



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

**Tuesday, July 14, 2020, 9:30 a.m.  
Open Session, Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Andre Torng, Juanita Skillman, Elsie Addington, Neda Ardani, Manuel Armendariz, Brian Gilmore, and Anthony Liberatore

Directors Absent: Reza Bastani

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Kurt Wiemann, Becky Jackson, Grant Schultz and Cheryl Silva

Others Present: VMS: Cynthia Rupert, Dick Rader

**1. Call Meeting to Order/Establish Quorum**

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

**2. Acknowledge Media**

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present and that the virtual meeting was being recorded.

**3. Approval of Agenda**

Director Armendariz made a motion to add a vote for the Treasurer to the agenda as agenda item 12a. Director Skillman seconded the motion and the motion passed without objection.

Director Addington requested to remove item 12c. Procedure for Document Requests and move it to Future Agenda Items. Director Skillman seconded and the motion passed without objection.

Director Randazzo requested to remove agenda item 10a3. Updated Landscape Manual from the Consent Calendar and move it to New Business as agenda item 12d. The motion was seconded by Director Skillman and the motion passed by vote of 7-1-2 (Director Armendariz opposed, Directors Addington and Ardani abstained).

Director Randazzo requested to remove 10c. Financial Review from the Consent Calendar and move it to Unfinished Business as agenda item 11b. Director Addington seconded the motion and the motion passed by a vote of 7-2-1 (Directors Armendariz, Skillman opposed, Director Gilmore abstained).

#### **4. Approval of Minutes**

- a. June 9, 2020—Regular Open Session
- b. June 17, 2020—Special Open Meeting

Director Skillman made a motion to approve the minutes of June 9, 2020, Regular Open Session. The motion was seconded by Director Torng and passed without objection.

Director Skillman made a motion to approve the minutes of June 17, 2020, Special Open Meeting. The motion was seconded by Director Randazzo and passed without objection.

#### **5. Report of the Chair**

President Margolis commented the number of COVID-19 cases increased in Laguna Woods Village and in Orange County. It is especially important to take extra precautions to protect others by wearing facial coverings any time you leave your manor. Be responsible, obey the rule and protect your neighbors. She encouraged residents that do not agree with the rules to run for the United Board. Nominations open on July 31, 2020 for the November 9, 2020, board election.

#### **6. Open Forum**

Members made comments regarding the following:

- A Member commented about the COVID-19 guidelines set by the Governor. Proud of the volunteer that serve on the board that passed a resolution to require facial coverings to protect our lives;
- A Member thanked the board for taking action to require facial coverings to protect the community;
- A Member thanked the board for their hard work and for taking action to protect the community. Feels the board should be delivered office supplies and lunch to their manor to show gratitude to the board volunteers;
- A Members thanked the United Board for passing the facial covering resolution. Disappointed that GRF Board did not pass the resolution. Nobody likes wearing masks, but the numbers don't lie and the board is trying to save lives.

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

Director Ardani gave a report of the member comments from June 2020:

- Members have been contacted to explain the Mutual finances and how assessments are handled;

**8. Update from VMS** – Director Rupert gave an update from the VMS Board. She showed a presentation regarding the following items:

- VMS telecommuting policy;
- Temperature checks for on-site staff;
- KPI – Projects completed as of 6-30-20;

- KPI—Customer service ticket completion;
- United Mutual budget vs. actual.

Director Rupert answered questions from the board.

Jeff Parker-CEO answered questions from the board.

## **9. CEO Report**

**9a. Orange County Mosquito and Vector Control District Presentation** – Lora Yong, Director of Communications gave a presentation on the preventions of mosquitos, flies, fire ants and rats in the community.

