

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

**July 14, 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, July 14, 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, Anthony Liberatore, Lenny Ross

Directors Absent: Eva Lydick

Staff Present: Jerry Storage, Kim Taylor, Rodger Richter, Kristine Courdy  
(Executive Session: Jerry Storage, Kim Taylor, Blessilda Fernandez, Cindy Grace, Adrienne Cardiel, Pamela Bashline and Ms. Betty Parker)

Others Present: Bob R. Hill, General Manager - El Toro Water District,  
Jeff Beaumont Esq. of Beaumont Gitlin Tashjian,

**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 Jack Bassler 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 Dauer moved to approve the agenda as amended by removing 108-A from the Consent Calendar to under the Maintenance and Construction Committee as Agenda Item 15e and by adding 'Electric Vehicles' to under New Business as Agenda Item 11d. Director Bassler seconded the motion.

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

Without objection, the Board agreed to consider agenda items out of order.

Bob R. Hill, General Manager - El Toro Water District, provided a presentation regarding the current drought conditions, mandated restrictions, and implementing changes in water usage.

## **UNITED MUTUAL MEMBER COMMENTS AND PUBLIC FORUM**

United Mutual Members were given the opportunity to speak to items that are not on the agenda.

- Marv Rosenhaft (823-A) commented on the presentation from Bob Hill, EL Toro Water District, spoke to an RFP with regard to the Restaurant 19 and spoke to the Master Plan.
- Helga Desmet-Merz (74-D) commented on the GRF meeting last week, transparency and asked the Board to support GRF by going to self-manage.
- Evelyn Sheedy (197-C) commented on trusting the GRF Board and her desire to continue living in the community.
- Sidney Alpert (298-D) spoke to not rushing into self-management and implored the Board not to move into self-management within the next six months but to take their time.
- Marty Rubin (895-A) commented on being conscious of the Business Judgment Rule and asked several questions of the Board with regard to the structure of GRF when they go to self-managing the community.
- Donald Bradburn (61-D) commented on a problem that he is having with regard to his Membership and requested a Meet and Confer with the Board.
- Roberta Berk (933-B) spoke to the complexities of the community and the Boards and requested that the Board of Directors and the Community support GRF.
- Sharon O'Neil (581-P) commented on the cost of projects and asked the Board to support GRF.
- Mike Comer (380-A) commented on Associa, GRF self-managing and spoke to checks and balances within the community.
- Betty Salazar (40-O) thanked the Board for their hard work and their efforts.
- Steve Leonard (696-D) spoke to the addition of Electric Vehicles being added to the agenda and the laundry room survey that he is conducting per the Third Energy Committee.
- CJ Wanser (697-C) stated that she agrees with Mike Comer and spoke to her acquaintance with Associa.
- Maxine McIntosh (68-C) spoke to GRF giving notice to Associa and staff quitting.

## **RESPONSE TO MEMBER COMMENTS**

The United Mutual Directors and Corporate Counsel Mr. Jeffrey Beaumont briefly responded to Member Comments.

## **CHAIR'S REMARKS**

President English commented on services provided by GRF for United Mutual and provided an overview of the GRF Board accomplishments in this last year.

## **APPROVAL OF MINUTES**

Director Hammer moved to approve the Regular Open Meeting minutes of June 9, 2015, and the 2016 Business Planning Meeting – Version 1 of June 12, 2015. Director Dauer seconded the motion.

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

### **UNFINISHED BUSINESS**

(10a) The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving revisions to the United Laguna Woods Mutual Financial Requirements, which was postponed in May to satisfy the 30-day notification:

### **RESOLUTION 01-15-89**

#### **UNITED LAGUNA WOODS MUTUAL FINANCIAL REQUIREMENTS**

**WHEREAS**, it is in the best interest of the Corporation to protect and preserve the financial integrity of this Corporation:

**NOW THEREFORE BE IT RESOLVED**, July 14, 2015, that the minimum financial requirements are revised as follows, effective for any escrow opened on or after August 1, 2015:

#### **PROSPECTIVE SHAREHOLDER (manor)**

- Minimum Annual Income - \$36,000 per year, for the Shareholder occupant(s) as documented by prospective shareholder occupant(s) on the Membership Certificate; and
- Minimum Liquid, Marketable, and/or Income Producing Assets - \$125,000 plus the total purchase price of the membership

#### **GUARANTORS OF PROSPECTIVE SHAREHOLDER**

##### **Guarantor Financial Requirements**

- Minimum Annual Income - \$90,000
- Minimum Verifiable Liquid, Marketable and/or Income Producing Assets - \$250,000, plus the total purchase price of the membership

##### **Shareholder Financial Requirements for the occupying shareholder(s) when they have a Guarantor**

- Minimum Annual Income - \$24,000

- Minimum Verifiable Liquid, Marketable and/or Income Producing Assets  
- \$75,000

The income and assets of the Guarantor are not a substitute for the minimum income and assets needed by the prospective Shareholder(s) occupant(s).

