

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

**June 9, 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, June 9, 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, Jan LaBarge, Juanita Skillman, Tony Dauer, Eva Lydick, Anthony Liberatore

Directors Absent: Lenny Ross

Staff Present: Jerry Storage, Kim Taylor  
(Executive Session: Jerry Storage, Kim Taylor, Francis Rangel, Bryan English)

Others Present: Jeff Beaumont Esq. of Beaumont Gitlin Tashjian (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 9:00 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 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 amended by adding 'Discuss and Consider Removing Hedges between Buildings 889 and 890 (CDS 70)' to under the Landscape Committee Report and removing from the Consent Calendar 51-C, 201-F and 750-C to under the Maintenance and Construction Committee report. Director Chang seconded the motion.

By a vote of 9-0-0 the motion carried and the agenda was approved as amended.

**CHAIR'S REMARKS**

President English announced the new United Laguna Woods Mutual Board Secretary, Juanita Skillman, and provided a brief overview of her accomplishments and current Committees that she is serving on.

**UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM**

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

- Richard Rader (270-D) commented on allowing more time for speakers at Member Comments and suggested a timing devise be used.
- Bette Bradley (643-B) commented on upgrading her kitchen and an issue she is having with replacing her oven in white.
- Barbara Copley (410-D) provided background regarding past United Bylaw changes and the Articles of Incorporation.
- Bob Radus (548-P) commented on having Skype at the Board meetings for residents who cannot attend the meetings and the proposed changes to the Guarantor qualifications.
- Eugene Fisch (284-B) commented on savings with regard to replacing the current lights with LED lights in the Community.
- Iris Gorin (828-Q) expressed her concern with the changes in the channel lineup at Broadband.
- Pamela Grundke (2214-B) wished the Residents Voice Happy Birthday and stated that Committee Advisors should be non-voting Advisors and commented on following the rules of the Mutual.
- Roberta Berk (933-B) commented on rumors regarding proposed changes to the Guarantor qualifications.
- Randall Nichols (2074-D) commented on NCB underwriting policies, and his negative experience trying to sell his unit and in obtaining a Home Line of Credit.
- Robert Trout (273-A) commented on making changes to the current rules.
- Dotty Fredericks (776-Q) commented on a neighbor issue, Security responding to the matter, and asked that the United Board tell the neighbor that she wasn't the person who called Security on the neighbor.

### **RESPONSE TO MEMBER COMMENTS**

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

### **APPROVAL OF MINUTES**

Director Hammer moved to approve the Regular Open Meeting minutes of May 12, 2015, the Special Emergency Open Meeting minutes of May 12, 2015, the Special Emergency Open Meeting minutes of May 14, 2015, and the Special Open Meeting minutes of June 1, 2015, as written. Director Bassler seconded the motion.

By a vote of 9-0-0 the motion carried.

### **UNFINISHED BUSINESS**

Director Skillman moved to not allow voting privileges for Committee Advisors. Director Hammer seconded the motion.

Director LaBarge asked if Advisors are covered under the Boards D&O Insurance. Staff will research the question.

Members Pamela Grundke (2214-B) and Barbara Copley (410-D) commented on the motion.

By a vote of 9-0-0 the motion carried.

The Board discussed dissolving the Governing Documents Review Ad Hoc Committee.

President English moved to dissolve the Governing Documents Review Ad Hoc Committee. Director Bassler seconded the motion. Discussion further ensued.

Members Barbara Copley (410-D), Dick Rader (270-D), Roberta Berk (933-B) and Randi Ellen Unger (696-C) commented on the motion.

President English withdrew the motion.

President English moved to review and revise the Charter of the Governing Documents Review Ad Hoc Committee. Director Bassler seconded the motion. Discussion ensued.

President English moved to amend the motion to read: To have the United Governing Documents Review Ad Hoc Committee review the existing Charter and make revisions to the Charter as appropriate and bring the Charter back to the Board for consideration. Director Bassler seconded the amendment.

By a vote of 7-3-0 (Directors Dauer, Liberatore and English opposed) the motion carried.

The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving revisions to the United Committee Appointments.

