



**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, March 8, 2022- 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 Tornng, Maggie Blackwell, Lenny Ross, Reza Bastani, Andre Tornng

Directors Absent: None

Staff Present: CEO Siobhan Foster, Michelle Estrada, Makayla Schwiertert, Kurt Weinmann, Baltazar Mejia, Robbi Doncost

Others Present: GRF: Joan Milliman  
VMS: Manny Robledo, Norman Kahn

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

President Liberatore called the meeting to order at 9:31 a.m. and acknowledged that a quorum was present.

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

Director English 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.

President Liberatore moved CEO Report to Agenda Item 8, and Open Forum as Agenda Item 9.

President Liberatore called the motion to a vote and the motion passed 6-4. Director Tornng was absent.

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## **5. Approval of Minutes**

### **a. January 27, 2022 – Agenda Prep Meeting**

Hearing no objections, the January 27, 2022 – Agenda Prep Meeting Minutes were approved unanimously.

### **b. February 8, 2022 – Regular Open Session**

Hearing no objections, the February 8, 2022 – Agenda Prep Meeting Minutes were approved unanimously.

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

President Liberatore stated the following:

- With Covid-19 cases and numbers improving, the April 12, 2022 United Board meeting may be held in person, depending on staff and state recommendation.

## **7. VMS Board Update – Director Robledo**

Director Robledo provided a presentation on the following:

- Guiding Principle (Commitment to excellence, dedication to service).
- CEO Office Restructuring
- Financial Services Dept. Restructuring
- Key Performance Indicators
- Manor Alterations 2021 Telephone Calls
- Reinvigorating Customer Service

Director Robledo answered questions from the board.

Discussion ensued among the Directors.

Director Tornng Entered the meeting at 9:54 a.m.

## **8. CEO Report**

CEO Siobhan Foster provided a presentation on the following topics:

- Village Games will be held from April 11, 2022 – May 2, 2022. There will be activities such as archery, basketball, and tennis. Registration will be located at the community fitness center.
- The Health and Wellness Expo will be held on April 23, 2022, at 10 a.m. in Clubhouse 5 – There will be sponsored host booths, lectures, and much more.
- Equestrian Center tours are available Wednesday-Thursday at 2:00 p.m., Friday-Sunday at 12:30 & 2:00 p.m. The tours are a great opportunity to visit horses, and to meet the new Registered American Miniature Horse, Sebastian.
- Reminder, transportation meeting March 18, 2022, at 10:00 a.m. in clubhouse 5. This will outline the proposal from Age Well Services, Inc. to potentially operate the village bus system. Discussion items will include financial impact, sale and maintenance of buses, and benefits to the community. Shuttle service will be available from Clubhouse 1 to Clubhouse 5, starting at 9:00 a.m.

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a. Canary Island Pine Tree Project – Kurt Wiemann, Landscaping Services Director

Kurt Wiemann provided a presentation on the following topics:

- Shared that all are welcome to attend the next Landscape Meeting on Thursday, March 10, 2022 in the Board Room.
- Emphasized that the Canary Island Pine Tree Project is only being discussed, not yet proposed.
- Stated that he has heard resident concerns, and will be meeting with an environmental group to see what the potential environmental effects could occur from the removal of such trees.

Kurt Wiemann answered questions from the board.

**9. 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:

- Multiple members commented on the proposal for the Canary Island Pine Tree Removal Project, and stated their disagreement and opposition towards such proposal.
- A member commented on the messiness of the Canary Island Pine Trees, and stated that they are in favor of the proposal, with the hopes of removing and replacing with non-insidious trees.
- A member commented on the Foundation of the Laguna Woods Village. Stating that they provide funding for meals on wheels, financial assistance, etc. For inquiry visit the foundation website at [foundationoflagunawoodsvillage.org](http://foundationoflagunawoodsvillage.org).
- A member commented on the great job that the Landscape Committee as done thus far, however, additionally expressed their opposition towards the Canary Island Pine Tree Removal project.
- Corporate Secretary, Michelle Estrada, read multiple emails from residents regarding the opposition towards the Canary Island Pine Tree Removal project.
- A member questioned the co-op communities pertaining to financing.
- A member commented on updating Item 12b to be reflect municipal code language.
- A member commented on security-safety concerns within the village.
- A member commented on what items are seen as a nuisance versus what items should not be seen as a nuisance.
- A member questioned what happens after meetings with member comments.

