



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

**August 8, 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, August 8, 2017, at 9:30 AM at 24351 El Toro Road, Laguna Woods, California.

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

Directors Absent: None

Staff Present: Open Session: Brad Hudson, Lori Moss, Cheryl Silva, Leslie Cameron and Chuck Holland

Executive Session: Brad Hudson, Lori Moss and Cheryl Silva

Others Present: Jeffrey Beaumont Esq. of Beaumont Gitlin Tashjian

**1. Call meeting to order / Establish Quorum**

Juanita Skillman, President called the meeting to order at 9:30 a.m. and acknowledged that a quorum was present.

**2. Pledge of Allegiance – Director Cash Achrekar**

Director Achrekar led the Pledge of Allegiance.

**3. Acknowledge Media**

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

**4. Approval of Agenda**

Director McIntosh moved to approve the agenda as presented. The motion was seconded by Director Torng and passed unanimously.

**5. Approval of Minutes**

5a. July 11, 2017 - Regular Open Session

Director McIntosh moved to approve the minutes as presented. The motion was seconded by Director Tibbets and passed unanimously.

## **6. Report of the Chair**

President Skillman announced that the Bylaws passed 3 to 1; 40 percent of the residents voted. Special thanks to the six people who helped count the ballots.

The state is doing an interim census. Census volunteers are going around the neighborhood, it is not a scam and they are allowed in the Village. However, you do not have to answer the door. Census participation is not mandatory, but participation will provide valuable information.

The business plan and the budget meeting will be held on Thursday, August 10, 2017, at 9:30 am.

## **7. Update from VMS – Mary Stone**

Director Stone, VMS Board, stated that VMS the Recognition of Excellent Awards were handed out on July 25, 2017. The Landscapers are doing an excellent job and received commendations from residents. Ernesto Munoz was at the VMS meeting and reported that the Broadband antenna project should be done around August 8, 2017. The Lawn Bowling and El Toro Water District projects will be done by December, 2018. Focus groups have been formed to give their input on the Performing Arts Center renovation project. We will be starting an employee referral program. The Village TV system is being updated along with technology systems, Wi-Fi access, and faster internet access thanks to Chuck Holland and his team. We will be conducting a handyman service survey in August. The next VMS Board meeting will be held on August 16, 2017.

## **8. CEO Report**

CEO Hudson reported that the Grandparent's Fun Day on Sunday and the Everly Brothers concert were sold out. Excuse the inconvenience with all the paving and reconstruction going on in the neighborhoods. Landscaping is almost done with the tree trimming project. Staff will be repaving Clubhouse 2, Village Greens, Equestrian Center and RV Lots soon. Clubhouse 4 will be tented for termites, next week. Security was added during the termite tenting projects to keep manors safe from people who should not be there. Next year our budgets will include more maintenance upgrades, aggressively fixing dry rot problem, reconstruction of the gates, deferred maintenance, and technology upgrades.

Mr. Hudson thanked residents that responded to the survey about the type of fitness programs residents would like to see in the CH5 fitness room. The top fitness programs were: stretching, yoga, Zumba, spin, and bar exercises.

Mr. Hudson commented that a handyman service would be a great service for residents.

The maintenance department already services residents in United, but residents always need help with smaller project at their manor.

Mr. Hudson reported that Chuck Holland will be conducting a Town Hall meeting on the new technology in the Village. Resident Services is working on a call center that will provide more information for residents and will allow them to know what is happening in the field. The Recreation Department has more concerts and movies coming up.

Director McIntosh commented that Mr. Hudson is always talking about what staff is doing for our residents. She thinks that staff is doing a wonderful job advertising events.

Director Torng thanked Mr. Hudson for providing customer service, transparency, accountability and upgrades to the current technology infrastructure.

Director Achrekar asked Mr. Hudson about Dwelling Live.

## **9. Open Forum**

Bill Jerry (689-A) brought pictures to show of the landscaping area around his property. He asked the Board who gave permission to change the landscaping.

Elinor Jerry (689-A) commented that the landscaping that was changed caused her to fall and break her foot.

Nancy Lannon (669-N) commented that many residents are not computer literate and asked why the call center is not 24/7. She also asked about the new \$90 occupancy fee.

