

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

August 13, 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, August 13, 2013 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Phil Doran, Pat English, Erna Ferris, Jerren Auble, Jack Bassler, Barbara B. Howard, John Beckett, Mike Comer, Jan LaBarge, John Parker, Al Roddan

Directors Absent: None

Staff Present: Cris Robinson Patty Kurzet (Executive Session: Patty Kurzet, Cris Robinson, Blessilda Fernandez)

Others Present: Jeffrey Beaumont of Beaumont Gatilin Tashjian (Executive Session)

CALL TO ORDER

Phil Doran, 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 Mike Comer 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

Director Roddan moved to approve the agenda. Director Bassler seconded the motion.

Director English moved to table agenda items 17a-d relating to the Trust and GRF Bylaws. Director Howard seconded the motion and discussion ensued.

Director Howard amended the motion to table the items to the next meeting. The motion failed due to the lack of a second.

Director Howard amended the motion to refer the agenda items 17a-d relating to the Trust and GRF Bylaws to a special meeting. Director Comer seconded the motion and discussion ensued.

Members Maxine McIntosh (68-C) and Mary Stone (356-C) commented on the amendment.

By a vote of 8-2-0 (Directors Ferris and Roddan opposed), the amendment carried.

The agenda was approved as amended with Directors Ferris and Auble abstaining.

CHAIR'S REMARKS

President Doran spoke to the issues surrounding a direct vote of the GRF Board Directors, and encouraged residents to base their opinions on the facts and not misinformation.

UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM

United Mutual Members were given the opportunity to speak to items not on the agenda and the Directors briefly responded to the comments.

APPROVAL OF MINUTES

Director Roddan moved to approve the minutes of the June 27, 2013 Special Meeting (Business Planning Meeting – Ver 1 (landscape), June 27, 2013 Special Meeting (Business Planning Meeting – Ver 1 (maintenance), the June 28, 2013 Special Meeting (Business Planning Meeting – Ver 1), the July 9, 2013 Regular Meeting, and the July 23, 2013 Special Meeting. Director Bassler seconded the motion and the motion carried unanimously.

UNFINISHED BUSINESS

The Secretary of the Corporation, Director Auble, read the following proposed resolution approving the revised Mutual Alteration Standard Section 6 Air Conditioning Units/Heat Pumps, which was postponed to satisfy the 30-day notification:

RESOLUTION 01-13-xxx

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 Mutual Alteration Standards with suggested changes;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves the revisions of Section 6 – Air Conditioning Units/Heat Pumps, 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 01-03-168, adopted December 9, 2003 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 Bassler moved to approve the resolution. Director English seconded the motion and discussion ensued.

Member Mary Stone (356-C) commented on the standard.

Director Bassler moved to refer the matter back to the Maintenance and Construction Committee for further review. Director Roddan seconded the motion and the motion carried unanimously.

Director Auble read a proposed resolution approving the revised Mutual Alteration Standard Section 29 Washer and Dryer Installations, which was postponed to satisfy the 30-day notification:

Director Roddan moved to approve the resolution. Director English seconded the motion.

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

RESOLUTION 01-13-139

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 and Construction Committee recognizes the need to further amend a portion of the Alteration Standards with regard to Section 29–Washer and Dryer Installations;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 29–Washer and Dryer Installations, 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 01-08-01 adopted January 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 purpose of this resolution.

Director Auble read a proposed resolution approving the revised Mutual Alteration Standard Section 34 – Awnings, which was postponed to satisfy the 30-day notification.

Director Bassler moved to approve the resolution. Director Roddan seconded the motion and discussion ensued.

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

RESOLUTION 01-13-140

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, August 13, 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 Auble read a proposed resolution approving the revised rules defining responsibility for remediation costs associated with second-hand smoke infiltration, which was postponed to satisfy the 30-day notification.

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

Members Mary Stone (356-C) and Barbara Copley (410-D) commented on the motion.

