

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

June 13, 2017

The Regular Meeting of the Board of Directors of United Laguna Woods Mutual, a California Non-Profit Mutual Benefit Corporation, was held on Tuesday, June 13, 2017 at 9:30 AM at 24264 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Chair, Janey Dorrell, Don Tibbetts, Pat English, Steve Leonard, Maggie Blackwell, Andre Torng, Gary Morrison, Jack Bassler , Maxine McIntosh and Prakash (Cash) Achrekar

Directors Absent: None

Staff Present: Open Session: Brad Hudson, Lori Moss, Leslie Cameron, Corinne Ohe, Chuck Holland and Catherine Laster

Executive Session: Brad Hudson, Leslie Cameron and Francis Rangel

Others Present: Open Session: VMS Director Mary Stone, Jeffrey Beaumont Esq. of Beaumont Gitlin Tashjian

1. Call to Order / Establish Quorum - Juanita Skillman, President

President Skillman called the meeting to order at 9:30 AM.

2. Pledge of Allegiance - Director Blackwell

Director Blackwell led the Pledge of Allegiance.

3. Acknowledge Media

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

4. Approval of Agenda

Director Skillman stated that Item No. 7 VMS Update will be done by Mary Stone instead of Joe Rainey. Item No. 12 D Unit 2010-D Approve installing room addition in patio with additional windows was moved to Item No. 11a Consent Calendar. Item No. 11D Approve limiting the use of Common Area was moved to Item No. 12f Unfinished Business. Item No. 11i Approve Standard Manor Alteration Conditions, and Neighborhood Awareness Notice of Hearing on Alterations at Manor XXXX was sent back to the Architectural Control and Standards Committee. Item No. 607-A Approve room addition, bathroom split, window

additions, install vaulted ceiling, atrium enclosure and entry door revision to Item No. 14b Report of the Architectural Control and Standards Committee.

Director Blackwell made the motion to approve the agenda, Director Torng second. Without objection the agenda was approved as amended.

10-0-0

5. Approval of the Regular Open Session Meeting Minutes from May 9, 2017

Director Dorrell moved to approve the minutes as corrected, second by Director MacIntosh. The motion passed unanimously. Passed 10-0-0

6. Report of Chair

President Skillman thanked the City of Laguna Woods for use of the Council Chambers while the new Board was under construction. The meeting will be live on line and on YouTube.

7. Update from VMS – Mary Stone

VMS Director Mary Stone gave an update on the Staff meeting and awards that were received by staff as well as highlights of the VMS meeting and staff kudos.

8. CEO UPDATE

CEO Hudson gave an update on the following:

- Mr. Hudson gave an update on the new Board Room. Five HD Cameras were added, updated technology, new lighting, lecture will turn and face the audience for the town hall meeting.
- Archived meeting, members can comment on the agenda from home.
- He spoke on the effort it takes to put the agendas together and get them posted on line and complemented staff.
- Pool Solar is complete at Clubhouses 4, 5 and 6..
- Staff is looking at custodial services, including upgraded custodial equipment to be more efficient.
- There is a crew going through carports looking for safety and security issues.
- Pots and plants are not allowed in the common area. They are only allowed in private areas.
- Do not put construction waste in Village dumpsters.
- It is budget time right now. Priority needs to be placed on the clubhouses, repaired and updated.
- The gates arms are coming soon.

- Resident Services working on an updated system that will allow Members to relax and wait to get their questions answered.
- Bandwidth upgrade will be tripled at no cost to Residents.
- If you're not signed-up for Dwelling Live please remember to do, so you can sign your guest in and help keep costs down.
- President Skillman commented that Dwelling Live will allow one to get the annual passes renewed as well. Guests will pick up passes at the gate first time they enter.
- Director Achrekar – Thanked CEO Hudson on the great work on the Board Room.
- Director English – Thanked Brad for all the new technology. Concerned about GRF approving projects for more than \$500,000.
- Director Skillman – GRF Capital Project meeting we are only looking at suggestions not approving any dollars at that time.
- Director Maxwell – Can you explain what triple the band width means for residents who are not tech savvy. Bandwidth which relates to the capacity in which you receive your cable speed.