CEO Jeff Parker and COO Siobhan Foster reported on the following subjects:

- Update that the number of individuals in the Community, the County and the State that tested positive with COVID-19 and that the hospitalization rate has increased from 9 cases to 28 cases. Staff is following the State and County guidelines to protect residents in the Village. Residents can check the Laguna Woods Village website and the Orange County Health Care Agency for updated information on COVID-19;
- Commented about the upcoming budget calendar and Corporate Members Meeting;
- Announced Waste Management will be resuming the monthly bulky item pickup. Call Resident Services to arrange for a pickup;
- The 2020 census deadline has been extended to October 31.

## **10. Consent Calendar**

### **10a. Recommendation from the Landscape Committee:**

- (1) Recommend to Approve Request for Tree Removal (182-A Avenida Majorca, King) – One Cajeput tree

**RESOLUTION 01-20-33**  
**APPROVE REMOVAL**  
**OF ONE CAJEPUT TREE AT 182-A AVENIDA MAJORCA**

**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 June 11, 2020, the Landscape Committee reviewed a request to remove one Cajeput tree received from the Member at 182-A, who cited the reasons as structural damage, litter/debris, and overgrown, and;

**WHEREAS**, the Committee determined that the tree does meet the guidelines established in Resolution 01-13-17 and recommends approving the request for the removal of one Cajeput tree located at 182-A Avenida Majorca.

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, the Board of Directors approves the request for the removal of one Cajeput tree;

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

- (2) Recommend to Approve Request for Tree Removal (412-D Avenida Castilla, Conroy) – One Jacaranda Tree

**RESOLUTION 01-20-34**  
**APPROVE REMOVAL**  
**OF ONE JACARANDA TREE AT 412-D AVENIDA CASTILLA**

**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 June 11, 2020, the Landscape Committee reviewed a request to remove one Jacaranda tree received from the Member at 412-D, who cited the reasons as litter/debris and the potential of structural damage due to surface roots, and;

**WHEREAS**, the Committee determined that the tree does meet the guidelines established in Resolution 01-13-17 and recommends approving the request for the removal of one Jacaranda tree located at 412-D Avenida Castilla.

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, the Board of Directors approves the request for the removal of one Jacaranda tree;

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

**10a(3) This item was removed from the Consent Calendar to agenda item 12d.**

- (4) Recommend to Deny Request for Tree Removal (126-T Avenida Majorca, Kruce) – Once Canary Island Pine tree

**RESOLUTION 01-20-35**  
**DENY REMOVAL**  
**OF ONE CANARY ISLAND PINE TREE AT 126-T AVENIDA MAJORCA**

**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 June 11, 2020, the Landscape Committee reviewed a request to remove one Canary Island Pine tree received from the Member at 126-T, who cited the reasons as structural damage, and overgrown, and;

**WHEREAS**, the Committee determined that the tree does not meet the guidelines established in Resolution 01-13-17 and recommends denying the request for the removal of one Canary Island Pine tree located at 126-T Avenida Majorca.

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, the Board of Directors denies the request for the removal of one Canary Island Pine tree;

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

- (5) Recommend to Deny Request for Tree Removal (119-A Via Estrada, Friesen) – One Carrotwood tree

**RESOLUTION 01-20-36**  
**DENY REMOVAL**  
**OF ONE CARROTWOOD TREE AT 119-A VIA ESTRADA**

**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 June 11, 2020, the Landscape Committee reviewed a request to remove one Carrotwood tree received from the Member at 119-A, who cited the reasons as litter/debris, and;

**WHEREAS**, the Committee determined that the tree does not meet the guidelines established in Resolution 01-13-17 and recommends denying the request for the removal of one Carrotwood tree located at 119-A Via Estrada.

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, the Board of Directors denies the request for the removal of one Carrotwood tree;

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

- (6) Recommend to Deny Request for Tree Removal (2189-R Via Mariposa, Bilewitz) – One Jacaranda tree and One New Zealand Christmas tree

**RESOLUTION 01-20-37**  
**DENY REMOVAL OF**  
**ONE JACARANDA TREE AND ONE NEW ZEALAND CHRISTMAS**  
**TREE AT 2189-R VIA MARIPOSA**

**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 June 11, 2020, the Landscape Committee reviewed a request to remove one Jacaranda tree and one New Zealand Christmas tree received from the Member at 2189-R, who cited the reasons as severe allergy problems and the lifting of the sidewalk due to the New Zealand Christmas tree, and;

**WHEREAS**, the Committee determined that the trees do not meet the guidelines established in Resolution 01-13-17 and the letter from the Member's doctor does not indicate allergies to these species of trees and recommends denying the request for the removal of one Jacaranda tree and one New Zealand Christmas tree located at 2189-R Via Mariposa.