**10. Responses to Open Forum Speakers**

- Director Liberatore thanked everyone for their attendance.
- Director Blackwell commented on the safety of having a recognition agreement.
- Director Casey commented on the recent Landscape Committee meeting.
- Director English commented that every agenda must be disclosed.
- Director Ross additionally thanked the members for bringing the Pine Tree project to the board's attention, and emphasized that they will do further studies and research before a decision is made.
- Director Lee commented that she can feel the enthusiasm from members within the community.

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## 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.*

- a. 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 December 2021, such review is hereby ratified.
- b. 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 January 2022, such review is hereby ratified.
- c. **Recommendation from the Finance Committee:**
  - (1) Approve a Resolution for Recording a Lien against Member ID #947-407-84

### **RESOLUTION 01-22-11**

#### **Recording of a Lien**

**WHEREAS**, Member ID 947-407-84; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, March 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-407-84 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.

- (2) Approve a Resolution for Recording a Lien against Member ID #947-365-16

### **RESOLUTION 01-22-12**

#### **Recording of a Lien**

**WHEREAS**, Member ID 947-365-16; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

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**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, March 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-365-16 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.

- (3) Approve a Resolution for a Notice of Sale Member ID #947-380-59

**RESOLUTION 01-22-13**

**Recording of a Lien**

**WHEREAS**, Member ID 947-380-59; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, March 8, 2022, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-380-59 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.

d. **Recommendation from the Landscape Committee**

- (1) Recommend to Deny Landscape Revision Request: 880-B Via Mendoza

**RESOLUTION 01-22-14**

**Deny Landscape Revision Request  
880-B Via Mendoza**

**WHEREAS**, on February 10, 2022, the Landscape Committee reviewed a landscape revision request from the Member at 880-B to install stepping stones/pavers in lieu of existing landscape to create an open area to place chairs to sit outside, and;

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**WHEREAS**, the committee determined that the proposed alteration is essentially adding common area for personal use and violates United Mutual common area rules and policies, and thereby recommends denying the request for the landscape revision request located adjacent to 880-B Via Mendoza.

**NOW THEREFORE BE IT RESOLVED**, March 8, 2022, the Board of Directors denies the landscape revision request adjacent to 880-B;

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

- e. **Recommendation from the Architectural Controls and Standards Committee**  
(1) Recommendation to Approve Variance Request: 81-C Calle Aragon (Madrid,4) Room Addition on the Existing Exclusive Area Front Patio, Bathroom Addition, and Enclosed Atrium

**RESOLUTION 01-22-15**  
**Variance Request**

**WHEREAS**, Ms. Colleen Hey of 81-C Calle Aragon, a Madrid style manor, requests Board approval of a variance for a room addition on the existing front patio, bathroom addition, and enclosed atrium, and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on February 17, 2022, and,

**WHEREAS**, the Architectural Controls and Standards Committee reviewed the variance and moved a recommendation for approval to the Board, and,

**NOW THEREFORE BE IT RESOLVED**, on March 8, 2022, the Board of Directors hereby approves the request for the room addition on the existing front patio, bathroom addition, and enclosed atrium.;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member at 81-C Calle Aragon and all future Mutual Members at 81-C Calle Aragon;

**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.

- f. **Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in February 2022, and such review is hereby ratified.**

Director English made a motion to approve the consent calendar. Director Blackwell seconded.

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Hearing no objections, the consent calendar was approved unanimously.

## 12. Unfinished Business

- a. **Recommendation from the Architectural Controls and Standards Committee**
- (1) Recommend to Consider Variance Extension Request: 729-D Avenida Majorca

### **RESOLUTION 01-22-16**

#### **Appeal Request for Additional Time Extension Request at 729-D**

**WHEREAS**, Mr. Bastani of 729-D Avenida Majorca, a Cordoba style manor, is requesting Board approval of a variance to provide an additional 180-day extension for existing expired Mutual Consents and Variance, and,

**WHEREAS**, the Mutual Consent for Demolition was released on February 5, 2020, the Variance was approved by the Board on April 14, 2020 and the Mutual Consent for Alteration was approved on June 16, 2020, and said Mutual Consents and Variance expired without construction commencing, and were granted 90-day extensions on August 21, 2020, and again on October 16, 2020, which have again expired on January 16, 2021 without construction commencing, and,

