



OPEN MEETING

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

Thursday, February 18, 2021 – 1:30 P.M.
VIRTUAL MEETING
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 January 21, 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 two options: | |
| a. 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. | |
| b. 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. | |
| 7. Response to Member Comments | |

Reports:

- | | |
|------------------------------|---------------|
| 8. Operating Rules Guidebook | Francis Gomez |
|------------------------------|---------------|

Items for Discussion and Consideration:

- | | |
|-------------------|-----------------|
| 9. Goals for 2021 | Elsie Addington |
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Concluding Business:

10. Committee Member Comments
11. Future Agenda Items
 - a. Children Buying for Parents
 - b. Standard Operating Rules
 - c. Resolutions Prior to 2006 on the Website
12. Date of next meeting: March 18, 2021
13. Adjournment

Elsie Addington, Chair
Francis Gomez, Staff Officer

OPEN MEETING

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

Thursday, January 21, 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, and Manuel Armendariz (Left Meeting around 2:40 P.M.)

MEMBERS ABSENT: Reza Bastani

ADVISORS PRESENT: Dick Rader

ADVISORS ABSENT: None

OTHERS PRESENT: Juanita Skillman and Mary Stone

STAFF PRESENT: Francis Gomez, Paul Nguyen, Siobhan Foster, and Pamela Bashline

CALL TO ORDER

Chair Addington called the meeting to order at 1:33 p.m.

ACKNOWLEDGEMENT OF PRESS

The media was not present.

APPROVAL OF THE AGENDA

Director Armendariz made a motion to approve the agenda as presented. Director Margolis seconded the motion.

By unanimous vote the motion carried.

APPROVAL OF MEETING REPORTS

Director Armendariz made a motion to table the December 17, 2020 meeting report to the February 18, 2021 meeting. Director Margolis seconded the motion.

By unanimous vote the motion carried.

CHAIR'S REMARKS

Chair Addington thanked Director Armendariz, Pamela Bashline, and Francis Gomez for working on the documents that are impacted by Assembly Bill 3182.

MEMBER COMMENTS ON NON-AGENDA ITEMS

There were no member comments.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None.

REPORTS

Sublease Policy and Qualifiers for Subleasing Manor

Pamela Bashline, Community Services Manager, presented the Sublease Policy and Qualifiers for Subleasing Manor.

The Committee members made comments and asked questions. The changes made by the Committee were incorporated into the documents.

Director Margolis made a motion to approve the Sublease Policy and Qualifiers for Subleasing Unit with changes. Director Addington seconded the motion.

By a vote of 2-1-0 (Director Armendariz opposed), the motion carried.

The Committee directed staff to change the word 'Manor' to 'Units' throughout the documents, add language regarding short term rental advertising, and email the final version to the Board for review.

ITEMS FOR DISCUSSION AND CONSIDERATION

Financial Qualification Policy:

Document Verification for Income Requirements

Chair Addington, presented the Financial Qualification Policy and specifically discussed the documentation requirements section for the financial requirements for membership. The Committee reviewed and discussed Financial Qualification Policy. The Committee commented and asked questions. No further action was taken.

Committee Member Comments

None

Future Agenda Items

By consensus, the Committee requested that 'Children Buying for Parents' be added to future agenda items.

- **Date of Next Meeting**

The next meeting is scheduled for Thursday, February 18, 2021 at 1:30 p.m. via virtual meeting.

Adjournment

With no further business before the Committee, the Chair adjournment the meeting at 3:44 p.m.

Elsie Addington

[Elsie Addington \(Jan 27, 2021 15:48 PST\)](#)

Elsie Addington, Chair

STAFF REPORT

DATE: February 18, 2021
FOR: Governing Documents Review Committee
SUBJECT: Operating Rules

RECOMMENDATION

Review and file.

BACKGROUND

The Governing Documents Review Committee is tasked to review policy and processes for consistency. The Committee and staff have identified areas of improvement including, but not limited to, the need to revise the Operating Rules Guidebook located on the website.

The Operating Rules Guidebook contains a collection of most referred rules and regulations adopted by the Board. The Committee directed staff to review the guidebook with the following goals in mind:

1. Reduce and condense the rules and regulations contained in the guidebook;
2. Present the rules and regulations in a readable form; and
3. Create hyperlinks to Policies & Procedures included on the Laguna Woods Village website.

The Compliance Division is responsible for the coordination of the rules enforcement program of the Village. Staff reviewed the rules and regulations contained in the Operating Rules Guidebook and created a new version that meets the Committees directive. The changes incorporated in the new Operating Rules Guidebook include, but not limited to: present the rules and regulations by category; removed cancelled rules and regulations; removed resolutions that are not rules and regulations; included a definition section; and an introduction page that explains the enforcement process.

DISCUSSION

Staff continues to review the document for efficiency.

FINANCIAL ANALYSIS

None

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Blessilda Wright, Compliance Supervisor



DATE: February 18, 2021
FOR: Governing Documents Review Committee
SUBJECT: Goals for 2021

For Discussion Purposes:

- Make documentation supportable and easy to use.
- 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.
- Review financial qualifications for members and/or streamline the resale application process where applicable.
- Review active resolutions and make sure they're accessible from the web.
- Ensure deleted or otherwise inoperable resolutions are deleted from the active files and put in the appropriate archive.
- Review current SOPs for directors and revise as needed.