Mike Landry (693-B) thanked the resident that returned his neighbor's towels after he wrote an article in the Globe.

## **10. Responses to Open Forum Speakers**

Several Directors responded to member comments on landscaping changes. Members need to use caution when walking on the turf.

Director Blackwell: Landscape division does not need permission from residents to make changes to the common area. The project took two weeks to complete. There was no contact by residents. The paved pathways are provided for the safety of residents.

Director English commented that the monthly charge for a third occupant in United is \$50; caregivers are exceptions.

CEO Hudson commented that staff is working to have a 24/7 call center in the future.

## 11. Consent Calendar

Director McIntosh requested to move Item #11a Variance Request of 2067-B to Item #13b (page 27).

Director Achrekar moved to approve the consent calendar as amended. The motion was seconded by Director English and passed unanimously.

### 11a. Architectural Control and Standards Committee Recommendations:

935-A: A motion was made and the Committee unanimously voted to recommend the Board approve the request for a Non-Standard Atrium Enclosure

### **RESOLUTION 01-17-83**

#### **Variance Request**

**RESOLVED**, August 8, 2017, that the variance request of Ms. Beth A. Page of 935-A Avenida Castilla – Non-Standard Atrium Enclosure, 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 935-A.

**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.

**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.

**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.

**RESOLVED FURTHER**, prior to the Issuance of a Mutual Conset 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.

**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 932-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 the Issuance of a Mutual Consent for Manor Alteration Permit, the Mutual Member shall request a Broadband infrastructure inspection to assure that mutual property is appropriately addressed during construction.

**RESOLVED FURTHER**, all alterations must be installed in accordance to California State Building Code, and United Mutual Standard Section 31: Windows and Window Attachments.

**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 to the owner!

**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.

2067-C: Approve the request for a Non-Standard Entry Door Color moved to 13b (pages 27)

**11b.** Landscape Committee Recommendations:  
None

**11c.** Finance Committee

Recommendations:

Approval of Resolution to Record Lien against Member ID: 947-421-04

**RESOLUTION 01-17-86**

**Recording of a Lien**

**WHEREAS**, Member ID 947-421-04; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lein) 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**, August 8, 2017, that the Board of Directors hereby approves the recording of a Lein for Member ID 947-421-04 and;

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

Approval of Resolution to Record Lien against Member ID: 947-427-30

**RESOLUTION 01-17-87**

**Recording of a Lien**

**WHEREAS**, Member ID 947-427-30; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lein) 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**, August 8, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-427-30 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.

Approval of Resolution to Record Lien against Member ID: 947-411-24

**RESOLUTION 01-17-88**

**Recording of a Lien**

**WHEREAS**, Member ID 947-411-24; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lein) 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**, August 8, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-411-24 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.

Approval of Resolution to Record Lien against Member ID: 947-372-70

**RESOLUTION 01-17-89**

**Recording of a Lien**

**WHEREAS**, Member ID 947-372-70; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lein) 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**, August 8, 2017, that the Board of Directors hereby approves the recording of a Lein for Member ID 947-372-70 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.

Approval of Resolution to Record Lien against Member ID: 947-454-74

**RESOLUTION 01-17-90**

**Recording of a Lien**

**WHEREAS**, Member ID 947-454-74; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lein) 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**, August 8, 2017, that the Board of Directors hereby approves the recording of a Lein for Member ID 947-454-74 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.

**11d.** Entertain a Motion to Approve Standard Manor Alteration Conditions - Resolution (initial notification - must postpone to September to conform to the 30-day notification requirement). See pages 20-24.



### **Resolution 01-17-XX**

#### **Standard Manor Alteration Conditions**

**WHEREAS**, staff has experienced several issues with manor alterations including illegal dumping in Village dumpsters, excessive noise and smoking by contractors, parking in resident spaces by contractors, damage to mutual property during construction, and working after permitted work hours; and

**WHEREAS**, the standard Manor Alteration Conditions impose requirements, in order to protect the Mutual and neighbors, on members who wish to conduct alterations; and

**NOW THEREFORE BE IT RESOLVED**, on September 12, 2017, as part of the Conditions of Approval a Conformance Deposit (Good Faith Deposit) is being required, which will be held until the project is finalized by both the Manor Alterations Division and City of Laguna Woods; and

**RESOLVED FURTHER**, that for all improvements, exceeding a total of \$5,000, a 10 percent deposit is required. Conformance Deposit will be held to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof, and that no violations of rules occur during construction; 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.

