

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

December 9, 2014

The Special Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Thursday, December 9, 2014 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Pat English, Jack Bassler, Ming-Lee Chang, Ken Hammer, Don Tibbetts, Eva Lydick, Anthony Liberatore, Jan LaBarge, Lenny Ross, Juanita Skillman

Directors Absent: Tony Dauer (entered the meeting at 12:25 PM and left at 1:55 PM)

Staff Present: Jerry Storage, Kim Taylor, Gene Hart, Wendy Panizza, Cris Robinson
(Executive Session: Jerry Storage, Cris Robinson, Kim Taylor, Pamela Bashline, Wendy Panizza, Blessilda Fernandez, Bryan English)

Others Present: Jeff Beaumont Esq. of Beaumont Gitlin Tashjian, Ms. Jennifer Karmarkar and Ms. Barbara Potter (Executive Session)

CALL TO ORDER

Pat English, 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 AM.

PLEDGE OF ALLEGIANCE

Director Don Tibbetts led the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF MEDIA

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

APPROVAL OF AGENDA

By way of unanimous consensus, the agenda was approved as written.

CHAIR'S REMARKS

President English commented on a letter that was sent from the Mutual No. Fifty Board of Directors to the Mutual No. Fifty Members regarding self-management.

UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM

United Mutual Members were given the opportunity to speak to items.

- Patricia Ladrie (482-B) commented on work that was performed at her manor.

- Catherine Brians (392-B) commented on the Foundation of Laguna Woods Village.
- Roberta Berk (933-B) commented on the Paseo de Valencia Widening Project and the new plantings at Aliso Creek.
- Pamela Grundke (2214-B) thanked the Board for their service and their hard work.

RESPONSE TO MEMBER COMMENTS

The Directors and Jerry Storage briefly responded to Member Comments.

APPROVAL OF MINUTES

Without objection, the Board approved the minutes of November 13, 2014 Special meeting, as written.

UNFINISHED BUSINESS

Director Skillman moved to change the last Resolved Further in resolutions to read: "RESOLVED FURTHER, that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution." Director Chang seconded the motion. Discussion ensued.

By a vote of 4-5-0 (Directors Lydick, Chang, Skillman and Bassler in favor) the motion failed.

The Secretary of the Corporation, Director LaBarge, read a proposed resolution approving a procedure for employees entering manors when dogs are present, which was postponed in October to comply with Civil Code §4360. Director Hammer moved to approve the resolution. Director Bassler seconded the motion, and discussion ensued.

By a vote of 9-0-0 the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-14-153

Procedure for Employees Entering Manors when Dogs are Present

WHEREAS, a PCM employee entering a Member's manor, on behalf of United, was bitten by the Member's dog;

AND WHEREAS, the dog was leashed, and appeared to be restrained;

AND WHEREAS, the board wishes to take whatever reasonable steps are available to protect its agents from injuries of this type in the future;

THEREFORE, BE IT RESOLVED, December 9, 2014, that the board adopts the following procedure for PCM employees entering a manor:

1. Member's shall securely confine or relocate his/her dog during scheduled visits by PCM employees.
2. If the PCM employee is ~~outside~~ present **at** the Member's manor, the Member shall keep his/her dog securely confined **inside** in a secured location. ~~If the employee is inside, the Member shall keep his/her dog securely confined outside in a secured/fixed location.~~
3. Before entering a manor, PCM employees shall make sure that all dogs in the manor have been placed in a secure location.

BE IT FURTHER RESOLVED, that the agents and officers of United are authorized to carry out the purpose of this resolution.

Mr. Gene Hart entered the meeting and addressed the Board at 10:05 AM.

The Secretary of the Corporation, Director LaBarge, read a proposed resolution approving revisions to the Traffic Rules and Regulations, which was postponed in October to comply with Civil Code §4360. Director Skillman moved to approve the resolution, Director Hammer seconded the motion, and discussion ensued.

Members Barbara Copley (410-D), Roberta Berk (933-B) commented on the resolution.

By a vote of 8-1-0 (Director LaBarge opposed) the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-14-154

United Laguna Woods Mutual Traffic Rules and Regulations

WHEREAS, the Traffic Rules and Regulations are intended to mirror the California Vehicle Code and to adhere to the Davis-Stirling Act; and

WHEREAS, the Governing Documents Review Ad Hoc Committee of this Corporation recognizes the need to amend a portion of the Mutual Traffic Rules and Regulations;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors of this Corporation hereby adopts the revised United Laguna Woods Mutual Traffic Rules and Regulations, as attached to the minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-10-62 adopted April 13, 2010 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. Hart left the meeting at 10:20 AM.

Ms. Wendy Panizza entered the meeting at 10:25 AM.

The Secretary of the Corporation, Director LaBarge, read the following proposed resolution approving revisions to resolution 01-07-36 'Distribution of Publications Policy':

Resolution 01-15-XX

Policy for Distribution of Materials by Residents and Resident Organizations

RESOLVED, January 13, 2015, the Board of Directors of this Corporation hereby establishes the following policy for the distribution of publications, advertisement, announcements, campaign material, petitions, and related printed literature (hereinafter "Material") by residents or resident organizations on property owned and managed by the United Laguna Hills **Woods** Mutual; and

RESOLVED FURTHER, any materials, including petitions to gather signatures, to be distributed to United Mutual residents shall bear identification as to its source and any individual or entity distributing such material shall comply with all of the following conditions:

1. Distribution of Material
 - a. Door-to-door distribution of Material shall be permitted, as long as the act of distributing such Material does not rise to the level of creating a nuisance for Laguna Woods Village residents.
 - b. Material that is distributed door-to-door may only be **secured on the surface of** the thresholds of front doors. Material may not be hung from doorknobs nor placed in USPS delivery points, nor left on vehicles in carports.
2. Petitions
 - a. Only Mutual Members or their designated agents are permitted to gather signatures on petitions.
 - b. The petition must remain in the possession of the signature gatherer (there can be no unattended petitions).
3. Posting of Material
 - a. Posting locations are limited to those areas reserved for posting, such as Laundry Room bulletin boards and are available only for residents.
 - b. Only one posting per subject matter, per organization, is allowed on the posting site.
 - c. The size of the posting shall not exceed 5.5" by 8.5" (**one half page**) to allow space for other postings.

- d. Each posting by a resident, or resident organization, must identify the posting individual's name and posting date.
 - e. Any Material considered lewd or vulgar will be subject to removal.
 - f. Postings shall be removed after thirty (30) days.
 - g. All Material must comply with state and federal laws.
- Postings that do not comply with these rules will be subject to removal.

RESOLVED FURTHER, the Corporation may post materials as needed for Corporation business; and

RESOLVED FURTHER, that Resolution 01-07-36 adopted April 10, 2007 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.

Member Roberta Berk (933-B) commented on the resolution.

Director Skillman moved and Director Bassler seconded to approve the resolution with the following amendments:

Striking ~~the surface of~~ and adding the word **secured** in 1b; and by adding **(one-half page)** in 3c.

By a vote of 7-2-0 (Directors Lydick and LaBarge opposed) the amended resolution carried and was postponed to the January meeting to comply with Civil Code §4360, to satisfy the 30-day notification requirement.

Ms. Wendy Panizza left the meeting at 10:35 AM

NEW BUSINESS

The Board discussed parking issues in United Mutual Cul-de-Sacs.

Director Bassler moved to add to the agenda 'Discuss and Consider establishing a Parking Committee'. Director Skillman seconded the motion. By a vote of 9-0-0 the motion carried unanimously.

Director Bassler moved establish a Parking Committee and appoint Directors Hammer, Lydick, Bassler, and LaBarge to the Committee. Director Skillman seconded the motion. By a vote of 9-0-0 the motion carried unanimously.

The Board discussed charging a fee for a third vehicle per manor. By way of consensus the Board sent the agenda item to the Parking Committee for their review.

