

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

February 23, 2017

A Special Open Meeting of the United Laguna Woods Mutual Board of Directors, a California non-profit mutual benefit corporation, met on Thursday, February 23, 2017, at 3:00 PM at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Lenny Ross - Chair, Juanita Skillman, Don Tibbetts, Janey Dorrell, Pat English, Steve Leonard, Andre Torng, Jan LaBarge, Gary Morrison, and Cash Achrekar

Directors Absent: Maggie Blackwell

Staff Present: Brad Hudson and Leslie Cameron

Others Present: None

**(1&2) CALL TO ORDER**

Lenny Ross - Chair, opened the meeting and stated that it was a Special Meeting held pursuant to notice duly given. A quorum was established and the meeting was called to order at 3:15 PM.

**(3) APPROVAL OF THE AGENDA**

Chair Ross stated that he wanted to accomplish two things today and discuss the Revision of the 2017 Collection and Lien Enforcement Policy and Discuss and Consider Changing the Day of the Monthly Regular Board Meeting. No vote was taken to approve the Agenda.

**(4) DISCUSS AND CONSIDER LEGAL MATTERS**

No legal matters were discussed.

**(5) Revision of the 2017 Collection and Lien Enforcement Policy\***

Secretary of the Board, Director Juanita Skillman, read the following proposed resolution approving revisions to the 2017 Collection and Lien Enforcement Policy:

**RESOLUTION 01-17-xx**

**2017 Collection & Lien Enforcement Policy**

**WHEREAS**, in accordance with California Civil Code, the United Laguna Woods Mutual maintains a collection and lien enforcement policy that outlines the procedures, policies and practices employed by United Laguna Woods Mutual in enforcing lien rights or other legal remedies for default in payment of assessments; and

**WHEREAS**, the Mutual would like to formalize certain practices and procedures used for the collection of non-assessment delinquencies such as fines, fees, and chargeable services pursuant to the Governing Documents and current law;

**NOW THEREFORE BE IT RESOLVED**, April 11, 2017, that the Board of Directors hereby adopts a revised 2017 United Laguna Woods Mutual Collection and Lien Enforcement Policy as attached to the official minutes of this meeting; 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 English moved to approve the revised 2017 Collection and Lien Enforcement Policy. Seconded by Director Tibbetts and by way of a unanimous vote the motion carried.

By way of a unanimous decision the Board agreed to have the Governing Documents Committee review the 2017 Collection and Lien Enforcement Policy and Resolution. The Policy and Resolution will be placed on the March Board meeting to satisfy the 30-day notification requirement, to comply with Civil Code §4360

**(6) Discuss and Consider Changing the Day of the Monthly Regular Board Meeting\***

Chair Ross stated that he would no longer be able to make the monthly Tuesday Regular Board Meeting. Chair Ross stated that he would like to finish out his 2017 term and asked if the Regular Board Meeting could be changed from Tuesday to Wednesday.

Director Skillman called a point of order and stated that the Board previously agreed to not change the date of the meeting. Discussion ensued and Chair Ross read rules that state the matter should have been discussed in an open session. Discussion ensued.

Director Dorrell made a motion to keep the United Board meeting on the second Tuesday of every month. Director Skillman seconded and by a vote of 4-5-0 (Directors Skillman, LaBarge, English, and Dorrell approved) the motion failed.

Director Leonard made a motion to move the United Regular Board Meeting from the second Tuesday of the month to the second Wednesday of the month. Director Tibbetts seconded and by a vote of 5-4-0 (Directors Skillman, LaBarge, English, and Dorrell opposed) the motion carried.

**(7) Adjournment**

With no further business before the Board of Directors, the meeting was adjourned at 3:58 PM

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Juanita Skillman, Secretary  
United Laguna Woods Mutual

\*As a result of these items not being properly noticed on the agenda of the February 23, 2017 meeting, these matters will be noticed at a future meeting.