9. Open Forum

- Floria 866-Q – Downstairs 866-D neighbors are making a lot of banging noises. Her car was keyed and tires were popped.
- Linda 865-Q –Cars are being vandalized in the carports. Five Keyed and tires punctured in total. 866-D are the suspects. Renters are causing damage and grief.
- Kathy Wolin 953-N: Submitted application for a friend to stay with me. Have not received a response yet. This is a friend not a roommate. I would like him to be able to stay longer than 60 days.
- Chris Collin 3306-Q - Representing foundation of Laguna Woods: Spoke about the Adult Day Care information.
- Suzanne 59-E: Spoke on Bees. Would like the hives removed and not destroyed.
- 61-N: Spoke on Bees. Would like the hives removed and not destroyed.
- Carolyn 353-A: across at 354-B Construction is on-going. Would like this to stop.
- Judy 468-D: Kudos to Landscapers. The lawn is looking great. Will there be a regular trimming schedule?
- Karen 307-A: roommate requests have been denied. Would like to know the reasons why they were denied.
- Nora Bernardo 129-C: representative for her sister who resides at 354-B, project was stopped due to non-compliance.
- Mike Sanai 866-Q: who will be responsible for all the damages to our vehicles? 4 tires were punctured and several cars were keyed. 4 cards have been damaged.
- Pam Grundke 2214-B: thanked the Board and CEO Hudson. Spoke on the Emeritus program. She read a letter from a non-resident.

- 73-O: Commented that the laundry room fees went up. Also, people from the outside are using the facility.

10. Responses to Open Forum Speakers

- Director McIntosh spoke on compliance and policies and procedures. Director McIntosh commented on occupancy.
- Director Blackwell remarked on members comments about compliance cases
- Director Achrekar responded to members' compliance case statements and the situation with bees. Director Achrekar also spoke about the need to come together as a community
- Director English commented on the possibly starting a program to save bees.
- Director Morrison commented on the damage to a member's property
- Chair Skillman comment on United's occupancy policy and the Emeritus program

11. Consent Calendar

Director Dorrell moved to approve the Consent Calendar as amended. Director Leonard seconded. By a vote of 10-0-0 the motion carried.

a. Architectural Control and Standards Committee Recommendations:

32-C Approve converting loft into single large master bedroom

RESOLUTION 01-17-60 Variance Request

RESOLVED, June 13, 2017, that the variance request of Mr. Daniel L Curtis of 32-C Calle Aragon to convert a loft into single large master bedroom, 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 32-C; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of amended unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

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

266-D Approve Bathroom Split

RESOLUTION 01-17-61
Variance Request

RESOLVED, June 13, 2017, that the variance request of Ms. Bamik Pegahi 266-D Avenida Sevilla for a bathroom split, is hereby approved;

and

RESOLVED FURTHER, a motion was made and the Committee unanimously voted to recommend the Board approve the request for a variance to complete the proposed Bathroom Split with the following conditions; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 266-D; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 14: Exhaust Fan / Vent Installations; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for a Manor Alteration, member must conduct an inspection of the sewer lines certified by a plumber and submittal of video of the inspection to the Alterations Division is required; 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.

2147-B Approve entry enclosure for bathroom addition

RESOLUTION 01-17-62

Variance Request

RESOLVED, June 13, 2017, that the variance request of Mehrdad Mehrain of 2147-B Ronda Granada for an entry enclosure for a bathroom addition, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 2147-B must sign and submit to United Laguna Woods Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services Manager, the “Recordable Common Area Agreement” for the subject expansion utilizing Common Area; and

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2147-B; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of amended unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual’s roofing contractor at the Member’s expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s)

at 2151-A. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a “Recordable Common Area Agreement” must be filed with the Orange County Clerk; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 11: Doors, Exterior, Section 14: Exhaust Fan/Vent Installations and Section 24: Skylight Installations; and

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board’s approval; and

RESOLVED FURTHER, the City of Laguna Woods permit may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909-396-2336); and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for a Manor Alteration, member must conduct an inspection of the sewer lines certified by a plumber and submittal of video of the inspection to the Alterations Division is required; 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.