**RESOLVED FURTHER**, that all Shareholder applicants are required to submit a completed Financial Statement / Credit Information form; with satisfactory verification of identity, income, and assets, except under the following condition:

Once a member has qualified within this Corporation, said Shareholder(s) need not requalify for purchase of a replacement manor as long as the person or persons in whose name the Shareholder Certificate is held remain the same; and

**RESOLVED FURTHER**, that the Board review and approve any financial institution requesting the ability to fund a loan for prospective member by executing a Recognition Agreement; and

**RESOLVED FURTHER**, that the Managing Agent is hereby directed to disseminate this information to the realty community serving Laguna Woods Village, Laguna Woods; and

**RESOLVED FURTHER**, that the Managing Agent is hereby directed to provide the Board with a report documenting two years of history with recommendations for retaining or changing the requirements; and

**RESOLVED FURTHER**, that Resolution 01-12-204, adopted November 13, 2012 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 Hammer seconded the motion, and discussion ensued.

Members Maxine McIntosh (68-C), Steven Leonard (696-D) and Roberta Berk (933-B) commented on the resolution.

By a vote of 8-1-0 (President English opposed: Director Liberatore was absent for the vote) the motion carried and the Board of Directors adopted the resolution.

(10b) The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving revisions to the Administrative Guidelines for Financial Qualifications, which was postponed in May to satisfy the 30-day notification:

**RESOLUTION 01-15-90**

**Administrative Guidelines for Financial Qualifications**

**WHEREAS**, prospective buyers of manors in United Laguna Woods Mutual are required to meet minimum financial requirements for membership;

**NOW THEREFORE BE IT RESOLVED**, July 14, 2015, that the Board of Directors of this Corporation approves the Administrative Guidelines for Financial Qualifications as attached to the minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 01-12-95, adopted June 12, 2012 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 Skillman moved to approve the resolution. Director Ross seconded the motion, and discussion ensued.

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

(10c) The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving revisions to the United Laguna Woods Mutual Traffic Rules and Regulations, which was postponed in May to satisfy the 30-day notification:

**RESOLUTION 01-15-91**

**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 Parking Committee of this Corporation recognizes the need to amend a portion of the Mutual Traffic Rules and Regulations;

**NOW THEREFORE BE IT RESOLVED**, July 14, 2015, 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 01-14-154 adopted December 9, 2014 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 Skillman moved to approve the resolution. Director Bassler seconded the motion, and discussion ensued.

By a vote of 7-0-0 (Directors Hammer and Liberatore were absent for the vote) the motion carried and the Board of Directors adopted the resolution.

### **NEW BUSINESS**

(11a) Without objection, the Board appointed Directors Chang and LaBarge to the Permits Task Force.

(11b) The Board discussed making all standing committees 'Committees of the Whole.'

Director LaBarge moved to table the agenda item and send it to the Documents Review Committee. Director Tibbetts seconded the motion.

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

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

Kristine Courdy and Roger Richter entered the meeting at 11:00 AM.

(11c) The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving revisions to the United Laguna Woods Mutual Committee Appointments:

### **RESOLUTION 01-15-92**

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

**RESOLVED**, July 14, 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  
Non-voting Advisors: Lou Skogen

#### **Governing Documents Review 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~~

***Juanita Skillman, 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, ***Kay Anderson***

**RESOLVED FURTHER**, that Resolution 01-15-62, adopted June 9, 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 Hammer seconded the motion, and discussion ensued.

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

(11d) Jeffrey Beaumont provided an overview of the Civil Code addressing Electric Vehicle Charging Stations, which in part requires the Board to allow the charging of electric vehicles with conditions.

Members Steven Leonard (696-D) and Kathleen Mathews (500-C) spoke to electric vehicle charging stations.