**WHEREAS**, on October 14, 2021, an additional 180-day extension was approved by the Board extending the permit deadlines to April 12, 2022, and on January 20, 2022 the ACSC committee considered the request to grant an additional new extension, but the motion failed on a 1-1 vote and,

**WHEREAS**, per the Conditions of Approval Item 27 of Resolution 01-20-20 for the Variance in question, the Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension, and only one extension for a maximum of an additional six months may be granted, and

**WHEREAS**, Staff authority to allow extensions is restricted by Resolution 01-02-159, where work shall be completed within 180 calendar days of the permit issuance date, and if not completed in that time, may be granted a one-time extension not to exceed 90 days, and the conclusion of work not completed within the extension period will be at the discretion of the Board,

**NOW THEREFORE BE IT RESOLVED**, on March 8, 2022, the Board of Directors hereby approves the appeal request to provide an additional 180-day extension for existing expired Mutual Consents and Variance;

**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.

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Baltazar Mejia and Robbi Doncost answered questions from the board.

Director Blackwell made a motion to approve the Resolution for the Additional Time Extension Request at 729-D for a 90-day extension. Director Casey seconded.

Director Asgari made an amendment to the motion to extend the request to 180-days. Director Ross seconded the motion.

Discussion ensued among the board.

Hearing no changes, the motion to extend the request to 180-days was called to a vote and passed 9-1-1. Director English Opposed, Director Achrekar Abstained, and Director Bastani Recused.

Hearing no changes, the motion to amend the original motion from a 90-day extension to a 180-day extension was called to a vote, and passed 9-1-1. Director English Opposed, Director Achrekar Abstained, and Director Bastani Recused.

b. Discuss and Consider Amendment to Clutter Policy

Director Blackwell made a motion to approve the amended Clutter Policy. Director Casey seconded the motion.

Discussion ensued among the board.

Hearing no changes, the motion to approve the amended Clutter Policy was called to a vote and failed 1-10.

**13. New Business**

**a. Discuss and Consider Appointments to GRF Insurance Ad Hoc Committee**

**RESOLUTION 90-22-10**  
**Insurance Ad Hoc Committee**

**WHEREAS**, the formation of an Insurance Ad Hoc Committee is being considered by the board of directors pursuant to Article 7, Section 7.1.2 and Section 7.5 of the bylaws of this corporation;

**WHEREAS**, the primary mission of the Insurance Ad Hoc Committee is to research and evaluate risk management alternatives for Laguna Woods Village; and

**WHEREAS**, the duties and responsibilities of the Insurance Ad Hoc Committee are to:



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1. Take into consideration the current insurance pricing and unique requirements of GRF and each housing mutual, including but not limited to consolidating valuation assessments in an effort to lower overall costs while managing risk; and
2. Make recommendations for the entire community.

**NOW THEREFORE BE IT RESOLVED**, March 1, 2022 the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Insurance Ad Hoc Committee; 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.

Discussion ensued among the board.

Director Blackwell made a motion to appoint two persons to attend the GRF Insurance Ad Hoc Committee. Director English seconded.

The motion to appoint two persons to attend the GRF Insurance Ad Hoc Committee was approved unanimously.

President Liberatore made a motion to appoint Director Achrekar and President Liberatore to attend the GRF Insurance Ad Hoc Committee, with Director Casey as an alternate. Director Blackwell seconded.

Hearing no changes, the motion to appoint Director Achrekar and President Liberatore to attend the GRF Insurance Ad Hoc Committee, with Director Casey as an alternate was called to a vote and passed 11-0.

**b. Discuss and Consider Composition of United M&C Committee (oral discussion)**

Discussion ensued among the board.

Director Bastani stated that he will attend the M&C committee meeting.

**c. Entertain a motion to approve the 2022 Annual Election Schedule and Approve a Resolution Appointing the Inspector of Elections**

**RESOLUTION 01-22-17**  
**Approve Inspector of Election Services**

**WHEREAS**, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

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**WHEREAS**, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

**NOW THEREFORE BE IT RESOLVED**, March 8, 2022, that the Board of Directors of United Laguna Woods Mutual hereby approves single-sourcing a contract to UniLect Corporation to perform inspector of election services for the 2022 annual Meeting of the Members; and

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

Discussion ensued among the board.