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, the Board of Directors denies the request for the removal of one Jacaranda tree and one New Zealand Christmas tree;

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

**10b. Recommendation from the Finance Committee:**

- (1) Approval of Resolution to Record Lien against Member ID# 947-370-51

**RESOLUTION 01-20-38**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-770-51; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-370- 51 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.

- (2) Approval of Resolution to Record Lien against Member ID# 947-413-50

**RESOLUTION 01-20-39**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-413-50; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-413-50 and;

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

- (3) Approval of Resolution to Record Lien against Member ID# 621-091-06

**RESOLUTION 01-20-40**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 621-091-06; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 621-091-06 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.

- (4) Approval of Resolution to Record Lien against Member ID# 947-400-09



**RESOLUTION 01-20-41**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-400-09; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-400-09 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.

- (5) Approval of Resolution to Record Lien against Member ID# 947-397-47

**RESOLUTION 01-20-42**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-397-47; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-397-47 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.

- (6) Approval of Resolution to Record Lien against Member ID# 947-374-27

**RESOLUTION 01-20-43**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-374-27; is currently delinquent to United

Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-374-27 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.

(7) Approval of Resolution to Record Lien against Member ID# 947-406-07

**RESOLUTION 01-20-44**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-406-07; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-406-07 and;

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

(8) Approval of Resolution to Record Lien against Member ID# 947-423-15

**RESOLUTION 01-20-45**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-423-15; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with

no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-423-15 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.

(9) Approval of Resolution to Record Lien against Member ID# 947-372-06

**RESOLUTION 01-20-46**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-372-06; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-06 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.

(10) Approval of Resolution to Record Lien against Member ID# 947-407-49

**RESOLUTION 01-20-47**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-407-49; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of

Directors hereby approves the recording of a Lien for Member ID 947-407-49 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.

(11) Approval of Resolution to Record Lien against Member ID# 947-436-42

**RESOLUTION 01-20-48**  
**RECORDING OF A LIEN**

**WHEREAS,** Member ID 947-436-42; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED,** July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-436-42 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) Approval of Resolution to Record Lien against Member ID# 947-369-11

**RESOLUTION 01-20-49**  
**RECORDING OF A LIEN**

**WHEREAS,** Member ID 947-369-11; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED,** July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-369-11 and;

**RESOLVED FURTHER;** that the officers and agents of this Corporation are

hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

(13) Approval of Resolution to Record Lien against Member ID# 947-416-40

**RESOLUTION 01-20-50**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-416-40; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-416-40 and;

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

(14) Approval of Resolution to Record Lien against Member ID# 947-417-99

**RESOLUTION 01-20-51**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-417-99; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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

**NOW THEREFORE BE IT RESOLVED**, July 14, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-417-99 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.

**10c. This item was removed from the Consent Calendar to agenda item 11b.**

Director Randazzo made a motion to approve the Consent Calendar as amended. The motion was seconded by Director Ardani and the motion passed without objection.

**11. Unfinished Business**

**11a. Discuss Joint Resolution 01-20-32 Regarding COVID-19 Temporary Face Covering Rules**

The Board discussed the resolution that was passed on June 26, 2020 as follows:

**RESOLUTION 01-20-32**  
**UNITED LAGUNA WOODS MUTUAL**  
**BOARD RESOLUTION REGARDING THE**  
**ADOPTION OF TEMPORARY COVID-19**  
**RULES ON AN EMERGENCY BASIS IN**  
**LIGHT OF COVID-19**

**RECITALS**

**WHEREAS**, the Board of Directors ("Board") of United Laguna Woods Mutual (the "Mutual") held a duly called emergency meeting on June 26, 2020 at which a quorum of the Board was present.

