



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

**November 14, 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, November 14, 2017, at 9:30 a.m. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Juanita Skillman, Janey Dorrell, Maggie Blackwell, Gary Morrison, Cash Achrekar, Manuel Armendariz, Reza Bastani (arrived late), Pat English, Steve Leonard, and Andre Tornog

Directors Absent: Don Tibbetts

Staff Present: Open Session: Brad Hudson, Lori Moss, Cheryl Silva, Christine Spahr and Chuck Holland

Executive Session: Brad Hudson and Lori Moss

Others Present: Brittney Ketchum, Esq. of Beaumont Gitlin Tashjian, and Mary Stone, VMS

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

Juanita Skillman, President, called the meeting to order at 9:31 a.m. and acknowledged that a quorum was present.

**2. Pledge of Allegiance**

Director Morrison 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**

The agenda was amended to add an agenda item "Requesting a Special Meeting be called of Corporate Members regarding GRF Actions on the Pickleball Contract." This agenda item came up after the posting of the agenda, and requires immediate attention and possible action by the Board; specifically, it has come to the Board's attention that a contract was signed by GRF without prior notice to the Board, and therefore this matter could not have been reasonably foreseen by the Board, requiring immediate attention and possible action by the Board.

Director Leonard made a motion to approve the agenda as amended. The motion was seconded by Director Blackwell and passed unanimously.

#### **5. Approval of Minutes**

- 5a. September 29, 2017 – Counting of the Ballots
- 5b. October 17, 2017 – Regular Open Session

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

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

President Skillman commented that several items are listed under Future Agenda Items because there was not 30 days between the October meeting and the November meeting, these items are on 30 day notice for member review. She reminded the members that the Board makes decisions based on actions taken at the Committee level. It is important for members to attend Committee meetings.

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

Mary Stone reported from the VMS Board. In October the VMS Board discussed Union Contracts, received a report from Bruce Hartley, Director of General Services. Landscape is now under General Services, Transportation Awareness Day is Friday, November 17, 2017, at 1 p.m. in Clubhouse 5. Tim Moy was presented an award by the American Red Cross for the Village emergency plan and he discussed the need for more Good Neighbor Captains. Several employees recently received awards for their long time service (10 plus years). The staff had a Feast of Screams Event on October 31, 2017; each department picked a theme and dressed in costume. The award for the best team costume went to Resident Services for the Wizard of Oz theme.

President Skillman encouraged everyone to attend the Transportation Awareness Day. This event is not just for residents that ride the bus. President Skillman will be speaking on Village Television on Friday about Disaster Preparedness. United is working on a map that will show where additional Neighborhood Captains are needed.

## 8. CEO Report

CEO, Brad Hudson, announced that Lori Moss, Community Manager, would be leaving in February, 2018 and Jackie Giacomazzi would be retiring in the spring. The community is anticipating another wet year therefore; storm drains have started to be cleaned before the heavy rains begin. Please contact Resident Services if you notice a drain that is not working properly. General Services has two employees who use a sweeper to clean carports, which is much more efficient than leaf blowers. Maintenance is working on moisture intrusion, dry rot and epoxy programs. Gate projects will begin soon. Bulky items left by the trash dumpsters continue to be a problem throughout the community. Please do not leave bulky items by the trash dumpsters. Waste Management will pick up bulky items from homes twice a year at no charge. Call Resident Services and they will make arrangements to have Waste Management pick up bulky items which are recycled through Goodwill. Security dispatch will soon be moving to the administration building.

## 9. Open Forum

Several Members (Residents) made comments on various topics during open forum.

## 10. Responses to Open Forum Speakers

Several Directors responded to Member comments.