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

RESOLUTION 01-13-141

WHEREAS, United Mutual has received numerous complaints from

various residents concerning odors caused from residents consistently causing second-hand tobacco smoke to enter into and around their units; and

WHEREAS, there is emerging legal authority that, based on a heavy smoker's causation of an annoyance and/or a nuisance to neighbors by second-hand smoke and smoke infiltration into the neighbor's unit, an association may require the member responsible for the emission of the second-hand smoke to abate the annoyance and/or nuisance at the smoker's expense; and

WHEREAS, the costs associated with remediation measures to keep smoke infiltration from traveling from one unit to another, including sealing all reasonably accessible penetrations and other openings, will be paid for by said member causing the annoyance and/or nuisance from second-hand smoke and smoke infiltration; and

WHEREAS, second-hand smoke may emanate from the interior or exterior of the unit, but this Resolution speaks to the member responsible for the creation of the second-hand smoke and the abatement of the annoyance and/or nuisance;

NOW, THEREFORE, BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby adopts the following rules defining responsibility for remediation costs associated with second-hand smoke infiltration:

1. Remediation costs considered reasonable would be paid for by said member;
2. Remediation costs due to defects or damages to property which is the Mutual's responsibility would be paid for by United Mutual; and
3. Remediation costs beyond those which would be construed as reasonable would be borne by complainant

RESOLVED FURTHER; that the abatement costs and procedures shall be reviewed on a case-by-case basis, allowing for greater, more costly mitigation measures to be allocated to smokers whose habits are ruled to be excessive, which could change the cost obligation in Item 3 herein above; and

RESOLVED FURTHER, should consistent dispersion from second-hand tobacco smoke constitute a nuisance for neighbors affected by smoke infiltrating their units, the offending member shall be subject to member disciplinary action by the Board under Article 5 of the United Occupancy Agreement; and

RESOLVED FURTHER, that Resolution 01-08-21, adopted February 12, 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 purpose of this resolution.

NEW BUSINESS

Director Auble moved to establish an Eligibility to Vote Executive Disciplinary Committee and appoint Directors Bassler, Beckett, and Doran to hold voting eligibility hearings. Director Ferris seconded the motion and discussion ensued. The motion carried unanimously.

Director Auble moved to appoint Directors English, Auble, and Parker to meet with staff to review the Mutual's sub-lease application policy. Director English seconded the motion.

Members Mary Stone (356-C), Charlie Hammer (923-B), and Dennis Moran (719-C) spoke to the motion. The motion carried unanimously.

Director Bassler moved to allow the City to remove the city street light at Gate One. Director English seconded the motion and discussion ensued. The motion carried unanimously.

CONSENT CALENDAR

Director Ferris moved to remove the appeal request of 719-C, returning it back to the Maintenance and Construction Committee. Director Beckett seconded the motion and the motion carried by a vote of 7-2-1 (Directors Ferris and Parker opposed, and Director Roddan abstained).

Director LaBarge moved to remove the appeal request of 2045-P, returning it back to the Maintenance and Construction Committee. Director English seconded the motion and the motion carried with Director Roddan abstaining.

Director Ferris moved to approve the Consent Calendar as amended. Director Bassler seconded the motion and the motion carried with Director Roddan abstaining, and the Board took the following actions.

Maintenance and Construction Committee Recommendations:

RESOLUTION 01-13-142

RESOLVED, August 13, 2013, that the request of Ms. Shirley Shaffer of 23-B Avenida Castilla to retain the patio extension and pavers at her manor is hereby approved; and

RESOLVED FURTHER, that all costs for repair, and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 23-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 all landscape, irrigation, and drainage modifications associated with the alteration, if any, are to be completed by the Landscape Division at the expense of the Mutual Members(s) at 23-B; 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 01-13-143

RESOLVED, August 13, 2013, that the request of Mr. Allison Roddan of 181-C Avenida Majorca that the Mutual approve reimbursement in the amount of \$827.32 for costs associated with application of a polished finish to concrete slab at his manor, in lieu of installing flooring, is hereby approved; and