Kristine Courdy and Mr. Roger Richter left the meeting at 11:15 AM.

**CONSENT CALENDAR**

(12a) Without objection, the Board approved the Consent Calendar as amended by removing 108-A to under the Maintenance and Construction Committee as 15e and the Board took the following actions:

**Maintenance and Construction Committee Recommendations:**

- Approved variance request from B103 for railing paint color exception and paint the handrails at the steps leading to Manor 103-A black.

**RESOLUTION 01-15-93**

**Variance Request**

**RESOLVED**, July 14, 2015, that the variance request of Mr. Fred Bennett to construct a room addition on the front patio at Manor 551-E Via Estrada, 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 551-E; 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**, all required Mutual and the City of Laguna Woods permits must be obtained. The 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**, all required landscape, irrigation, and drainage modifications, (if any) are to be completed by the Landscape Division at the expense of the Mutual Member(s) at 551-E; 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 01-15-94**

#### **Variance Request**

**RESOLVED**, July 14, 2015, that the variance request of Ms. Helene Silverman to install a handrail at the entry walkway at Manor 738-A 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 738-A; and

**RESOLVED FURTHER**, A required Mutual permit must be obtained through the Permits and Inspections office located in the Laguna Woods Village Community Center; and

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

#### **(12b) Landscape Committee Recommendations:**

- |       |  |
|-------|--|
| 36-B  | Deny appeal request for trimming at 35-D                     |
| 792-C | Approval of request for tree removal at the Mutual's expense |

**(12c) Finance Committee Recommendations:**

**RESOLUTION 01-15-95**

**Recording of a Lien**

**WHEREAS**, Member ID 947-398-07 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**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-398-07; 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 01-15-96**

**Recording of a Lien**

**WHEREAS**, Member ID 947-399-70 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**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-399-70; 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 01-15-97**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-392-83 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**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-392-83; 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 01-15-98**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-403-40 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**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-403-40; 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 01-15-99**

### **Recording of a Lien**

**WHEREAS**, Member ID 947-403-45 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-403-45; and

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

#### **RESOLUTION 01-15-100**

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

**WHEREAS**, Member ID 947-380-05 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-380-05; and

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

#### **RESOLUTION 01-15-101**

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

**WHEREAS**, Member ID 947-434-44 is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-434-44; and

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

### **RESOLUTION 01-15-102**

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

**WHEREAS**, Member ID 947-375-10 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**, July 14, 2015, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-375-10; 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.

#### **(13) GENERAL MANAGER'S REPORT**

Mr. Jerry Storage provided a brief update on the ongoing projects in GRF and United Mutual.

#### **COMMITTEE REPORTS**

##### **(14) FINANCE REPORT**

Director Lenny Ross 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 a Supplemental Appropriation not to exceed \$45,000 to fund legal costs associated with the probate issue:

### **RESOLUTION 01-15-103**

#### **Fund Legal Costs for Legal Counsel that Specializes in Probate Matters**

**WHEREAS**, United Laguna Woods Mutual is currently being represented in probate court in the matter of the Golden Rain Foundation of Laguna Hills Trust dated March 2, 1964, which was an unexpected legal expense;

**NOW THEREFORE BE IT RESOLVED**, July 14, 2015, that the Board of Directors hereby authorizes a supplemental appropriation not to exceed \$45,000, to be funded from the Contingency Fund, to fund legal costs for legal counsel that specializes in probate matters; 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 Ross seconded the motion and discussion ensued.

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

**(15) Maintenance and Construction Committee**

Director Tibbetts reported from the Maintenance and Construction Committee.

Without objection, the Board waived the reading of the following proposed resolution approving the variance request of Ms. Josephine Delgado to extend the front patio at Manor 51-C Calle Aragon:

**RESOLUTION 01-15-104**

**Variance Request**

**RESOLVED**, July 14, 2015, that the variance request of Ms. Josephine Delgado to extend the front patio at Manor 51-C Calle Aragon, 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 51-C; and

**RESOLVED FURTHER**, a required Mutual permit must be obtained through the Permits and Inspections Office located in Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, any required landscape, irrigation, and drainage revisions are to be performed by the Landscape Division at the requesting Mutual member's expense; and

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

**RESOLVED FURTHER**, the block wall must be installed as per United Mutual Standard Section 8: Block Walls; and

**RESOLVED FURTHER**, the installation of wrought iron fence around the perimeter of the extended front patio is prohibited; 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 moved to approve the resolution. Director Bassler seconded the motion and discussion ensued.

