



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

**Tuesday, December 8, 2020, 9:30 a.m.  
Open Session, Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Cash Achrekar, Andre Torng, Elsie Addington, Manuel Armendariz, Neda Ardani, Anthony Liberatore, Azar Asgari, Brian Gilmore, Reza Bastani

Directors Absent: None

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

Others Present: VMS: Juanita Skillman  
Candidates: Ray Riahi, Norman Kahn, Geron Gray

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

President Margolis called the meeting to order at 9:31 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. The virtual meeting was recorded.

**3. Approval of Agenda**

President Margolis commented that the agenda will be approved at the end of the meeting.

**4. Approval of Minutes**

- a. October 9, 2020—Special Open Meeting (Meet the Candidates)
- b. October 13, 2020 – Regular Board Meeting
- c. November 3, 2020 – Special Open Meeting (Election Results)
- d. November 10, 2020 – Organizational Meeting (Appoint Board Officers)

Director Torng made a motion to approve the minutes of October 9, 2020--Special Open Meeting; October 13, 2020—Regular Board Meeting; November 3, 2020—Special Open

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Meeting (Election Results) and November 10, 2020—Organizational Meeting (Appoint Board Officers). The motion was seconded by Director Gilmore.

The attendance on the minutes of November 3, 2020 were corrected.

Hearing no objection, the minutes were approved as corrected.

## 5. Report of the Chair

President Margolis commented about COVID-19, breakdown of the budget, request for member input. The board is working to make things better for the community.

## 6. Open Forum

Members made comments regarding the following:

- A Member commented about a ban on gas powered leaf blowers.
- A Member commented about assessments and the increase in insurance.
- A Member requested more lighting near the sidewalks around her manor.
- A Member commented about the fear of COVID-19 in the community and the need for books, magazines and puzzles in the laundry rooms.
- A Member commented about a chargeable service charge on his account.

## 7. Responses to Open Forum Speakers

- Jeff Parker-CEO and Siobhan Foster-COO responded to member comments regarding the increase in insurance, leaf blowers and street lighting.
- Director Achrekar commented about employee salaries.
- Director Armendariz questioned the enforcement of residents not wearing masks.

Jeff Parker-CEO answered questions from the board.

**8. Update from VMS –** VMS Director Skillman gave a report from the VMS Board meetings. She commented that employee compensation is under market value for our industry. There is a task force for the COVID-19 vaccine. Because of the increase in COVID-19 cases, she pleaded with resident to wear masks and keep social distancing. VMS Annual meeting will be held on December 16, 2020.

**9. VMS Appointment** (Introduce Candidates, Interview and Vote for one VMS/United Representative to the VMS Board term ending at the VMS Annual Meeting in 2023)

### Candidates:

Geron Gray  
Norman Kahn  
Ray Riahi

The candidates were given three minutes to give an opening statement. The candidates were given two minutes to answer questions from the Board. The board voted privately in the GoToMeeting Chat box and the votes were confirmed by the Corporate Secretary: Geron Gray (2), Ray Riahi (2), Norman Kahn (7). Grant Schultz

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announced the results and Norman Kahn was chosen as the United/VMS Board representative, term ending in 2023 at the VMS Annual Meeting.

## 10. CEO Report

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

- COVID-19 Update. Orange County Health Care Agency (OCHCA) reported 82,887 confirmed COVID-19 cases in Orange County. The City of Laguna Woods reports 117 confirmed cases. The seven-day testing positivity rate in OC is 8.8% and 10.9% in the Southern California region.
- Vaccine Task Force
- Malware Network Update
- Construction Alert for El Toro Road
- Tree Trimming at RV Lot A
- Bulky Item Pick-up Saturday, December 18
- Transportation Holiday Schedule
- 2020 Census Response Rate

Jeff Parker-CEO and Siobhan Foster-COO answered questions from the board.

## 11. Consent Calendar

### 11a. Recommendation from the Landscape Committee:

- (1) Recommendation to Deny the Request for Tree Removal: 201-H Avenida Majorca (Lin) One Canary Island Pine Tree

#### **Resolution 01-20-70**

#### **Deny Removal**

#### **of One Canary Island Pine Tree at 201-H 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 October 8, 2020, the Landscape Committee reviewed a request to remove one Canary Island Pine tree received from the Member at 201-H, who cited the reasons as the pine needles block the gutter, the roots might cause damage to the foundation of the house, and his wife is allergic to pine trees, and;

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**WHEREAS**, the Committee determined that the tree does not meet the guidelines established in Resolution 01-13-17, as well as no indication that the roots are causing any damage to the foundation, so recommends denying the request for the removal of one Canary Island Pine tree located at 201-H Avenida Majorca.