**WHEREAS**, the meeting of the Board was held on an emergency basis pursuant to California Civil Code Section 4923, as unforeseen circumstances require immediate attention and action by the Board where notice for such meeting was impractical.

**WHEREAS**, a majority of the members of the Board determined that in accordance with California Civil Code Section 4360(d), immediate rule changes are required to address the temporary, restricted use of the Mutual's common areas in light of the ongoing threat of public health to the Mutual in light of the current and ongoing "Covid-19" disease outbreak and global health pandemic (the "Disease").

**WHEREAS**, in light of ongoing health concerns relating to the transmission of the Disease and the ease with which it spreads, the State of California has mandated that all persons be required to wear a cloth face covering while not within their homes.

**WHEREAS**, the Temporary COVID-19 Rules shall be adopted on an emergency basis, without notice or a member review and comment period, in accordance with California Civil Code Section 4360(d) and shall be effective for one hundred twenty (120) days, unless the Board modifies or rescinds the Temporary COVID-19 Rules on an earlier date pursuant to formal Board action. It is understood that the conditions and general health advice pertaining to the Disease may change from time to time and at any time; as such, the Board acknowledges that future

changes to the Temporary COVID-19 Rules may be required and shall be reasonably made, as applicable, within the Board's discretion.

**WHEREAS**, the Temporary COVID-19 Rules shall be hereby adopted pursuant to this Resolution and shall be deemed an effective governing document and effective operating rules for the Mutual.

### **RESOLUTION**

**IT IS HEREBY RESOLVED** that the foregoing recitals are incorporated into and made a part of this Resolution.

**IT IS HEREBY FURTHER RESOLVED** that the Temporary COVID-19 Rules are hereby adopted on an emergency basis in accordance with California Civil Code Section 4360(d). A copy of the Temporary COVID-19 Rules is enclosed with this Resolution and incorporated into and made a part of this Resolution in their entirety.

**IT IS HEREBY FURTHER RESOLVED** that, a copy of this Resolution and the Temporary COVID-19 Rules shall be distributed and/or posted in a manner deemed suitable by the Board to adequately notify the Mutual's membership.

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### **CERTIFICATE OF SECRETARY OF UNITED LAGUNA WOODS MUTUAL**

I, the undersigned, do hereby certify that:

1. I am the duly appointed and acting Secretary of United Laguna Woods Mutual, a California nonprofit mutual benefit corporation; and
2. The foregoing Resolution of the Board of Directors of United Laguna Woods Mutual was approved by a majority of a quorum of the Board members during a duly held emergency Board meeting held on June 26, 2020.

**IN WITNESS WHEREOF**, I have hereunto subscribed my hand this 29 day of June, 2020.

By: Juanita Skillman

Name: Juanita Skillman

Title: Secretary

President Margolis asked each board to comment about the Resolution Requiring COVID-19 Temporary Facial Covering Rules.

Discussion ensued among the directors about the resolution.

A Member spoke against this resolution requiring facial covering mandates.

Director Rader spoke in favor of the resolution to require facial coverings.

**This item was removed from the Consent Calendar**

**11b.** Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of May 2020, and such review is hereby ratified.

Director Skillman made a motion to receive the financial review for the month of May 2020. The motion was seconded by Director Ardani and the motion passed by a vote of 8-2-0 (Directors Armendariz and Randazzo opposed).

**12. New Business**

**12a. Vote for Treasurer of the Board**

President Margolis asked for nominations for Treasurer of the Board.

Director Achrekar nominated Director Skillman.

Director Skillman accepted the nomination.

Director Torng nominated Director Armendariz.

Director Armendariz accepted the nomination.

President Margolis called for the vote and the vote was 5 votes for Director Skillman and 5 votes for Director Armendariz.