By a vote of 7-3-0 (Directors LaBarge, Chang and Skillman opposed) the motion carried and the Board of Directors adopted the resolution.

Without objection, the Board waived the reading of the following proposed resolution approving the variance request of Mr. Thurman and Mrs. Anne Francisco to extend the front porch slab at Manor 201-F Avenida Majorca:

#### **RESOLUTION 01-15-105**

##### **Variance Request**

**RESOLVED**, July 14, 2015, that the variance request of Mr. Thurman and Mrs. Anne Francisco to extend the front porch slab at Manor 201-F Avenida Majorca, is hereby approved; and

**RESOLVED FURTHER**, all costs for installation, repair, and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 201-F; and

**RESOLVED FURTHER**, a required Mutual permit must be obtained through the Permits and Inspections Office located in the Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, all irrigation modifications associated with the alteration are to be completed by the Landscape Division at the expense of the Mutual Members(s) at 201-F; and

**RESOLVED FURTHER**, the front porch slab extension must be installed as per United Mutual Standard Section 22: Patio Slab Extensions; and

**RESOLVED FURTHER**, the tile must be installed as per United Mutual Standard Section 15: Exterior Floor Coverings; 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 moved to approve the resolution. Director Bassler seconded the motion and discussion ensued.

By a vote of 7-3-0 (Directors LaBarge, Chang and Skillman opposed) the motion carried and the Board of Directors adopted the resolution.

Without objection, the Board waived the reading of the following proposed resolution approving 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:

**RESOLUTION 01-15-106**

**Variance Request**

**RESOLVED**, July 14, 2015, that 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, is hereby approved; and

**RESOLVED FURTHER**, all costs for installation, repair, and maintenance associated with the subject alterations are the responsibility of the Mutual Member(s) at 750-C; and

**RESOLVED FURTHER**, a required Mutual permit must be obtained through the Permits and Inspections Office located in the Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, all irrigation modifications associated with the alteration are to be completed by the Landscape Division at the expense of the Mutual Members(s) at 750-C; and

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

**RESOLVED FURTHER**, the block wall must be installed as per United Mutual Standard Section 8: Block Walls; 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 moved to approve the resolution. Director Bassler seconded the motion and discussion ensued.

Resident Nancy Lannon (699-N) commented on the resolution.

Director Chang called for a roll call vote.

By the following roll call vote of 6-3-0 (Director Liberatore was absent for the vote) the Motion carried:

AYES: Ross, Hammer, Bassler, English, Tibbetts, Dauer

NAYES: LaBarge, Chang, Skillman

The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving the Internal Dispute Resolution Policy as amended:

### **RESOLUTION 01-15-XX**

#### **United Mutual Internal Dispute Resolution Policy**

**WHEREAS**, the new Civil Code §5910 starting January 1, 2015 establishes minimum requirements for internal dispute resolution meetings; and

**WHEREAS**, Mutual legal counsel has recommended adopting procedures regarding internal dispute resolution meetings;

**NOW THEREFORE BE IT RESOLVED**, September 8, 2015, that the Board of Directors of this Corporation hereby adopts the United Laguna Woods Mutual Internal Dispute Resolution Policy, as attached to the minutes of this meeting ***as reflected in Attachment B***, effective September 8, 2015; 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 Skillman moved to approve the resolution. Director Tibbetts seconded the motion and discussion ensued.

By a vote of 9-0-0 the resolution was approved and postponed to the September meeting to comply with Civil Code §4360, to satisfy the 30-day notification requirement.