**NOW THEREFORE BE IT RESOLVED**, December 15, 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.

- (2) Recommendation to Approve the Request for Tree Removal: 2072-C Rhonda Granada (Covell) One Weeping Fig Tree

**Resolution 01-20-71**  
**Approve Removal**  
**of Weeping Fig Tree at 2072-C Rhonda Granada**

**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 8, 2020, the Landscape Committee reviewed a request to remove one Weeping Fig tree received from the Member at 2072-C, who cited the reasons as structural damage 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 Weeping Fig tree located at 2072-C Rhonda Granada.

**NOW THEREFORE BE IT RESOLVED**, December 15, 2020, the Board of Directors approves the request for the removal of one Weeping Fig tree;

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

- 11b.** Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in November 2020 and such review is hereby ratified

Director Randazzo made a motion to approve the Consent Calendar. The motion was seconded by Director Torng.

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Discussion ensued among the directors.

President Margolis requested a change in the wording of agenda item 11b. "Accept the review of" the United Sub-Leasing and Transfer of Trust Documents Approved for November, 2020.

President Margolis called for the vote on the motion as amended and it passed without objection.

## 12. Unfinished Business

**12a.** Consistent with its statutory obligations under Civil Code §5501, a sub-committee 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 October 2020, and such review is hereby ratified.

Directors Asgari and Gilmore commented that they reviewed the financials.

President Margolis requested this be sent back to staff for corrections.

## 13. New Business

**13a.** Entertain a Motion to Approve the Resolution to Update United Committee Appointments

President Margolis reviewed the changes to the following resolution:

### **Resolution 01-20-72**

#### **United Laguna Woods Mutual Committee Appointments**

**RESOLVED**, December 8, 2020, that the following persons are hereby appointed to serve the Corporation in the following capacities:

#### **Architectural Control and Standards Committee**

Brian Gilmore, **Chair**

Carl Randazzo

Elsie Addington

**Neda Ardani**

**Reza Bastani**

Non-Voting Advisors: Michael Mehraïn, Walt Ridley, Juanita Skillman

#### **Communications Committee**

**Neda Ardani, Chair**

Elsie Addington

**Cash Achrekar**

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**Finance Committee**

Azar Asgari, Chair  
Brian Gilmore  
Sue Margolis  
Carl Randazzo  
~~Elsie Addington~~  
Manuel Armendariz  
Advisor: Dick Rader

**Governing Documents Review Committee**

Anthony Liberatore, Chair  
Sue Margolis  
Manuel Armendariz  
Reza Bastani  
~~Neda Ardani~~  
~~Andre Torng~~  
Advisor: Dick Rader

**Landscape Committee**

Andre Torng, Chair  
Anthony Liberatore  
Brian Gilmore  
Neda Ardani  
Manuel Armendariz  
~~Elsie Addington~~  
Advisors: Theresa Frost, Mike Peters, Annie Zipkin, ~~Stephanie Sugar~~

**Maintenance and Construction Committee**

Carl Randazzo, Chair  
Reza Bastani  
Elsie Addington  
Brian Gilmore  
Cash Achrekar  
Non-voting Advisor: Ken Deppe, Walter Ridley

**Members Hearing Committee**

Cash Achrekar, Chair  
Elsie Addington  
Reza Bastani  
Anthony Liberatore  
Manuel Armendariz  
~~Andre Torng~~  
~~Neda Ardani~~

**New Resident Orientation**

Per Rotation List

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**Resident Advisory Committee**

Reza Bastani, Chair

Cash Achrekar

Anthony Liberatore

Manuel Armendariz

~~Andre Torng~~

~~Neda Ardani~~

Non-voting Advisors: Kay Anderson, Nancy Lannon, Barbara Siry

**RESOLVE FURTHER** that all directors are considered alternate members of each committee "Alternate." Each Alternate may serve as a substitute for another director that is unable to attend a meeting ("Substitute"). Committee Member Alternates cannot substitute for more than two (2) consecutive meetings. This will allow any director to ask any other director to sit in their stead during a temporary absence or unavailability. Of course, we can modify this and structure this any way the Board feels is best. However, the concept is that the Board, in advance, will approve any director sitting on a committee on a temporary basis when necessary to fill in for another director.