President Margolis tabled this item to a future open Board meeting because of the tie vote.

**12b.** Entertain a Motion from the Governing Documents Committee to Authorize VMS Community Services Division to Approve and Sign Membership Trust Transfers

Director Torng gave a synopsis of the following resolution:

**RESOLUTION 01-20-52**  
**MEMBERSHIP TRUST TRANSFERS**

**WHEREAS**, the Governing Documents Review Committee (the "Committee") of United Laguna Woods Mutual ("United") held a meeting on June 18, 2020 at which a quorum of the Committee was present;



**WHEREAS**, the Committee has been charged with identifying areas of improvement including, but not limited to, reduction of its paperwork by 20 percent;

**WHEREAS**, the Amended and Restated Bylaws, dated August 2, 2017 give United the authority to establish policy and perform various administrative responsibilities and activities;

**WHEREAS**, such administrative responsibilities include review and action regarding membership trust transfers;

**NOW, THEREFORE, BE IT RESOLVED**, on July 14, 2020, that the Board of Directors of this Corporation hereby authorizes Catherine Laster, Management Analyst, and Pamela Bashline, Community Services Manager, as Authorized Agents to sign on behalf of the Corporation as directed by the Board of Directors to approve membership trust transfers, effective immediately; and

**RESOLVE FURTHER**, that two Board Directors will make random checks each month and sign a form that this was completed; and

**RESOLVED FURTHER**; that the directors, officers and agents of United are hereby authorized on behalf of United to carry out the purposes of this Resolution.

Director Torng made a motion to direct an authorized agent to review and act upon Membership Trust Transfer requests. The motion was seconded by Director Achrekar.

Discussion ensued among the directors.

Director Torng made an amendment to remove the two names from the resolution. Director Armendariz seconded the motion and the motion failed by a vote of 4-6-0 (Directors Addington, Skillman, Ardani, Archrekar, Randazzo, and Liberatore opposed)

President Margolis called for the vote on the original motion and the motion passed by a vote of 7-3-0 (Directors Addington, Liberatore, Skillman opposed).

President Margolis called for the vote and the motion passed without objection.

**12c.** Entertain a Motion from the Governing Documents Committee to Authorize VMS Community Services Division to Approve and Sign Membership Sublease Agreements

Director Torng made a motion to authorize VMS Community Services Division to approve and sign Membership Sublease Agreements. The motion was seconded by

Director Armendariz.

Discussion ensued among the directors.

Siobhan Foster answered question from the Board.

President Margolis commented no vote is required because there is no resolution for this item.

**This item was moved to Future Agenda Items**

**12d. Discuss and Consider the Procedure for Requesting Document Review**

The Board reviewed the Policy Governing Director Access to Corporate Books, Records and Documents as approved on March 13, 2018, through the adoption of Resolution 01-18-34.

**This item was removed from the Consent Calendar**

**12e. Receive and File – Updated United Landscape Maintenance Manual**

Director Skillman made a motion to receive and file the updated landscape manual. Director Ardani seconded the motion.

Kurt Wiemann, Landscape Services Directors, answered questions from the Board about the new changes.

President Margolis called for the vote to receive and file the updated United Landscape Maintenance Manual and the motion passed by a vote of 9-1-0 (Director Torng opposed)

**13. Committee Reports**

**13a.** Report of the Finance Committee / Financial Report – Director Gilmore showed a presentation on the Treasurer's Report and reviewed the resale and lease reports. The Committee met on June 30, 2020; next meeting will be July 28, 2020, 1:30 p.m. as a virtual meeting.

**13b.** Report of the Architectural Control and Standards Committee – Director Addington. The Committee met on February 20, 2020; next meeting July 16, 2020 at 9:30 a.m. as a virtual meeting.

**13c.** Report of the Communications Committee – Director Skillman commented that the articles have been submitted for the next Village Breeze. The next meeting TBA.