Director Blackwell made a motion to approve the 2022 Election Schedule and Inspector of Elections. Director Achrekar seconded the motion.

Hearing no changes, the motion to approve the 2022 Election Schedule and Inspector of Elections was called to a vote, and passed 10-0, with Director English as absent.

#### **14. Director Comments (Two minutes per director)**

- Director Blackwell stated that she enjoyed the members who came to the meeting today.
- Director English commented on her standing position on the board.
- Director Ardani thanked the residents for their attendance.
- Director Asgari commented on the importance of communication between residents, directors, and staff.
- Director Torng agreed with Director Asgari's comment.

Recess – President Liberatore called for a recess at 1:25 p.m. The Open Session meeting reconvened at 1:35 p.m.

#### **15. Committee Reports**

a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on February 22, 2022; next meeting March 29, 2022, 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 – President Liberatore. The Committee met on February 17, 2022; next meeting March 17, 2022, 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 February 24, 2022; next meeting March 24, 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 February 17, 2022; next meeting March 17, 2022, 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 February 10, 2022; next meeting March 10, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – Director English. The Committee met on February 23, 2022; next meeting April 27, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- g. Report of the United Resident Advisory Committee – Director Lee. The committee met on January 13, 2022; next meeting March 10, 2022, at 4:00 p.m. in the Board Room and as a virtual meeting.

#### **16. GRF Committee Highlights**

- h. Report of the GRF Finance Committee – Director Asgari. The Committee met on February 16, 2022; next meeting April 20, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- i. Report of the GRF Strategic Planning Committee— Director Torng. The Committee met on March 7, 2022; next meeting May 2, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.
- j. Report of the Community Activities Committee – Director Blackwell. The committee met on January 13, 2022; next meeting March 10, 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 January 26, 2022; next meeting March 30, 2022, at 1:00 p.m. in the Board Room and as a virtual meeting.

- k. Report of the GRF Landscape Committee – Director Casey. The Committee met on December 8, 2021; next meeting March 9, 2022, at 1:30 p.m. as a virtual meeting.
- l. Report of the GRF Maintenance & Construction Committee – Director Achrekar. The Committee met on February 9, 2022; next meeting April 13, 2022, at 9:30 a.m. in the Board Room and as a virtual meeting.

(1) Clubhouse (Facilities) Ad Hoc Committee – Director Casey. The Ad Hoc Committee met January 28, 2022; next meeting TBA.

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- m. Report of the Media and Communication Committee – Director Ardani. The Committee met on February 22, 2022; next meeting March 21, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- n. Report of the Mobility and Vehicles Committee – Director Bastani. The Committee met on February 2, 2022; next meeting April 6, 2022, 1:30 p.m. in the Board Room and as a virtual meeting.
- o. Report of the Security and Community Access Committee – Director Bastani. The Committee met on February 28, 2022; next meeting April 25, 2022, at 1:30 p.m. in the Board Room and as a virtual meeting.
- p. Laguna Woods Village Traffic Hearings – Director Ardani. The Hearings were held on February 16, 2022; next hearings will be held March 16, 2022, at 9:00 a.m. as a virtual meeting.
- q. Report of the Disaster Preparedness Task Force – Director Casey. The Task Force met on January 25, 2022; next meeting March 29, 2022, at 9:30 in the Board Room a.m. and as a virtual meeting.
- r. Information Technology Advisory Committee – Director Casey. The Committee met on March 4, 2022; next meeting March 11, 2022, at 1:30 p.m.

**17. Future Agenda Items**

- Discuss Committee Reports
- Discuss the Addition of a United Insurance Ad Hoc Committee

**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 2:15 p.m. into the Closed Session.

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

*During the January 11, 2022, Regular Closed Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) February 8, 2022 – Regular Closed Session*

*Discussed and Considered Litigation, Legal and Legislation Matters*

*Discussed Personnel Matters*

*Discussed Member and Board Disciplinary Matters*

**19. Adjourn**

The meeting was adjourned at 4:33 p.m.

DocuSigned by:  
*Neda Ardani*

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Neda Ardani, Secretary of the Board  
United Laguna Woods Mutual