

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

**February 10, 2015**

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, February 10, 2015 at 9:00 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, Tony Dauer

Directors Absent: None

Staff Present: Jerry Storage, Kim Taylor, Roger Richter, Cris Robinson, Wendy Panizza, Ken Gebert, Petros Frangos  
(Executive Session: Jerry Storage, Cris Robinson, Kim Taylor, Pamela Bashline, Wendy Panizza, Francis Rangel, Luis Rosas, Art Hernandez, Cynthia Grace and Adrienne Cardiel)

Others Present: Jeff Beaumont Esq. of Beaumont Gitlin Tashjian (Closed 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 9:00 AM.

**PLEDGE OF ALLEGIANCE**

Director Ming-Lee Chang led the Pledge of Allegiance to the Flag.

**ACKNOWLEDGEMENT OF MEDIA**

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 Lydick moved to approve the agenda as written. Director Chang seconded the motion. By a vote of 10-0-0 the motion carried.

**CHAIR'S REMARKS**

President English commented on the hard work and goals of each of the Committees and the cost savings that the Board has been working on for the past several years.

**UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM**

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

- Ken Keeton (45-G) commented on an elevator being installed in his building and would like more of a say regarding the installation of the elevator.
- Dick Rader (270-D) commented on receiving the full agendas and having them posted on the website in their entirety.
- Carol Frankel (45-F) commented on the elevator being installed in her building.
- Stevie Magid (439-A) commented on a friend who is having problems with the refuse bins in her area and trash not being picked up outside the bins.
- Veronica Lopez (124-E) spoke on behalf of her parents regarding maintenance issues in her parent's manor.
- Sherry Veal (147-A) asked the Board to approve her building's request for paint color changes.

### **RESPONSE TO MEMBER COMMENTS**

The United Mutual Directors and Jerry Storage briefly responded to Member Comments.

Mr. Roger Richter answered questions from the Board regarding the proposed elevator installation issue at Building 45.

### **APPROVAL OF MINUTES**

Director Dauer moved to approve the Regular Open Meeting minutes of January 13, 2015, as written. Director Hammer seconded the motion. By a vote of 10-0-0 the motion carried.

Director Dauer moved to approve the Special Open Meeting minutes of January 27, 2015, as written. Director Hammer seconded the motion. By a vote of 10-0-0 the motion carried.

### **UNFINISHED BUSINESS**

The Secretary of the Corporation, Director LaBarge, read a proposed resolution to approve ratifying the establishment of an Executive Committee for the purpose of hearing Disciplinary Hearing matters. Director Tibbetts moved to approve the resolution. Director Bassler 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 01-15-15**

#### **Ratify the Establishment of an Executive Committee for the Purpose of Hearing Disciplinary Hearing Matters**

**WHEREAS**, due to the length of the regularly scheduled board meetings and the increased number of disciplinary hearings to be heard each month to meet the needs of the Community; and

**WHEREAS**, the Board established an Executive Committee on January 13, 2015 as a Committee comprised of 3 Directors for the sole purpose of hearing disciplinary hearing matters; and

**NOW THEREFORE BE IT RESOLVED**, February 10, 2015, that the Board of Directors hereby ratifies the establishment of an Executive Committee comprised of 3 Directors with full autonomy for the sole purpose of hearing and acting on disciplinary hearing matters;

**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.

### **United Board Officer Appointment - Treasurer**

President English entertained nominations for Treasurer.

Director Tibbetts nominated Director Lenny Ross for the position of Treasurer. Director Chang seconded the nomination. Director Ross accepted the nomination.

Absent additional nominations, the floor was closed to nominations. By way of acclamation Director Lenny Ross was elected Treasurer.

The Secretary of the Corporation, Director LaBarge, read a proposed resolution ratifying the Board Officers. Director Skillman moved to approve the resolution and Director Tibbetts seconded the motion.