**11e.** Entertain a Motion to Approve Amendments to the Administrative Guidelines for Financial Qualifications – Policy to follow under separate cover.

**11f.** Entertain a Motion to Approve a Proposed Hot Tub Standard Policy - Resolution (initial notification - must postpone to September to conform to the 30-day requirement)

### **Resolution 01-17-XX**

#### **Hot Tub Standard**

**WHEREAS**, in United Mutual, no standard exists for exterior hot tub; and

**WHEREAS**, the City of Laguna Woods has no standards for the installation and use of exterior hot tubs; and

**WHEREAS**, it is in the best interests of United Mutual and its members to adopt standards regulating the installation and use of exterior hot tubs; and

**WHEREAS**, the Board of Directors has consulted with staff, the Governing Document Review Committee and legal counsel to develop a standard for the installation and use of hot tubs;

**WHEREAS**, the standard specifically prohibits hot tubs in atriums with common walls and on balconies. Additionally the standard requires that hot tubs be portable, drain only in the sanitary sewer, not create a nuisance or otherwise create an unreasonable interference with another resident's use and enjoyment of their Manor, and obtain a Mutual Consent for Manor Alterations; and

**WHEREAS**, the requesting member is required to provide proof of personal liability insurance with limits of at least \$200,000 per occurrence with an insurer with an AM Best rating or A-VIII or higher and to name United Laguna Woods Mutual and VMS, Inc. as additionally named insured; and

**WHEREAS**, a hot tub must be covered and may require a lock when not in use, subject to the California Building Code; and

**NOW THEREFORE BE IT RESOLVED**, that on September 12, 2017, the Board of Directors of this Corporation hereby approves a Hot Tub Standard; 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.

## **12. Unfinished Business**

**12a.** Entertain a Motion to Approve the Revisions to the Drone Policy - Resolution (initial 30-day notification has been satisfied)

### **Resolution 01-17-91**

#### **Drones Policy**

**WHEREAS**, the Security & Community Access Committee recommended adoption of a Drone Policy, to fairly and reasonably address small unmanned aircraft systems, known as Drones, in Laguna Woods Village; and

**WHEREAS**, Drones are regulated by the Federal Aviation Administration (FAA); and

**WHEREAS**, the Golden Rain Foundation prohibits drones in the Village unless they are flown by staff or an individual commissioned by staff, and that staff, in order to meet the standards of any policy and Federal law, be required to complete a flight plan that is submitted for review by the Chief of Security; and

**WHEREAS**, a Drone is not allowed to operate unless a permit is granted by the Chief of Security or his designee, for approved Community events, or purposes;

**NOW THEREFORE BE IT RESOLVED**, July 11, 2017, that the Board of Directors of this Corporation hereby adopts the "Drone 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 this resolution as written.

**JULY Initial Notification**

**30-Day notification to comply with Civil Code §4360 has been satisfied.**

Director Achrekar made a motion to approve the revisions to the Drone Policy Resolution. The motion seconded by Director Dorrell and passed unanimously.

**12b.** Entertain a Motion to Approve Revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals - Resolution (initial 30-day notification has been satisfied)

**Resolution 01-17-92**

**Qualifiers for Subleasing Manors regarding Short Term Rentals**

**WHEREAS**, the governing documents of United Laguna Woods Mutual ("United") require and contemplate owner-occupancy. United's Bylaws and Occupancy Agreement require Members, and no others, to reside in the Manors (also referred to as "dwelling units" or "units" in certain of United's governing documents), unless otherwise approved by the Board. (Bylaws, Article III; Occupancy Agreement, Article 5 & 7.) Specifically, Members are prohibited from subletting a Manor without prior written consent of United. (Occupancy Agreement, Article 7); and