RESOLVED FURTHER, that the reimbursement expense is hereby authorized as an expenditure from the 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 01-13-144

RESOLVED, August 13, 2013, that the request of Mr. Jerry Bradford of 500-H Avenida Sevilla to extend the entry patio, cover the extended area with tile and install a white wrought iron fence and gate at his manor is hereby approved; and

RESOLVED FURTHER, that all costs for installation, repair, and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 500-H; 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 all landscape, irrigation, and drainage modifications associated with the alteration are to be completed by the Landscape Division at the expense of the Mutual Members(s) at 500-H; and

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

RESOLVED FURTHER, that the fence and gate must be installed as per United Mutual Standard Section 16 Fences, Wrought Iron; and

RESOLVED FURTHER, that the tile must be installed as per United Mutual Standard Section 15 Floor Coverings, Exterior; 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 01-13-145

RESOLVED, August 13, 2013, that the request of Ms. Susan Wheeler of 798-D Via Los Altos to to expand the living room and kitchen and extend the entry patio 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 798-D; 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 798-D; and

RESOLVED FURTHER, that the patio extension must be installed as per United Mutual Standard 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.

RESOLUTION 01-13-146

RESOLVED, August 13, 2013, that the request of Mr. Jagjit Bakshi of 2030-B Via Mariposa East that the Mutual reverse damage restoration charges billed to him in the amount of \$4,326.25 as a result of damage from an alteration heat pump condensation line 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 01-13-147

WHEREAS, by way of Resolution 01-13-94, the Board of Directors adopted a policy which allows member occupants of each building, following specific guidelines and during the execution of the Mutual's Exterior Paint Program, to request the use of paint colors different from those pre-selected for the building they occupy from the approved color palettes; and

WHEREAS, the Owner Occupants of Buildings 844 and 848 submitted a request for a change to the pre-selected exterior paint colors, from Greige Avenue/Somerville Red to Lancaster Whitewash/Dry Sage after the deadline for submittal of such a request;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the request of the Owner Occupants of Buildings 844 and 848 for a change in the pre-selected exterior paint colors, from Greige Avenue/Somerville Red to Lancaster Whitewash/Dry Sage is hereby approved; and

RESOLVED FURTHER, that the Board has determined that approving the requested change will not result in the Mutual incurring increased costs for

painting Buildings 844 and 848 and will not disrupt the progress of the Exterior Paint Program; and

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

Landscape Committee Recommendations:

- 2162-B Denial of **appeal** request for tree removal
- 524-C Approval of request for landscape design change at Mutual Member's expense
- 630-A Denial of request for landscape design change

Finance Committee Recommendations:

RESOLUTION 01-13-148

WHEREAS, Member ID 947-358-45 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, August 13, 2013, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-358-45; 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 01-13-149

WHEREAS, Member ID 947-368-57 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, August 13, 2013, that the Board of Directors hereby approves the recording of a Lien for Member 947-368-57; 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 01-13-150

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, August 13, 2013, 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.

RESOLUTION 01-13-151

WHEREAS, Member ID 947-422-72 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, August 13, 2013, that the Board of Directors hereby approves the recording of a Lien for Member 947-422-72; 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 01-13-152

WHEREAS, Member ID 947-441-49 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, August 13, 2013, that the Board of Directors hereby approves the recording of a Lien for Member 947-441-49; 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

In Mr. Storage's absence, Mrs. Robinson presented the General Manager's report.

COMMITTEE REPORTS and SERVICES

FINANCE REPORT

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

Director Bassler reported from the Maintenance and Construction Committee.

Director Auble moved to rescind the Board's directive established May 11, 2010 by which a member failing to obtain a mutual permit prior to installation of an alteration would be automatically noticed for disciplinary hearings. Director Bassler seconded the motion and the motion carried unanimously.