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

### **RESOLUTION 01-15-16**

#### **Officer Appointments**

**RESOLVED**, February 10, 2015 that the following persons are hereby elected as officers of this Corporation:

Pat English	President
Jack Bassler	1st Vice President
Ken Hammer	2nd Vice President
Jan LaBarge	Secretary
Lenny Ross	Treasurer

**RESOLVED FURTHER**, that the following person is hereby appointed as an ex-officio officer of this Corporation:

Jerry Storage

Vice President

**RESOLVED FURTHER**, that Resolution 01-14-126, adopted October 14, 2014 is hereby superseded and cancelled.

The Secretary of the Corporation, Director LaBarge, read a proposed resolution approving revisions to the Laguna Woods Village Select Audit Task Force Charter. Director Skillman moved to approve the resolution, Director Tibbetts 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 90-15-05 - APPROVED JANUARY 6, 2015**  
**REVISED FEBRUARY 3, 2015 RESOLUTION 90-15-11**  
**RESOLUTION 01-15-04 - APPROVED JANUARY 13, 2015**  
**REVISED FEBRUARY 10, 2015 RESOLUTION 01-15-17**  
**RESOLUTION M50-15-06 - APPROVED JANUARY 15, 2015**  
**RESOLUTION 03-15-10 - APPROVED JANUARY 20, 2015**

**LAGUNA WOODS VILLAGE CORPORATIONS  
SELECT AUDIT TASK FORCE CHARTER**

**RESOLVED**, February 10, 2015, that the Boards of Directors of this Corporation hereby assigns the duties and responsibilities of this Task Force, as follows:

**MISSION**

The purpose of the Select Audit Task Force is to assist the Village corporations' oversight of:

- The independent public accounting firm's qualifications and independence.
- The performance of the independent public accounting firm and its relationship with the managing agent's accounting function.
- The managing agent's responsibilities to assure that there is in place an effective system of controls reasonably designed to:
  - Safeguard the assets and revenues of the corporations.
  - Assure the integrity of the financial statements of the corporations by ensuring all operating and reserve expenditures have been appropriately recorded and effectively presented to the corporate boards.
  - Maintain compliance with the ethical standards, policies, plans, and procedures of the four corporations and with all applicable laws and regulations.

**MEMBERSHIP** is determined by the Corporate Presidents, subject to approval by the respective boards. The Task Force shall be comprised of one representative from each corporation and one at-large member, who will either be the GRF President or the GRF Treasurer, with audit or financial expertise. The Task Force members shall appoint a chair.

### **DUTIES AND RESPONSIBILITIES**

The Select Audit Task Force shall:

1. Meet as often as it determines is necessary to accomplish its duties and responsibilities.
2. Direct the preparation of Requests for Proposal for the annual audits of the financial statements of the Laguna Woods Village Corporations and ~~determine~~ **recommend** firm to be engaged.
3. Recommend the scope of any additional audit activities not already provided for in corporations' budgets as deemed necessary and appropriate.
4. Have oversight of the selected accounting firm engaged for the annual audit of the four Laguna Woods Village Corporations and the engaged audit firm shall report directly to the Select Audit Task Force.
5. Ensure the engaged audit firm submits to the Task Force annually a formal written statement delineating all relationships between the audit firm and the managing agent including its subsidiaries.
6. Receive from auditors any concerns regarding accounting, internal controls or audit matters, including the confidential anonymous submission by any managing agent employee regarding questionable accounting or auditing matters.
7. Discuss with the managing agent and the engaged auditor any disagreements regarding the financial reporting, audit problems or difficulties, and the agent's response thereto.
8. Review and discuss with the managing agent and the auditors, the audit reports for each corporation, in respect to any significant accounting financial reporting policies, issues or judgments made in connection with preparation or audit of each of the Village corporation's financial statements and other financial or informational reports provided to the Village corporate boards.
9. Recommend to the Village Corporation Finance Committees any appropriate action in connection with the audit reports received, reviewed and discussed.
10. Annually review the Task Force Charter and propose any changes deemed appropriate by the Task Force to the Village Boards for approval.
11. Perform such other tasks as are assigned by the Laguna Woods Village Boards.

**RESOLVED FURTHER**, that Resolution 01-15-04 adopted January 13, 2015, is hereby superseded and cancelled.

**NEW BUSINESS**

Director LaBarge moved to renew the Board ECHO Membership for 2015. Director Skillman seconded the motion. By a vote of 10-0-0 the motion carried.

Ms. Cris Robinson entered the meeting at 9:45 AM.