## 11. Consent Calendar

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

- Approve Variance Request: 187-B (Seville, Plan 5) – Enclose Upper Level of Seville Unit;

### **RESOLUTION 01-17-122** **Variance Request**

**WHEREAS**, Reza Bastani of 187-B Avenida Majorca of United Laguna Woods Mutual, submitted a request for a variance to enclose the upper level of his Seville unit, and

**NOW THEREFORE BE IT RESOLVED**, on November 14, 2017, the Board of Directors hereby approves the request with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit 187-B, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Unit Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Unit 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 Unit Alterations has been granted at 187-B for Enclosing Upper Level of Seville Unit, 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 187-B and all future Mututal members at 187-B.
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, 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. 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 Unit 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.

10. Prior to the issuance of a Mutual Consent for Unit 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.
11. Prior to the Issuance of a Mutual Consent for Unit 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 at Resident Services, located on ground floor of Community Center.
12. 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>.
13. 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.
14. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
15. 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.
16. The Mutual Consent for Unit 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.
17. 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.
18. 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.

19. The Mutual Consent Applicant or agent must contact the Unit Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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

- Approve Variance Request: 196-B (La Corona, Plan 3R) – Non-Standard Windows on Room Addition, Non-Standard Bathroom Split, Walk-in Closet, and Laundry Room;

**RESOLUTION 01-17-123**  
**Variance Request**

**WHEREAS**, Tae Young Yoon of 196-B Avenida Majorca of United Laguna Woods Mutual, submitted a request for a variance to use non-standard windows on a room addition, to construct a non-standard bathroom split, a walk-in closet, and a laundry room; and

**NOW THEREFORE BE IT RESOLVED**, on November 14, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit 196-B, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Unit Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Unit 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 Unit Alterations has been granted at 196-B for Non-Standard Windows on Room Addition, Bathroom Split, Walk-in Closet and Laundry Room, 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 196-B and all future Mutual members at 196-B.
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, 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. 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 Unit 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.
10. Prior to the issuance of a Mutual Consent for Unit 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.
11. Prior to the Issuance of a Mutual Consent for Unit 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 Unit Alterations staff to review.

12. Prior to the issuance of a Mutual Consent for Unit 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.
13. Prior to the Issuance of a Mutual Consent for Unit 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.
14. Prior to the Issuance of a Mutual Consent for Unit 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 at Resident Services, located on ground floor of Community Center.
15. 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>.
16. 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.
17. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
18. 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.
19. The Mutual Consent for Unit 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.
20. 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.

21. 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.
22. The Mutual Consent Applicant or agent must contact the Unit Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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

- Approve Variance Request: 602-A (Valencia, Plan 9) – Bathroom Addition and Window Conversion;

**RESOLUTION 01-17-124**  
**Variance Request**

**WHEREAS**, Paul L. Mono of 602-A Avenida Sevilla of United Laguna Woods Mutual, submitted a request for a variance to construct a bathroom addition and window conversion; and

**NOW THEREFORE BE IT RESOLVED**, on November 14, 2017, the Board of Directors hereby approves the request with the condition that the proposed alterations are constructed in accordance with the following criteria:

1. No improvement shall be installed, constructed, modified or altered at Unit 602-A, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Unit Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Unit 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 Unit Alterations has been granted at 602-A for Bathroom Addition and Window Conversion in Kitchen, 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 602-A and all future Mutual members at 602-A.
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, 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. 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 Unit 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.
10. Prior to the issuance of a Mutual Consent for Unit 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.

11. Prior to the Issuance of a Mutual Consent for Unit 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 Unit Alterations staff to review.
12. Prior to the Issuance of a Mutual Consent for Unit 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.
13. Prior to the Issuance of a Mutual Consent for Unit 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 at Resident Services, located on ground floor of Community Center.
14. 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>.
15. 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.
16. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
17. 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.
18. The Mutual Consent for Unit 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.
19. 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.

20. 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.
21. The Mutual Consent Applicant or agent must contact the Unit Alterations Division as soon as the project is complete and has received a Final City of Laguna Woods permit approval in order to arrange a final inspection for Mutual Consent.