Director Auble read the following proposed resolution approving a revised appeal policy:

RESOLUTION 01-13

WHEREAS, United Mutual's governing documents require a Member to seek approval from the Board of Directors on many matters of Corporate business by way of the committee structure for review of a question that will ultimately be determined by the Board; and

WHEREAS, such committees forward recommendations regarding Members' requests to the United Board for consideration, and if the proposed request is disapproved, then such decision is subject to appeal to the United Board by the Mutual Member;

NOW THEREFORE BE IT RESOLVED; October 8, 2013, that the Board of Directors of this Corporation hereby establishes the following appeals policy for alterations and surrounding area improvement requests, and other matters of corporate business, for this Corporation:

1. Within 30 days of the Board's decision, made at an open Board Meeting, a requesting Member may appeal the Board's decision by requesting another review by the appropriate United committee; and
2. The appropriate United committee will perform a review of the appeal; and
3. Upon receipt and review of the recommendation from the committee, the Board of Directors will make a final decision; and
4. No further appeals on the same matter (brought forth by the Member or subsequent Member) will be reconsidered by the Board of Directors.

RESOLVED FURTHER, that Resolution 01-09-101 adopted May 12, 2009 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 Ferris moved to approve the resolution. Director Bassler seconded the motion and discussion ensued.

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

Director Auble read a proposed resolution to discontinue the use of Color Groups 6, 7 and 8 of the Exterior Paint Color Palettes. Director Bassler moved to approve the resolution. Director Ferris seconded the motion and discussion ensued.

Member Paul Dye of 838-A spoke to the color group selected for Building 838.

Mr. Jim Dyer entered the meeting at 11:31 A.M. and answered questions from the Board.

Director Ferris moved to authorize the use of the Body Color instead of the Trim Color from the Color Group selected for Building 838 for painting both sides of the block walls surrounding the patios of Building 838. Director Bassler seconded the motion and discussion ensued.

The motion carried unanimously.

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

RESOLUTION 01-13-153

WHEREAS, by way of Resolution 01-13-93, the Board of Directors approved the Exterior Paint Color Palette, consisting of ten color groups for use on the Mutual's structures during execution of the Mutual's Exterior Paint Program, and

WHEREAS, the Paint Color Subcommittee reviewed feedback regarding the established color groups and desires to discontinue use of certain color groups effective immediately; and

WHEREAS, color notifications have been issued to buildings to be painted in the coming weeks; and

WHEREAS, the Exterior Paint Color Palette specifies that block walls will be painted the trim color where applicable;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Exterior Paint Color Palette is amended to discontinue use of Color Group 6 (Greige Avenue/Somerville Red), Color Group 7 (Monticello Rose/Lancaster Whitewash) and Color Group 8 (Blair Gold/Lancaster Whitewash) effective immediately; and

RESOLVED FURTHER, to minimize disruption to the progress of the Exterior Paint Program and established color notification procedures, the remaining seven color groups will be used for all buildings for which color notifications have been issued to date; and

RESOLVED FURTHER, that the Exterior Paint Color Palette is amended to specify that block walls surrounding manor patios be painted on both wall faces using the lighter of the trim color or body color from the Color Group selected for each building; and

RESOLVED FURTHER, that in order maximize efficiency of the Exterior Paint Program, the block wall color specification will become effective with the structures in Cul-de-sac 72, and

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

Director Auble read a proposed resolution establishing new Exterior Paint Color Palettes. Director Auble moved to approve the resolution. Director Bassler seconded the motion.

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

RESOLUTION 01-13-154

WHEREAS, by way of Resolution 01-13-93, the Board of Directors approved the Exterior Paint Color Palette, consisting of ten color groups for use on the Mutual's structures during execution of the Mutual's Exterior Paint Program, and

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

WHEREAS, the Paint Color Subcommittee reviewed feedback regarding the established color groups and recommended changes to the color palette;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby establishes a new Exterior Paint Color Palette to include nine color groups for single story and Seville style buildings, seven color groups for multiple story buildings, 4 color options for Laundry Buildings and three color options for Carports (as attached to these minutes); and

RESOLVED FURTHER, that in order to maintain the operational and logistical efficiencies of the current program, the new Exterior Paint Color Palette will become effective with structures in Cul-de-sac 70, and all remaining structures on the 2013 Exterior Paint Program scope and subsequent annual paint program scopes; and

RESOLVED FURTHER, that Resolution 01-13-93 adopted May 14, 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 Auble read a proposed resolution amending the Exterior Paint Program Paint Color Selection Procedures. Director Parker moved to approve the resolution. Director Ferris seconded the motion.