Ms. Cris Robinson entered the meeting at 10:45 AM.

The Secretary of the Corporation, Director LaBarge, read the following proposed resolution approving revisions to the United Membership Elections Standard Operating Procedure:

RESOLUTION 01-15-XX

United Membership Elections Standard Operating Procedure

WHEREAS, Civil Code was completely revised in January 2014 and the Board desires to update its election procedures to comport with the 2014 revisions;

NOW THEREFORE BE IT RESOLVED, January 13, 2015, 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 01-13-90 adopted May 14, 2013 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 LaBarge moved to approve the resolution as written. Director LaBarge withdrew the motion.

By unanimous consensus the Board moved the United Membership Elections Standard Operating Procedure revisions to the Governing Documents Review Ad Hoc Committee for their review.

CONSENT CALENDAR

Without objection, the Consent Calendar was approved as written, and the Board took the following actions:

Maintenance and Construction Committee Recommendations:

- Approved to change the exterior paint color palette at Building 185 to Color Group D – Handmade/Dry Sage

RESOLUTION 01-14-155

Variance Request

RESOLVED, December 9, 2014, that the request of Ms. Annie Summers to retain PEX tubing at Manor 198-A Avenida Majorca, is hereby approved; and

RESOLVED FURTHER, all costs for the installation, repair and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 198-A; and

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

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

RESOLUTION 01-14-156

Variance Request

RESOLVED, December 9, 2014, that the request of Ms. Julie Jolley to retain PEX tubing at Manor 566-D Avenida Sevilla, is hereby approved; and

RESOLVED FURTHER, all costs for the installation, repair and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 566-D; and

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

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

RESOLUTION 01-14-157

Variance Request

RESOLVED, December 9, 2014, that the request of Mr. Louis Burgess to retain the elimination of the entry door, at Manor 576-C Majorca, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member(s) at 576-C; and

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

RESOLVED FURTHER, the Mutual Member(s) is required to re-install the entry door in its original location in the event the front patio enclosure is removed; 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 01-14-158

Variance Request

RESOLVED, December 9, 2014, that the request of Ms. Martha Dominguez to retain PEX tubing at Manor 588-B Avenida Majorca, is hereby approved; and

RESOLVED FURTHER, all costs for the installation, repair and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 588-B; and

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

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

RESOLUTION 01-14-159

Appeal Request to Reverse Damage Restoration Charges

RESOLVED, December 9, 2014, that the appeal request of Ms. Annie Hartoonian to reverse damage restoration charges of \$3,559.53

associated with dry-down and damage restoration repairs performed at manor 655-B Avenida Sevilla, 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 01-14-160

Request for Reimbursement of Charges

RESOLVED, December 9, 2014, that the request of Ms. Anita Singer of 774-P Via Los Altos for reimbursement in the amount of \$130 for expenses incurred related to repairs to her refrigerator 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 01-14-161

Variance Request

RESOLVED, December 9, 2014, that the request of Ms. Joan McIntyre to resize the master bedroom window of Manor 921-G Avenida Majorca, is hereby approved; and

RESOLVED FURTHER, all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 921-G; and

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

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

RESOLUTION 01-14-162

Variance Request

WHEREAS, the Member installed an alteration washer/dryer without a Mutual permit, and requested to retain the alteration washer/dryer in its current location; and

WHEREAS, upon discovery of the unauthorized alteration, the Mutual determined the 2" waste line from the kitchen, while suitable to handle the water from the original fixtures, was found to be inadequate to handle an additional water discharge from the alteration washer due to the speed and volume of the water released into the approximately 22 foot length of the 2" line; and

NOW THEREFORE BE IT RESOLVED, December 9, 2014, the request of the Member to retain the location of the alteration washer/dryer connected to the 2" waste line in the kitchen at manor 2077-C Ronda Granada is hereby approved; and

RESOLVED FURTHER, the Member would be issued a Mutual permit which includes an acceptance of responsibility for any future back-up events, including all related costs, involving the 2" kitchen waste line; and

RESOLVED FURTHER, that in the event the washer/dryer is removed and the washer drain line appropriately capped, the responsibility for backups in the 2" kitchen waste line would be evaluated as per Mutual policy; and

RESOLVED FURTHER, 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:

None

Finance Committee Recommendations:

RESOLUTION 01-14-163

Recording of a Lien

WHEREAS, Member ID 947-363-32 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-363-32; 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 01-14-164

Recording of a Lien

WHEREAS, Member ID 947-442-32 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-442-32; 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 01-14-165

Recording of a Lien

WHEREAS, Member ID 947-394-11 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-394-11; 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 01-14-166

Recording of a Lien

WHEREAS, Member ID 947-372-37 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-37; 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 01-14-167

Recording of a Lien

WHEREAS, Member ID 947-388-39 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-388-39; 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 01-14-168

Recording of a Lien

WHEREAS, Member ID 947-372-86 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-86; 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.

Ms. Cris Robinson left the meeting at 11:15 AM.

GENERAL MANAGER'S REPORT

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

COMMITTEE REPORTS

FINANCE REPORT

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

The Secretary of the Corporation, Director LaBarge, read a proposed resolution approving the Transfer of \$726,703 from the Contingency Fund to Offset the Prior Year's Operating Deficit. Director LaBarge moved to approve the resolution. Director Tibbetts seconded the motion, and discussion ensued.

By a vote of 7-2-0 (Directors Ross and Chang opposed) the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-14-169

Transfer of \$726,703 to Offset Prior Year's Operating Deficit

WHEREAS, United Laguna Woods Mutual (United Mutual) ended the fiscal year 2013 with a cumulative operating deficit of \$726,703; and

WHEREAS, an association has several options to address an operating deficit, including: 1) borrow from reserves, 2) impose a special assessment; 3) increase regular assessments; or 4) reduce spending. United Mutual has another option due to the nature of a special separate reserve called the Contingency Fund which was established to provide for unanticipated significant expenditures not otherwise identified in the business plan; and

NOW THEREFORE BE IT RESOLVED, December 9, 2014, that the Board of Directors of this Corporation authorizes a transfer of \$726,703 from the Contingency Fund to offset the prior year's operating deficit; 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 Tibbetts reported from the Maintenance and Construction Committee.

Ms. Wendy Panizza reentered the meeting at 11:50 AM.

The Secretary of the Corporation, Director LaBarge, read the following proposed resolution approving Revisions to Alteration Standard Section 20, Balcony and Patio Covers, Aluminum and Vinyl:

RESOLUTION 01-15-XX

**United Mutual Alteration Standard Section 20, Patio Covers,
Aluminum and Vinyl**

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 of this Corporation recognizes the need to amend a portion of the Mutual Alteration Standards with regard to Mutual Alteration Standard Section 20, Patio Covers, Aluminum and Vinyl;

NOW THEREFORE BE IT RESOLVED, January 13, 2015 that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 20, Patio Covers, Aluminum and Vinyl, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-08-60, 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 purpose of this resolution.

Director LaBarge moved to approve the resolution as written. Director Hammer seconded the motion and discussion ensued. By a vote of 9-0-0 the motion carried.

The resolution was postponed to the January meeting to comply with Civil Code §4360, to satisfy the 30-day notification requirement.

The Secretary of the Corporation, Director LaBarge, read the following proposed resolution approving Alteration Standard Section 41, Electrical Vehicle Charging Stations:

RESOLUTION 01-15-XX

**Mutual Alteration Standard Section 41 Electric
Vehicle Charging Stations**

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, this Corporation recognizes the need to establish a policy for the electric vehicle charging stations;

NOW THEREFORE BE IT RESOLVED, January 13, 2015, that the Board of Directors of this Corporation hereby establishes a new Mutual Alteration Standard Section 41 Electric Vehicle Charging Stations, 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

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 as written. Director Tibbetts seconded the motion and discussion ensued. By a vote of 8-1-0 (Director Skillman opposed) the motion carried.