### **RESOLUTION 01-15-79**

#### **United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, June 9, 2015, that the following persons are hereby appointed to serve the Corporation in the following capacities:

##### **Finance Committee**

Lenny Ross, Chair  
Juanita Skillman, Vice Chair  
Pat English  
~~Jack Bassler~~

***Non-voting*** Advisors: Lou Skogen

##### **Governing Documents Review Ad Hoc Committee**

Juanita Skillman, Chair  
Eva Lydick, Vice Chair  
Lenny Ross

***Non-voting*** Advisor: Barbara Copley, ***Bevan Strom***

##### **Laguna Canyon Foundation**

TBD

**Laguna Woods Village Traffic Hearings**

Ken Hammer

**Landscape Committee**

Eva Lydick, Chair

Ken Hammer, Vice Chair

Ming Lee Chang

***Non-voting*** 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

***Non-voting*** Advisor: Janey Dorrell

**New Resident Orientation**

Per Rotation List

**Parking Committee**

Ken Hammer, Chair

Eva Lydick

Jack Bassler

Lenny Ross

Tony Dauer

***Non-voting*** Advisors: TBD

**Walkway Lighting Subcommittee**

Anthony Liberatore, Chair

Jack Bassler, Vice Chair

Juanita Skillman

Ming Lee Chang

Ken Hammer

***Non-voting*** Advisors: Doug Rook, Collette Sigman

**Water Conservation Ad Hoc Committee**

Anthony Liberatore, Chair

Jack Bassler, Vice Chair

Pat English

***Non-voting*** Advisors: TBD

**Resident Advisory Committee**

Juanita Skillman

Tony Dauer

**Non-voting** Advisors: **Barbara Copley, Paula Minnehan**

**RESOLVED FURTHER**, that Resolution 01-15-62, adopted May 12, 2015, is hereby superseded and canceled.

**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 Skillman moved to approve the resolution. Director Tibbetts seconded the motion, and discussion ensued.

By a vote of 8-0-0 (Director Hammer was absent for the vote) the motion carried and the Board of Directors adopted the resolution.

#### **NEW BUSINESS**

No new business came before the Board.

#### **CONSENT CALENDAR**

Without objection, the Board approved the Consent Calendar, as amended by moving 51-C, 201-F and 750-C to under the Maintenance and Construction Committee report, and the Board took the following actions:

#### **Maintenance and Construction Committee Recommendations:**

##### **RESOLUTION 01-15-80**

##### **Variance Request**

**RESOLVED**, June 9, 2015, that the appeal variance request of Mr. Stephen Gonzalez to retain stacker stone on the shared exterior stucco wall in the patio of Manor 244-B Calle Aragon, 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 244-B; and

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

**RESOLVED FURTHER**, the member must remove the bottom 5 inches of stacker stone and restore the weep screed in a manner suitable to allow its intended function as approved by the Permits and Inspections office; and

**RESOLVED FURTHER**, the member is hereby noticed that the Mutual may need to perform repairs and maintenance to the patio walls, and that any damage that could result to the alteration stacker stone would be the responsibility of the member, and not the Mutual; and

**RESOLVED FURTHER**, the member is hereby noticed the member will be held responsible for all costs associated with the repair and maintenance of the wall, including the interior components of the wall inclusive of the drywall in the adjacent manor 244-C, in the case the wall suffers damage due to non-maintenance of the wall; and

**RESOLVED FURTHER**, the Member shall be noticed for a Hearing due to the rules violation of performing alterations without approval; 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 01-15-81**

##### **Variance Request**

**RESOLVED**, June 9, 2015, that the variance request of Mr. William Lofholm to retain a shade cloth cover at Manor 359-A Avenida Castilla, 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 359-A; and

**RESOLVED FURTHER**, a required Mutual permit must be obtained from the Permits and Inspections office; and

**RESOLVED FURTHER**, all penetrations of eyebolts supporting the shade must be properly sealed sufficient to provide waterproof protection for the wood beams to which the shade is attached; and

**RESOLVED FURTHER**, the Member shall be noticed for a Hearing due to the rules violation of performing alterations without approval; 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 01-15-82**

### **Variance Request**

**RESOLVED**, June 9, 2015, that the variance request of Mr. Thomas Sell to install a window in the master bedroom and to re-size the bathroom windows at Manor 735-C Avenida Majorca, is hereby approved; and

**RESOLVED FURTHER**, all costs for repair and maintenance associated with the subject alterations, present and future, are the responsibility of the Mutual Member(s) at Manor 735-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 be submitted to the Mutual through the Permits and Inspections Office located in the Laguna Woods Village Community Center; and