The Secretary of the Corporation, Director LaBarge, read the following proposed resolution approving revisions to the Land Use Policy:

**LAND USE ALTERATION POLICY**

**ADOPTED APRIL 2002, RESOLUTION U-02-46  
REVISED NOVEMBER 2002, RESOLUTION U-02-155  
REVISED APRIL 2004, RESOLUTION 01-04-54  
REVISED MAY 2007, RESOLUTION 01-07-45  
REVISED MAY 2008, RESOLUTION 01-08-73**

**REVISED \_\_\_\_\_, 2015, RESOLUTION XX-XX-XX**

**WHEREAS**, residents have expressed a desire to perform alterations to improve their manors; and

**WHEREAS**, the Maintenance and Construction Committee recommends the Board of Directors of United Laguna Woods Mutual ("Board") establish policies and procedures for the construction of any alterations and modifications; and

**WHEREAS**, the Board has been advised by Corporate Counsel of its fiduciary duty to preserve open area owned by the Corporation for the benefit of all its members, as well as its fiduciary duty to preserve and even maximize property values of the Corporation; and

**WHEREAS**, the Board has been further advised by Corporate Counsel the law limits its authority to grant to any shareholder the exclusive use of any portion of the common area, i.e., property outside a manor without a vote of sixty-seven percent (67%) of all shareholders, unless the grant is to, among other things, transfer the burden of management and maintenance of any common area that is generally inaccessible and not of general use to the membership at large (Civil Code Section 4600(b)(3)(E)); and

**WHEREAS**, the Board wishes to adopt a Land Use Alteration Policy that complies with Civil Code Section 4600; and

**WHEREAS**, the original manor footprint shall be defined as the original construction including atriums, balconies, and patios. All property outside the furthest point of any such areas are common area; and

**WHEREAS**, the Board finds that allowing members in certain manors to expand their manor beyond the original construction onto open common area owned by the Corporation could maximize property values of the Corporation; and

**WHEREAS**, the Board desires to provide direction to current and future Board members with respect to Land Use; and this resolution contemplates land owned by the Corporation;

**NOW THEREFORE BE IT RESOLVED**, April 14, 2015, Resolution 01-08-73 is hereby superseded and cancelled; and

**BE IT FURTHER RESOLVED**, the following resolution, XX-XX-XX is adopted by the Board of Directors of United Laguna Woods Mutual ("Board"):

1. Alterations within the manor footprint to enclose patios, atriums and balconies may be constructed with prior written approval of the Board, which includes Board-approved Standard Plans, as allowed in the past.
2. Alterations beyond the manor footprint, not exceeding 100 square feet lifetime total, which require the grant of exclusive use common area, may be constructed with prior written approval of the Board, as set forth herein.
3. Residents requesting approval of an alteration requiring a grant of exclusive use common area must present plans and elevations of proposed alterations to the United Maintenance and Construction Committee. Such expansions may be denied for, among other things, architectural incompatibility; proximity to walkways, landscape or other constraints.
4. The requesting resident shall pay for all costs associated with the alteration, including without limitation the cost of permits and all exterior modifications, as well as a one-time fee of \$1,000 paid to United Mutual to defray the costs of reviewing the plans and elevations of proposed alterations.
5. The requesting resident shall notify adjacent neighbors who may be affected by the expansion via the Neighbor Awareness Form, which

is required two weeks prior to the Maintenance and Construction Committee meeting. In the event a manor is vacant or the requesting member is unable to contact the neighbor in person, a *Certificate of Mailing* from the United States Postal Service is required.

6. The requesting resident shall bear the burden of installation, maintenance and management of the alteration, as well as the burden of maintenance and repair of the area unto which the alteration expands, referred to as the exclusive use common area.

7. Permitted Alterations made to manors within United Mutual before the effective date of this policy shall be permitted to remain.

8. This policy shall be reviewed and approved by legal counsel prior to adoption by the Board.

9. The Board of Directors shall approve or deny usage of open common area when considering a proposed alteration that is not an established Alteration Standard (a Variance Request) for patio extensions, enclosures on extended patios, room additions, and any other usage of open common area utilizing the following Criteria for Consideration of Land Use:

- The proposed alteration must comply with all architectural and building guidelines within the Community, whether the proposed alteration is wholly or partially on open area.
- The Board may consider, in its reasonable discretion, whether such request is to transfer to a shareholder the burden of management and maintenance of any open common area that is generally inaccessible and is not of general use to the other members of United Mutual. With respect to determining whether the open common area is “generally inaccessible and is not of general use to the other members” the Board may consider whether the proposed area of alteration can only be reasonably accessed through or benefit the subject manor.
- The location of the proposed alteration would not prevent a Member of a neighboring manor from also performing such an alteration.