2010-D Approve installing room addition in patio with additional windows

RESOLUTION 01-17-66

Variance Request

RESOLVED, June 13, 2017, that the variance request of Mr. Jin-Her Lin of 2010-D Via Mariposa West install room addition in patio with additional windows, is hereby approved; and

RESOLVED FURTHER, the Mutual Member(s) at 2010-D must sign and submit to United Laguna Hills Mutual, c/o VMS, Inc., Attention Pamela Bashline, Community Services

Manager, the “Recordable Common Area Agreement” for the subject expansion utilizing Common Area.

RESOLVED FURTHER, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2010-D.

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations.

RESOLVED FURTHER, a required Mutual Consent for Manor Alteration(s) and a City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Permits and Inspections office located in the Laguna Woods Community Center. Both permits must be finalized within the prescribed timeframe for permits.

RESOLVED FURTHER, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent.

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 Unit 2010-D.

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Laguna Woods Mutual Standards Section 11: Doors, Exterior and Section 31: Window and Window Attachments, Section 17: Patio Gates and Courtyard Doors and Section 8: Patio Block Walls.

RESOLVED FURTHER, prior to the issuance of a Mutual Consent for Manor Alterations, Neighbor Awareness Form(s) must be obtained from the affected neighbor at 2008-D, 2009-A and 2009-B. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods.

RESOLVED FURTHER, prior to issuance of mutual consent for manor alterations a “Recordable Common Area Agreement” must be filed with the Orange County Clerk.

RESOLVED FURTHER, during construction, both the Mutual Consent for Manor Alterations and the city building permit must be on display at all times in the front window.

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action!

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval.

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.

a. Landscape Committee Recommendations:

None.

b. Finance Committee Recommendations:

Approval of Resolution to Record Lien against Members ID; 947-407-38

Approval of Resolution to Record Lien against Members ID; 947-410-22

Approval of Resolution to Record Lien against Members ID; 947-426-08

Approval of Resolution to Record Lien against Members ID; 947-417-50

Approval of Resolution to Record Lien against Members ID; 947-428-29

Approval of Resolution to Record Lien against Members ID; 947-381-35

Approval of Resolution to Record Lien against Members ID; 947-396-02

RESOLUTION 01-17-68

Recording of a Lien

WHEREAS, Member ID 947-407-38; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-38 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 01-17-69

Recording of a Lien

WHEREAS, Member ID 947-410-22; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-410-22 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 01-17-70

Recording of a Lien

WHEREAS, Member ID 947-417-50; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-417-50 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 01-17-71

Recording of a Lien

WHEREAS, Member ID 947-428-29; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such

action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-428-29 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 01-17-72

Recording of a Lien

WHEREAS, Member ID 947-426-08; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-426-08 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 01-17-73

Recording of a Lien

WHEREAS, Member ID 947-381-35; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-381-35 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 01-17-74

Recording of a Lien

WHEREAS, Member ID 947-396-02; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

NOW THEREFORE BE IT RESOLVED, June 13, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-396-02 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.

c. Entertain a Motion to Approve the Revisions to the Drone Policy - Resolution (initial notification - must postpone to August to conform to the 30-day notification requirement)

d. Entertain a Motion to Approve Revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals - Resolution (initial notification - must postpone to August to conform to the 30-day notification requirement)

e. Entertain a Motion to Approve Amendments to the Shareholder Financial Requirements - Resolution (initial notification - must postpone to August to conform to the 30-day notification requirement)

f. Entertain a Motion to Approve the Formation of the United Parking Task Force

12. Unfinished Business

a. Select Audit Committee Representative Appointment

Director Leonard moved to appoint Elizabeth Accardi to the Select Audit Committee as a representative of United. Director Morrison seconded the motion. Discussion ensued.

