



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
24351 El Toro Road, Laguna Woods, CA 92637

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

MEMBERS ABSENT: Reza Bastani

ADVISORS PRESENT: Dick Rader, Juanita Skillman, and Mary Stone

ADVISORS ABSENT: Bevan Strom

STAFF PRESENT: Francis Gomez, Blessilda Wright, Pamela Bashline, and Siobhan Foster

CALL TO ORDER

Elsie Addington, Chair, called the meeting to order at 1:34 p.m.

ACKNOWLEDGEMENT OF PRESS

The Media was not present.

APPROVAL OF THE AGENDA

Without objection the Committee approved the agenda with addition of Discuss and Consider Financial Guidelines for Members with Guarantors' as agenda item no. 8a.

APPROVAL OF MEETING REPORTS

Without objection the Committee approved the meeting report of June 17, 2021 meeting.

CHAIR'S REMARKS

Chair Addington commented that everyone is doing great and she is pleased that the Committee has consistently made recommendations to the Board that have been adopted.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Financial Requirements for Members with Guarantor

Pamela Bashline, Community Services Manager, presented the Financial Requirements for Members. The Committee members made comments and asked questions.

Without objection the Committee recommends the Board revise the Guarantor Section of the Financial Qualifications Policy specific to section 2b to read as follows:

2. Shareholder financial requirements for the occupying shareholder(s) when they have a guarantor:
 - a. Minimum annual income of \$24,000
 - b. Minimum verifiable liquid, marketable and/or income producing assets of *at least \$75,000 at the close of escrow plus the manor purchase price.*

Status of 2021 Goals:

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

Chair Addington declared item #7, Review Sublease Requirements, has been successfully completed and can be removed from the Goals for 2021.

Without objection, the Committee directed staff to perform the following:

1. Add the documented created by Advisor Stone to the front of the Operating Rules to consider item #6, One Page Explanation of Resident Procedures, completed;
2. Gather the SOP's / Job Descriptions from the Committee and hand off to the Marketing and Communications Division to include in their Directors Manual; and
3. Request that Catherine Laster, Management Analyst, order the CAI handbooks for the Board to use as reference.

Committee Member Comments

President Margolis requested staff bring forward any resolutions prior to 2006 that need to be updated and/or amended for the Committee to review.

Ms. Bashline stated it was a good meeting and no further comment.

Ms. Gomez stated it was a good meeting.

Future Agenda Items

- Goals for 2021

Date of next Meeting

The next meeting is scheduled for Thursday, August 19, 2021 at 1:30 p.m. in the Board Room.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 2:50 p.m.

Elsie Addington

[Elsie Addington \(Jul 27, 2021 11:05 PDT\)](#)

Elsie Addington, Chair
United Laguna Woods Mutual

United Governing Docs Review Committee






07-15-2021 Minutes-post

Final Audit Report

2021-07-27

Created:	2021-07-27
By:	Paul Nguyen (Paul.Nguyen@vmsinc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-GgdS2Tk9E0Dp3jCpELDuhAdQrusbVnY

"United Governing Docs Review Committee 07-15-2021 Minutes -post" History

-  Document created by Paul Nguyen (Paul.Nguyen@vmsinc.org)
2021-07-27 - 3:34:55 PM GMT- IP address: 208.179.73.2
-  Document emailed to Elsie Addington (ecoprincess2@gmail.com) for signature
2021-07-27 - 3:35:16 PM GMT
-  Email viewed by Elsie Addington (ecoprincess2@gmail.com)
2021-07-27 - 6:04:23 PM GMT- IP address: 66.249.84.86
-  Document e-signed by Elsie Addington (ecoprincess2@gmail.com)
Signature Date: 2021-07-27 - 6:05:14 PM GMT - Time Source: server- IP address: 104.193.6.228
-  Agreement completed.
2021-07-27 - 6:05:14 PM GMT