Without objection, the Board waived the reading of the following proposed resolution approving the variance request of Mr. Michael Carey and Mrs. Heidi Carey to construct a front room addition, a flagstone front patio addition with stack stone wall, and tile on the entry landing and walkway at Manor 108-A Via Estrada:

### **RESOLUTION 01-15-xx**

#### **Variance Request**

**RESOLVED**, July 14, 2015, that the variance request of Mr. Michael Carey and Mrs. Heidi Carey to construct a front room addition, a flagstone front patio addition with stack stone wall, and tile on the entry landing and walkway at Manor 108-A Via Estrada, is hereby approved; and

**RESOLVED FURTHER**, all costs and maintenance of the alterations, present and future, are the responsibility of the Mutual member(s) at 108-A; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits must be obtained and the 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**, all landscape, irrigation, and drainage modifications associated with the alterations are to be completed by the Landscape Division at the expense of the Mutual member(s) at 108-A; and

**RESOLVED FURTHER**, the installation of the flagstone pavers for the front patio addition must be performed per standard landscape specifications; and

**RESOLVED FURTHER**, the installation of the tile on the entry landing and walkway must be performed per United Laguna Woods Mutual Alteration Standard Section 15: Exterior Floor Coverings; 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 moved to approve the resolution. Director Bassler seconded the motion and discussion ensued.

Director Chang called for a roll call vote.

By the following roll call vote of 5-5-0 the vote ended in a tie:

AYES: Ross, Hammer, Bassler, English, Tibbetts

NAYES: LaBarge, Chang, Skillman, Dauer, Liberatore

Director Skillman moved to deny the variance request of Mr. Michael Carey and Mrs. Heidi Carey to construct a front room addition, a flagstone front patio addition with stack stone wall, and tile on the entry landing and walkway at Manor 108-A Via Estrada.

Director Chang called for a roll call vote.

By the following roll call vote of 5-5-0 the vote ended in a tie:

NAYES: Ross, Hammer, Bassler, English, Tibbetts

AYES: LaBarge, Chang, Skillman, Dauer, Liberatore

By way of corporate counsels advise and without objection from the Board Directors the Board agreed to write the Member a letter of denial for the variance request.

#### **(16) Walkway Lighting Sub-Committee**

Director Liberatore reported from the Walkway Lighting Sub-Committee.

Without objection, the Board requested a Committee Charter from the Walkway Lighting Sub-Committee reflecting the changes to the committee making it a Lighting Committee and to bring the proposed Charter to the August meeting for Board review.

#### **(17) Water Conservation Ad Hoc Committee**

Director Liberatore reported from the Water Conservation Ad Hoc Committee.

#### **(18) Landscape Committee**

No report was given from the Landscape Committee.

#### **(19) Governing Documents Review Committee**

Director Skillman reported from the Governing Documents Review Committee.

The Secretary of the Corporation, Director Skillman, read the following proposed resolution approving revisions to the Governing Documents Ad Hoc Committee Charter:

### **RESOLUTION 01-15-107**

#### **GOVERNING DOCUMENTS REVIEW COMMITTEE CHARTER**

**RESOLVED**, July 14, 2015, that the Board of Directors of this Corporation hereby establishes a Governing Documents Review Committee for the purposes of reviewing the United Laguna Woods Mutual governing documents for clarity, legality and current applicability through monthly meetings open to United Members;

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Review governing documents for compliance with applicable laws;

2. Consider conformance, as required, between each governing document with another;
3. Confer, as appropriate, with United Managing Agent;
4. Consult, as appropriate and upon Board approval, with United Corporate Counsel and;
5. Make regular committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents; and

**RESOLVED FURTHER**, that the Governing Documents Review Committee shall perform such other duties as may be assigned by the Board;

**RESOLVED FURTHER**, that resolution 01-12-185 approved November 13, 2012 is hereby superseded and cancelled.

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

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

#### **(20) Parking Committee**

Director Hammer reported from the Parking Committee.

#### **(22) Laguna Woods Village Traffic Hearings**

Director Hammer reported from the Laguna Woods Village Traffic Hearings.

#### **(21) Report on Disciplinary Cases**

Director Ross reported on disciplinary cases in United Mutual.

#### **GRF COMMITTEE HIGHLIGHTS**

Due to time constraints the Board did not give GRF Committee Highlights.

#### **DIRECTORS' FORUM**

The Directors briefly made final comments.

President English thanked everyone for coming to the meeting.

#### **MEETING RECESS**

The Regular Open Session Meeting recessed at 1:00 PM. and reconvened into the Regular Executive Session at 1:35 PM.

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

During the June 9, 2015 Regular Executive Session meeting the Board reviewed and approved the minutes of the Regular Executive Session of June 1, 2015; heard four (4) disciplinary hearings and imposed \$150.00 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; discussed a Land Use Survey to put Forward to the Membership; and discussed the Third Mutual Flood Mitigation project.

During the June 25, 2015 Special Closed Session All Boards meeting the Board discussed and considered contractual matters.