**WHEREAS**, under United's governing documents (which include, without limitation, the Bylaws, Occupancy Agreement, operating rules and Board resolutions, United members may sublease their Manors, subject to certain sublease qualifiers; and

**WHEREAS**, Resolution 01-13-50 contains fifteen sublease Qualifiers which are intended to, among other things, help maintain and promoted the unique age restricted and stock cooperative nature of United's community (collectively, the "Qualifiers" and each, a "Qualifiers"); and

**WHEREAS**, it is the policy and procedure of the Board to approve sublease applications so long as Members meet the qualifiers attached to Resolution 01-13-50 (as Exhibit A); and

**WHEREAS**, among other Qualifiers, Resolution 01-13-50 provides: "Subleases may be no shorter in duration than 90 days and no longer than 12 months;" and

**WHEREAS**, the Board has experienced a recent increase in sublease applications. Many of the applications have been submitted by "investors," i.e., individuals who have expressed no intent to occupy their manor. Frequently, within days after the close of escrow, some new members submitted a request to sublet their manor, and have continuously sublet. In some circumstances, the new members have never resided in the community; and

**WHEREAS**, pursuant to its governing documents, the Board of Directors has the power and authority to adopt reasonable operating rules; and

**WHEREAS**, rules and regulations are generally considered reasonable if they are rationally related to the protection, preservation and proper operation of the property and the purposes of the corporation as set forth in its governing instruments, and are fair and nondiscriminatory. (*Friars Village Homeowners Assn. v. Hansing* (2013) 220 Cal. App. 4<sup>th</sup> 405, 405); and

**NOW THEREFORE, BE IT RESOLVED**, August 8, 2017, that the Board of Directors hereby amends qualifiers #2 for Subleasing Manors, violations of which are subject to the Schedule of Monetary Penalties;

"No manor may be advertised for sublease shorter in duration than 90 days in any print media (such as newspapers, magazines, local bulletins boards, etc.) and/or on any website (including without limitation Airbnb, VRBO social media, listing service and/or any other hosting platform)."

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

**JULY Initial Notification**

**30-Day notification to comply with Civil Code §4360 has been satisfied.**

Director Dorrell made a motion to approve revisions to the Qualifiers for Subleasing Manors regarding Short Term Rentals Resolution. The motion was seconded by Director Morrison and passed unanimously.

Director McIntosh left the room at 11:09 a.m.

**12c.** Entertain a Motion to Approve Amendments to the Shareholder Financial Qualifications Requirements - Resolution (initial 30-day notification has been satisfied)

**Resolution 01-17-93**

**Amendments to the Shareholder Financial Qualifications Requirements  
United Laguna Woods Mutual Financial Qualifications**

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

**WHEREAS**, the current Financial Qualification Policy establishes a minimum annual income requirement of \$36,000 or a minimum annual income requirement of \$24,000 when a Guarantor is obtained.

**WHEREAS**, to accomplish this, removing the following provision is necessary: "The Board may consider waiving financial requirements if the applicant obtains secondary financing from a financial institution of at least 50 percent and no more than 70 percent of the purchase price. It is recommended that any applicant who does not meet the minimum financial requirement consider submitting the application with a financial guarantor; and

**WHEREAS**, No minimum income or asset requirements were ever established for prospective shareholders who requested such a waiver. More importantly, United Mutual has not granted this waiver since about 2007; and

**WHEREAS**, The Financial Qualification Policy would be improved by removing the secondary financing waiver provision. Prospective borrowers will continue to obtain loans, but the Shareholder must meet the minimum income and asset requirements, with or without a Guarantor; and

**NOW THEREFORE BE IT RESOLVED**, August 8, 2017, that the minimum financial requirements are revised, effective for any escrow opened on or after August 8, 2017; and

**RESOLVED FURTHER**, that Resolution 01-15-89, adopted July 14, 2015, is hereby amended as indicated above; 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.

**JULY Initial Notification**

**30-Day notification to comply with Civil Code §4360 has been satisfied.**

Director Blackwell made a motion to approve amendments to the Shareholder Financial Qualifications Requirements Resolution. The motion was seconded by Director Morrison and passed by a vote 8-1-1 (Director English opposed; Director McIntosh absent)

Director McIntosh returned to the meeting at 11:12 a.m.