The resolution was postponed to the January meeting to comply with Civil Code §4360, to satisfy the 30-day notification requirement.

Ms. Wendy Panizza left the meeting at 11:55 AM.

Director Liberatore reported from the Walkway Lighting Sub-Committee.

The Secretary of the Corporation, Director LaBarge, read a proposed resolution approving the completion of walkway lighting improvements and utilization of LED bulbs for all replacement walkway light bulbs, with-in a one year period, with a supplemental appropriation of \$267,350 funded from the Replacement Fund. Director LaBarge moved to approve the resolution. Director Hammer seconded the motion, and discussion ensued.

Director LaBarge moved to amend the resolution by substituting 'to within a one year period' with '**by December 31, 2015**' in the third Whereas and in Now Therefore be it Resolved. Also in the Now Therefore be it Resolved, add '**and the installation of new lighting fixtures as needed**'. Director Hammer seconded the amendments.

By a vote of 9-0-0 the motion carried and the Board of Directors adopted the following amended resolution:

RESOLUTION 01-14-170

Walkway Lighting Improvements

WHEREAS, in June 2014 the United Laguna Woods Mutual Walkway Lighting Ad-hoc Committee recommended performing a pilot program in a portion of CDS 7 to replace the existing compact fluorescent lamps with new LED bulbs in existing walkway light fixtures and in August 2014 the Board approved lighting improvements in 5 additional CDSs; and

WHEREAS, in September 2014 the Board approved the 2015 Replacement Reserves Plan which includes a component for Exterior Walkway Lighting which spreads the lighting improvements in the remaining 83 CDSs over a 10-year period; and

WHEREAS, the Walkway Lighting Ad-hoc Committee has expressed their desire to further expedite the completion of lighting improvements **by December 31, 2015**; ~~to with-in a one year period~~;

NOW THEREFORE BE IT RESOLVED, December 9, 2014, the Board of Directors of this Corporation hereby approves the completion of walkway lighting improvements and utilization of LED bulbs for all replacement walkway light bulbs, and the installation of new lighting fixtures as needed ~~with-in a one year period~~, **by December 31, 2015**, with a supplemental appropriation of \$267,350 funded 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.

Director Liberatore reported from the Water Conservation Ad Hoc Committee.

Director Lydick reported from the Landscape Committee.

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

Director Ross read a report on disciplinary cases.

GRF COMMITTEE HIGHLIGHTS

The Directors provided GRF Committee Highlights.

DIRECTORS' FORUM

The Directors provided final comments.

Director Tony Dauer entered the meeting at 12:25 PM.

MEETING RECESS

The Regular Open Session Meeting recessed at 12:30 PM. and reconvened into the Regular Executive Session at 1:15 PM.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

During the November 13, 2014 Special Executive Session meeting the Board reviewed and approved the minutes of the Special Executive Session of October 23, 2014. The Board heard four disciplinary hearings and imposed \$950 in fines for violations of the Mutual's rules and regulations; discussed and considered numerous member disciplinary matters; discussed and considered Membership matters; discussed the United vs GRF lawsuit; discussed and considered Litigation Matters; discussed the procedure for working with legal counsel; discussed the Common Area Land Use Policy; discussed a third occupant fee; and reviewed the Litigation Status Report.

During the November 20, 2014 Special Executive Session meeting the Board heard seven disciplinary hearings and imposed \$1,100 in fines for violations of the Mutual's rules and regulations; the Board heard eleven Electrical Upgrade Hearings; discussed Member Disciplinary matters; and approved a paint color change request for Building181 and Building185.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 5:00 P.M.

Jan LaBarge, Secretary

**United Laguna Woods Mutual, Laguna Woods, California
VEHICLE, TRAFFIC, AND PARKING RULES
December 2, 2014, Resolution [XX-XX-XX]**

The following Vehicle, Traffic, and Parking Rules are strictly enforced and applicable to all pedestrians and persons controlling or operating vehicles on any real property regulated by United Laguna Woods Mutual. This generally refers to the cul-de-sacs, parking areas, sidewalks, and grounds regulated by the Mutual.

1 PREFACE

(See Section 2 – Definitions, for words appearing in ALL CAPITAL LETTERS.)

The roadways IN LAGUNA WOODS VILLAGE are designed for slow speed travel. Vehicles must operate in harmony with people and pets that are out walking and riding. The BOARD kindly asks everyone to be cautious and courteous toward others. In order to promote safety, the BOARD requires that all drivers, pedestrians, and vehicles IN UNITED must follow the same rules of the road as are expected on public streets, unless otherwise specified in herein.

Enforcement is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law. All persons must stop when directed or signaled by a uniformed member of Security and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, gate pass, etc.

Security Officers will issue Notices of Violation for violation of these rules. Persons in violation may be subject to a fine and other disciplinary action. Vehicles parked in violation may be subject to a fine, and towed-away at the vehicle owner's expense.

The BOARD kindly reminds everyone that parking space is a valuable and limited resource.

- RESIDENTS are encouraged to limit their number of vehicles kept IN UNITED.
- Please remind your GUESTS to use UNASSIGNED PARKING or your own ASSIGNED PARKING space. Use of another RESIDENT'S ASSIGNED PARKING space without their written permission can result in a Notice of Violation, fine, and tow-away at the vehicle owner's expense.
- The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENTS of the associated MANOR. No affiliated party such as a NON-RESIDENT MEMBER, power of attorney, conservator, successor trustee, leasing agent, etc. may keep a vehicle in the Village when the subject MANOR is occupied by a RESIDENT.

The MEMBER is responsible for any violation occurring in their ASSIGNED PARKING.

The MEMBER is responsible for any violation committed by their delegate, invitee, renter or lessee, and any invitee of a delegate, renter or lessee.

2 DEFINITIONS

Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1 ABANDONED VEHICLE

A MOTOR VEHICLE having **either** of the following attributes:

- Appears deserted, neglected, unsightly, or INOPERABLE. Objective indicators include heavy dust accumulation on windshield, presence of extensive spider webs, accumulation of debris, underinflated tires, missing parts, significant collision damage, expired GRF decal, expired DMV registration.
- If in UNASSIGNED PARKING, has not been moved within a 21 day period unless previously receiving written authorization from the Security Division. (See Section 7.5 - Resident's Extended Parking.)

2.2 ASSIGNED PARKING

A defined parking location such as a carport that has **both** of the following attributes:

- Is regulated by the Mutual.
- Is allotted as an exclusive use area of a particular MANOR.

2.3 BOARD

The United Laguna Woods Mutual Board of Directors or its delegated Committee.

2.4 BICYCLE

A device, upon which a person can ride, propelled by human power through pedals, a belt, chain, or gears and having one or more wheels.

- A motorized bicycle is classified as a MOTOR VEHICLE, not a BICYCLE.

2.5 COMMERCIAL VEHICLE

A vehicle displaying **any** of the following attributes:

- Of a type used or maintained for the transportation of persons for hire, compensation, or profit.
Examples: taxi cab, limousine, any vehicle originally designed to carry 12 or more passengers.
- Designed, used, or maintained primarily for the transportation of property.
 - Includes any vehicle mounted with a utility body/bed, or aftermarket storage chest, equipment carrier or other structure designed to secure goods. Pickup truck bed covers, and carriers designed for specific sports or athletic equipment (e.g. bicycle or ski rack) are acceptable.
- Used, specially equipped, or advertised for commercial purposes.

Examples: MOTOR TRUCK, cargo trailer, PICKUP TRUCK with a ladder rack, utility body, stake panels or aftermarket tool chest, or carrying visible tools or merchandise, van with business advertising displayed or carrying visible tools, chests, racks or merchandise, sedan with applied lettering advertising a business.