During the June 25, 2015 Special Closed Session Meeting the Board discussed and considered a Member matter.

**ADJOURNMENT**

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

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Juanita Skillman, Secretary

**ADMINISTRATIVE GUIDELINES FOR FINANCIAL QUALIFICATIONS  
UNITED LAGUNA WOODS MUTUAL**

Revised July 2015 Resolution 01-15-90

Prospective buyers of manors in United Laguna Hills Mutual ("United") are required to meet minimum financial requirements for membership as set forth below. All income and assets claimed must be verified by presenting documentation acceptable to the United Board of Directors ("Board").

All applicants shall submit the most recent year's Federal income tax return, signed and dated, including Schedules A and B, in addition to other verification documents. If income is derived from an owned business, the appropriate business tax schedules and a profit and loss statement are also required.

Where there is more than one buyer, income and assets can be calculated collectively, so long as the supporting documentation is provided as described above.

If a buyer is presently a member in United Laguna Hills Mutual, he/she will not be required to provide verification of financial qualifications for a new purchase in United provided:

- a. The buyer/member is selling the buyer's/member's present manor and is in escrow; and
- b. The person(s) in whose name(s) title will be held for the manor being purchased is (are) identical to the person(s) in whose name(s) title is held for the present manor.

Guarantor's assurances cannot be transferred. A buyer will be required to obtain a new guarantor's qualification, if needed.

Membership applicants to United are required to submit a completed Financial Statement / Credit Information form, together with satisfactory verification of identity, income and assets, except under the following condition:

Once a member has qualified within United, said member need not re-qualify for purchase of a replacement manor as long as the person or persons in whose name the Membership Certificate is held remain the same.

**ASSET REQUIREMENT**

The prospective buyer of a manor shall submit satisfactory verification of assets equal to the purchase price of the manor plus \$125,000.

Acceptable assets will be those that are considered to be liquid, marketable or income producing. Examples of acceptable assets include:

- Equity in residential property
- Funds in U.S. financial institutions only

- Cash value life insurance
- Certificates of deposit, money market accounts
- IRA, SEP, 401(k) and Keogh accounts
- U.S., state or municipal government bonds - valued at current market prices
- American traded investments, (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
- Mortgages and promissory notes, provided that interest is reported on the buyer's tax return
- Equity in income producing real estate

Excluded from consideration are the following:

- Assets held outside the U.S.
- Mobile Homes
- Recreational vehicles, boats and trailers
- Vacant land
- Automobiles
- Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
- Term life insurance
- Annuity funds, which cannot be withdrawn in lump sum
- Anticipated bequests or inheritances
- Promissory Notes whose income is not reported on the buyer's tax return

## **INCOME REQUIREMENTS**

Prospective members must provide satisfactory verification of income of at least \$36,000 per year at the time of purchase.

1. Acceptable verifications include:

- The most recent Federal Tax returns
- W - 2 Forms or paycheck stubs
- Bank, credit union or investment account statements
- Letters from bankers
- Notices of annuities and Social Security payments
- Pensions
  - Trust income
  - Disability income
  - Residential / commercial property rental income

2. Unacceptable income verifications include:

- Letters from employers, accountants, bookkeepers and attorneys
- Income not reported on Federal income tax returns

- Funds held outside U.S. borders

## **GUARANTORS**

United will permit the shareholder who does not meet the financial requirements as stated above (assets of \$125K and income of \$36K) to have a Guarantor. The Guarantor in United shall provide satisfactory verification of annual income of at least \$90,000 and marketable or income producing assets of at least \$250,000 plus the manor purchase price.

Prospective shareholder, with a Guarantor, must provide satisfactory verification of income of at least \$24,000 per year at the time of purchase.

1. Acceptable verifications include:

- The most recent Federal Tax returns
- W - 2 Forms or paycheck stubs
- Bank, credit union or investment account statements
- Letters from bankers
- Notices of annuities and Social Security payments
- Pensions
  - Trust income
  - Disability income
  - Residential / commercial property rental income

2. Unacceptable income verifications include:

- Letters from employers, accountants, bookkeepers and attorneys
- Income not reported on Federal income tax returns

Funds held outside U.S. borders

The prospective shareholder of a manor, with a Guarantor, shall submit satisfactory verification of assets equal to \$75,000.