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

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

### **RESOLUTION 01-15-83**

### **Variance Request**

**RESOLVED**, June 9, 2015, that the variance request of Mr. Fred Scott to retain a window in the living room at Manor 943-C Avenida Majorca, is hereby approved; and

**RESOLVED FURTHER**, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 943-C; and

**RESOLVED FURTHER**, the Mutual permit must be revised to reflect the subject window through the Permits and Inspections office located in the Laguna Woods Community Center; and

**RESOLVED FURTHER** the member will be noticed for a hearing due to the rules violation of performing an alteration without approval; 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 01-15-84**

**Request to Install a Concrete Walkway**

**RESOLVED**, June 9, 2015, that the variance request of Mr. Herbert Beck to install a concrete walkway at Manor 2068-A Via Mariposa East, is hereby denied; and

**RESOLVED FURTHER**, that the denial is based on the current Land Use 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.

- CDS 14 Approve request for installation of a ramp for CDS 14 at Member expense
- 2152-A Deny request to have fumigation postponed for Building 2152 to 2016 (approximately 10 months)

**Landscape Committee Recommendations:**

None

**Finance Committee Recommendations:**

**RESOLUTION 01-15-85**

**Recording of a Lien**

**WHEREAS**, Member ID 947-426-04 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**, June 9, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-426-04; 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 01-15-86**

**Recording of a Lien**

**WHEREAS**, Member ID 947-376-67 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**, June 9, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-376-67; 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 01-15-87**

**Recording of a Lien**

**WHEREAS**, Member ID 947-371-06 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**, June 9, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-371-06; 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 GRF and United Mutual.

## **COMMITTEE REPORTS**

### **FINANCE REPORT**

In Director Lenny Ross' absence, Director Skillman reported from the Finance Committee, gave the United Treasurer's Report, and commented on the Resale Activities.

The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving changing the name of the Replacement Reserve Fund to the Reserve Fund.

### **RESOLUTION 01-15-88**

#### **Replacement Reserve Fund to be changed to Reserve Fund**

**WHEREAS**, Civil Code §4177 defines a reserve account as moneys the association has set aside to defray the future repair or replacement of, or additions to, those major components which the association is obligated to maintain; and

**WHEREAS**, at the time of original construction of the Mutuals, the Replacement Reserve Fund was established; and

**WHEREAS**, the purpose of this reserve is to provide for replacement of structural elements and mechanical equipment within the Mutual including, but not limited to, replacement of designated appliances, roofs, paving, laundry equipment, walls, vertical lifts, and windows; and

**WHEREAS**, to provide clarity between restricted funds for the Mutual, the name of the Replacement Reserve Fund will be changed to the Reserve Fund;

**NOW THEREFORE BE IT RESOLVED**, June 9, 2015, that the Board of Directors of this Corporation authorizes the Replacement Reserve Fund to be referred to as Reserve 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 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 resolution.

Director Tibbetts reported from the Maintenance and Construction Committee.

The Board discussed prohibiting the use of PEX for plumbing alterations in United Mutual manors.

Director Tibbetts moved to approve prohibiting the use of PEX for plumbing alterations in United Mutual manors. Director Bassler seconded the motion. By a vote of 9-0-0 the motion carried.

The Board discussed the variance request of Ms. Josephine Delgado to extend the front patio at Manor 51-C Calle Aragon.

Director Tibbetts moved to approve the variance request of Ms. Josephine Delgado to extend the front patio at Manor 51-C Calle Aragon, with contingencies; the variance request of Mr. Thurman and Mrs. Anne Francisco to extend the front porch slab at Manor 201-F Avenida Majorca, with contingencies; and the variance request of Mr. Steven Bamberger and Mrs. Mariann Bamberger to extend the front patio and block wall at Manor 750-C Avenida Majorca, with contingencies. Director Bassler seconded the motion. Discussion ensued.

Member Dick Rader (270-D), Roberta Berk (933-B), Pamela Grundke (2214-B) and Barbara Copley (410-D) commented on the motion.

By a vote of 4-6-0 (Directors Lydick, Chang, LaBarge, Hammer, Skillman, Dauer opposed; President English voted in favor) the motion failed. No further action was taken.

Director Liberatore reported from the Walkway Lighting Sub-Committee.