10. Based on the Board’s findings, the Board may consider whether the following factors are present prior to approving any alteration that will include an enclosure, or otherwise encroach onto open area:



- (a) The alteration is consistent with the architectural aesthetics and integrity of the Community.
- (b) The alteration is constructed behind an already existing block wall at least five feet in height.
- (c) The alteration does not unreasonably obstruct a neighboring manor's view.
- (d) Any alteration on open common area does not impede ingress or egress of other members onto adjacent open area or impede Community maintenance Staff from going into or across the open area.

**RESOLVED FURTHER**, that previously-approved Standard Plans for Room Additions will continue to be permitted without approval of a Variance; 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 Ross moved to approve the resolution. Director Tibbetts seconded the motion.

Ms. Wendy Panizza entered the meeting at 9:55 AM.

GRF Director Mary Stone (356-C), United Mutual Members Judy Gaither (162-B), Dick Rader (270-D), Roger Cohen (229-D), GRF Director John Beckett (364-Q), and Third Mutual Member Marty Rhodes (5369-2A) commented on the resolution.

By a vote of 1-8-1(Director Ross in favor and Director Tibbetts abstained) the motion failed.

Director Dauer moved to send the proposed resolution approving revisions to the Land Use Policy to a joint Maintenance & Construction Committee and Governing Documents Committee. Director Hammer seconded the motion.

By a vote of 9-1-0 (Director LaBarge opposed) the motion carried.

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

The Secretary of the Corporation, Director LaBarge, read proposed resolution to Single Source the Inspector of Elections for 2015 to Martin and Chapman. Director Bassler moved to approve the resolution, Director Hammer 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 01-15-18**

**Approve Inspector of Election Services to  
Martin and Chapman**

**RESOLVED**, February 10, 2015, that due to Martin and Chapman's agreement to conform to the criteria established in the specifications as an Inspector of Election, carrying the proper insurance, and its familiarity with the Community, the Board of Directors of this Corporation hereby approves Martin and Chapman as the Inspectors of Election for the 2015 Director Election and agrees to single-source the contract; 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.

The Secretary of the Corporation, Director LaBarge, read proposed resolution approving revisions to the Mutual Committee Appointments. Director Skillman moved to approve the resolution, Director Dauer seconded the motion, and discussion ensued.

Director Skillman moved to add Director Dauer to the Parking Committee. Director Dauer seconded the amendment. By a vote of 10-0-0 the motion carried.

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

**RESOLUTION 01-15-19**

**United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, February 10, 2015, that the following persons are hereby appointed to serve the Corporation in the following capacities:

**Finance Committee**

~~Don Tibbetts, Chair~~

***Lenny Ross, Chair***

Juanita Skillman, Vice Chair

Pat English

Advisors: Florence Kleinfeld, Lou Skogen

**Governing Documents Review Ad Hoc Committee**

Juanita Skillman, Chair

Eva Lydick, Vice Chair

Lenny Ross

Advisor: Barbara Copley

**Landscape Committee**

Eva Lydick, Chair

Ken Hammer, Vice Chair

Ming Lee Chang

Advisors: Pamela Grundke, Barbara Copley

**Maintenance and Construction Committee**

Don Tibbetts, Chair

Ming Lee Chang, Vice Chair

Jack Bassler

Lenny Ross

Jan LaBarge

Anthony Liberatore

Advisor: Janey Dorrell

**New Resident Orientation**

Per Rotation List

**Traffic Hearing (quarterly)**

~~Jan LaBarge~~

~~Lenny Ross~~

TBD

**Laguna Woods Village Traffic Court**

***Ken Hammer***

**Walkway Lighting Subcommittee**

Anthony Liberatore, Chair

Jack Bassler, Vice Chair

Juanita Skillman

Ming Lee Chang

Ken Hammer

Advisors: Doug Rook, Collette Sigman

**Water Conservation Ad Hoc Committee**

Anthony Liberatore, Chair

Jack Bassler, Vice Chair

Pat English

Advisors: TBD

**Parking Committee**

Ken Hammer, Chair

Eva Lydick

Jack Bassler

Jan LaBarge

***Tony Dauer***

**Laguna Canyon Foundation**

TBD

**RESOLVED FURTHER**, that Resolution 01-14-144, adopted November 13, 2014, is hereby superseded and canceled.

**CONSENT CALENDAR**

Director Lydick moved to remove "B147 Deny request for a change in the exterior paint color group for Building 147 due to late submittal" from the Consent Calendar, and place the item under the Maintenance and Construction Committee Report as Agenda Item 14(c). Director Bassler seconded the amendment.