EXCEPTIONS:

- PICKUP TRUCKS and passenger vehicles (including commuter carpooling vans of up to 11 passenger capacity) are not COMMERCIAL VEHICLES unless used, specially equipped, or advertised for commercial purposes.

2.6 EMPLOYEE

A person who is employed by the managing agent.

2.7 GRF

The Golden Rain Foundation of Laguna Woods.

2.8 GOLF CART

A MOTOR VEHICLE having ***all*** of the following attributes:

- Having not less than three wheels in contact with the ground.
- Having an unladen weight of less than 1,300 pounds.
- Designed to be operated at no more than 20 mph.
- Designed to carry golf equipment and passengers.
- Is exempt from California Motor Vehicle Registration.

2.9 GOLF CAR

A MOTOR VEHICLE that has ***all*** the attributes of a Low Speed Vehicle (LSV) or Neighborhood Electric Vehicle (NEV):

- Having 4 wheels.
- Having a gross vehicle weight rating of less than 3,000 pounds.
- Designed to attain a speed of more than 20 miles per hour and not more than 25 miles per hour on a paved level surface.
- May legally be driven on public streets with a maximum speed limit of 35 miles per hour.
- Requires government motor vehicle registration on a public street.

2.10 GUEST

A NON-RESIDENT approved for entry into LAGUNA WOODS VILLAGE by an authorized party for a MANOR, or by the managing agent.

2.11 GUEST PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is reserved for GUEST use only.

2.12 LOW SPEED VEHICLE (LSV)

See GOLF CAR.

2.13 IN LAGUNA WOODS VILLAGE

Any real property governed by GRF or a Mutual Corporation in Laguna Woods Village.

2.14 IN UNITED

Any real property governed by United Laguna Woods Mutual.

2.15 INOPERABLE VEHICLE

A partial or complete vehicle displaying **any** of the following attributes:

- Does not show current, government issued license and registration for on-street operation.
- Is government registered with a classification of non-operational, or registered for a use other than on-street.

Examples: "Planned Non Operation," "Off Highway Vehicle," and watercraft registrations.

EXCEPTION:

- The above registration provisions do not apply to GOLF CARTS. See Section 5.2 – Vehicle Registration Required.
- Lacks any original and complete design component. (Examples: motor, fender, hood, wheel, light.)
- Appears unable to legally or safely operate on the street in its present condition.
Examples: does not run, significant disassembly or collision damage, leaking fluids, flat tire, tire off ground, vehicle up on blocks.
- Presents a nuisance or hazard as determined by the BOARD.

2.16 MANOR

A dwelling unit IN LAGUNA WOODS VILLAGE.

2.17 MEMBER

The person having legal accountability to the Mutual Corporation for a MANOR.

2.18 MOTOR TRUCK

A MOTOR VEHICLE designed, used, or maintained primarily for the transportation of property.

2.19 MOTOR VEHICLE

A vehicle that is self-propelled.

EXCEPTIONS:

- A self-propelled wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.20 NEIGHBORHOOD ELECTRIC VEHICLE (NEV)

See GOLF CAR.

2.21 NON-RESIDENT

A person who is not a legal occupant of a MANOR IN LAGUNA WOODS VILLAGE.

2.22 NON-RESIDENT VEHICLE

Any vehicle not registered as a RESIDENT VEHICLE with GRF.

2.23 PICKUP TRUCK

A MOTOR TRUCK having **all** of the following attributes:

- Is equipped with an open box-type bed not exceeding 9 feet in length.

- Has an overall vehicle length not exceeding 22 feet.
- Has only 2 axles.
- Has an unladen weight of less than 8,001 pounds.
- Has a manufacturer's gross vehicle weight rating not to exceed 11,500 pounds in single rear wheel configuration, or 14,000 pounds in dual rear wheel configuration.

PICKUP TRUCK does not include a vehicle otherwise meeting the above definition that is equipped with a bed-mounted storage compartment unit commonly called a "utility body" or "utility bed."

A vehicle otherwise meeting the above definition that displays advertising, or is mounted with an equipment carrier, aftermarket storage container, or other structure designed to secure goods is deemed to be a COMMERCIAL VEHICLE. However, a bed cover, or carrier designed for specific sports or athletic equipment (e.g. bicycle or ski rack) is acceptable.

A PICKUP TRUCK mounted with a camper unit extending over the cab or equipped with food preparation and sleeping areas is deemed to be a RECREATIONAL VEHICLE. See Section - 7.8 Recreational Vehicles Restricted.

2.24 PEDESTRIAN

A person who is either of the following:

- On foot or using a means of conveyance propelled by human power other than a BICYCLE.
- Operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (example: Segway) or motorized quadricycle.

2.25 RECREATIONAL VEHICLE (RV)

A vehicle so defined in the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

2.26 RESERVED PARKING

A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the named user(s).

2.27 RESIDENT

A BOARD approved occupant of a MANOR IN LAGUNA WOODS VILLAGE.

2.28 RESIDENT VEHICLE

A vehicle that has all of the following attributes:

- A RESIDENT has exclusive use thereof.
- Is of a type approved by GRF.
- Is registered with GRF and displays a valid GRF decal.

2.29 SAFELIST

A register maintained by the Security Division to document vehicles granted a limited exception to certain parking rules. Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.30 SPONSOR

A RESIDENT, MEMBER or delegate for a MANOR, who approves the admission of any NON-RESIDENT into Laguna Woods Village,

OR,

A person who represents an organization or business entity for the purpose of requesting entry for themselves or another into Laguna Woods Village.

2.31 UNASSIGNED PARKING

A proper parking location having ***both*** of the following attributes:

- Not an ASSIGNED PARKING space for a particular MANOR or RESIDENT.
- Not designated as GUEST PARKING or RESERVED PARKING.

2.32 UNAUTHORIZED VEHICLE

A vehicle having ***both*** of the following attributes:

- NON-RESIDENT VEHICLE.
- Parked IN UNITED at any time between the hours of 12:00 a.m. (midnight) and 6:00 a.m. without displaying a valid GRF Overnight Parking Permit.

2.33 VISITOR PARKING

See GUEST PARKING.

See the Resource Guide (appendix) for additional information.

3 BOARD AUTHORITY and ENFORCEMENT

3.1 BOARD AUTHORITY

The BOARD establishes and from time to time updates these rules, and decides upon fines and other disciplinary actions for violations.

The BOARD will appoint a Traffic Committee composed of three (3) BOARD members. The Traffic Committee will schedule Traffic Hearings as necessary to adjudicate Notices of Violation. The Traffic Hearing is a closed meeting that the alleged violator is invited to attend.

The BOARD endorses the traffic rules of GRF and the other Mutual Corporations.

- Notices of Violation issued in another Mutual's area to RESIDENTS of United Laguna Woods Mutual will be adjudicated as if the violation had occurred IN UNITED.
- Notices of Violation issued for alleged violations of GRF rules, and alleged violations occurring on property regulated by GRF will be conducted by the GRF Traffic Committee.

Violations will be treated with due regard for the risk of harm caused by the violation. Fines and other disciplinary actions may be greater for repeated violations within a 3 year period.

The BOARD at its discretion may approve case-by-case exceptions to these rules.

Notices of violation, traffic hearings, assessment of fines and other disciplinary actions are administrative processes of GRF and the Mutual Corporations in Laguna Wood Village.

3.1.1 Member

A MEMBER is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the MEMBER, or any delegate, occupant, lessee, renter, invitee or guest of the MEMBER.

3.1.2 Resident

A RESIDENT is subject to the payment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the RESIDENT, or any delegate, occupant, lessee, renter, invitee or guest of the RESIDENT. Responsibility for non-compliance with any such disciplinary action transfers to the applicable MEMBER.

3.1.3 Non-Resident

A NON-RESIDENT is subject to confiscation of their gate pass and other loss of community access privileges as determined by the Community Access Department, and assessment of a fine and other disciplinary action imposed by the BOARD for any violation committed by the NON-RESIDENT.