Director Skillman moved to have the Walkway Lighting Sub-Committee review their Charter to include other exterior lighting in the Mutual. Director Chang seconded the motion.

By a vote of 9-0-0 the motion carried.

Director Liberatore reported from the Water Conservation Ad Hoc Committee.

Director Lydick reported from the Landscape Committee.

The Board discussed removing the hedges between Buildings 889 and 890 (CDS 70) due to coyotes having dens in the hedges.

Director Lydick moved to approve the removal of the hedges between Buildings 889 and 890 (CDS 70.) Director Chang seconded the motion.

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

By a vote of 9-0-0 the motion carried.

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

The Board discussed the proposed revisions to the United Laguna Woods Mutual Application for Occupancy Permit Forms.

Director Skillman moved to approve the revisions to the United Laguna Woods Mutual Application for Occupancy Permit Forms. Director Bassler seconded the motion. By a vote of 9-0-0 the motion carried.

Director Skillman noted that 31 other forms are being updated by the Committee to make them exclusive to the Mutual.

Director Hammer reported from the Parking Committee.

Director Hammer reported from the Laguna Woods Village Traffic Hearings.

In Director Ross' absence, Director Skillman reported on disciplinary cases in United Mutual.

#### **GRF COMMITTEE HIGHLIGHTS**

Director Skillman reported from the Media and Communications Committee.

#### **DIRECTORS' FORUM**

Director Hammer commented maintenance on alteration washing machines being added as a chargeable service in United Mutual.

Director Skillman commented maintenance on alteration dryers being added as a chargeable service as well as alteration washing machines.

Director Liberatore asked Jerry Storage to look into a recycle bin issue at Carport 370.

Director Dauer commented on continuing maintenance and landscaping in the Mutual.

President English thanked everyone for coming to the meeting.

#### **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 May 12, 2015 Regular Executive Session meeting the Board reviewed and approved the minutes of the Regular Executive Session of April 14, 2015, as amended; heard four disciplinary hearings and imposed \$625 in fines for violations of the Mutual's rules and regulations; discussed the delinquency report; discussed and considered numerous Member disciplinary matters; discussed and considered Membership and Occupancy matters;

discussed litigation matters; discussed the Probate Court Petition matter; and discussed the Third Mutual Flood Mitigation project.

During the May 28, 2015 Special Closed Session All Boards meeting the Board discussed and considered contractual and legal matters.

During the June 1, 2015 Special Closed Session Meeting the Board reviewed and approved the minutes of May 12, 2015 Executive Session, as amended; discussed and considered a Member disciplinary matter; and discussed the legality of minutes.

**ADJOURNMENT**

With no further business before the Board of Directors, the meeting was adjourned at 3:50 PM.

