



OPEN MEETING

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

Thursday, August 19, 2021 – 1:30 P.M.
BOARD ROOM/ 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 July 15, 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:

- | | |
|---------------------------|---------------|
| 8. Review Pet Restriction | Francis Gomez |
|---------------------------|---------------|

Items for Discussion and Consideration:

- | | |
|---|---------|
| 9. 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. One Page Explanation of Resident Procedures | |

Concluding Business:

10. Committee Member Comments
11. Future Agenda Items
12. Date of next meeting: September 16, 2021
13. 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, 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

STAFF REPORT

DATE: August 19, 2021
FOR: Governing Documents Review Committee
SUBJECT: Pet Restrictions

RECOMMENDATION

Staff recommends the Board update the Pet Restrictions.

BACKGROUND

The Governing Documents Review Committee is tasked to review policy and processes for consistency. The Committee created goals for 2021 that include, but not limited to, make resolutions prior to 2006 available on the website. In the process of completing this task, staff encountered the need to revise the Pet Restrictions.

DISCUSSION

The purpose of revising the Pet Restrictions is to update the language to conform to current practices and include sections that are contained in the City of Laguna Woods Municipal Code.

FINANCIAL ANALYSIS

None.

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Blessilda Wright, Compliance Supervisor

Attachment(s):

Attachment 1: Animal Rules & Regulations

Attachment 2: Resolution



Pet Restrictions

Resolution 01-21-XX; October 12, 2021

I. Purpose

The purpose of this document is to define the rules and regulations of United Laguna Woods Mutual (United) regarding restrictions on pets.

II. Definitions

- a. Common area - the area which is available for use by more than one person.
- b. Community Rules - the Bylaws, Occupancy Restrictions, Articles of Incorporation, or any rules and regulations of United.
- c. Member - any person entitled to membership in United.
- d. Animal – any domestic animal that does not pose danger, noise, or odors.

III. Conditions

- a. No person shall keep, maintain or permit within any dwelling unit under his control, or within the common area, any dog which by any sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property.
- b. No person owning or having charge of any dog shall permit the same to run at large within the common area, except as otherwise provided in these rules and regulations.
- c. Dog's must be restrained by a substantial leash not to exceed six (6) feet in length and in the charge of a person competent to restrain such dog.
- d. No person owning or having charge of any animal shall permit the same to enter or remain in the common area contrary to the provisions of any sign posted conspicuously, provided that appropriate exception, as the case of guide dogs for blind persons, may be noted upon any such sign.
- e. No person owning or having charge of any pet shall permit any excrements to remain in the common area. Pet waste may be disposed of in trash containers.
- f. Whenever any animal suspected of being vicious is reported to United, the officers and agents shall report facts and circumstances thereof to Animal Control of the County of Orange for such action as they may deem appropriate according to law.
- g. A maximum combination of three cats and dogs, no more than two of which can be dogs, are permitted.

III. Enforcement

United is authorized to take disciplinary action against a member found to be in violation of these rules and regulations. When a violation occurs, the Board is obligated to evaluate and impose if appropriate, member-discipline as set forth in the governing documents. The Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action.

The Member is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes any Co-occupant, lessee, or guest, care provider, vendor, invitee, or contractor.

A complaint may be registered by contacting the Security Department at 949-580-1400. Additionally, you may contact the Compliance Division at 949-268-CALL or compliance@vmsinc.org.



RESOLUTION 01-21-XXX

Pet Restrictions

WHEREAS, the Governing Documents Review Committee is tasked to review policy and processes for efficiency and consistency; and

WHEREAS, the Committee recognized that need to update the Pet Restrictions;

NOW THEREFORE BE IT RESOLVED; October 12, 2021, that the Board of Directors of this Corporation hereby approves the amended the Pet Restrictions, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-76-44 adopted February 24, 1976 is hereby superseded in its entirety and cancelled;

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.

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 	Committee Chair Guidelines – In Progress	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. 	Completed	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.		Completed	Committee Members – M. Stone
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 		No Action	Staff - P. Bashline