**RESOLVED FURTHER** Resolution 01-20-66, adopted October 13, 2020, 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 01-20-73**

**Golden Rain Foundation Committee Appointments**

**RESOLVED**, December 8, 2020, 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:

**GRF Strategic Planning Committee**

Sue Margolis

Andre Torng

Brian Gilmore, Alternate

**GRF Community Activities Committee**

Elsie Addington

Andre Torng

Cash Achrekar, Alternate

**~~Equestrian Center Ad Hoc Committee~~**

~~Andre Torng (United)~~

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**GRF Finance**

Azar Asgari  
Carl Randazzo  
Manuel Armendariz, Alternate  
~~Sue Margolis~~  
~~Brian Gilmore~~

**Purchasing Ad Hoc Committee**

Carl Randazzo  
Aza Asgari  
~~Cash Achrekar~~  
~~Brian Gilmore, Alternate~~

**GRF Landscape Committee**

Andre Torng  
Manuel Armendariz  
Azar Asgari, Alternate  
~~Elsie Addington~~  
~~Neda Ardani, Alternate~~  
~~Anthony Liberatore, Alternate~~

**GRF Maintenance & Construction**

Carl Randazzo  
Brian Gilmore  
Reza Bastani, *Alternate*

**Clubhouse 1 Renovation Ad Hoc Committee**

Manuel Armendariz  
Carl Randazzo  
Sue Margolis, Alternate

**GRF Media and Communications Committee**

Elsie Addington  
Neda Ardani  
Cash Achrekar, *Alternate*

**GRF Mobility and Vehicles Committee**

Elsie Addington  
Reza Bastani  
Neda Ardani, Alternate

**GRF Security and Community Access**

Manuel Armendariz  
Anthony Liberatore  
Andre Torng, Alternate  
~~Neda Ardani~~  
~~Cash Achrekar~~  
~~Brian Gilmore, Alternate~~



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**Disaster Preparedness Task Force**

Cash Achrekar  
Andre Torng  
Reza Bastani, Alternate

**GRF Bylaw Ad Hoc Committee**

~~Elsie Addington-~~  
~~Sue Margolis, Alternate~~

**Laguna Woods Village Traffic Hearings**

Neda Ardani  
Elsie Addington, *Alternate*

**Town Hall Meetings**

As Needed

**Budget Ad Hoc Committee**

Brian Gilmore, Chair  
~~Azar Asgari~~  
~~Manuel Armendariz Carl~~  
~~Randazzo Reza Bastani~~  
~~Andre Torng~~

**Insurance Ad Hoc Committee**

~~Sue Margolis, Chair~~  
Cash Achrekar  
~~Anthony Liberatore~~  
~~Carl Randazzo~~  
~~Andre Torng~~  
~~Manuel Armendariz~~  
Non-Voting Advisors: Diane Fortner

**Software Ad Hoc Committee**

~~Andre Torng~~  
~~Sue Margolis~~

**RESOLVED FURTHER**, that Resolution 01-20-67, adopted October 13, 2020, 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 Randazzo made a motion to adopt the revised resolution to update the committee appointments. Director Torng seconded the motion.

Discussion ensued among the directors.

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President Margolis called for the vote on the resolution as revised and the motion passed by a vote of 9-1-0 (Director Bastani opposed)

- 13b.** Entertain a Motion to Introduce a Resolution for a Sublease Policy and Qualifiers for Subleasing Manors (**DECEMBER initial notification. Must postpone 28 days to comply with Civil Code §4360**)

President Margolis read the following resolution:

**Resolution 01-20-xx**  
**Sublease Policy and Application Packet Qualifiers for Subleasing Manors**

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

**WHEREAS**; Assembly Bill 3182 becomes effective January 1, 2021 and United is prepared to comport with legislation which eliminates all “unreasonable restrictions” on rentals within the community; and

**WHEREAS**, that Assembly Bill 3182 dictates that United cannot require members occupy the unit prior to subleasing.

**NOW THEREFORE, BE IT RESOLVED**, January 12, 2021, that the Board of Directors hereby amends the Sublease Policy and Qualifiers for Subletting Manors in order to comport with Assembly Bill 3182.

**RESOLVED FURTHER**, that Resolution 01-13-50 adopted March 20, 2013, Resolution 01-16-87 adopted August 9, 2016, and Resolution 01-17-92 adopted August 8, 2017 are hereby superseded and cancelled; 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.

DECEMBER Initial notification. Must postpone 28 days to comply with Civil Code Section 4360.

President Margolis made a motion to introduce a resolution for a Sublease Policy and Qualifiers for Subleasing Manors. The motion was seconded by Director Randazzo.

Discussion ensued among the directors.

Pamela Bashline answered questions from the board.

President Margolis called for the vote, with modifications to the Qualifiers for Subleasing Manors document to be submitted with corrections for the second reading, and the motion passed by a vote of 8-1-2 (Director Armendariz opposed, Director Achrekar and Tornig abstained).