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

**Maintenance and Construction Committee Recommendations:**

**RESOLUTION 01-15-20**

**Variance Request**

**RESOLVED**, February 10, 2015, that the request of Mr. Vladimir and Ms. Klara Manyak for a living room extension with powder room and washer/dryer with the plumbing drain line to be connected at a location within the manor footprint, and not in common area, at Manor 106-A Via Estrada, 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 Manor 106-A; and

**RESOLVED FURTHER**, 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**, 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**, the plumbing drain line for the powder room and washing machine must be connected at a location within the manor footprint, and not in common area; and

**RESOLVED FURTHER**, the plans must verify the manor's plumbing and electrical systems can accommodate the added burden placed upon them by the washer and dryer; and

**RESOLVED FURTHER**, the washer/dryer must installed as per United Mutual Alteration Standard Section 29-Washer and Dryer Installations; and

**RESOLVED FURTHER**, the Board has, from time to time, received complaints of noise transference due to alterations within the interior of neighboring manors. For example, alterations to walls that allow noise to travel differently, alterations to plumbing that cause water noises within the shared walls, or alterations to floor coverings. The Board should advise the member that should the Board receive such a complaint concerning an alteration, the requesting member may be subject to member disciplinary proceedings and could be required to take additional noise mitigating measures, up to and including removing the alteration and restoring to original; 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 01-15-21**

#### **Window Replacement Reimbursement Request**

**RESOLVED**, February 10, 2015, that the request of Mr. Clarence Delzer for the Mutual to reimburse \$1,305.00, a portion of the expenses incurred to replace the windows at 166-N Avenida Majorca, is hereby denied; and

**RESOLVED FURTHER**, that the denial is due to United Laguna Woods Board of Directors upholding its Window Replacement Policy; and

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

**RESOLUTION 01-15-22**

**Electrical Reimbursement Request**

**RESOLVED**, February 10, 2015, that the request of Ms. Mary Stone for the Mutual to reimburse \$542.09 for expenses representing increased electrical usage costs as a result of a water heater leak at Manor 356-C Avenida Castilla, is hereby approved; and

**RESOLVED FURTHER**, that the expense of \$542.09 is to be charged to the Contingency 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 01-15-23**

**Variance Request**

**RESOLVED**, February 10, 2015, that the request of Mr. Manuel Adame and Ms. Judy Vrabel to resize the master bedroom window at Manor 756-C 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 756-C; 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 01-15-24**

**Appeal Request for Reimbursement of Charges**

**RESOLVED**, February 10, 2015, that the appeal 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 01-15-25**

**Variance Request**

**RESOLVED**, February 10, 2015, that the request of Ms. Carol Swanson to retain the single entry door conversion at Manor 941-C Avenida 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 941-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**, 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 01-15-26**

**Request for Bookshelf at Member Expense**

**RESOLVED**, February 10, 2015, that the request of Ms. Patricia Smith of 2076-C Ronda Granada for the Mutual to allow her to install a bookcase at Laundry Room 210, at Member expense, is hereby denied; and

**RESOLVED FURTHER**, that the denial is due to United Laguna Woods Board of Directors upholding its Common Area Laundry Room Policy; and

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

**Landscape Committee Recommendations:**

None

**Finance Committee Recommendations:**

**RESOLUTION 01-15-27**

**Recording of a Lien**

**WHEREAS**, Member ID 947-397-80 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**, February 10, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-397-80; 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 01-15-28**

**Recording of a Lien**

**WHEREAS**, Member ID 947-408-00 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**, February 10, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-408-00; 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 01-15-29**

**Recording of a Lien**



**WHEREAS**, Member ID 947-416-15 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**, February 10, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-416-15; 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 01-15-30**

##### **Recording of a Lien**

**WHEREAS**, Member ID 947-390-61 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**, February 10, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-390-61; 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 01-15-31**

##### **Recording of a Lien**

**WHEREAS**, Member ID 947-440-21 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**, February 10, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-440-21; and

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

### **GENERAL MANAGER'S REPORT**

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

Ms. Cris Robinson left the meeting at 11:00 AM.