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

- Approve Variance Request: 638-O (Casa Linda, 1106\_1) – Install Split Ductless Heat Pump

**RESOLUTION 01-17-125**  
**Variance Request**

**WHEREAS**, Ms. Gloria G. Labow of 638-O Avenida Sevilla of United Laguna Woods Mutual, submitted a request for a variance to install a split ductless heat pump; and

**NOW THEREFORE BE IT RESOLVED**, on November 14, 2017, the Board of Directors hereby approves the request with the condition that the proposed alteration is constructed in accordance with the following criteria:

1. The Ductless Heat Pump's exterior unit (condenser) must be installed minimum of 5 feet (60 inches) away from the end (North West wall) of building.
2. No improvement shall be installed, constructed, modified or altered at Unit 638-O, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Unit Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Unit 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.
3. A Mutual Consent for Unit Alterations has been granted at 638-O for Install Split Ductless Heat Pump, 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.

4. 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.
5. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 638-O and all future Mutual members at 638-O.
6. 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, 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.
7. 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. 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 Unit 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.
10. Prior to the Issuance of a Mutual Consent for Unit 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.

11. Prior to the Issuance of a Mutual Consent for Unit 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 at the Community Center (ground floor, Resident Services).
12. 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>.
13. 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.
14. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
15. 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.
16. The Mutual Consent for Unit 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.
17. 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.
18. 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.

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

- Deny Variance Request: 765-A (La Corona, Plan 3B) – Appeal of Board's Decision to Deny Request to Retain Unapproved Patio Room Addition, Window Addition and Window Resizing

**RESOLUTION 01-17-126**

### **Variance Request**

**WHEREAS**, Mr. Mosen Asadi of 765-A Calle Aragon of United Laguna Woods Mutual, submitted an appeal of the Board's decision to deny his request to retain an unapproved patio room addition, window addition and window resizing; and

**NOW THEREFORE BE IT RESOLVED**, on November 14, 2017, the Board of Directors hereby denies the appeal; and

**RESOLVED FURTHER**, to require the restoration of the Unit to its original condition, pursuant to Article 12 of the Occupancy Agreement, within 90 days of this decision, and no leases be permitted until the Member has complied with this resolution;

**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.

### **9b. Landscape Committee Recommendations**

- a. 573-C Avenida Sevilla (Choi, 11/94) – Deny Request for Tree Removal – (2) Pinus Canariensis

The Board of this Corporation unanimously recommended denial of the request to remove the tree.

### **RESOLUTION 01-17-127** **Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on October 11, 2017, the Landscape Committee recommended to deny the request to remove the trees located at 537-C; and

**NOW THEREFORE BE IT RESOLVED**, November 14, 2017, the Board of Directors denied a request for the removal of two Canary Island Pine trees because it does not comply with the tree removal guidelines;

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

**b. 656-C Avenida Sevilla (Mok, 4/14) – Deny Request for Tree Removal – Eucalyptus**

The Board of this Corporation unanimously recommended denial of the request to remove the tree.

**RESOLUTION 01-17-128**  
**Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on October 11, 2017, the Landscape Committee recommended to deny the request to remove the tree located 656-C; and

**NOW THEREFORE BE IT RESOLVED**, November 14, 2017, the Board of Directors denied a request for the removal of one Silver Leaf eucalyptus because it does not comply with the tree removal guidelines;

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

**c. 2100-B Ronda Granada (Caravacci, 11/93) – Deny Request for Tree Removal – Pinus Pinea**

The Board of this Corporation unanimously recommended denial of the request to remove the tree; and directed staff to perform crown reduction trimming and re-balancing of the canopy to preserve the tree.

**RESOLUTION 01-17-129**  
**Tree Removal Denial**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.



- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on October 11, 2017, the Landscape Committee recommended to deny the request to remove the tree located at 2100-B; and

**NOW THEREFORE BE IT RESOLVED**, November 14, 2017, the Board of Directors denied a request for the removal of one Italian Stone pine tree because it does not comply with the tree removal guidelines;

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

### **9c. Finance Committee Recommendations**

The Board upheld the recommendation of the Finance Committee to:

- Approval of Resolution to Record Lien against Member's ID; 947-418-25

#### **RESOLUTION 01-17-130** **Recording of a Lien**

**WHEREAS**, Member ID 947-418-25; 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**, November 14, 2017, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-418-25 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 Torng made a motion to accept the Consent Calendar as presented. Director Morrison seconded the motion and it passed by a vote of 8-0-1 (Director Bastani abstained).