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

- 14a.** Report of the Finance Committee / Financial Report – Director Asgari showed a presentation on the Treasurer’s Report and reviewed the resale and lease reports. The Committee met on November 24, 2020; next meeting will be December 29, 2020, 1:30 p.m. as a virtual meeting.
- 14b.** Report of the Architectural Control and Standards Committee – Director Gilmore. The Committee met on October 15, 2020; next meeting December 17, 2020 at 9:30 a.m. as a virtual meeting.
- 14c.** Report of Member Hearings Committee – Director Liberatore gave a report from Member Hearings. The Committee met on October 22, 2020; next meeting TBA.
- 14d.** Report of the Governing Documents Review Committee – President Margolis gave a report from the last Committee meeting. The Committee met on November 19, 2020; next meeting will be December 17, 2020, 1:30 p.m. as a virtual meeting.
- 14e.** Report of the Landscape Committee – Director Armendariz gave a report from the last Committee meeting. The Committee met on October 8, 2020; next meeting will be December 10, 2020 at 9:30 a.m. as a virtual meeting.
- 14f.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met on November 20, 2020; next meeting December 18, 2020 at 9:30 a.m. as a virtual meeting.
- 14g.** Report of the Resident Advisory Committee – Director Bastani. The Committee met on March 12, 2020; next meeting TBA.

#### **15. GRF Committee Highlights**

- 15a.** Report of the GRF Finance Committee – Director Gilmore gave highlights from the last Committee meeting. The Committee met on October 21, 2020; next meeting will be December 16, 2020, 1:30 p.m. as a virtual meeting.
- 15b.** Report of the Community Activities Committee – Director Addington gave highlights from the last Committee meeting. The Committee met on October 8, 2020; next meeting December 10, 2020, 1:30 p.m. as a virtual meeting.
- 15c.** Report of the GRF Landscape Committee – Director Torng. The Committee met on November 30, 2020; next meeting February 10, 2021 at 1:30 p.m. as a virtual meeting.
- 15d.** Report of the GRF Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee met on October 14, 2020; next meeting will be December 9, 2020, 9:30 a.m. as a virtual meeting.

(1) Clubhouse 1 Renovation Ad Hoc Committee—Director Randazzo. The

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committee met on September 2, 2020; next meeting TBA.

- 15e. Report of the Media and Communication Committee – Director Ardani gave highlights from the last Committee meeting. The Committee met on October 19, 2020; next meeting will be December 14, 2020, 1:30 p.m. as a virtual meeting.
- 15f. Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last committee meeting. The Committee on October 7, 2020; next meeting will be February 3, 2021, 1:30 p.m. as a virtual meeting.
- 15g. Report of the Security and Community Access Committee – Director Ardani. The Committee met on August 24, 2020; next meeting December 28, 2020 at 1:30 p.m. as a virtual meeting.
- 15h. Laguna Woods Village Traffic Hearings – Director Ardani. The hearings were held virtually on October 21, 2020; next hearings December 16, 2020 at 9:00 a.m. as a virtual meeting.
- 15i. Disaster Preparedness Task Force – Director Achrekar. The Task Force met virtually on November 24, 2020; next meeting TBA.
- 15j. GRF Bylaw Ad Hoc Committee – President Margolis. The Committee met on September 16, 2020; next meeting TBA.

Director Achrekar reported on the Insurance Ad Hoc Committee. The next meeting will be held on December 17, 2020.

## 16. Future Agenda Items—none

## 17. Director's Comments

- Director Asgari commented about CEO responses to letter to the editor in the Globe newspaper.
- Director Armendariz commented about the GRF Bylaw revisions.
- Director Achrekar commented about employee compensation in the Treasurer's Report.

**18. 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 12:05 p.m. into the Closed Session.

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

*During the October 13, 2020, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) September 8, 2020 – Regular Closed Session*

*(b) September 22, 2020 – Special Closed Meeting*

*Discussed Member Disciplinary Hearings and Case Report*

*Discussed Personnel Matters*

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*Discuss and Consider Contractual Matters  
Discussed and Considered Litigation and Legal Matters*

*During the October 29, 2020, Special Closed Meeting, the Board:  
Approval of Agenda  
Discussed Legal and Contractual Matters*

*During the November 18, 2020, Emergency Email Special Closed Meeting, the Board:  
Approval of Agenda  
Discuss and Review Legal and Contractual Matters  
Entertain a Motion to Approve the 2021 United Reserves Funding Plan (revised based on  
October 21, 2020 meeting)*

**19. Adjourn**

The meeting was adjourned at 2:43 p.m.

DocuSigned by:

*Neda Ardani*

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Neda Ardani, Secretary of the Board  
United Laguna Woods Mutual