**12d. Discuss and Consider the Methods to Replenish Contingency Fund**

Director English requested to remove this item from the agenda, without objection the item was removed.

**13. New Business**

**13a. Entertain a Motion to Approve Implementing Fees for Missed Maintenance Appointments - Resolution (initial notification - must postpone to September to conform to the 30-day notification requirement)**

**RESOLUTION 01-17-XX**

**Implementing Fees for Missed Maintenance Appointments**

**WHEREAS**, the Board adopted to establish a “Chargeable Maintenance Services Policy” by way of Resolution 01-04-28; and amended it on June 12, 2007 to remove single fixture stoppages as a chargeable service; and

**WHEREAS**, missed maintenance appointments use up valuable staff time and delay scheduled repairs. In order to discourage residents from missing scheduled appointments, a Missed Maintenance Appointment Fee will be implemented; and

**NOW THEREFORE BE IT RESOLVED**, September 12, 2017, the Board of Directors of this Corporation hereby establishes a charge of \$50.00 for a Missed Maintenance Appointment Fee charged to residents who are a no-show during their scheduled appointment time frame or do not cancel/reschedule 24 hours prior to their scheduled appointment; and

**RESOLVED FURTHER**, Resolution 01-04-28, adopted February 10, 2004 to establish the Board’s “Chargeable Maintenance Services Policy”, is hereby amended to add a Missed Maintenance Appointment Fee; 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 Blackwell read the resolution and made a motion to approve Implementing Fees for Missed Maintenance Appointments Resolution. The motion was seconded by Director English and passed unanimously.

Director Torng asked about exceptions to the missed appointment maintenance fee of someone has an emergency illness.

Director Achrekar commented that member’s modified appliances are not maintained by the mutual.

**13b.** 2067-C: Approve the request for a Non-Standard Entry Door Color.

**RESOLUTION 01-17-85**

**Variance Request**

**RESOLVED**, August 8, 2017, that the variance request of Ms. Phyllis Posner Gilbert of 2067-C Via Mariposa E, for a Non-Standard Entry Door Color, is hereby approved; and

**RESOLVED FURTHER**, that all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2067-C.

**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.

**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 2068-B. No work may proceed prior to receiving this executed form and approval by the Manor Alterations Department.

**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 6 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.

Scribner correction was made to the resolution to remove "City of Laguna Woods" in paragraph 4, as a City permit is not required.

Director Blackwell made a motion to approve Non-Standard Entry Door Color Resolution. Director English seconded the motion and it passed by a vote of 10-0.

**14. Committee Reports –**

- 14a. Report of the Financial Committee / Financial Report - Pat English**  
Director English gave the United Financial Report and gave an overview of delinquencies, resale report, and leasing activity.

Pat English made a motion to change the business plan and President Skillman commented that she was out of order and that the item should be discussed at the upcoming budget meeting. Director English withdrew her motion.

**14b. Report of the Architectural Control and Standards Committee - Janey Dorrell**

Director Dorrell reported from the ACSC. The ACSC will be changing the format of the meeting in regard to communication with the residents. The ACSC Committee will do a bus tour and vote after seeing the sites. The Committed is updating the alterations booklet. The next meeting is August 22, 2017

**14c. Report of the Maintenance & Construction Committee - Don Tibbetts**

Director Tibbetts reported from the M&C Committee. He thanked the Board for passing the resolution for missed maintenance appointments fee and gave an update on the slurry and pavement work going on in the community. There will be a special meeting on August 30, 2017 at 9:00 a.m. The next regular meeting is September 27, 2017.

**14d. Report of Landscape Committee - Maggie Blackwell**

Director Blackwell reported that the Landscape Committee had no meeting this month. She discussed the potential of a red stake program which limits herbicides near manor walls. Existing yellow stake program marks plants which are maintained by the resident. The next meeting is August 9, 2017 at 1:30 PM in the Sycamore Room.

**14e. Report of the Laguna Woods Village Traffic Hearings - Don Tibbetts**

Director Tibbetts reported from the Village Traffic Hearings. The biggest problem in the Village is not stopping at a stop sign, speeding, driving with expired registrations and driver's licenses. The offense will be reported to the DMV. We have seen violations in the RV parking facility of leaving items in the lot when the RV is out.