### **COMMITTEE REPORTS**

#### **FINANCE REPORT**

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

Director Tibbetts reported from the Maintenance and Construction Committee.

The Board agreed to take the following two agenda items out of order.

The Secretary of the Corporation, Director LaBarge, read a proposed resolution approving completing the remaining 117 Water Heater Electrical Upgrades with a Supplemental Appropriation of \$73,800 to be funded from the Replacement Fund. Director Bassler moved to approve the resolution, Director Hammer 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 01-15-32**

#### **United Water Heater Electrical Upgrades**

**WHEREAS**, on August 10, 2010 United Laguna Woods Mutual Board, by way of Resolution 01-10-167, authorized proceeding with a program to upgrade the circuit breakers and wiring for the 4500-watt water heaters in 6,323 manors over a timeframe of two years; and

**WHEREAS**, to date 6,206 water heater electrical upgrades have been completed, leaving 117 manors requiring water heater electrical upgrades and inspections; and

**WHEREAS**, the Reserves Plan provided funding through the end of 2014 to complete all required upgrades;

**NOW THEREFORE BE IT RESOLVED**, February 10, 2015, the Board of Directors of this Corporation hereby approves an appropriation of \$73,800 from the Replacement Fund for the completion of the remaining 117 manors requiring water heater electrical upgrades; 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. Petros Frangos and Ken Gebert entered the meeting at 11:15 AM.

The Secretary of the Corporation, Director LaBarge, read the following proposed resolution approving the Outdoor Cooking & Space Heating Policy:

**RESOLUTION 01-15-XX**

**Outdoor Cooking & Space Heating Policy**

**WHEREAS**, the Mutual currently has no policy regarding the use of open-flame outdoor cooking and space heating devices; and

**WHEREAS**, the California Fire Code specifies that “charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction”;

**NOW THEREFORE BE IT RESOLVED**, April 14, 2015, the Board of Directors of this Corporation hereby approves that charcoal burning devices and other open-flame cooking or space heating devices shall not be operated on balconies, decks, patios or anywhere within 10 feet of the exterior walls of dwellings or patio covers; and

**RESOLVED FURTHER**, that violators are subject to disciplinary action; and

**RESOLVED FURTHER**, that LP gas (propane) cooking devices may be used with the limitation of the largest permissible LP gas container for these cooking and heating devices being a 1 pound (nominal) cylinder; and

**RESOLVED FURTHER**, that electric grills are permitted; and

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

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

Member Dick Rader (270-D) commented on the resolution.

By a vote of 8-1-1 (Director LaBarge opposed, Director Dauer abstained) the resolution carried and was postponed to the April meeting to comply with Civil Code §4360, to satisfy the 30-day notification requirement.

Mr. Petros Frangos and Ken Gebert left the meeting at 11:30 AM.

B147 "Deny request for a change in the exterior paint color group for Building 147 due to late submittal" was removed from the Consent Calendar to be discussed and considered as 14(c).

Director Lydick moved to approve the request for a change in the exterior paint color group for Building 147. Director Bassler seconded the motion. By a vote of 7-2-1 (Directors Tibbetts and Hammer opposed, Director LaBarge abstained) the motion carried.

Director Liberatore reported from the Walkway Lighting Sub-Committee.

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 Hammer reported from the Parking 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.

#### **MEETING RECESS**

The Regular Open Session Meeting recessed at 12:00 PM. and reconvened into the Regular Executive Session at 12:45 PM.

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

During the January 13, 2015 Regular Executive Session meeting the Board reviewed and approved the minutes of the Regular Executive Session of December 9, 2014 and the Special Executive Session of December 22, 2014. The Board heard four disciplinary hearings and imposed \$300 in fines for violations of the Mutual's rules and regulations; discussed and considered numerous member disciplinary matters; discussed and considered Membership and Occupancy matters; discussed re-establishing an Executive Committee, appoint Directors and establish meeting dates.

During the January 27, 2015 Special Executive Session meeting the Board discussed litigation matters.

During the February 4, 2015 Special Executive Session meeting the Board discussed and considered Member matters.

**ADJOURNMENT**

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

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Jan LaBarge, Secretary