3.1.4 Sponsor of a Guest

If a GUEST fails to pay a fine or comply with other disciplinary requirements determined by the BOARD, responsibility transfers to the RESIDENT SPONSOR who authorized the violator into Laguna Woods Village. Responsibility for non-compliance with any such disciplinary action by the SPONSOR transfers to the applicable MEMBER.

3.1.5 On Duty Employee

An on duty EMPLOYEE of the managing agent is held to the same standard of safe driving as all others.

A violator is subject to disciplinary action, including potential loss of driving privileges, in accordance with the managing agent's Human Resources policy and procedure.

3.1.6 Off Duty Employee

The Notice of Violation is unrelated to work and is adjudicated using the procedure applicable to the employee's status as a RESIDENT or NON-RESIDENT.

3.2 SECURITY DIVISION ENFORCEMENT

Enforcement of these rules is the responsibility of the Laguna Woods Village Security Division, unless otherwise designated by law.

Security Officers will issue a Notice of Violation for any violation of these rules.

All persons must stop when directed or signaled by any uniformed member of Security, and provide all items of identification as requested, such as GRF identification card, driver's license, vehicle registration, and gate pass.

3.3 NOTICE OF VIOLATION PROCESSING - RESIDENTS, MEMBERS, OWNERS, and NON-RESIDENTS

Except for Notices of Violation issued under GRF authority

- Traffic Hearings for RESIDENTS will be held by the Mutual Traffic Committee where the alleged violator resides or is a MEMBER.
- Traffic hearings for NON-RESIDENTS will be held by the Mutual Traffic Committee governing the location where the alleged violation occurred. However, if the NON-RESIDENT'S SPONSOR resides in a different Mutual, the traffic hearing will be heard in the SPONSOR'S Mutual.

Notices of Violation issued for alleged violations of GRF rules and alleged violations occurring on property regulated by GRF will be conducted by the GRF Traffic Committee. If found guilty by the GRF Traffic Committee, RESIDENTS of United Laguna Hills Mutual may appeal to the United BOARD for a final determination.

3.3.1 Traffic Hearing Notice

Following a Notice of Violation, the alleged violator will be sent a letter scheduling a Traffic Hearing date and time. This letter will be sent at least 15 days before the hearing.

3.3.2 Traffic Hearing

The Traffic Hearing will be a closed meeting. The Traffic Committee will hear testimony and consider evidence from the alleged violator and Security staff.

If an alleged violator chooses not to attend their hearing, the Committee will make its decision based on the Notice of Violation and other evidence presented.

After each hearing, the Committee will render its decision.

The Traffic Hearing will be documented by a written report of the proceedings.

A letter stating the Committee's decision will be sent to the alleged violator within 10 days following the hearing. If the Committee finds the individual guilty, the letter will inform the violator of the penalty and present the choice of paying the scheduled fine, or if eligible attending Traffic School.

3.3.3 Traffic School

The Laguna Woods Village Traffic School will be a 2 hour class addressing traffic safety topics, and designed for Laguna Woods Village drivers.

Traffic School is available to a violator once during any 3 year period.

The Security Division will provide instructors to teach Traffic School.

Every attendee must pay an administrative fee prior to attending Traffic School.

3.3.4 Fines

Fines are set by the latest GRF schedule for traffic violations.

3.4 NOTICE OF VIOLATION PROCESSING – ON DUTY EMPLOYEES

The Notice of Violation will be forwarded to the managing agent's Director of Human Resources for handling according to the managing agent's disciplinary policy.

See the Resource Guide (appendix) for additional information.

4 TOWING POLICY

The California Vehicle Code authorizes private property tow-away at the vehicle owner's expense. The Security Division has been authorized by the BOARD to enforce these rules in compliance with California Vehicle Code § 22658.

Violations may result in tow-away at the vehicle owner's expense. Vehicles may be towed immediately or after a 96 hour waiting period as indicated below.

4.1 IMMEDIATE TOW AWAY

4.1.1 Security Division Towing

The Security Division is authorized to **immediately tow-away at the vehicle owner's expense** any vehicle parked under **any** of the following conditions:

- In a space designated for handicapped parking while not displaying a valid disabled (handicapped) license plate or placard.
- In a no parking zone.
- Within 15 feet of a fire hydrant.
- Blocking an entrance or exit.
- Blocking a roadway or posing a hazard to traffic.
- Posing a safety or environmental hazard.

4.1.2 Resident's Private Towing

An ASSIGNED PARKING space (e.g. carport, driveway, garage) is provided for the exclusive use of the RESIDENT who controls (is in lawful possession of) that location.

No vehicle may be parked in any ASSIGNED PARKING location without that controlling RESIDENT'S written permission.

California Vehicle Code §22658 allows a person in lawful possession of private property (the controlling RESIDENT) to order the immediate tow-away of any vehicle parked without permission in that person's ASSIGNED PARKING space. Tow-away is made at the vehicle owner's expense.

Because the tow-away is made from a restricted use common area location, the towing is a private matter between the RESIDENT ordering tow-away, the vehicle owner, and the towing company. GRF, the Mutual Corporations, the managing agent, and the Security Division are not parties to, and assume no authority or liability in the matter.

4.2 TOW AWAY AFTER 96 HOURS NOTICE

4.2.1 Non-Resident Vehicle in Assigned Parking

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense a NON-RESIDENT vehicle, in an ASSIGNED PARKING location, for any violation of these rules, upon meeting **all** of the following requirements:

- Receiving specific direction from the BOARD.
- Requesting compliance to correct the violation or remove the vehicle from the Village.
- Compliance is not made within **96 hours** of written notification.

4.2.2 Non-Resident Vehicle in Other Than Assigned Parking

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense an UNAUTHORIZED VEHICLE or NON-RESIDENT vehicle, not in ASSIGNED PARKING, for any violation of these rules, upon meeting **both** of the following requirements:

- Requesting compliance to correct the violation or remove the vehicle from the Community.
- Compliance is not made within **96 hours** of written notification.

4.2.3 Resident Vehicle in any Location

Except as provided above, the Security Division is authorized to tow-away at the vehicle owner's expense a RESIDENT VEHICLE for any violation of these rules, upon meeting the following requirements:

- Receiving specific authorization from the BOARD.
- Requesting compliance to correct the violation or remove the vehicle from the Community.
- Compliance is not made within 96 hours of written notification.

See the Resource Guide (appendix) for additional information.

5 LICENSE AND REGISTRATION REQUIREMENTS

5.1 DRIVERS LICENSE REQUIRED

Any person operating a MOTOR VEHICLE is required to have a valid driver's license in their possession and present it to any member of the Security Division upon request.

EXCEPTIONS:

- GOLF CART

5.2 VEHICLE REGISTRATION REQUIRED

Every MOTOR VEHICLE IN UNITED is required to display current on-street license plate and registration, and the person in control thereof must present current registration documentation to any member of the Security Division upon request.

EXCEPTIONS:

- GOLF CART

5.3 AUTHORIZED RESIDENT VEHICLE TYPES

United Laguna Woods Mutual authorizes any vehicle type that is eligible to receive a GRF decal.

5.4 GRF VEHICLE DECAL REQUIRED

All RESIDENT MOTOR VEHICLES must be registered with GRF and properly display the current GRF vehicle decal while IN UNITED.

5.5 RESIDENT VEHICLE DECAL LIMIT

Each MANOR is allowed to receive a limited number of GRF decals based on the number of original construction bedrooms.

- 1 Bedroom MANOR up to 2 decals
- 2 Bedroom MANOR up to 3 decals

Decals may be issued in any combination to eligible motor vehicles, golf carts and golf cars, up to the total authorized per MANOR.

Decal counts do not include motorhomes and commercial vehicles stored in the GRF Recreational Vehicle Storage Area.

See the Resource Guide (appendix) for additional information.