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

RESOLUTION 01-13-155

WHEREAS, by way of Resolution 01-13-94, the Board of Directors revised

the Exterior Paint Program Paint Color Selection Procedure; and

WHEREAS, the Exterior Paint Program Paint Color Selection Procedure specifies that color group selections may not match the color group assigned for or selected by a directly adjacent building; and

WHEREAS, the color group restriction has received negative member feedback;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby amends the Exterior Paint Program Paint Color Selection Procedure to remove the restriction regarding colors for directly adjacent buildings (as attached to these minutes); and

RESOLVED FURTHER, all color groups for each building's configuration (single story/Seville or multiple story) will be available regardless of the colors selected for adjacent buildings; and

RESOLVED FURTHER, that Resolution 01-13-94 adopted May 14, 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.

Mr. Dyer left the meeting at 11:37 A.M.

Director Auble read a proposed resolution implementing a pilot program to install walkway lighting at a portion of cul-de-sac 7. Director Roddan moved to approve the resolution. Director Howard 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 01-13-156

WHEREAS, the United Board of Directors approved resolution 01-11-57 on March 8, 2011 to implement a pilot program to install LED lights at a sample cul-de-sac and after receiving bids for construction which exceeded the original appropriation the project was placed on hold; and

WHEREAS, a Walkway Lighting Subcommittee was formed to recommend further evaluation of walkway lighting by installing lighting in a cul-de-sac location to be determined prior to a Mutual-wide program; and

WHEREAS, Resolution 01-11-57 has approximately \$86,300 remaining in its appropriation which was funded from the Replacement Fund;

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby implements a pilot program to install walkway lighting at a portion of cul-de-sac 7, as chosen by the Walkway Lighting Subcommittee at a cost not to exceed \$63,900 to be funded with a remaining funds from resolution 01-11-57; and

RESOLVED FURTHER, that the results of the pilot program will be used to evaluate the value of lighting, the engineering required, and the financial impact prior to any additional installations; 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 Auble previously reported on the United Paint Color Selection Sub-Committee.

Director Bassler reported from the Walkway Lighting Sub-Committee.

Director Auble reported from the Landscape Committee.

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

The following resolutions related to the GRF Trust and Bylaws were referred to a special meeting of the Board:

RESOLUTION 01-13-xx

WHEREAS, the Joint Task Force to Analyze the GRF Trust and Bylaws was tasked with resolving conflicts between the Trust and GRF Bylaws and between the Trust and practice;

WHEREAS, the Trust at Section VII, Section A provides:

A. "TRUSTEE shall have, in addition to all powers, rights and privileges provided by law for trustees, and all powers necessary to carry out the duties herein imposed on TRUSTEE, the further powers to grant, bargain, sell for cash or credit, convey, exchange, convert; lease for terms, either within or beyond the end of the trust, for any purpose; assign, partition, divide, subdivide, improve, insure, loan, reloan, invest and reinvest the Trust Estate or any part thereof in such manner and on such terms and conditions as TRUSTEE deems advisable. *In all such cases TRUSTEE shall have sole discretion respecting such transaction.* With respect to all such transactions TRUSTEE shall have no liability concerning them whatever, except for willful and wrongful misconduct." **(Italics and underlining added for emphasis)**

WHEREAS, the GRF Bylaws at Articles 2.1.4 and 2.1.6 state in part:

2.1.4 To engage in any business or activity now or hereafter permitted by law, the Articles of Incorporation of this Corporation, and these Bylaws, conditioned on the requirement that any business or activity involving:

- The creation of new Mutuals or Manors as part of or in addition to any of the existing Housing Corporations, i.e., United Laguna Hills Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual Fifty;
- The sale or lease of Golden Rain Foundation or Golden Rain Foundation Trust real estate and/or real estate improvements;
- The acquisition of real estate;
- The construction of additional facilities;
- The demolition and/or rebuilding of existing facilities;

will be presented to the Corporate Members for the purpose of informing the Corporate Members on the nature of the business or activity in which GRF desires to engage and to assess the Corporate Members' respective opinions on the business or activity considered."

2.1.6 "GRF shall obtain a majority vote from the Corporate Members (as defined in Paragraph 2.4.10) prior to engaging in any business or activity specified in the first three bulleted items of Paragraph 2.1.4..."

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves, in concept, amending the Trust restricting GRF from:

- The creation of new Mutuals or Manors as part of or in addition to any of the existing Housing Corporations, i.e., United Laguna Woods Mutual, Third Laguna Hills Mutual, and Laguna Woods Mutual Fifty;
- The sale or lease of Golden Rain foundation or Golden Rain Foundation Trust real estate and/or real estate improvements;
- The acquisition of real estate;

without the majority vote of the Corporate Members (directors of the Housing Mutuals, i.e. Third Laguna Hills Mutual, United Laguna Woods Mutual, and Laguna Woods Mutual No. Fifty);

RESOLVED FURTHER, that the intent of this action is that the resulting Trust language will be consistent with the GRF Bylaws on the matter of property procurement or sale; 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-xx

WHEREAS, the Joint Task Force to Analyze the GRF Trust and Bylaws was tasked with resolving conflicts between the Trust and GRF Bylaws and between the Trust and practice; and

WHEREAS, the practice of GRF has been to provide services to the Housing Mutuals; and

WHEREAS, GRF Bylaws at Article 2 sets forth GRF's purposes to include:

2.1.1 to develop and maintain facilities and services for the community areas of Laguna Woods Village, Laguna Woods, exclusive of the common areas of the Mutuals, on a mutual basis for the use of the Mutual Members (other than Lessors), Qualifying Residents, Co-Occupants, Tenants, and their guests [Emphasis added]; and

2.1.2 to operate the community facilities to provide various community-wide service as an integral portion of Laguna Woods Village, Laguna Woods "Senior Citizens Housing Development" in conformance with Civil Code Section 51.3 of the Unruh Civil Rights Act."

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves, in concept, amending the Trust, the GRF Bylaws, and GRF Articles of Incorporation to expressly authorize GRF to allow GRF-owned equipment to be used to provide the types of services that have historically been provided to the Mutuals; 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-xx

WHEREAS, the Joint Task Force to Analyze the GRF Trust and Bylaws was tasked with resolving conflicts between the Trust and GRF Bylaws and between the Trust and practice; and

WHEREAS, the practice of GRF has been to allow non-member use of GRF facilities; and

WHEREAS, the Trust Amendment, recorded October 13, 1971 states in part: "The extent of the services to be provided by GOLDEN RAIN, the rules and regulations with respect to the use of the improvements, the persons entitled to receive said services or to use said Improvements and the charges therefor shall be determined and established by the Board of Directors of GOLDEN RAIN in its sole discretion, provided that the

furnishings of any medical services to or the use of any facilities by persons other than the Cooperatives or members of the Cooperatives shall be subject to prior written consent of the Cooperatives exercising two-thirds of the voting power of Golden Rain, as provided in the by-laws of Golden Rain.”