Acceptable assets will be those that are considered to be liquid, marketable or income producing. Examples of acceptable assets include:

- Equity in residential property
- Funds in U.S. financial institutions only
- Cash value life insurance
- Certificates of deposit, money market accounts
- IRA, SEP, 401(k) and Keogh accounts
- U.S., state or municipal government bonds - valued at current market prices
- American traded investments, (NYSE, Amex, OTC, NASDAQ, etc.) valued at current market prices
- Mortgages and promissory notes, provided that interest is reported on the buyer's tax return

- Equity in income producing real estate

Excluded from consideration are the following:

- Assets held outside the U.S.
- Mobile Homes
- Recreational vehicles, boats and trailers
- Vacant land
- Automobiles
- Artwork, jewelry, furs and collections such as coins, dolls, stamps and other similar items
- Term life insurance
- Annuity funds, which cannot be withdrawn in lump sum
- Anticipated bequests or inheritances
- Promissory Notes whose income is not reported on the buyer's tax return

## **FINANCIAL QUALIFICATION WAIVERS AND RECIPROCITY**

Members who purchase a **replacement** manor do not have to re-qualify financially for membership, if there is no change to the membership vesting and the previous manor is already in escrow.

Current members with a manor in United who wish to purchase in another Laguna Woods Mutual are required to meet the financial requirements of the Laguna Woods Mutual in which they are purchasing.

A former member may obtain a waiver of financial qualifications if the replacement manor is purchased within 90 days of the closing of the sale of the previously owned manor, and vesting in the new manor is exactly the same as the vesting in the manor previously owned.

## **SPECIAL CIRCUMSTANCES**

The United Board may give appropriate, special consideration to prospective members whose financial qualifications have special merit, e.g., minimal assets but large income, or vice versa.

## **OWNERSHIP OF MULTIPLE MEMBERSHIPS**

United does not permit ownership of more than one (1) cooperative membership at any one time, except under very limited and specific circumstances.

**United Laguna Woods Mutual, Laguna Woods, California  
VEHICLE, TRAFFIC, AND PARKING RULES  
December 2, 2014, Resolution 01-14-154  
Revised July 14, 2015, Resolution 01-15-91**

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 2 decals, except that one (1) additional decal maybe issued only to a GOLF CART, GOLF CAR or two (2) wheeled MOTOR VEHICLE.

~~Decals may be issued in any combination to eligible motor vehicles, golf carts and golf cars, up to the total authorized per MANOR, **however, the number of motor vehicles may not exceed 2.**~~

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

***At least one vehicle must park in the carport.***

**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.

## **Proposed United Laguna Woods Mutual Internal Dispute Resolution Policy**

In accordance with Civil Code Section 5900 et seq., the Board of Directors of United Laguna Woods Mutual ("Mutual") has adopted the following Internal Dispute Resolution ("IDR") policy and procedure to be followed by the Mutual and its Members in connection with disputes

relating to the enforcement of the governing documents, the Davis-Stirling Common Interest Development Act (Civil Code §§ 4000 et seq.) and Section 7110 et seq. of the Nonprofit Mutual Benefit Corporation Code, or any other state or federal law (collectively referred to as a “CID Dispute”). The law requires a fair, reasonable, and expeditious procedure for resolving such CID Disputes, and further authorizes the Mutual to develop its own procedure for these purposes, known as “IDR” or “meet and confer.”

1. The Internal Dispute Resolution (“IDR”) process provides the Mutual as well as all Members an alternative to costly, formal “Alternative Dispute Resolution” (such as mediation, arbitration or other non-judicial process involving a neutral third party decision maker) and prior to the filing of any litigation related to a dispute involving their respective rights, duties or liabilities under the Mutual governing documents, the Davis-Stirling Common Interest Development Act and/or the nonprofit mutual benefit corporation law or any other state or federal law (a “CID Dispute”). The IDR process is available not only to disputes between the Mutual and a Member, but can also be used to help resolve disputes between two or more Members. It does not relate to any collection of assessments unless the Mutual determines to pursue litigation to collect same.
2. Either party (Mutual or a Member(s)) to a CID Dispute may invoke the following procedure:
  - a. The party may request the other party to meet and confer, in an effort to resolve the CID Dispute. The request shall be in writing and shall include a brief description of the CID Dispute between the parties.
  - b. A Member may refuse a request to meet and confer. The Mutual may not refuse a Member’s request to meet and confer.
  - c. In response to a CID Dispute involving the Mutual, the Board will designate two Directors (“Mutual Designees”) to represent the Mutual and meet and confer with the Member. The Mutual Designees shall also have the right to request the Chairperson of any applicable Committee interested in the CID Dispute to assist the Mutual and attend the meet and confer session with the Member.
  - d. The Mutual shall respond to a Member or Members’ request for IDR within thirty (30) days of receipt of the written request to meet and confer. Although Members are not required to participate in IDR, in the event the Member does not respond to the Mutual’s request to participate in IDR within thirty (30) days of the written request, same will be deemed rejected. IDR must be scheduled and completed within ninety (90) days of receipt of the written acceptance of IDR by either party.