6 RULES FOR DRIVING

6.1 STAY ON PAVEMENT

Vehicles are allowed only on streets, cul-de-sacs, driveways, and designated parking areas designed for such use. Vehicles may not be driven or parked off pavement.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars
- Section 9 - Special Rules for Bicycles
- Section 11 - Special Rules for Managing Agent.

6.2 TRAFFIC CONTROL DEVICES

Persons must obey all traffic signs, and pavement and curb markings.

6.3 SPEED LIMITS

Vehicles may never be driven faster than is safe for the prevailing conditions.

Vehicles may not exceed the posted speed limit.

- 25 MPH: All streets, unless otherwise posted
- 15 MPH: All cul-de-sacs and parking areas, unless otherwise posted
- 10 MPH: All inbound gate entrances

6.4 STOP SIGNS

When approaching a stop sign, drivers must stop at the limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.

- The limit line is a white line painted across the driver's lane just before the stop sign or crosswalk.
- If there is no limit line or crosswalk, drivers must stop at the entrance to the intersecting roadway.
- If visibility is restricted at the limit line or crosswalk, drivers may need to pull forward and stop again before safely passing through the intersection.

Drivers must always make a full and complete stop.

- So called "California stops" or "rolling stops" are not allowed; the wheels of the vehicle must stop turning.

6.5 RIGHT OF WAY

6.5.1 Emergency Vehicles

Drivers must yield (e.g. pull over to the side of the road and stop) to any law enforcement, fire or ambulance vehicle with emergency lights illuminated or siren in use.

6.5.2 Pedestrians

The driver of a vehicle must yield the right-of-way to a PEDESTRIAN crossing the roadway. The driver of a vehicle approaching a PEDESTRIAN must exercise all due care and reduce the speed of the vehicle or take any other action relating to the operation of the vehicle as necessary to safeguard the safety of the PEDESTRIAN.

Pedestrians must exercise due care and caution while walking on a roadway. No PEDESTRIAN may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. No PEDESTRIAN may unnecessarily stop or delay traffic.

6.5.3 Side Road

A driver entering a through road from a cul-de-sac or side road must yield to vehicles on the through road.

6.5.4 Stop Sign

At an intersection controlled by a stop sign, the first vehicle to arrive has the right of way. If two vehicles arrive at the same time, the vehicle to the right has the right of way.

6.5.5 Travel Lanes

Do not drive to the left of center of the road, even when no center line is present.

6.5.6 Turns

A driver making a left turn or U-turn must yield to oncoming traffic.

6.6 WIRELESS COMMUNICATIONS

Drivers may not operate a cell phone without the use of a hands-free device.

Drivers may not use a wireless device to write, send or read communications, or view images.

6.7 SEAT BELTS

Drivers must wear a seat belt when driving.

Adult passengers must wear seat belts.

Younger passengers must be secured in a seat belt or child passenger restraint system of the type required by law on a public street.

6.8 USE OF LIGHTS

All MOTOR VEHICLES must operate head lamps and tail lamps from ½ hour after sunset to ½ hour before sunrise.

MOTOR VEHICLES must operate head lamps and tail lamps whenever the windshield wipers are in continuous use due to moisture.

EXCEPTIONS:

- GOLF CARTS are not required to be equipped with windshield wipers.

MOTOR VEHICLES approaching and entering any Laguna Woods Village gate at night must use low beam headlamps.

If the vehicle is so equipped, turn signals must be used continuously during the last 100 feet traveled before turning.

Additional rules are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars
- Section 9 - Special Rules for Bicycles
- Section 10 – Special Rules for Pedestrians

6.9 OPEN CONTAINER

Do not drink any alcoholic beverage while in a vehicle. No one in a vehicle may possess any container of an alcoholic beverage that has been opened, or a seal broken, or the contents of which have been partially removed.

6.10 DRIVING UNDER THE INFLUENCE

Do not drive while under the influence of any alcoholic beverage, or drug, or under the combined influence of any alcoholic beverage and drug.

- Even on private property, driving under the influence is a crime (California Vehicle Code §23152) that may cause the driver to be arrested by law enforcement officers.

6.11 **RECKLESS DRIVING**

Reckless driving means operating a motor vehicle in a dangerous and negligent manner or with a willful or wanton disregard for the safety of persons or property. Always drive with due regard for the safety of people and property.

See the Resource Guide (appendix) for additional information.

7 **RULES FOR PARKING**

7.1 **VEHICLES PROHIBITED**

GRF specifies the types of vehicles prohibited from parking IN LAGUNA WOODS VILLAGE. United Laguna Woods Mutual requires that any vehicle parked IN UNITED must adhere to the GRF restrictions.

7.2 **ASSIGNED PARKING**

The use and control of an ASSIGNED PARKING space rests exclusively with the RESIDENT of a MANOR.

- In accordance with United Laguna Woods Occupancy Agreement, a NON-RESIDENT party to a MANOR such as a MEMBER, owner, leasing agent, power of attorney, successor trustee, conservator, etc. may not keep any vehicle in the community when the subject MANOR is occupied by a RESIDENT.

A RESIDENT must utilize their ASSIGNED PARKING space before using UNASSIGNED PARKING.

A NON-RESIDENT VEHICLE may not be stored in ASSIGNED PARKING.

- A NON-RESIDENT vehicle parked more than 7 days in ASSIGNED PARKING is deemed to be stored, unless the person in possession is a GUEST who is listed for the same time period in the GRF Gate Clearance System and the vehicle is properly displaying a valid GRF Overnight Parking Permit.

7.3 **GENERAL PARKING RULES**

7.3.1 **Park Safely**

At no time may a vehicle be parked in a manner creating a traffic hazard.

7.3.2 **Fire Hydrant**

At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.

7.3.3 **Sidewalk**

Except to safely cross on a roadway or driveway, no vehicle may be driven or parked with any portion of it on a sidewalk.

7.3.4 **Off Pavement**

At no time may a vehicle be driven or parked with any portion of it off pavement.

EXCEPTIONS:

Certain specific and limited exceptions are detailed in

- Section 8 - Special Rules for Golf Carts and Golf Cars.
- Section 9 - Special Rules for Bicycles.
- Section 11 - Special Rules for Managing Agent.

7.3.5 Curb or Parking Stall

Vehicles may park in a designated parking stall or along a curb or sidewalk.

- Parking along a curb or sidewalk:
 - Vehicles on a 2-way travel roadway must be parked with the passenger side wheels alongside the curb or sidewalk.
 - Vehicles on a 1-way travel roadway may park alongside the curb or sidewalk on either side of the roadway.
 - The front and rear wheels alongside must be within 18" of the curb or sidewalk edge.

EXCEPTION:

- If the entire vehicle is within a marked parking stall, the wheels may exceed 18" from the curb or sidewalk.
- Vehicles may not be parked in, or within 20 feet of a street intersection.
- Parking in a marked stall:
 - Vehicle must fit and be parked completely within the marked boundaries of a parking space.
- Parking in an unmarked stall:
 - A vehicle may be parked in a location that is not marked; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.

7.3.6 Inoperative Vehicle

At no time may an INOPERATIVE VEHICLE be IN UNITED.

7.3.7 Abandoned Vehicle

At no time may an ABANDONED VEHICLE be IN UNITED.

7.3.8 Unauthorized Vehicle

At no time may an UNAUTHORIZED VEHICLE be IN UNITED.

7.4 TIME LIMITED PARKING

7.4.1 Assigned Parking

There is no maximum time limit that a RESIDENT VEHICLE may be parked in its ASSIGNED PARKING location, provided that the vehicle's GRF vehicle decal, government registration, mechanical condition and appearance are properly maintained.

- A vehicle that appears INOPERABLE or ABANDONED is subject to tow-away at vehicle owner's expense. See Section 2 - Definitions, and Section 4 - Towing Policy.

