



**OPEN MEETING**

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

**Tuesday, December 14, 2021, 9:30 a.m.  
Open Session, Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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Directors Present: Anthony Liberatore, Pearl Lee, Pat English, Neda Ardani, Cash Achrekar, Azar Asgari, Diane Casey, Andre Torng, Reza Bastani, Maggie Blackwell

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; Grant Schultz and Cindy Shoffeitt

Others Present: Jeff Beaumont Esq.

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

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

**2. Pledge of Allegiance to the Flag**

Director Lee led the pledge of allegiance.

**3. Acknowledge Media**

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

**4. Approval of Agenda**

President Liberatore asked if there were any changes to the agenda.

Director Blackwell made a motion to approve the agenda. Director Casey seconded the motion. Hearing no objection, the board approved the agenda by unanimous consent.

**5. Approval of Minutes**

a. October 12, 2021 – 46<sup>th</sup> United Annual Meeting

President Liberatore called for the vote and the minutes were approved by unanimous consent.

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- b. October 12, 2021 – 46<sup>th</sup> United Organizational Meeting
- c. October 28, 2021 – Agenda Prep Meeting
- d. November 9, 2021 – Regular Open Session

President Liberatore called for the vote and the minutes were approved by unanimous consent.

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

President Liberatore commented on the insurance and trash issues concerning the village.

## **7. Open Forum (Three Minutes per Speaker)**

*At this time Members addressed the Board of Directors regarding items not on the agenda*

The following members made comments:

- A member commented on HOA/insurance costs
- A member commented on outdoor lighting and patio furniture
- A member commented on insurance
- A member commented on furniture in common area
- A member commented on patio furniture
- A member commented on pine tree trimming and shedding

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

- President Liberatore commented on insurance
- Director Casey commented on insurance
- Director Blackwell commented on insurance coverage and loans and pine tree shedding
- Director Torng commented on outdoor furniture
- Director Lee commented on outdoor lighting

## **9. VMS Appointment (Introduce Candidates, Opening Statements, Interview, Closing Statements, Balloting and Announce Results)**

President Liberatore introduced the candidates for the United Representative to the VMS Board:

- Lenny Ross
- Manny Robledo

Each candidate gave their opening statements and answered questions from the board.

Hearing no other questions, the candidates gave their closing statements.

The board voted by secret ballot.

Interim Corporate Secretary Grant Schultz an Interim Assistant Corporate Secretary Cindy Shoffeitt tallied the votes.

Grant Schultz announced that the results were 10-0-0 and that Mr. Robledo was appointed as the United Representative to the VMS Board.

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## 10. CEO Report

CEO Jeff Parker reported on the following topics:

- Insurance
- Covid update: masks will be worn while indoors starting tomorrow, December 15, 2021 through January 15, 2022 due to spiking numbers.
- Flash flood warning today

COO Siobhan Foster reported on the following:

- Christmas tree curbside pick up by Landscaping
- New Resident Orientations available for all mutual
- Village decorating contest

## 11. Consent Calendar

*All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the board by one motion. In the event that an item is removed from the Consent Calendar by members of the board, such item(s) shall be the subject of further discussion and action by the board.*

**11a.** Accept the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in October 2021 and such review is hereby ratified.

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

- (1) Approve Tree Removal Request, at the Member's expense, and Replace it with Another tree: 432-B Avenida Sevilla - One Crape Myrtle Tree

### **RESOLUTION 01-21-79**

#### **Approve Removal Of One Crape Myrtle Tree at Member's Expense 432-B Avenida Sevilla**

**WHEREAS**, on October 14, 2021, the Landscape Committee reviewed a request to remove one Crape Myrtle tree from the Member at 432-B, who cited the reasons as overgrown and roots are beginning to spread, and;

**WHEREAS**, the committee recommends approving the request for the removal of one Crape Myrtle tree, at the Member's expense, and replacing it with another tree, located at 432-B Avenida Sevilla.