**12. Unfinished Business**

None

**13. New Business**

- a. Entertain a Motion to Approve Committee Assignments – Resolution

Director Blackwell, Board Secretary, read the following resolution:

**Resolution 01-17-131  
United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, November 14, 2017, that the following persons are hereby appointed to serve the Corporation in the following capacities:

**Architectural Control and Standards Committee**

Janey Dorrell, Chair

Don Tibbetts, Co-Chair

Cash Achrekar

Reza Bastani

Non-Voting Advisors: Michael Mehraïn, Kay Anderson

**Business Planning**

Juanita Skillman, Chair

Gary Morrison, Co-Chair

Pat English

Andre Torng

**Communications Committee**

Maggie Blackwell, Chair

Juanita Skillman - Alternate

**Executive Members Hearing Committee**

Juanita Skillman, Chair

Janey Dorrell, Co-Chair

Cash Achrekar

Steven Leonard

**Finance Committee**

Gary Morrison, Chair

Pat English

Steve Leonard

Juanita Skillman

Non-voting Advisor: Alan Dickenson

**Governing Documents Review Committee**

Juanita Skillman, Chair

Maggie Blackwell, Co-Chair

Steve Leonard

Gary Morrison

Non-voting Advisors: Bevan Strom, Mary Stone

**Laguna Woods Village Traffic Hearings**

Cash Achrekar, Rotating Chair

**Landscape Committee**

Maggie Blackwell, Chair

Manuel Armendariz

Janey Dorrell

~~Pat English~~

Non-Voting Advisor: Pamela Grundke

**Maintenance and Construction Committee**

Don Tibbetts, Chair

Steve Leonard, Co-Chair

Reza Bastani

Janey Dorrell

~~Pat English~~

Gary Morrison

Non-voting Advisor: Del Ng, Jack Bassler

**New Resident Orientation**

Per Rotation List

**Resident Advisory Committee**

Don Tibbetts, Chair

Cash Achrekar, Co-Chair

Andre Torng

Non-voting Advisors: Kay Anderson, Nancy Lannon

**RESOLVED FURTHER** Resolution 01-17-55, adopted May 9, 2017 is hereby superseded and canceled.

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

**RESOLUTION 01-17-132**

**Golden Rain Foundation Committee Appointments**

**RESOLVED**, November 14, 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**

Gary Morrison

Juanita Skillman

**Community Activities**

Janey Dorrell

Andre Torng

**Finance**

Gary Morrison

Juanita Skillman

**Landscape Committee**

Manuel Armendariz  
Maggie Blackwell

**Maintenance & Construction**

Steve Leonard  
Don Tibbetts

**Media and Communications Committee**

Maggie Blackwell  
Steve Leonard

**Mobility and Vehicles Committee**

Cash Achrekar  
Reza Bastani

**PAC Task Force**

Steve Leonard  
Juanita Skillman

**Security and Community Access**

Pat English-  
Don Tibbetts

**Town Hall Meetings**

As Needed

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

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

Director Blackwell made a motion to approve the United Mutual Committee Appointment resolution. Director Dorrell seconded the motion.

Director English would like to be removed from the Landscape Committee and added to the M&C Committee.

Director Torng thanked President Skillman for serving on many of the Committees and handling everything.

Director Achrekar commented that he was moved from the Security Committee.

Director Bastani asked to be on the GRF M&C Committee. President Skillman explained that the chair and vice chair of Mutual Committees were assigned to GRF.

- Mary (356-C) asked why the non-voting members weren't mentioned in the reading of the resolution.

President Skillman called for a vote and the motion passed by a vote of 7-3-0 (Directors Armendariz, Torng and English opposed).

Agenda item 13b was added by President Skillman.