**Attachment B (continued)**  
Proposed United Laguna Woods Mutual  
Internal Dispute Resolution Policy

- e. IDR meetings between Members not otherwise involving the Mutual should be held at a “neutral” location. To the extent conference rooms are available, and if the requesting Members provide a minimum of ten (10) business days’ advance written notice, the Mutual will make best efforts to provide a conference room in the Community Center for the purpose of the IDR meeting. IDR meetings involving the Mutual will be held in the Community Center.
  - f. IDR meetings will be **up to** one hour in length, **unless extended by written agreement of the parties**. By requesting or agreeing to participate in IDR, the parties agree to commit **up to** one hour to the effort to resolve the dispute.
3. A Member participating in IDR may be assisted by an attorney or another person in explaining their positions at the Member’s sole cost; the Mutual may also be assisted by legal counsel or another person at the Mutual’s cost. Although a Member is permitted to bring Member’s attorney or other representative to the IDR meeting, the Mutual encourages direct discussions between the Mutual representative and the Member, without legal counsel, to further the goal of resolution through an amicable, no cost, and expeditious process.
  4. If Member desires to bring his or her attorney to the IDR meeting, the Member shall give **no less than** ten (10) business days’ advance written notice to the other parties, including the Mutual, so that the other parties may determine if they wish their respective legal counsel to attend. Failure of Member to timely advise if he or she is bringing legal counsel shall result in postponement of the IDR meeting to a date at which Mutual counsel or the counsel of any other party is able to participate. If Member appears at the IDR meeting with unannounced counsel, the IDR will not proceed at the scheduled date and time but will be rescheduled.
  5. In an IDR meeting, the parties will meet promptly at a mutually convenient time and place, explain their positions to each other and confer in good faith in an effort to resolve the CID Dispute. If all parties to the IDR are not present, and no one has called to notify he or she will arrive late, the IDR will be cancelled after 15 minutes of the scheduled time.
  6. A resolution of the CID Dispute agreed to by the parties shall be memorialized in writing and signed by all participating parties, including, if the Mutual is involved, the Board Designees on behalf of the Mutual.
  7. An agreement reached by the Members or the Members and the Board Designees will bind the parties and be judicially enforceable if the following conditions are satisfied.
    - a. The agreement is in writing and signed by all parties to the IDR process;
    - b. The Agreement is not in conflict with law or the Mutual governing documents; and

**Attachment B (continued)**  
Proposed United Laguna Woods Mutual  
Internal Dispute Resolution Policy

- c. If the IDR involves the Mutual as a participant, the agreement is consistent with the authority granted in advance to the Mutual representatives by the Board or is ratified by the Board of Directors within thirty (30) days of the date that the Agreement is executed by the Member and the Mutual Designees.
8. The Member participating in the IDR process shall not be charged a fee to participate in the IDR process.
9. All parties participating in the IDR process should note that the goal of the meeting is not to determine who is right or who is wrong, nor does IDR determine a "winner." The purpose of the IDR meeting is to try to find a compromise between the disputing parties, and thereby enhance neighborliness and harmony at United Laguna Woods Mutual. Therefore, parties participating should come to the IDR meeting with an open mind and prepared to be flexible in dealing with other parties to the IDR in good faith.
10. Appeals: If the Member participates in IDR, but the CID Dispute is resolved other than by agreement as outlined in paragraph 7 above, the Member shall have a right of appeal to the entire Board of Directors. The appeal must be in writing and submitted to the Board within thirty (30) days of the meeting and the Board shall invite the Member to an executive session meeting with the Board within sixty (60) days of receipt of the written request for appeal.