**NOW THEREFORE BE IT RESOLVED**, December 14, 2021, the Board of Directors approves the request for the removal of one Crape Myrtle tree, at the Member's expense, and replacing it with another tree, at 432-B;

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

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(2) Approve Tree Removal Request: 2144-B Ronda Granada – One Carrotwood Tree

**RESOLUTION 01-21-80**

**Approve Removal of One Carrotwood Tree 2144-B Ronda 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 November 12, 2021, the Landscape Committee reviewed a request to remove one Carrotwood tree from the Member at 2144-B, who cited the reason as limb failure, and;

**WHEREAS**, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Carrotwood tree located at 2144-B Ronda Granada.

**NOW THEREFORE BE IT RESOLVED**, December 14, 2021, the Board of Directors approves the request for the removal of one Carrotwood tree at 2144-B;

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

Director English made a motion and Director Blackwell seconded to approve the Consent Calendar.

Discussion ensued among the directors.

President Liberatore called the motion to a vote and it passed a vote of 8-0-2 (Directors Bastani and Tornig abstained)

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## 12. Unfinished Business

**12a.** 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 October 2021; such review is hereby ratified.

Directors Asgari and Casey reviewed the preliminary financial for the month of October 2021.

Discussion ensued among the directors.

President Liberatore called for the vote and the motion passed by a vote of 8-1-1. (Director Bastani opposed, Director Torng abstained).

**12b.** Entertain a Motion to Approve United Committee Assignments

### Resolution 01-21-XX United Laguna Woods Mutual Committee Appointments

**RESOLVED**, December 14, 2021, that the following persons are hereby appointed to serve the Corporation in the following capacities:

#### Architectural Control and Standards Committee

~~Anthony Liberatore (Chair)~~

~~Carl Randazzo, Chair~~

~~Elsie Addington~~

~~Neda Ardani Andre~~

~~Torng~~

Reza Bastani

Cash Achrekar

Non-Voting Advisors: Michael Mehraïn, Juanita Skillman

#### Finance Committee

~~Pat English (Chair)~~

~~Azar Asgari, Chair~~

~~Pearl Lee~~

~~Sue Margolis~~

~~Carl Randazzo~~

~~Andre Torng~~

~~Diane Casey~~

Advisor: Dick Rader

#### Governing Documents Review Committee

~~Maggie Blackwell (Chair)~~

~~Elsie Addington,~~

~~Chair Sue Margolis~~

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Diane Casey  
Reza Bastani  
Advisor: Dick Rader, Juanita Skillman, Bevan Strom, Mary Stone

**Landscape Committee**

~~Diane Casey (Chair)~~  
~~Maggie Blackwell~~  
~~Pearl Lee~~  
~~Manuel Armendariz, Chair~~  
~~Neda Ardani~~  
~~Elsie Addington~~

Advisors: Theresa Frost, Mike Peters, Annie Zipkin

**Maintenance and Construction Committee**

~~Carl Randazzo, Chair~~  
~~Pat English (Chair)~~  
Reza Bastani  
Anthony Liberatore  
~~Diane Casey~~  
Non-voting Advisor: Ken Deppe

**Members Hearing Committee**

~~Neda Ardani (Chair)~~  
~~Cash Achrekar, Chair~~  
~~Elsie Addington~~  
~~Reza Bastani~~  
Pearl Lee  
Maggie Blackwell

**New Resident Orientation**

~~Per Rotation List~~  
Maggie Blackwell (Chair)  
Pearl Lee

**Resident Advisory Committee**

Pearl Lee (Chair)  
~~Neda Ardani, Chair~~  
~~Andre Torng~~  
Diane Casey  
Maggie Blackwell

**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.

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**RESOLVED FURTHER** Resolution 01-21-58, adopted September 14, 2021, 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 01-21-XX**  
**Golden Rain Foundation Committee Appointments**

**RESOLVED**, December 14, 2021, 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~~  
Cash Achrekar, ~~Alternate~~  
Reza Bastani  
Anthony Liberatore, Alternate

**Customer Experience Subcommittee**  
~~Andre Torng (United)~~

**Facilities Ad Hoc Committee**  
~~Carl Randazzo (United)~~

**GRF Community Activities Committee**

~~Elsie Addington~~  
~~Andre Torng~~  
~~Cash Achrekar, Alternate~~  
Maggie Blackwell  
Pearl Lee