**14f. Report of the Communications Committee - Maggie Blackwell**

Director Blackwell reported from the Communications Committee. She urged candidate for United to apply by Friday. Meet the candidates for United will be televised on August 29, 2017 at 10:00 a.m.

**14g. Report of the Governing Documents Review Committee - Juanita Skillman**

President Skillman reported from the Governing Documents Committee. She thanked the Committee for help update the Bylaws. She discussed removing the ability to obtain a guarantor, for those with minimum income levels, requiring credit scores for subleases and increasing financial requirements will be beneficial for the community. The next meeting will be held on August 28, 2017 at 2:00 p.m.



- 14h. Report of the Preparedness for Disaster Task Force - Andre Torng**  
Director Torng reported from the Preparedness for Disaster Task Force. Training session for the Good Neighbor Captains had a good turn-out. The next training session will be held on October 3, 2017. We would like to increase the training sessions to once a month. August 29, 2017, at 9:30 a.m. is the next meeting.
- 14i. Report of the Disciplinary Cases - Juanita Skillman**  
President Skillman reported on the Disciplinary Cases. The total number of compliance cases is down. We have seen a decrease in abandoned vehicles and animal nuisance violations and an increase in maintenance alterations and smoking violations.

**15. GRF Committee Highlights**

- 15a. Report of the Community Activities Committee**  
Director Dorrell reported from the CAC. Next meeting will be September 7, 2017, at 2pm.  
  
Director Torng commented that the Village Games are coming up and encouraged member to volunteer.
- 15b. Report of the Finance Committee**  
Director English reported from the Finance Committee. The final budget meetings are on August 9th. Please attend this meeting to help reduce funds and increase reserves. The next regular meeting will be August 23, 2017 at 1:30 p.m.
- 15c. Report of the Landscape**  
Director Blackwell reported from the Landscape Committee. The Committee is working on golf netting near Garden Center 1, repair of the Aliso Creek and the new Arbor Pro system. Next meeting will be held on Sept 21, 2017, at 9:00 a.m.
- 15d. Report of the Maintenance & Construction Committee**  
Director Tibbetts reported from the Maintenance & Construction Committee. The Committee is working on the Lawn Bowling project and air curtains for the lobby. The next meeting will be held on September 18, 2017, at 1:00 p.m.
- 15e. Report of the Media and Communication Committee**  
Director Blackwell reported from the Media and Communication Committee. The next meeting will be held on August 21, 2017, at 1:30 p.m.
- 15f. Report of the Mobility and Vehicles Committee**  
Director Torng reported from the Mobility and Vehicles Committee. The Committee is working on new reports, coupons for riders, weekly excursions, bus schedules, new smaller buses and a brochure for alternative transportation. Next meeting is October 2, 2017 at 1:30 p.m.

**15g. Report of the Security and Community Access Committee**

Director Achrekar reported from the Security and Community Access Committee. Tim Moy and his team are doing an excellent job to control people who should not be in the Community. The next meeting will be held on August 24, 2017 at 1:30 p.m.

**16. Future Agenda Items**

- 16a.** Entertain a Motion to Approve Implementing Fees for Missed Maintenance Appointments - Resolution (postponed to September to conform to the 30-day requirement)
- 16b.** Entertain a Motion to Approve Standard Manor Alteration Conditions - Resolution - Resolution (postponed to September to conform to the 30-day requirement)
- 16c.** Entertain a motion to Approve Amendments to the Administrative Guidelines for Financial Qualifications - Resolution (postponed to September to conform to the 30-day requirement)
- 16d.** Entertain a Motion to Approve a Resolution Regarding Use of Common Area for Certain Improvements – Resolution (postponed to September to conform to the 30-day requirement)
- 16e.** Entertain a Motion to Approve a Resolution to Remove Standard Specifications for Atrium Enclosures Between Common Walls - Resolution (postponed to September to conform to the 30-day requirement)
- 16f.** Entertain a Motion to approve hot tub policy -- Resolution (postponed to September to conform to the 30-day requirement)
- 16g.** Entertain a Motion to Increase Assessment Late Charge
- 16h.** Entertain a Motion to Suspend Cable/Internet in the Event of Disciplinary Action

**17. Director's Comments**

Director McIntosh reminded residents that the Clubhouses belong to everyone in the community. If you don't have air conditioning in your manor, come to one of the events at the Clubhouses or the Library.