**13d.** Report of Member Hearings Committee – Director Liberatore gave a report from the last Committee meeting. The Committee met on June 25, 2020; next meeting July 23, 2020 at 9:00 a.m. as a virtual meeting.

**13e.** Report of the Governing Documents Review Committee – Director Torng gave a

report from the last Committee meeting. The Committee met on June 18, 2020; next meeting will be July 16, 2020, 1:30 p.m. as a virtual meeting.

- 13f.** Report of the Landscape Committee – Director Armendariz gave a report from the last Committee meeting. The Committee met on June 11, 2020; next meeting will be August 13, 2020 at 9:30 a.m. as a virtual meeting.
- 13g.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met on May 15, 2020; next meeting July 16, 2020 at 9:30 a.m. as a virtual meeting.
- 13h.** Report of the Resident Advisory Committee – Director Ardani. The Committee met on March 12, 2020; next meeting TBA.

#### **14. GRF Committee Highlights**

- 14a.** Report of the Finance Committee – Director Gilmore gave highlights from the last Committee meeting. The Committee met on June 29, 2020; next meeting will be August 19, 2020, 1:30 p.m. as a virtual meeting.
- 14b.** Report of the Community Activities Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on June 11, 2020; next meeting August 13, 2020, 1:30 p.m. as a virtual meeting.
- 14c.** Report of the Landscape Committee – Director Armendariz. The Committee met on February 12, 2020; next meeting will be August 12, 2020, 1:30 p.m. location TBA.
- 14d.** Report of the Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee on June 10, 2020; next meeting will be August 12, 2020, 9:30 a.m. as a virtual meeting.
  - (1) PAC Task Force – Director Randazzo gave a report from the PAC Task Force. The Task Force met on July 13, 2020.
- 14e.** Report of the Media and Communication Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on June 15, 2020; next meeting will be August 17, 2020, 1:30 p.m. as a virtual meeting.
- 14f.** Report of the Mobility and Vehicles Committee – Director Addington. The Committee met on February 5, 2020; next meeting will be August 5, 2020, 1:30 p.m. location TBA.
- 14g.** Report of the Security and Community Access Committee – President Ardani. The Committee met on February 24, 2020; next meeting August 24, 2020 at 1:30 p.m. location TBA.
- 14h.** Laguna Woods Village Traffic Hearings – Director Addington. The hearings were

held on June 17, 2020; next hearings July 15, 2020 at 9:00 a.m. as a virtual meeting.

- 14i. Disaster Preparedness Task Force – Director Achrekar. The Task Force met on January 28, 2020; next meeting July 28, 2020 at 9:30 a.m. location TBA.

**15. Future Agenda Items**

- 15a. Discuss and Consider the Procedure for Requesting Document Review

**16. Director's Comments**

- Several Directors asked for the closed session link.

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

The meeting recessed at 12:00 p.m. into the Closed Session.

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

*During the June 9, 2020, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) May 12, 2020—Regular Closed Session*

*Discussed Member Disciplinary Cases*

*Discussed Personnel Matters related to COVID-19*

*Discuss and Consider Contractual Matters*

*Discussed and Considered Litigation and Legal Matters*

*During the June 25, 2020, Special Closed Meeting, the Board:*

*Approval of Agenda*

*Discussed Member Disciplinary Cases*

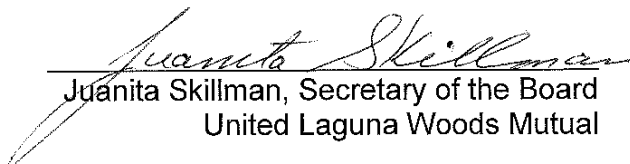
*During the June 26, 2020, Special Closed Meeting, the Board:*

*Approval of Agenda*

*Approved a Joint Resolution Regarding Temporary COVID-19 Face Covering Rules on an Emergency Basis in Light of COVID-19*

**18. Adjourn**

The meeting was adjourned at 2:57 p.m.

  
Juanita Skillman, Secretary of the Board  
United Laguna Woods Mutual