**GRF Finance**

Azar Asgari  
~~Carl Randazzo~~  
Diane Casey, ~~Alternate~~

**GRF Landscape Committee**

~~Azar Asgari~~  
~~Manuel Armendariz~~  
Maggie Blackwell  
Diane Casey

**GRF Maintenance & Construction**

~~Carl Randazzo~~

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~~Reza Bastani~~  
Cash Achrekar  
Anthony Liberatore

Clubhouses & Facilities Renovation Ad Hoc Committee

~~Carl Randazzo~~  
~~Manuel Armendariz~~  
Diane Casey, ~~Alternate~~  
Pat English

GRF Media and Communications Committee

Neda Ardani  
~~Elsie Addington~~  
Maggie Blackwell

GRF Mobility and Vehicles Committee

~~Elsie Addington~~  
~~Reza Bastani~~  
~~Neda Ardani, Alternate~~  
Maggie Blackwell  
Pearl Lee

GRF Security and Community Access

~~Manuel Armendariz~~  
Reza Bastani  
Cash Achrekar  
~~Andre Torng, Alternate~~

Disaster Preparedness Task Force

Diane Casey  
~~Cash Achrekar~~  
~~Reza Bastani, Alternate~~  
Anthony Liberatore

Laguna Woods Village Traffic Hearings

Neda Ardani  
~~Elsie Addington, Alternate~~  
Anthony Liberatore

Purchasing Ad Hoc Committee

~~Carl Randazzo~~ Cash  
~~Achrekar~~ ~~Diane Casey~~  
Anthony Liberatore

Information Technology Advisory Committee

~~Sue Margolis~~  
Diane Casey



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**Broadband Ad Hoc Committee**

Diane Casey

**Revenue Resources Ad Hoc Committee**

Diane Casey

Azar Asgari

**Equestrian Center Ad Hoc Committee**

Pat English

Pearl Lee

**RESOLVED FURTHER**, that Resolution 01-21-59, adopted September 14, 2021, 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.

President Liberatore asked for a motion to adopt the resolution.

Director Ardani made a motion to adopt a resolution for United Board Committee Assignments. Director Bastani seconded the motion.

Discussion ensued among the directors.

Director Asgari made a motion to amend the committee appointments to change the Finance Chair to Director Asgari. Director Bastani seconded the motion.

President Liberatore called the amendment to a vote and the motion failed 4-5-0 (Directors Blackwell, Lee, English, Achrekar, and Casey opposed).

President Liberatore called for the vote and the main motion and the motion did not pass by a vote 4-3-2 (Directors Achrekar, Asgari, and Torng opposed. Directors Bastani and Ardani abstained).

**12c. Discuss and Consider Hybrid meetings (Oral discussion)**

The board discussed the procedure for United Board meetings in the future and if the board wanted to continue to have hybrid meetings.

**13. New Business**

**13a. Entertain a Motion to Approve Officer Appointment**

Director Blackwell moved that the board elect a First Vice President to fill the vacancy. Director Casey seconded the motion.

Discussion ensued among the directors.

President Liberatore called the meeting to a vote and the vote was 5-4-0 (Directors Bastani,

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Ardani, Asgari, Torng opposed)

Director Ardani read the following resolution:

**RESOLUTION 01-21-83**  
**Appointment of Officers**

**RESOLVED**, on December 14, 2021, pursuant to United Laguna Woods Mutual Bylaws Article 9 which sets guidelines, terms and responsibilities for the election of Officers to this Corporation the following persons are hereby elected to the office indicated next to their names to serve:

Anthony Liberatore	President
<b>Maggie Blackwell</b>	<b>1<sup>st</sup> Vice President</b>
Reza Bastani	2 <sup>nd</sup> Vice President
Neda Ardani	Secretary
Azar Asgari	Treasurer

**RESOLVED FURTHER**, that the following Staff person is hereby appointed as ex Officio officer of this Corporation:

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Steve Hormuth	Assistant Treasurer ex Officio

**RESOLVED FURTHER**, that Resolution 01-21-62, adopted October 12, 2021, is hereby superseded and cancelled; and

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

President Liberatore opened up nominations for the First Vice President position.

