



OPEN MEETING

REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL  
GOVERNING DOCUMENTS REVIEW COMMITTEE

Monday, October 28, 2019 – 1:30 P.M.  
Laguna Woods Village Community Center, Sycamore Room  
24351 El Toro Road, Laguna Woods, CA 92637

**NOTICE & AGENDA**

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Report from September 23, 2019
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)

Consent:

*All matters listed under the Consent Calendar are considered routine and/or informational and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

None

Reports:

None

Items for Discussion and Consideration:

7. Review and Discuss Committee Charter
8. Review and Discuss Past and Future Items to Address
  - a. Remove Executive Committee from Bylaws
  - b. Update Election Rules
  - c. Meeting Schedule

Concluding Business:

9. Committee Member Comments
10. Future Agenda Items
  - a. Appeals Policy
11. Date of next meeting: To Be Determined
12. Adjournment

Andre Torng, Chair  
Francis Gomez, Staff Officer



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MUTUAL

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24351 El Toro Road, Laguna Woods, CA 92637

**MEMBERS PRESENT:** Maggie Blackwell - Chair, Juanita Skillman,  
Anthony Liberatore, Andre Torng, Advisors Bevan  
Strom and Mary Stone

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Gary Morrison, Carl Randazzo, Dick Rader

**STAFF PRESENT:** Siobhan Foster, Pamela Bashline, Eve Morton,  
Tim Moy, Frances Gomez, and Blessilda Wright

**REPORT**

**1. Call to Order**

Chair Blackwell called the meeting to order at 1:30 p.m.

**2. Acknowledgement of Press**

No press was present.

**3. Approval of the Agenda**

Director Liberatore moved to approve the agenda. President Skillman seconded. The committee was in unanimous support.

**4. Approval of Report from the July 22, 2019 Meeting**

President Skillman made a motion to approve the Report. The Report was approved by consensus.

**5. Chair's Remarks**

Chair Blackwell stated that this is a good time to be discussing the Co-Occupancy Policy.

**6. Member Comments (Items not on the agenda)**

None.

Consent Calendar:

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

None.

Reports:

None.

Items for Discussion and Consideration:

**7. Review and Discuss the Co-Occupancy Policy**

President Skillman stated that the United Board made updates to this Policy about a year ago. Third Mutual is discussing a Co-Occupancy policy but only in regards to people who are already Members of Third. Today, we need to consider if we want to remove from the current Co-occupancy Policy item IV. b (ii) which states that the Shareholder(s) and Co-occupant cannot have a landlord-tenant relationship and no remuneration will be paid or collected during the duration of the Co-occupancy. We should also discuss whether to propose allowing people who are not Members to rent a room from a Member.

Chair Blackwell stated that there are primarily social and economic reasons for considering this update to the current policy. One purpose of this proposed change is to allow Members to stay in the Village and share their costs.

Advisor Strom recommended setting a percentage of the amount of people who could be co-occupants/renters. Would people renting just a room count against the current rental percentage of 9% even though they were renting just a room versus the entire unit?

President Skillman stated that this would create a path to be a legal occupant rather than an illegal occupant.

Discussion ensued of what currently takes place when the Shareholder dies and has a co-occupant. Civil Code comes into play.

Discussion ensued about potential problems with allowing people to rent rooms.

Tim Moy stated his concerns about allowing Members to rent out a room.

As people age, they may be less able to handle any issues that may come up with a renter.

Discussion ensued about what can be done to help people with financial difficulties. This is a bigger issue than just allowing renters.

Mr. Moy stated that Village Social Services and the county Social Services program offer help for people with financial concerns and relocation concerns.

Many people just share costs...no check is written and is not a typical renter/landlord relationship.

President Skillman stated that it is important to bring this topic of possible changes to the Co-occupancy Policy to the Board.

President Skillman made a motion to propose to the Board to amend the current Co-occupancy Policy by removing IV. b (ii) which states that the Shareholder(s) and Co-occupant cannot have a landlord-tenant relationship and no remuneration will be paid or collected during the duration of the Co-occupancy. Director Torng seconded. Director Torng and President Skillman voted yes. Director Liberatore abstained. Chair Blackwell voted no. The motion carried and moves forward to the Board.

#### **8. Review the Charter for the VMS Liaison Committee for United Mutual**

President Skillman stated that the attorney is recommending putting these protections in place.

President Skillman made a motion to recommend to the Board to adopt this VMS Liaison Charter. Chair Blackwell seconded. All were in favor except for Director Liberatore who opposed. The motion carried and will move forward to the Board.

#### Concluding Business:

#### **9. Committee Member Comments**

Director Liberatore needs to think further on the co-occupancy issue and will have a decision by the time it goes to the Board for discussion.

Chair Blackwell hopes that there will be a full, and not misleading, discussion about the co-occupancy issue at the Board meeting.

Advisor Strom believes it is premature for the co-occupancy issue to go to the Board.

Advisor Stone recently read a Walnut Creek article about sharing the costs with co-occupants and they do not advise it.

Director Rader feels the tax abatement could be a fix for people struggling financially. Staff was asked to look into this option to see if it is feasible for people in United.

#### **10. Future Agenda Items**

- a. A Member guide to United governance
- b. Discuss whether Executive Committees should be taken out of the Bylaws
- c. Consider changing term "charter" to "mandate"
- d. Discuss standardizing Village-wide working groups which aren't specific to a certain Mutual; a uniformed structure and scope of work.

**11. Date of next meeting is October 28, 2019**

**12. Adjournment at 3:25 p.m.**

  
Maggie Blackwell, Chair



## **RESOLUTION 01-15-107**

### **GOVERNING DOCUMENTS REVIEW COMMITTEE CHARTER**

**RESOLVED**, July 14, 2015, that the Board of Directors of this Corporation hereby establishes a Governing Documents Review Committee for the purposes of reviewing the United Laguna Woods Mutual governing documents for clarity, legality and current applicability through monthly meetings open to United Members;

**RESOLVED FURTHER**, that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Review governing documents for compliance with applicable laws;
2. Consider conformance, as required, between each governing document with another;
3. Confer, as appropriate, with United Managing Agent;
4. Consult, as appropriate and upon Board approval, with United Corporate Counsel and;
5. Make regular committee progress reports and recommendations to the United Board of Directors regarding proposed revisions to the United governing documents; and

**RESOLVED FURTHER**, that the Governing Documents Review Committee shall perform such other duties as may be assigned by the Board;

**RESOLVED FURTHER**, that resolution 01-12-185 approved November 13, 2012 is hereby superseded and cancelled.