By a vote of 10-0-0 the motion carried

b. Entertain a Motion to Approve United Mutual Committee Appointments – Resolution

RESOLUTION 01-17-63

United Laguna Woods Mutual Committee Appointments

Secretary of the Board, Maggie Blackwell, read the following resolution approving the amendment to United Laguna Woods Mutual Committee Appointments:

RESOLVED, June 13, 2017, that the following persons are hereby appointed to serve the Corporation in the following capacities:

Communications Committee

Maggie Blackwell, Chair
Maxine McIntosh

Members Hearing Committee

Juanita Skillman, Chair
Janey Dorrell, Co-Chair
Steven Leonard
Cash Achrekar

Finance Committee

Pat English, Chair
Gary Morrison, Co-Chair
Juanita Skillman
Andre Torng
Non-voting Advisors: Cynthia Statsmann, Manuel Armanderiz

Governing Documents Review Committee

Juanita Skillman, Chair
Maggie Blackwell, Co-Chair
Steve Leonard
Non-voting Advisor: Bevan Strom, Mary Stone, Barbara Copley

Laguna Woods Village Traffic Hearings

Don Tibbetts – Morning
Jack Bassler – Afternoon Session

Landscape Committee

Maggie Blackwell, Char
Juanita Skillman
Maxine McIntosh
Andre Torng
Non-voting Advisors: Pamela Grundke, Barbara Copley and Kay Anderson

Maintenance and Construction Committee

Don Tibbetts, Chair

Steve Leonard, Co-Chair
Janey Dorrell
Pat English
Jack Bassler
Non-voting Advisor: Del Ng

New Resident Orientation

Per Rotation List

Preparedness for Disaster

Andre Torng, Chair
Gary Morrison
Cash Achrekar
Non-voting Advisors: Kathleen Matthews, Kay Anderson

Resident Advisory Committee

Maxine McIntosh, Chair
Janey Dorrell
Juanita Skillman
Non-voting Advisors: Kay Anderson, Nancy Lannon

Architectural Control and Standards Committee

Janey Dorrell, Chair
Jack Bassler
Don Tibbetts
Cash Achrekar
Non-Voting Advisor: Reza Bastani ***and Michael Mehrain***

Parking Task Force

Cash Achrekar, Chair
Maxine McIntosh
Gary Morrison
Andre Torng

RESOLVED FURTHER, that Resolution 01-17-55, adopted May 9, 2017 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 McIntosh moved to approve United Mutual Committee Appointments as amended. Director Achrekar seconded. Discussion ensued. By a vote of 10-0-0 the motion carried.

c. Entertain a Motion to Approve GRF Committee Appointments - Resolution

RESOLUTION 01-17-64

Golden Rain Foundation Committee Appointments

Secretary of the Board, Maggie Blackwell, read the following resolution approving the Golden Rain Foundation Committee Appointments:

RESOLVED, June 13, 2017, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

Business Planning

Pat English
Juanita Skillman

Community Activities

Janey Dorrell
Maxine McIntosh

Finance

Pat English
Garry Morrison

Landscape Committee

Maggie Blackwell
Maxine MacIntosh

Maintenance & Construction

Don Tibbetts
Jack Bassler

Media and Communications Committee

Maggie Blackwell
Steve Leonard

Mobility and Vehicles Committee

Janey Dorrell
Andre Torng

Security and Community Access

Gary Morrison

Cash Achrekar
Town Hall Meetings
Per Rotation

PAC Renovation Ad Hoc Committee

Jack Bassler
Steven Leonard

RESOLVED FURTHER, that Resolution 01-17-56, adopted May 9, 2017, is hereby superseded and cancelled.