Director Arhrekar commented that we have an excellent community and that he will be running for re-election.

Director Blackwell thanked the members for voting for the governing document Bylaws. She urged members to run for the United Board and submit the application by Friday, August 11, 2017.

Director Dorrell thanked the members for voting on the Bylaws.

Director English commented on the importance of building up the reserve funds and transfer money from the contingency fund.

Director Morrison commented that he was back from vacation.

Director Leonard commented that Chuck Holland is looking into obtaining new lasers to increase the internet access. We will soon have a new satellite dish which will improve your television viewing. He wished everyone a happy International Cat Day and Zucchini Day.

Director Torng encouraged members to be active and get involved; please sign up for the Good Neighbor Captain program to make sure everyone in your neighbor is safe.

President Skillman encouraged members to report to Security if you see something that looks suspicious; we depend on members to keep us informed.

- 18. Recess** - *At this time the Meeting will recess for lunch and reconvene to Executive Session to discuss the following matters per California Civil Code §4935.*

The meeting recessed at 11:59 p.m. into the Executive Session

**Closed Executive Session Agenda** - *Approval of Agenda Approval of the Following Meeting Minutes;*

*Approval of Agenda  
Approval of the Following Meeting Minutes;  
(a) July 11, 2017 - Regular Executive Session  
Discuss and Consider Member Matters  
Discuss Personnel Matters  
Discuss and Consider Contractual Matters  
Discuss and Consider Litigation Matters*

- 19. Adjourn**

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**Maggie Blackwell, Secretary  
United Laguna Woods Mutual**

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**Resolution 01-17-XX**

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Standard Manor Alteration Conditions

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1. No improvement shall be installed, constructed, modified or altered at Manor \_\_\_\_\_, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Manor Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Manor Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Member s ("Member ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. A Mutual Consent for Manor Alterations has been granted at xxx for \_\_\_\_\_, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Member.
3. Member hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at xxx and all future Mututal members at xxx.
5. Member shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of

equipment or materials without prior approval. Member acknowledges and agrees that all such persons are his/her invitees. Member shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Member shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.

6. Member is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
7. Member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
8. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.
9. Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Recordable Common Area Agreement" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Manor Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. 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 improvement must be submitted to the 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 improvement.

12. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed. The inspection will be a chargeable service to the member. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Manor Alterations staff to review.
13. Prior to the issuance of a Mutual Consent for Manor Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member may hire a C-39 Licensed Contractor of his/her 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 be repaired at the Mutual's expense prior to installation.
14. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Member. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
15. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
16. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall request a Maintenance and Construction Department inspection to assure that Mutual property is appropriately addressed during construction.
17. Prior to the Issuance of a Mutual Consent for Manor Alterations, the approved exterior surface colors should match the Building color; fence/gate color of white vinyl or black or white tubular steel or wrought iron is approved as identified on Attachment \_\_\_\_\_.
18. Prior to the Issuance of a Mutual Consent for Manor Alterations, the Member shall post a Conformance Deposit for all improvements exceeding a total of \$5000, a 10 percent Deposit is require. Conformance Deposit will be held until both a Final Mutual Consent for Manor Alterations and a Final City Building Permit Issuance if

required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.

19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Member; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member agrees to immediately deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.
21. Any remaining Conformance Deposit is refundable if the Member notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Member's address of record with the Mutual. Under no circumstances shall Member be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Member within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
22. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
23. Paver install must be set in compacted subgrade.

24. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
25. During construction, both the Mutual Consent for Manor Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
26. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
27. A dumpster is approved for placement at the location identified on Attachment \_\_\_\_\_. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
28. A portable bathroom is approved for placement at the location identified on Attachment \_\_\_\_\_.
29. The Mutual Consent for Manor Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
30. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
31. Mutual member shall indemnify, defend and hold harmless United and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements and installation, construction, design and maintenance of same.