weeks of the date of the notification letter will not be considered.
- Members may not request changes in color groups for buildings other than the building in which their manor is located.
- The Board reserves the right to make all final decisions with respect to building exterior paint color selections.