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 Achrekar moved to approve GRF Committee Appointments as amended. Director Leonard seconded the motion. Discussion ensued. By a vote of 10-0-0 motion carried.

f. Approve Limiting the Use of Common Area – Resolution (initial 30-day notification has been satisfied)

- Director Blackwell moved to approve the motion limiting the use of common area. Director Leonard seconded the motion. Discussion ensued.
- Reza Bastani (187-B) commented on his feelings about the use of common area.
- Mary Stone (356-C) requested the correction of the revised date of the resolution.
- Roberta Berk (933-B) requested a Board Member to make a motion to go back to committee for further discussion.
- Dick Rader (270-D) commented on the fairness of the land use alteration policy.
- Barbara Copley (410-D) requested the end of the debate on land use and for the Board to vote on the item.

By a vote of 8-2-0 the motion carried (Directors Bassler and English were opposed)

12. New Business

a. Entertain a motion to Approve the 2017 Election Schedule

Director Leonard moved to approve the United 2017 Election Schedule , Director Achrekar seconded the motion. Discussion ensued.

By a vote of 10-0-0 the motion carried.

13. 126-D Approve replacing existing enclosed patio with Store Front Glazing System

Director McIntosh remarked on the reasons she moved 126-D from the Consent Calendar to Item No. 13b. and cited that she was protecting the architectural integrity of the building.

Director Dorrell moved to approve the 126-D replacing existing enclosed patio with Store Front Glazing System. Director Leonard seconded the motion. Discussion ensued.

By a vote of 6-2-2 (Directors McIntosh and Achrekar were opposed. Directors Torng and English abstained) the motion carried.

RESOLUTION 01-17-59
Variance Request

RESOLVED, June 13, 2017, that the variance request of Mr. Roger Flinn of 126-D Avenida Majorca to replace existing enclosed patio with Store Front Glazing System, 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 126-D; and

RESOLVED FURTHER, a required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, a required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Department office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to

perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound Structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 Unit 126-D. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways; and

RESOLVED FURTHER, prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 126-A, 126-N, 126-Q and 126-E. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 18: Gutters and Downspouts; and

RESOLVED FURTHER, during construction, both the mutual consent for manor alterations and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, the Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

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

14. Committee Reports

- a. Report of the Finance Committee / Financial Report – Pat English
- b. Report of the Architectural Control and Standards Committee - Janey Dorrell

607-A Approve room additions, bathroom split, window additions, install vaulted ceiling, atrium enclosures and Entry door revision

RESOLUTION 01-17-67

Variance Request

RESOLVED, June 13, 2017, that the variance request of Mr. Michael J. Francis of 607-A Avenida Sevilla, room addition, bathroom split, window additions, install vaulted ceiling, atrium enclosure and entry door revision, 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 607-A; and

RESOLVED FURTHER, A required Mutual Consent for a Manor Alteration Permit Application must be submitted to Manor Alterations Division office located in the Laguna Woods Community Center; and

RESOLVED FURTHER, A required City of Laguna Woods permit must be obtained and the appropriate City of Laguna Woods permit number(s) must be submitted to the Manor Alterations Division office located in the Laguna Woods Community Center. The City permit must be finalized within the prescribed timeframe; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a complete set of amended specific plans prepared by a licensed architect or structural engineer depicting the proposed alterations must be submitted to the Manor Alterations Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed alterations and the following items:

- Plumbing plans must be submitted.
- A railing not more than six inches from the window must be installed on the bedroom sliding glass door to prohibit access to the common open space area.
- The roofline must be the standard and may not exceed 8 feet.
- Roof material can't be shingles.
- Plans must show no Pex (crosslinked polyethylene) piping.
- The water heater must be a standard size and the enclosure should be the height of the appliance.
- Whirlpool tub must be changed to jetted tub.