13b. Consider a Corporate Members meeting to discuss the Pickleball Contract.

Director Dorrell made a motion to ask for a Corporate Members meeting to be called by GRF to discuss the Pickleball Contract. The motion was seconded by Director English and passed unanimously. The Board moved this item to closed session.

#### **14. Committee Reports**

- a. Report of the Architectural Control and Standards Committee - Director Dorrell reported. Next meeting November 28, 2017, 9:30 a.m. in the Sycamore Room
- b. Report of the Communications Committee - Director Blackwell reported on the Breeze and other forms of communication the Village uses.
- c. Report of Executive Member Hearings - Next meeting December 7, 2017, 9 a.m. in the Willow Room

Report of the Finance Committee / Financial Report – Director Morrison gave the report and discussed slides regarding United finances. Next meeting November 28, 2017, 2:00 p.m. in the Sycamore Room

- d. Report of the Governing Documents Review Committee - Director Skillman reported. Next meeting November 27, 2017, 2:00 p.m. in the Sycamore Room.
- e. Report of the Laguna Woods Village Traffic Hearings – Director Achrekar commented that there is one committee that handles traffic hearings. President Skillman commented that the DMV rules are enforced in the Village. Next meeting November 15, 2017, 9:00 a.m. in the Board Room.
- f. Report of the Landscape Committee - Director Blackwell reported that United has fewer landscaping issues and showed some statistics. Bruce Hartley is the new Director over Landscaping and he is focusing on complaints, filling employee vacancies and improving customer service. Next meeting December 14, 2017, 9:00 a.m. in the Board Room
- g. Report of the Maintenance & Construction Committee – Director Leonard reported that epoxy waste line pipes are the most expensive project for maintenance. Maintenance is also working on walkway lighting, copper pipelines, street signage and water leaks. Tankless hot water heaters are not feasible because the electrical boxes are not large enough. Director Leonard showed pictures of common toilet water leaks and recommended that members purchase a water leak alarm for their unit. Next Meeting December 27, 2017, 9:00 a.m. in the Board Room

- h. Report of the Resident Advisory Committee—President Skillman reported that the

Committee is looking to move to another day. The Committee is a place where residents can talk about various issues. Next meeting December 14, 2017, 3:00 p.m. in the Sycamore Room

**15. GRF Committee Highlights**

- a. Report of the Community Activities Committee – Director Dorrell reported on upcoming events in the Community. Next meeting January 11, 2018, 2:00 p.m. in the Board Room
- b. Report of the Finance Committee - Director Morrison reported on the highlights of the meeting. Next meeting December 20, 2017, 1:30 p.m. in the Board Room
- c. Report of the Landscape Committee - Director Blackwell.  
Next meeting TBA
- d. Report of the Maintenance & Construction Committee. Director Leonard reported.  
Next meeting November 15, 2017, 1:00 p.m. in the Board Room
- e. Report of the Media and Communication Committee - Director Blackwell reported.  
Next meeting December 18, 2017, 1:30 p.m. in the Board Room
- f. Report of the Mobility and Vehicles Committee - Director Torng reported that the Transportation Awareness Day is Friday, November 17, 2017 at 1 p.m. in Clubhouse 5. Ridership is increasing and more foreign language volunteers are needed on the excursions. Next meeting December 4, 2017, 1:30 p.m. in the Board Room
- g. Report of the Security and Community Access Committee – Director Achrekar reported that IRS scams are on the rise and the Shake Out event was successful.  
Next meeting December 21, 2017, 1:30 p.m. in the Board Room