Director Casey nominated Director Blackwell. Director Blackwell accepted the nomination.

Director Torng nominated Director English. Director English did not accept the nomination.

Director Ardani nominated Director Lee. Director Lee did not accept the nomination.

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Hearing no other nominations, President Liberatore closed nominations for First Vice President and Director Blackwell is the named the 1<sup>st</sup> Vice President.

Director Blackwell made a motion to approve the resolution for the appointment of officers. Director English seconded the motion.

President Liberatore called for the vote and the motion passed 5-4-0 (Directors Bastani, Ardani, Asgari, and Torng o

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

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on November 30, 2021; next meeting December 28, 2021, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer's Report
  - (2) United Finance Committee Report
  - (3) Resales/Leasing Reports
- b. Report of the Architectural Control and Standards Committee – Director Bastani. The Committee met on November 18, 2021; next meeting December 16, 2021, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Ardani. The Committee met on October 28, 2021; next meeting January 27, 2022, 9:00 a.m. in the Board Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on November 18, 2021; next meeting December 16, 2021, 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Casey. The Committee met on December 9, 2021; next meeting January 13, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director Bastani. The Committee met on December 6, 2021 in closed session; next meeting December 22, 2021, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Ardani. The committee met on December 9, 2021; next meeting January 13, 2022, at 4:00 p.m. in the Board Room and as a virtual meeting.

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

- a. Report of the GRF Finance Committee – Director Asgari. The Committee met on October 20, 2021; next meeting December 15, 2021, at 1:30 p.m. in the Board Room and as a virtual meeting.

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- b. Report of the GRF Strategic Planning Committee— Director Torng. The Committee met on June 28, 2021; next meeting TBA
- c. Report of the Community Activities Committee – Director Torng. The committee met on December 9, 2021; next meeting January 13, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Equestrian Center Ad Hoc Committee -- The Committee met on November 4, 2021; next meeting January 26, 2022, at 1:00 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Landscape Committee – Director. The Committee met on December 8, 2021; next meeting February 9, 2022, at 1:30 p.m. in the Board Room as a virtual meeting.
- e. Report of the GRF Maintenance & Construction Committee – Director Bastani. The Committee met on December 8, 2021; next meeting February 9, 2022, at 9:30 a.m. in the Board Room as a virtual meeting.
  - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met November 29, 2021; next meeting TBA.
- f. Report of the Media and Communication Committee – Director Ardani. The Committee met on October 18, 2021, was canceled; next meeting December 20, 2021, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g. Report of the Mobility and Vehicles Committee – Director Bastani. The Committee met on December 1, 2021; next meeting February 2, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- h. Report of the Security and Community Access Committee – Director Bastani. The Committee met on October 25, 2021; next meeting February 28, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on October 20, 2021; next hearings will be held December 15, 2021, at 9:00 a.m. as a virtual meeting.
- j. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on November 30, 2021; next meeting January 25, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
- k. Information Technology Advisory Committee – Director Casey. The last meeting was December 10, 2021. Next meeting December 17, 2021.

**16. Future Agenda Items**

**17. Director's Comments- None**

**18. Recess - *At this time the meeting will recess for lunch and reconvene to Closed Session to***

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*discuss the following matters per California Civil Code §4935.*

The meeting recessed at 12:52 p.m. into the Closed Session.

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

*During the November 9, 2021, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

- (a) September 14, 2021 – Regular Closed Session*
- (b) September 24, 2021 – Special Closed Meeting*
- (c) October 6, 2021 – Emergency Closed Meeting*
- (d) October 14, 2021 – Special Closed Meeting*

*Discussed and Considered Litigation, Legal and Legislation Matters*

*Discuss and Consider Contractual Matters*

*Discussed Personnel Matters*

*Discussed Member and Board Disciplinary Matters*

**19. Adjourn**

The meeting was adjourned at 5:15 p.m.

DocuSigned by:  
*Neda Ardani*  
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Neda Ardani, Secretary of the Board  
United Laguna Woods Mutual

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