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, a required Mutual Roof Alteration Notification (Tie-In Form) must be submitted to the Laguna Woods Village Manor Alterations Department prior to the

issuance of a Mutual Consent, if applicable. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of their own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects must first be replaced or repaired during the alteration; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alterations Permit, 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 Unit 607-A. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for a Manor Alteration, member must conduct an inspection of the sewer lines certified by a plumber and submit the video of the inspection to the Alterations Division for review and approval; and

RESOLVED FURTHER, Prior to the Issuance of a Mutual Consent for Manor Alteration Permit, a Neighbor Awareness Form(s) must be obtained from the affected neighbor(s) at 607-B. No construction may proceed prior to receiving this executed form and approval by the Manor Alterations Department and the City of Laguna Woods; and

RESOLVED FURTHER, All alterations must be installed in accordance to

California State Building Code, and United Mutual Standard Section 11: Doors Exterior, Section 14: Exhaust Fan/Vent Installations, Section 18: Gutters and Downspouts, Section 24: Skylight Installations and Section 31: Windows and Window Attachments; and

RESOLVED FURTHER, Member execute the City's Non-Sleeping Room

Certification form to affirm the Member/occupant's understanding that the rooms with egress eliminated by proposed alterations shall not be used as sleeping rooms; and

RESOLVED FURTHER, During construction, both the Mutual Consent for Manor Alteration and the city building permit must be on display at all times in the front window; and

RESOLVED FURTHER, Under no circumstances is construction waste allowed to be dumped in the Village trash bins. Construction waste must be disposed offsite by the contractor. Violation of this condition may result in disciplinary action; and

RESOLVED FURTHER, The Mutual Consent for a Manor Alteration Permit expires within six months of the date of the Mutual Board's approval; and

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

- c. Report of the Maintenance & Construction Committee - Don Tibbetts
- d. Report of the Landscape Committee - Maggie Blackwell
- e. Report of the Laguna Woods Village Traffic Hearings - Don Tibbetts
- f. Report of the Communications Committee - Maggie Blackwell
- g. Report of the Governing Documents Review Committee - Juanita Skillman
- h. Report of the Preparedness for Disaster Task Force - Andre Torng
- i. Report of Disciplinary Cases - Juanita Skillman

15. GRF Committee Highlights

- a. Report of the Community Activities Committee
- b. Report of the Landscape Committee
- c. Report of the Maintenance & Construction Committee
- d. Report of the Media and Communication Committee
- e. Report of the Mobility and Vehicles Committee
- f. Report of the Security and Community Access Committee

16. Future Agenda Items

- 1. Bylaws Amendments Update
- 2. Entertain a Motion to Approve Revisions to the Drone Policy - Resolution (postponed to August to conform to the 30-day requirement)
- 3. Entertain a Motion to Approve Revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals - Resolution (postponed to August to conform to the 30-day requirement)
- 4. Entertain a Motion to Approve Amendments to the Shareholder Financial Requirements - Resolution (postponed to August to conform to the 30-day requirement)

17. Directors' Comments

Director Morrison stated that it was a good and informative meeting and thanked staff for their work in Board room.

Director Torng thanked staff for making the meetings more transparent.

Director Leonard thanked staff and wished everyone a Happy Father's Day.

Director English thanked staff for their support in the Board room

Director Tibbetts was concerned for the Members who spoke during the open forum and the incidents that happened to them.

Director Dorrell thanked staff and wished everyone a Happy Father's Day

Director Blackwell stated that in the future it will be possible to warm the pools up more.

Director Achrekar thanked staff. He thanked Directors Leonard and Tibbetts for their work in accomplishing major projects. He stated that some residents prefer to park on the street and gave an overview of his work on the Parking Task Force.

Directors McIntosh and Morrison commented on the Parking Task Force

18. Recess

At this time the Meeting will recess for lunch at 12:48 PM and reconvene to Executive Session at 1:14 PM to discuss the following matters per California Civil Code §4935.

Maggie Blackwell, Secretary
United Laguna Woods Mutual