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves the policy allowing non-residents, as approved by the Golden Rain Foundation Board of Directors, use of the GRF facilities; and

RESOLVED FURTHER, that upon approval of this resolution, further approval will be presented to the Directors of the Housing Mutuals at a Corporate Members meeting to establish the required two-thirds vote in favor of allowing non-residents to use GRF facilities, after such vote is achieved, a resolution shall be adopted by the Corporate Members which will provide the required written consent to the Golden Rain Foundation to allow non-residents use of its facilities; 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-xx

WHEREAS, the Joint Task Force to Analyze the GRF Trust and Bylaws was tasked with resolving conflicts between the Trust and GRF Bylaws and between the Trust and practice; and

WHEREAS, the Task Force evaluated dissolving the Trust, restating the Trust, or extending out the termination date of the Trust; and

WHEREAS, the Trust states in part: “This Trust shall in all events terminate, if it has not earlier been terminated, 60 years from the date hereof or 21 years after the date of the death of the last to die of Mark L. Conroy, Jr., Westminster, California; Kevin Ross Letson, Villa Park, California; Allan Oakley Hunter, Jr., Fresno, California; Matthew Van Zandt Moyer, Orange, California; Jeffrey P. Tuck, Pasadena, California; and Pamela Jan Swart, Arlington Heights, Illinois”; and

NOW THEREFORE BE IT RESOLVED, August 13, 2013, that the Board of Directors of this Corporation hereby approves an Amendment to the Trust that adds “This Trust shall continue, if it has not earlier been terminated, until March 2, 2074”; 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 Auble provided a summary of the number of disciplinary cases that have come before the Board.

GRF HIGHLIGHTS

- 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 12:15 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 July 9, 2013 Regular Executive Session meeting, the Board reviewed and approved the minutes of the Regular Executive Session of June 11, 2013 and the minutes of the Special Executive Session of June 20, 2013; approved the recording of a Notice of Sale for Member ID 947-368-50; authorized the write-off of monthly late charges related to delinquent assessments in the total amount of \$1,300; heard three disciplinary hearings and imposed fines totaling \$200 for violations of the Mutual's rules and regulations; and discussed contractual, and other member disciplinary issues.

During its July 23, 2013 Special Executive Session meeting, the Board discussed matters with legal counsel.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 4:50 P.M.

Jerren Auble, Secretary

UNITED LAGUNA WOODS MUTUAL

SECTION 29 WASHER AND DRYER INSTALLATIONS

REVISED JUNE 1999, RESOLUTION U-99-59

REVISED JANUARY 2008, RESOLUTION 01-08-01

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

REVISED AUGUST 2013, RESOLUTION 01-13-XX

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 **MEMBERS 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 is 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 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line.
- 2.2 Prior to connecting into a 2" waste line of cast iron that exceeds 4 feet in length of the horizontal run to the main line, the 2" waste line is to be cleaned out by the Mutual at the Member(s) expense. Pictures of the cleaned drain line, taken by an outside contractor at the Member's expense, shall be provided to the Permits and Inspections office to ensure the line's maximum ability to accommodate the additional discharge of water.
- 2.3 Location of unit and/or plumbing connections must be submitted in writing to the Permits and Inspections office prior to issuance of a permit. Washer and dryer installations on patios are permitted per Section 3.0.
- 2.4 Washer and dryer installations in atriums or on balconies are prohibited.
- 2.5 All water supply lines shall be of minimum 1/2" diameter, Type M copper.
- 2.6 All pressure lines shall be securely strapped to prevent movement or knocking.
- 2.7 It is highly recommended that where possible, drain pans be installed under washers to prevent any possible water damage.
- 2.8 Dryer vents shall be through walls where possible and painted to match building color.
- 2.9 Dryer vents through roofs must utilize metal T-Top type roof jacks. Roofing must be in strict conformance with building code requirements and United Laguna Woods Mutual roofing standards.

2.9.1 Roof tie-ins for dryer vents on PVC Cool Roofs must be made by an approved roofing contractor. A Roofing Contractor Verification Form will be required prior to the issuance of a permit. A list of approved roofing contractors is available at the Laguna Woods Village Permits Office.

2.9.2 The Mutual Member assumes all responsibility for any damage that may occur due to the installation of a washer and dryer.