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Juanita Skillman, Secretary

<b>APPLICATION FOR OCCUPANCY PERMIT</b>					<input type="checkbox"/> UNITED	MANOR ADDRESS
<b>ATTACH VERIFICATION OF VALID AGE - DRIVER'S LICENSE / PASSPORT / BIRTH CERTIFICATE / MILITARY ID</b>						
	LAST NAME	FIRST NAME	MI	SOC SEC #	BIRTHDATE	OFFICE USE ONLY
1.						
2.						
1.	<b>MARITAL STATUS</b> <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> SINGLE			<b>IF UNDER 45 YEARS OF AGE, INDICATE IF</b> <input type="checkbox"/> SPOUSE / REGISTERED DOMESTIC PARTNER		
2.	<b>MARITAL STATUS</b> <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> SINGLE			<b>IF UNDER 45 YEARS OF AGE, INDICATE IF</b> <input type="checkbox"/> SPOUSE / REGISTERED DOMESTIC PARTNER		
APPLIC. RELATIONSHIP TO OWNER		PREVIOUS ADDRESS		CITY	STATE	ZIP
IN EMERGENCY, NOTIFY		RELATIONSHIP TO APPLICANT	ADDRESS			TEL NO.
<b>OWNER / CO-OCCUPANT ACKNOWLEDGMENTS</b>						
WE HEREBY APPLY FOR APPROVAL FOR THE APPLICANT TO RESIDE IN THE MANOR IDENTIFIED ABOVE AS A NON-MEMBER OCCUPANT, AND AFFIRM THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE TO THE BEST OF OUR KNOWLEDGE. WE HAVE READ THE TERMS AND CONDITIONS FOR SUCH OCCUPANCY ON THE REVERSE SIDE OF THIS APPLICATION, AND AGREE TO BE BOUND BY THE TERMS THEREIN. WE HAVE RECEIVED A COPY OF THE NOTICE INFORMING US OF THE POSSIBLE EXISTENCE OF ASBESTOS IN CERTAIN BUILDINGS.						
WE SWEAR, UNDER PENALTY OF PERJURY, THAT THERE WILL NOT BE A LANDLORD-TENANT RELATIONSHIP BETWEEN OWNER AND OCCUPANT, AND THAT NO RENTS WILL BE PAID OR COLLECTED DURING THE DURATION OF APPLICANT'S OCCUPANCY, UNLESS A LEASE IS EXECUTED THROUGH THE GOLDEN RAIN FOUNDATION (GRF) LEASING OFFICE. *						
*All Members & Occupants Must Initial "No Rent Paid or Collected" Agreement _____						
OWNER NAME (PRINT)		OWNER SIGNATURE		DATE	TO RESIDE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
OWNER NAME (PRINT)		OWNER SIGNATURE		DATE	TO RESIDE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
1. CO-OCCUPANT SIGNATURE		DATE	2. CO-OCCUPANT SIGNATURE		DATE	
<b>COMMUNITY SERVICES DEPARTMENT USE ONLY</b>						
FLOORPLAN: _____ # BEDROOMS: _____ # PERSONS RESIDING IF THIS PERMIT IS APPROVED _____						
ID CARD FEES TO BE COLLECTED: \$ _____ <input type="checkbox"/> EXEMPT (spouse/domestic partner status verified)						
IF APPLICANT IS UNDER 55 YEARS OF AGE, INDICATE IF QUALIFYING RESIDENT HAS BEEN VERIFIED. <input type="checkbox"/> YES <input type="checkbox"/> NO						
DOES THE APPROVAL OF THIS APPLICATION EXCEED THE NUMBER OF PERSONS PERMITTED TO OCCUPY THIS UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO						
VERIFIED BY: _____ OCCUPANT'S PHONE # _____						
<b>ACTION BY MUTUAL BOARD OF DIRECTORS</b>						
<b>APPLICATION DENIED</b>				<b>APPLICATION APPROVED</b>		
The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is <b>denied</b> .				The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is <b>approved</b> .		
SIGNATURE				SIGNATURE		

SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
DATE:	DATE:

**APPLICATION FOR CO-OCCUPANCY PERMIT – Laguna Woods, California**

**PRIMARY RULES GOVERNING OCCUPANCY**

THE PARTIES TO THIS AGREEMENT ARE THE MUTUAL CORPORATION, HEREINAFTER REFERRED TO AS "THE MUTUAL"; THE MEMBER(S), HEREINAFTER REFERRED TO AS "THE MEMBER(S)", AND WHOSE SIGNATURE APPEARS ON THE REVERSE SIDE OF THIS APPLICATION; AND THE APPLICANT(S) FOR OCCUPANCY, HEREINAFTER REFERRED TO AS "CO-OCCUPANT(S)", AND WHOSE SIGNATURE APPEARS ON THE REVERSE SIDE OF THIS APPLICATION. IN CONSIDERATION OF THEIR MUTUAL UNDERTAKINGS, THE PARTIES HERETO AGREE AS FOLLOWS:

1. CO-OCCUPANT(S) SHALL BE ENTITLED TO OCCUPY THE MANOR INDICATED ON THE REVERSE SIDE OF THIS APPLICATION.
2. CO-OCCUPANT(S) AND MEMBER(S) AFFIRM THEIR INTENT THAT THE CO-OCCUPANT WILL RESIDE IN THIS MANOR AND THAT OCCUPANT IS 45 YEARS OF AGE OR OLDER, OR IS THE SPOUSE OR REGISTERED DOMESTIC PARTNER OF THE QUALIFYING RESIDENT.
3. IN UNITED MUTUAL, NON-MEMBERS MAY RESIDE ONLY IF THEY CO-OCCUPY WITH MEMBERS WHO ARE IN RESIDENCE (AND MEET THE REQUIREMENTS OF SECTION 2 ABOVE) OR ARE THE PARENTS OF MEMBERS, WITH ONE QUALIFYING RESIDENT AT LEAST 55 YEARS OF AGE.
4. CO-OCCUPANT(S) SHALL BE ENTITLED TO THE USE AND ENJOYMENT OF THE FACILITIES AND SERVICES PROVIDED BY THE GOLDEN RAIN FOUNDATION ON THE SAME BASIS AS MEMBERS OF THE FOUNDATION, BUT WILL HAVE NEITHER OWNERSHIP NOR VOTING RIGHTS IN THE FOUNDATION OR ANY MUTUAL.
5. MEMBER SHALL BE RESPONSIBLE FOR THE CONDUCT AND DEPARTMENT OF THE CO-OCCUPANT.
6. CO-OCCUPANT SHALL BE SUBJECT TO THE SAME RULES, REGULATIONS, RESTRICTIONS (AND OF THE OCCUPANCY AGREEMENT WITH UNITED MUTUAL) THAT ARE APPLICABLE TO MEMBER, EXCEPT WITH RESPECT TO PAYMENT OF CARRYING CHARGES. IF CO-OCCUPANT EVER SHALL BECOME THE LEGAL OR EQUITABLE OWNER OF THE MEMBERSHIP, CO-OCCUPANT WILL APPLY FOR MEMBERSHIP WITH THE MUTUAL (AND WILL EXECUTE AN OCCUPANCY AGREEMENT WITH UNITED MUTUAL) IN THE FORM GENERALLY USED BY THE MUTUAL AND WILL PAY ALL AMOUNTS DUE PURSUANT TO THE CC&R'S (OR OCCUPANCY AGREEMENT).
7. MEMBER AND CO-OCCUPANT SHALL BE EQUALLY RESPONSIBLE FOR PAYMENT OF ANY CHARGES INCURRED BY CO-OCCUPANT IN RESPECT TO SERVICE PROVIDED BY GOLDEN RAIN FOUNDATION OR THE MUTUAL.
8. MEMBER AGREES TO PAY TO GOLDEN RAIN FOUNDATION (GRF) AN ADDITIONAL SUM EACH MONTH FOR EACH OCCUPANT OF THE MANOR IN EXCESS OF TWO, AT THE RATE PRESCRIBED BY GRF.
9. **MEMBERS SHALL BE RESPONSIBLE FOR CANCELING THE CO-OCCUPANCY STATUS AND RETURNING CO-OCCUPANT'S ID CARD AND VEHICLE DECAL WHEN OCCUPANT CEASES TO RESIDE IN THE MANOR.**
10. ANY PARTY MAY TERMINATE THIS AGREEMENT AT ANY TIME UPON THIRTY DAYS WRITTEN NOTICE TO THE OTHER PARTIES TO THIS AGREEMENT.
11. IN ORDER TO INDUCE MUTUAL TO EXECUTE THIS AGREEMENT, THE OTHER PARTIES AGREE THAT THEY HAVE NO RIGHTS AGAINST MUTUAL AS A DIRECT OR INDIRECT RESULT OF THE EXECUTION OF THIS AGREEMENT, AND IN THE EVENT THAT THERE ARE ANY EXPENSES INCURRED BY THE MUTUAL TO ENFORCE THE TERMS OF THIS AGREEMENT, OR TO REMOVE OR TAKE OTHER ACTION, OR TO DEFEND ANY ACTION RELATIVE TO MEMBER OR CO-OCCUPANT, AS A DIRECT OR INDIRECT RESULT OF THIS AGREEMENT, MEMBER AND CO-OCCUPANT AGREE TO HOLD THE MUTUAL HARMLESS FROM AND TO PAY ALL COSTS OR EXPENSES INCURRED BY MUTUAL, INCLUDING, BUT NOT LIMITED TO, ATTORNEY'S FEES, COURT COSTS OR RELATED EXPENSES.

