



OPEN MEETING

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

Thursday, July 15, 2021 – 1:30 P.M.
VIRTUAL MEETING/ BOARD ROOM
Laguna Woods Village Community Center

NOTICE & AGENDA

- | | |
|--|-----------------|
| 1. Call to Order | Elsie Addington |
| 2. Acknowledgment of Media | Elsie Addington |
| 3. Approval of the Agenda | Elsie Addington |
| 4. Approval of the Report from June 17, 2021 | Elsie Addington |
| 5. Chair's Remarks | Elsie Addington |
| 6. Member Comments (Items Not on the Agenda) | |
- Laguna Woods Village owner/residents are welcome to participate in committee meetings and submit comments or questions regarding virtual committee meetings using one of three options:
- Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and manor number must be included.
 - By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and manor number.
 - Join the Zoom meeting at: <https://us06web.zoom.us/j/99710468599>
7. Response to Member Comments

Reports:

None

Items for Discussion and Consideration:

- | | |
|--|---------|
| 8. Status of 2021 Committee Goals | Various |
| a. Operating Rules Guidebook | |
| b. Active Resolutions Accessible on the Website | |
| c. Resolutions prior to 2006 | |
| d. Director SOP | |
| e. Subleasing Requirements / Power Point Presentation from Director Cash | |
| f. One Page Explanation of Resident Procedures | |

Concluding Business:

9. Committee Member Comments
10. Future Agenda Items
11. Date of next meeting: August 19, 2021
12. Adjournment

Elsie Addington, Chair
Francis Gomez, Staff Officer
(949) 268-2570



OPEN MEETING

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

Thursday, June 17, 2021 – 1:30 p.m.
VIRTUAL MEETING

Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Chair - Elsie Addington, Sue Margolis, Reza Bastani, and Diane Casey

MEMBERS ABSENT: None

ADVISORS PRESENT: Dick Rader, Juanita Skillman, and Bevan Strom

ADVISORS ABSENT: Mary Stone

STAFF PRESENT: Francis Gomez, Pamela Bashline and Paul Nguyen

CALL TO ORDER

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

ACKNOWLEDGEMENT OF PRESS

The media was not present.

APPROVAL OF THE AGENDA

President Margolis made a motion to amend the agenda by adding “Discuss and Consider Possible Fee/Fine for Resident Caused Plumbing Problem” as Agenda Item 9c. Without objection the motion carried.

APPROVAL OF MEETING REPORTS

President Margolis made a motion to approve the meeting report from the May 20, 2021 meeting.

Without objection the motion carried.

CHAIR’S REMARKS

Chair Addington had no remarks and stated it was nice to see everyone.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Review Financial Requirements for Members

Pamela Bashline, Community Services Manager, presented the Financial Requirements for Members. The Committee members made comments and asked questions. The Committee reviewed changes to Section 4a, 4j, and add a minimum amount to Section 2g.

Without objection the Committee recommended the changes be available next month for the Board to review.

ITEMS FOR DISCUSSION AND CONSIDERATION

Status of 2021 Goals:

Francis Gomez, Operations Manager, presented the Project Log included in the agenda packet that outlines the Goals for 2021. The Committee members made comments and asked questions.

- The Committee requested that Sublease Requirements be added to the Project Log as items number seven.
- The Committee discussed the Director SOP/Job Descriptions and made the following assignments:
 - Treasurer – D. Casey
 - Officers – Mary Stone
 - President, First Vice-President and Second Vice-President – S. Margolis and J. Skillman
 - Corporate Members – J. Skillman
 - Secretary – J. Skillman
 - Advisors – pending

Discuss and Consider Possible Fee/Fine for Resident Caused Plumbing Problem

The Committee discussed and considered possible fee/fine for resident caused plumbing problems, specifically establishing a flat fee for major plumbing issues caused by a resident. Without objection, the Committee recommended that the discussion be sent to the Maintenance and Construction Committee (M&C) Meeting for further discussion.

Committee Member Comments

Director Bastani wants the minutes be ready and posted within a week of the meeting.

Future Agenda Items

- Director SOP
- Subleasing Requirements
- One Page Explanation of Resident Procedure
- Leasing (Use power point from Director Cash presentation)

Date of Next Meeting

The next meeting is scheduled for Thursday, July 15, 2021 at 1:30 p.m. via virtual meeting.

Adjournment

With no further business before the Committee, the Chair adjournment the meeting at 3:12 p.m.

Elsie Addington

[Elsie Addington \(Jun 24, 2021 15:34 PDT\)](#)

Elsie Addington, Chair

United Laguna Woods Mutual
Governing Documents Review Committee
Goals 2021

#	Name	Description	Status	Estimated Date of Completion	Responsibility
1	Operating Rules Guidebook	Make documentation supportable and easy to use/locate.	Changes requested by the Committee have been escalated to the appropriate Department as these are changes to the website and not the guidebook.	On-Going	Staff - F. Gomez
2	Active Resolution Accessible on the Website	Review active resolutions and make sure they are accessible on the web; ensure deleted or otherwise inoperable resolutions are deleted from the active files and put in the appropriate archive.	Resolutions after 2006 are on the website presently. Staff is in the process of reviewing resolutions prior to 2006.	August 2021	Staff – F. Gomez
3	Resolution prior to 2006	Make Resolutions prior to 2006 available on the website.	Staff is in the process of reviewing approximately 3,500 resolutions dated prior to 2006 and make them available on the website; and review and update resolutions as needed.	August 2021	Staff - F. Gomez
4	Director Standard Operating Procedures (SOP)	Review current SOPs for directors and revise as needed.	<ul style="list-style-type: none"> a. Committee Chair Guidelines b. Officers – M. Stone c. Finance/Treasures – D. Casey d. Budget – S. Margolis e. Corrective Action Request (CAR) Form – TBD f. Corporate Members – J. Skillman g. President, First VP, Second VP – S. Margolis h. Secretary – J. Skillman i. Advisors – TBD 	<ul style="list-style-type: none"> Committee Chair Guidelines - Completed 	<ul style="list-style-type: none"> Committee Members – S. Margolis, J. Skillman, and M. Stone

5	Review Financial Requirements	Review financial qualifications for members and/or streamline the resale application process where applicable.	<ul style="list-style-type: none"> a. On March 18, 2021, the Committee made changes to the membership application and documentation requirements. b. On May 20, 2021, the Committee will review Financial Qualifications Policy c. Changes from the Committee are scheduled to be reviewed by the Board on July 13. 	Pending Board Approval	Staff – P. Bashline
6	One Page Explanation of Resident Procedures	Create simplified, one-page explanations of applicable rules to go in residents' resale packages, leasing packages, etc., such as the percent resolution on subleasing and the like-for-like permit-less alterations IF it becomes permanent. Applicable resolutions should be referenced but not spelled out.			
7	Review Sublease Requirements	Per Director Achrekar's Power Point Presentation, the following is a list of topics covered: <ul style="list-style-type: none"> a. Guarantors b. Room rentals c. Increase of Fees d. Background Checks e. Pre/Posts Property Inspections 		Pending direction from the Committee	Staff - P. Bashline