3.0 ADDITIONAL REQUIREMENTS FOR INSTALLATIONS ON PATIOS

3.1 Washer and dryer installations on patios are permitted only in the original storage closets on patios surrounded by walls a minimum of 6 feet in height, and on enclosed patios. If walls are lowered, or an enclosure removed, the washer and dryer must be removed.

3.2 All exposed wiring shall be in rigid or flex conduit painted the color of the wall to which it is attached.

3.3 Exposed plumbing line runs shall be kept to a minimum and enclosed in a sheet metal chaseway painted the color of the wall to which it is attached.

3.4 All penetrations through walls shall be properly sealed to prevent water damage.

UNITED LAGUNA WOODS MUTUAL

Section 34 AWNINGS

OCTOBER 2004, RESOLUTION 01-04-146

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

REVISED AUGUST 2013, RESOLUTION 01-XX-XXX

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 **MEMBERS 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 is 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 Awnings will only be allowed over patio areas, and on balconies.
- 2.2 No window awnings will be allowed.
- 2.3 All awnings must be retractable.
- 2.4 The selected color of the awning fabric must be a solid light tan or a solid light gray. A fabric sample must be submitted for approval to the Permits and Inspections Office. If a previously permitted awning currently exists on the building, that awning's color will set the precedent for that building.
- 2.5 Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its fire resistance.
- 2.6 If the awning is allowed to fall into a state of disrepair or is damaged, it must be removed or replaced at the Mutual Member's expense. The cause of any damage sustained by the awning is irrelevant.
- 2.7 Awnings must not extend beyond the existing patio or balcony perimeter.
- 2.8 Awnings on balconies must span the width of all windows and sliding glass doors which lie above the balcony structure
- 2.9 Awnings on patios must be installed above the top of the standard window height or 6'-8" from ground level, but not exceeding 12" above the window or 7'-8" from ground level.
- 2.10 Awnings on balconies may be attached to the fascia or rafter tails, and include a silicone sealant at all penetration points for weather protection. Installation on the roof above the overhang is strictly prohibited.

- 1.11** On patios and on the balconies of Seville style manors, the awning's framework must be lag bolted to the building's wood framing and include a silicone sealant at all penetration points for weather protection.

- 2.12** The edges of the awning material must be straight. No scalloped or decorative edges will be allowed.

**United Laguna Woods Mutual
Exterior Paint Color Palettes
Revised 8/13/13**

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

<u>Group</u>	<u>Body Color</u>	<u>Trim Color</u>
A	Lancaster Whitewash	Dry Sage
B	Handmade	Springfield Tan
C	Coastal Fog	Smoky Mountain
D	Handmade	Dry Sage
E	Hush	Smoky Mountain
F	Travertan	Omaha Tan
G	Pearl White	Sandy Beige
H	Berkshire Beige	Lancaster Whitewash
I	Dry Sage	Lancaster Whitewash

Block walls surrounding patios will be painted the lighter of the trim or body 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.

Residential Buildings (Manors) – Multiple Story Buildings

<u>Group</u>	<u>Body Color</u>	<u>Trim Color</u>
A	Lancaster Whitewash	Dry Sage
B	Handmade	Springfield Tan
C	Coastal Fog	Smoky Mountain
D	Handmade	Dry Sage
E	Hush	Smoky Mountain
F	Travertan	Omaha Tan
G	Pearl White	Sandy Beige

Block walls surrounding patios will be painted the lighter of the trim or body 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.

Laundry Buildings

Body Color

Trim Color

Springfield Tan
Handmade
Berkshire Beige
Dry Sage

Lancaster Whitewash
Lancaster Whitewash
Lancaster Whitewash
Lancaster Whitewash

Surrounding block walls will be painted in the trim color

Carports

Body Color

Trim Color

Berkshire Beige
Dry Sage
Hush

Lancaster Whitewash
Lancaster Whitewash
Lancaster Whitewash

**United Laguna Woods Mutual
Exterior Paint Palette
Color Change Procedures
Adopted August 13, 2013**

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 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 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.