13. GUESTS MAY STAY A MAXIMUM OF 60 DAYS PER YEAR, AND ONLY WHILE THE QUALIFYING SENIOR RESIDENT IS IN RESIDENCE.

**NOTICE TO MEMBERS AND APPLICANTS**

APPROVAL OF THIS APPLICATION BY THE MUTUAL, IN AND OF ITSELF, DOES NOT CONFER ANY RIGHT ON THE CO-OCCUPANT OTHER THAN THE REVOCABLE RIGHT TO OCCUPY THE MANOR NAMED ON THE REVERSE OF THIS FORM. AS INDICATED, BOTH MEMBER AND MUTUAL GENERALLY HAVE THE RIGHT TO TERMINATE OCCUPANT STATUS AT ANY TIME, WITHOUT CAUSE; PROVIDED, HOWEVER, THAT SECTION 51.3 OF THE CALIFORNIA CIVIL CODE MAY BE INTERPRETED TO INHIBIT THIS RIGHT OF TERMINATION IN CERTAIN CIRCUMSTANCES.

Form REV: 12-2014  
Package REV 09-2013



MANOR NUMBER:
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**UNITED LAGUNA WOODS MUTUAL  
 IMPORTANT INFORMATION FOR RESIDENTS  
 PLEASE READ CAREFULLY**

**Initial(s)**

You are moving into an independent-lifestyle & age-restricted community (as defined by California Civil Code §51.3) that does not provide any form of healthcare or assisted living. Each resident is responsible for his/her own care and welfare.

Appearance of the community is important, and residents are required to keep their balconies, patios, walkways, and carports free from clutter.

When moving into the community, residents are asked to break down and stack moving boxes next to trash dumpsters or at curbside for routine pick-up. Please be advised that there are weight and volume restrictions. A call to Property Services at (949) 597-4600 can arrange to have excessive moving material hauled away as a chargeable service.

Owners are required to check with the permits & inspection department before making any structural or landscape alteration. Contact Permits & Inspection at (949) 597-4616.

Please note the following residency restrictions:

Relatives and other guests may stay overnight for a total of 60 days in any 12-month period. Relatives and guests may not stay in a resident's home during the absence of the resident.

Board approval is required for all persons wishing to reside in the community. Contact Community Services at (949) 597-4369 before any change in residency status.

The maximum number of persons allowed to occupy a manor is equal to the number of bedrooms plus one. There is an additional monthly fee for the 3<sup>rd</sup> occupant.

Co-operative manors may not be sub-leased for less than 30 days or more than twelve months.

In Cooperatives, the Mutual is billed directly from the Tax Assessor and the Member reimburses the Mutual through monthly dues. Tax impound account is added to monthly carrying charges. Members of stock cooperatives are cautioned to prepare for property tax increases in monthly assessments.

I/We, the undersigned, have read the above and agree to comply with the rules of this community.

Signature	Date	Signature	Date

### EMERGENCY NOTIFICATION RECORD - LAGUNA WOODS VILLAGE

Please complete and return this form to the Laguna Woods Village Community Center, or mail to: Laguna Woods Village Security Division, PO Box 2220, Laguna Woods, CA 92654-2220

**ONE INDIVIDUAL PER FORM**

**PLEASE PRINT ALL INFORMATION**

Manor # \_\_\_\_\_ Telephone # \_\_\_\_\_ RESIDENT I.D. # \_\_\_\_\_

Resident Name (1 only) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: This information may be given to hospital personnel upon request.**

Doctor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact(s)

Name _____		Relationship _____		
Address _____		/ _____ / _____ / _____		
Code _____	Street Address _____	City _____	State _____	Zip _____
Phone Numbers _____		/ _____ / _____		
Phone _____	Home Phone _____	Work Phone _____	Cell _____	

Name _____		Relationship _____		
Address _____		/ _____ / _____ / _____		
Code _____	Street Address _____	City _____	State _____	Zip _____

Phone Numbers _____ / _____ /			
_____	Home Phone	Work Phone	Cell
Phone			

**Attorney** or Trustee Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Pet Care** Information, Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Special Circumstances (OPTIONAL)** You may decide to voluntarily provide this information. If so, please check the conditions that apply to you.

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| <input type="checkbox"/> <b>TDD</b> : Telephone Device for the Deaf  | <input type="checkbox"/> <b>VISION IMPAIRED</b>  |
| <input type="checkbox"/> <b>LIFE LINE</b> or other reporting devices   | <input type="checkbox"/> <b>HEARING IMPAIRED</b> |
| <input type="checkbox"/> <b>DEMENTIA</b> or Memory problems  | <input type="checkbox"/> <b>NON-AMBULATORY</b>   |
| <input type="checkbox"/> <b>LIFE-SUPPORT SYSTEM</b> , including oxygen or dialysis equipment that requires electricity |  |