7.4.2 Unassigned Parking

Signs and curb and pavement markings that limit or prohibit parking apply at all times.

- Red zone: No stopping, standing or parking.

EXCEPTIONS:

- A driver may stop to avoid conflict with other traffic.
- An attended vehicle may stop for passenger transfers.
- An attended vehicle may stop for use of a mailbox.
- An attended vehicle may stop or stand while necessarily engaged in work.

Examples: moving or delivery truck.

- An unattended vehicle or piece of equipment may park when necessary and is authorized by the Security Division.
- Blue zone: Parking is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Fire hydrant zone: No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense. See Section 4 – Towing Policy.
- Green zone: Parking may not exceed 10 minutes, or as posted by sign or curb marking.

EXCEPTION:

- Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government issued disabled (handicapped) license plate or placard.
- Grey zone: Same as Unpainted.
- Handicapped zone: See "Blue zone."
- White zone: Loading and unloading only.
- Yellow zone: Commercial vehicle loading and unloading only.

- Unpainted: Parking is permitted for up to 7 continuous days, unless otherwise restricted. Parking is always prohibited within 15 feet of a fire hydrant even if the curb is unpainted. See Fire hydrant zone above.

EXCEPTION:

- Resident's extended absence parking. See Section 7.5 following.
- GUEST PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.
- RESERVED PARKING zone: Parking is prohibited by unauthorized vehicles.
- VISITOR PARKING zone: RESIDENT VEHICLES are prohibited from using the location between 8:00 a.m. and 10:00 p.m.

7.5 RESIDENT'S EXTENDED ABSENCE PARKING

Due to a RESIDENT'S extended absence from the Village, a RESIDENT VEHICLE may be parked in UNASSIGNED PARKING for more than 7 days under the following conditions:

- RESIDENT'S ASSIGNED PARKING space must be occupied during the same time period by another RESIDENT VEHICLE.
- As a courtesy to fellow RESIDENTS, vehicle must be parked as far as practicable from MANORS, preferably on a named street rather than in a numbered cul-de-sac.
- RESIDENT must arrange to keep the vehicle's GRF decal, government registration, appearance and operating condition up to date. Vehicles that become INOPERABLE, or appear neglected or ABANDONED become subject to tow-away at owner's expense. See Section 4 - Towing Policy.
- The RESIDENT must provide written notification to the Security Division to SAFELIST the vehicle.
- NON-RESIDENT vehicles are not eligible for extended parking privileges, except as provided below for a GUEST travelling on a bus tour.
- Vehicle MAY NOT be parked at any GRF facility (Clubhouse, stables, Community Center, Service Center, etc.)

EXCEPTION:

- GRF rules provide that RESIDENTS and their guests travelling by tour bus may park for up to 15 days at Clubhouse 3 or Clubhouse 5. Vehicles must display on the dashboard a placard on 8 ½" x 11" stock that includes the printed name of the sponsoring club, an emergency phone number associated with the tour, and the return date from travel.

7.6 CONTRACTOR and SERVICE VEHICLE PARKING

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or MANOR parking lots.

EXCEPTIONS:

- Vehicles, equipment and materials immediately and directly required for the performance of work.
- Vehicles immediately loading or unloading.
- GRF owned vehicles and equipment.

7.7 OVERNIGHT PARKING PERMITS

GRF has rules regarding overnight parking for NON-RESIDENTS. United Laguna Woods Mutual requires that any vehicle parked overnight adhere to GRF's rules.

7.8 RECREATIONAL VEHICLES (RV) RESTRICTED

Daily parking is limited to the GRF Recreational Vehicle Storage Area. Refer to the GRF Recreational Vehicle (RV) Parking Areas Rules and Regulations.

An RV may park IN UNITED only when meeting **all** of the following conditions:

- RV is parked only for the purpose of loading or unloading. Other activities such as sleeping or resting in the RV, and vehicle maintenance are not allowed.
- RV is parked with engine and accessory equipment (e.g. exterior lights, generator, air conditioner, audio and video equipment) shut off.
- Extensions such as slide-outs, tilt-outs, and awnings must be closed.
- RV may not be attached to any external power supply.
- Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.
- RV is parked for no more than 6 hours at a time.

EXCEPTION:

- Permission to park overnight immediately before or after a road trip will be reasonably granted by the Security Division. Vehicle must be removed no later than 12:00 noon the following day.

7.9 FOR SALE SIGNS

RESIDENT VEHICLES may display a maximum of two (2) "For Sale" signs advertising that vehicle. Each sign may be up to 9" x 12" in size. No signage may be on the exterior of the vehicle.

7.10 ADVERTISING

Any signage advertising a business or organization is prohibited on a vehicle parked overnight (any time between the hours of 12:00 midnight and 6:00 a.m.) Displaying a name or contact information constitutes advertising.

EXCEPTIONS:

- RESIDENT VEHICLES may display up to 2 signs containing a political message.
- Commercial vehicle or equipment displaying a valid GRF Overnight Parking Permit issued by the managing agent.
- License plate frames, and vehicle manufacturer's incidental identification and accessory items (Example: vehicle brand and model nameplates.)

- Signs allowed in Section 7.9 – For Sale Signs.
- GRF vehicles.

7.11 REPAIRS

Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed.

7.12 WASHING

In the interest of water conservation, vehicle washing using a continuously running hose is prohibited.

See the Resource Guide (appendix) for additional information.

8 SPECIAL RULES FOR GOLF CARTS and GOLF CARS

8.1 GOLF CART

Unless exempted in this Section, all United Laguna Woods Mutual Vehicle, Traffic and Parking Rules, including stop sign, speed limit, parking, and GRF vehicle decal rules, apply to GOLF CARTS, just as any other MOTOR VEHICLE.

8.1.1 DRIVERS LICENSE

A driver's license is not required to operate a GOLF CART.

8.1.2 MINIMUM AGE

A NON-RESIDENT driving a GOLF CART must be **both**

- Age 16 years or older.
- Accompanied by a RESIDENT.

8.1.3 VEHICLE REGISTRATION

No government vehicle registration is required.

8.1.4 LIGHTS

Must operate a head lamp and tail lamp from ½ hour after sunset to ½ hour before sunrise.

8.1.5 STAY ON PAVEMENT

Driving off pavement is prohibited.

EXCEPTION:

- Limited driving off pavement is allowed at the GRF 27-hole golf course, in accordance with golf course rules.

8.1.6 SIDEWALKS AND PATIOS

Driving or parking is not allowed on sidewalks, breezeways, or patios.

- The Serpentine Walk is designated a sidewalk.
- The paved trails in Aliso Creek Park are designated as sidewalks.

8.1.7 CART PATHS

Driving on paved cart paths is permissible. On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

8.2 GOLF CAR

Unless exempted in this Section, all United Laguna Woods Mutual Vehicle, Traffic and Parking Rules apply to GOLF CARS, just as any other MOTOR VEHICLE.

8.2.1 CART PATHS

May be driven on a paved cart path.

On a cart path the driver must:

- Travel at a slow speed that is reasonable and prudent.
- Exercise due regard for the safety of all PEDESTRIANS.
- Yield the right-of-way to all PEDESTRIANS.

Parking on a cart path is prohibited, except in a marked parking stall.

See the Resource Guide (appendix) for additional information.

9 SPECIAL RULES FOR BICYCLES (NON-MOTORIZED)

Unless otherwise specified in this Section, all requirements of Section 6 - Rules for Driving, including stop sign and speed limit rules, and Section 7 - Rules for Parking, apply to BICYCLES.

9.1 STAY ON PAVEMENT

BICYCLES may not be ridden off pavement.

9.2 SIDEWALKS AND CART PATHS

Riding on a cart path is allowed.

Riding on a sidewalk is allowed only between a point of origin or destination and the nearest street or cul-de-sac.