**16. Future Agenda Items**

- a. Adopt a Resolution to Approve Proposed Fee Schedule for Manor Alterations **(OCTOBER Initial Notification 30-Day notification to comply with Civil Code §4360 has been satisfied)**
- b. Adopt a Resolution to Approve the requirement of a Conformance Deposit for Manor Alterations **(OCTOBER Initial Notification 30-Day notification to comply with Civil Code §4360 has been satisfied)**
- c. Adopt a Resolution to Approve Policy for the Handling and Destruction of Recordings for Executive and Committee Meetings **(OCTOBER Initial Notification 30-Day notification to comply with Civil Code §4360 has been satisfied)**
- d. Adopt a Resolution to Approve Revisions to the United Mutual's Standard 31: Windows and Window Attachments **(OCTOBER Initial Notification 30-day notification to comply with Civil Code §4360 has been satisfied)**
- e. Adopt a Resolution to Approve the Amended Financial Qualification Policy **(OCTOBER Initial Notification 30-day notification to comply with Civil Code §4360 has been satisfied)**

## 17. Directors' Comments

- Director Achrekar is looking to start a new club; National Inventors Foundation.
- Director Torng commented that he is here for the residents. If members have a problem they should call Resident Services first, attend the Committee second or then call Director Torng if the problem still is not resolved.
- Director Dorrell wished everyone a Happy Thanksgiving
- Director Leonard showed pictures of the water leak alarms and wished everyone a Happy Pickle Day and Happy Spicy Guacamole Day.
- President Skillman commented that every Friday morning on Village Television she will be reporting on what's going on in United.

## 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 11:57 a.m. and the Board went into Executive Session

### **Closed Executive Session Agenda**

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) September 28, 2017 – Special Closed Session*

*(b) October 17, 2017 - Regular Executive Session*

*(c) October 30, 2017 – Special Closed Session*

*Discuss and Consider Member Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Litigation Matters*

The Board adjourned Closed Session at 5:00 p.m.

Juanita Skillman reconvened the Open Session meeting at 5:49 p.m.

13b. Consider a Corporate Members meeting to discuss the Pickleball Contract.

Director Tibbitts made a motion to affirm the Board's decision to request the GRF call a Special Meeting of the Corporate Members regarding GRF Actions on the Pickleball and Paddle Tennis contract; and approved Resolution 01-17-133. Director Morrison seconded the motion and the motion passed by a vote of 6-1-3 (Director Blackwell opposed, Directors Bastani, Armendariz, and English absent)

**RESOLUTION 01-17-133**  
**Requesting Golden Rain Foundation Call a**  
**Special Meeting of the Corporate Members**

**WHEREAS**, GRF Bylaws §5.3 allows for the request to call a Special Meeting of the Corporate Members of the Golden Rain Foundation by way of a resolution approved by a majority of the Board of a Corporate Member;

**WHEREAS**, GRF Bylaws §2.1.6 requires GRF to obtain approval of the Corporate Members prior to engaging in any business or activity specified in the Trust Agreement or in Paragraph 2.1.4 of the GRF Bylaws as requiring such approval. Such vote shall be by ballot pursuant to Paragraph 5.8.2 of the GRF Bylaws; and

**WHEREAS**, GRF Bylaws §2.1.7 provides that the Corporate Members shall notify GRF that a vote of the Corporate Members is required pursuant to Paragraph 2.1.6 when, by way of resolution pursuant to Corporations Code §7211(b) or affirmative vote of the Corporate Members pursuant to Paragraph 5.8.2 of the GRF Bylaws, the Corporate Members determine that such a vote is needed.

**NOW THEREFORE BE IT RESOLVED**, November 14, 2017, that the Board of Directors of this Corporation hereby requests a Special Corporate Members' Meeting be called on behalf of the United Mutual Board of Directors, in accordance with GRF Bylaws §5.3, to vote on whether approval of the Corporate Members is required before the GRF Board may construct, contract, and otherwise expend funds in connection with the proposed pickleball court, pursuant to GRF Bylaws §2.1.6. (GRF Bylaws §2.1.7.); and

**RESOLVED FURTHER**, the Board of Directors hereby directs Staff to deliver notice of the Corporate Members Meeting, in accordance with Civil Code and the GRF Bylaws;

**RESOLVED FURTHER**, that the meeting shall be called as soon as possible; and

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

**19. Adjourn**

The meeting was adjourned at 5:53 p.m.

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Maggie Blackwell, Secretary  
United Laguna Woods Mutual