EXCEPTION:

- When delivering newspapers, a BICYCLE may be ridden an unlimited distance on a sidewalk.
- Riding on the Serpentine Walk or in Aliso Creek Park is prohibited at all times.

While riding on a path or sidewalk, the cyclist must:

- Exercise due regard for the safety of all PEDESTRIANS.

- Travel at a speed that is reasonable and prudent.
- Yield the right-of-way to all PEDESTRIANS.
- Walk the BICYCLE when inside a building or on any covered passageway.

9.3 LIGHTS

For safety, at night a BICYCLE must operate a headlamp, and red or amber lights or reflectors to the side and rear, sufficient to be plainly visible in any direction within 200 feet.

9.4 PARKING

Bicycles may not be parked in any manner interfering with foot or vehicle traffic.

Bicycles must be parked utilizing parking racks where provided.

Attended BICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.

Parking on a cart path or sidewalk is prohibited, except in a marked parking stall.

See the Resource Guide (appendix) for additional information.

10 SPECIAL RULES FOR PEDESTRIANS

10.1 SIDEWALKS

For safety considerations, PEDESTRIANS may not walk upon a roadway.

EXCEPTIONS:

- When crossing a roadway.
- When there is no adjacent sidewalk available that is at least two (2) feet wide.

When upon any roadway, PEDESTRIANS must:

- Walk facing the flow of traffic, unless upon a 1-way roadway.
- Avoid stopping or delaying traffic.
- Shine a flashlight or otherwise display lighting at night sufficient to be plainly visible in any direction within 200 feet.

10.2 RIDING DEVICE

No person may ride or propel a skateboard, scooter, tricycle or other riding apparatus.

EXCEPTION:

- BICYCLES operated and equipped in accordance with these rules.
- A person operating a self-propelled or motorized wheelchair, invalid tricycle, electric personal assistive mobility device (ex: Segway) or motorized quadricycle.

See the Resource Guide (appendix) for additional information.

11 SPECIAL RULES FOR MANAGING AGENT

MOTOR VEHICLES and equipment used by the managing agent are allowed on roadways, sidewalks, paths and landscape only as needed to efficiently provide services, such as maintenance, landscaping and security.

Except as necessary to efficiently provide services, MOTOR VEHICLES and equipment must be parked so as not to block access, walkways, or carports.

Except for fire hydrant and handicapped parking zones, all parking locations may be used by the managing agent as needed to efficiently provide services.

See the Resource Guide (appendix) for additional information.

12 RULES FOR REPORTING COLLISIONS

12.1 INJURY TO A PERSON

For a collision that causes injury or death to a person:

- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Notify local authorities (Call 911.)
- Notify the Laguna Woods Village Security Division.

12.2 NO INJURY TO A PERSON

For a collision with no injuries that causes damage to any property, including damage solely to the driver's own MOTOR VEHICLE or BICYCLE:

- Driver must stop and remain at the scene to provide their identity and information about the collision.
- Driver must identify themselves to the owner or individual in control of the damaged property.
- Notify the Laguna Woods Village Security Division.

See the Resource Guide (appendix) for additional information.

13 APPENDIX

The managing agent will develop and periodically update a Resource Guide to be attached here, providing additional administrative information related to these rules.

UNITED LAGUNA WOODS MUTUAL

SECTION 20 BALCONY AND PATIO COVERS, ALUMINUM AND VINYL

JULY 2002, RESOLUTION U-02-107

APRIL 2008, RESOLUTION 01-08-60

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

REVISED JANUARY 2015, RESOLUTION 01-15-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.
- 1.4 **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 Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.
- 2.2 All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.
- 2.3 Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, taupe, and tan. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by PCM Permits and Inspections office.
- 2.4 Balcony covers of aluminum must have aluminum fascias.
- 2.5 In the case that the alteration results in the compromise of an existing gutter's drainage system, the Member will be responsible for installing an appropriate downspout.
- 2.6 Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way.
- 2.7 Plastic skylight panels, as produced by the manufacturer, may be installed. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.

- 2.8** Plexiglass, corrugated fiberglass and similar coverings will not be permitted.
- 2.9** Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room.
- 2.10** All patio covers must be built as per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- 2.11** Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.12** Overhang dimensions will be per standard plan drawings.

3.0 PATIOS OVER WHICH A BALCONY EXISTS

- 3.1** Patio covers may not extend beyond the original construction footprint of a manor that lies beneath a balcony, exclusive of the required 6" overhang for the incorporated gutter system.
- 3.2** Flat roofs may not replace existing eyebrow covers if the enclosure extends beyond the original construction footprint.
- 3.3** Existing flat roofs may be replaced with a flat roof of equal or lesser size.
- 3.4** The color of the patio cover roof surface must be factory-finished almond. Almond colored caulking shall be used and the width of the caulk lines shall be kept to a minimum.
- 3.5** The patio cover roof surface must be flat.

UNITED LAGUNA WOODS MUTUAL

Section 41 Electric Vehicle Charging Stations

ADOPTED JANUARY 2015, RESOLUTION 01-15-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 or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 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.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her 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 or Member'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 **ELECTRICAL POWER SOURCE**

- 2.1. Detailed site specific plans, wet stamped and signed by a California Licensed Electrical Engineer, showing electrical power source connection location, Electric Vehicle Charging Station location and routing of conduit must be submitted to the Permits and Inspections office for approval.
- 2.2. The use of the Mutual's main electrical service panel to a multi-unit building to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.3. The use of Laundry Room, Carport, and any other Mutual electrical circuits serving common area to charge an electric automobile is strictly prohibited.
- 2.4. The use of Laundry Room, Carport, and any other Mutual electrical circuits serving common area to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.5. A written approval from Southern California Edison for the electrical power source connection to Edison equipment must be submitted to the Permits and Inspections office.
- 2.6. The Mutual Member is responsible for all costs associated with the installation of a new meter and payment for electrical service.
- 2.7. The Mutual Member is required to use a California Licensed and Certified Electrical Contractor for the installation of the Electric Vehicle Charging Station.

3.0 **LOCATION**

- 3.1** The location of the Electric Vehicle Charging Station is restricted to the Mutual Member's carport parking space.
- 3.2** The location of new meters is restricted to the Mutual Member's carport parking space or as approved by Southern California Edison and the Permits and Inspections Department.
- 3.3** If the proposed Electric Vehicle Charging Station, and or any electrical conduit and any other equipment, including the electric meter is approved to be located on Common Area, the Mutual Member will be required to record a Common Area Use Agreement.
- 3.4** The Electrical Vehicle Charging Station shall be installed in accordance with manufacturer's guidelines and shall be suitable for the environment (indoor/outdoor) where it is to be located.
- 3.5** Adequate barriers must be installed to protect the Electrical Vehicle Charging Station.
- 3.6** If the installation is in an area subject to flooding, the Electric Vehicle Charging Station shall be elevated or designed accordingly.

4.0 CONDUIT ROUTING

- 4.1** The Mutual Member and/or their contractor is responsible to notify Dig Alert (dial 8-1-1) 48 hours prior to excavation to identify all underground utility locations and is responsible for the subsequent coordination with any utility companies.
- 4.2** The Mutual Member is responsible to notify the Landscape Department through the Property Service desk a minimum of 10 days prior to excavation. Work related to removal and/or re-routing of Mutual landscaping and irrigation lines may be performed by the Mutual at the Member's expense.
- 4.3** Any revision to Mutual plumbing lines requires written authorization from the Permits and Inspections department prior to the commencement of work. Some work may be required to be performed by the Mutual at the Member's expense.
- 4.4** The Mutual Member is responsible for all costs associated with trenching, concrete or asphalt cutting to accommodate conduit runs.

5.0 INSURANCE

- 5.1** The Mutual Member will be required to maintain liability insurance coverage of at least \$1,000,000 for the Electric Vehicle Charging Station that names United Laguna Woods Mutual as an additional insured.