



OPEN MEETING

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

Thursday, November 19, 2020 – 1:30 P.M.
VIRTUAL MEETING
Laguna Woods Village Community Center

NOTICE & AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Report from October 15, 2020
5. Chair's Remarks
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:
None

Items for Discussion and Consideration:

8. Operating Rules Guidebook
9. AB3182: Mandatory Rental Amendments

Francis Gomez
Anthony Liberatore

Concluding Business:

10. Committee Member Comments
11. Future Agenda Items
 - a. Roles, responsibilities and protocols
 - b. Mission, vision, and strategic directives
 - c. Review GRF Donation Policy

- d. Discuss standardizing Village-wide working groups which aren't specific to certain Mutual a uniformed structure and scope of work
 - e. Requirements for heirs to become members
 - f. Committee Advisor Qualification Procedure and Policy
 - g. Establish Legal Support Requirement Resolution
12. Date of next meeting: December 17, 2020
13. Adjournment

Anthony Liberatore, Chair
Francis Gomez, Staff Officer



OPEN MEETING

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

Thursday, October 15, 2020 – 1:30 p.m.
VIRTUAL MEETING
Laguna Woods Village Community Center
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Andre Torng - Chair, Sue Margolis, and Neda Ardani

MEMBERS ABSENT: None

ADVISORS PRESENT: None

ADVISORS ABSENT: None

OTHERS PRESENT: Dick Rader

STAFF PRESENT: Francis Gomez and Paul Nguyen

CALL TO ORDER

Andre Torng, Chair, 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 approve the agenda as submitted. Director Ardani seconded the motion.

By unanimous vote the motion carried.

Without objection, the Committee agreed to take items out of order.

APPROVAL OF MEETING REPORTS

President Margolis made a motion to approve the August 20, 2020 meeting report as presented. Director Ardani seconded the motion.

By unanimous vote the motion carried.

CHAIR'S REMARKS

Chair Torng discussed the need to review the Operating Rules Guidebook.

MEMBER COMMENTS ON NON-AGENDA ITEMS

There were no member comments.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None.

REPORTS

Guide to Operating Rules Review

Francis Gomez, Operations Manager, provided an update on the Operating Rules. The Committee members made comments and asked questions. Without objection, the Committee agreed to meet offline to discuss the new directives regarding the Guide to Operating Rules.

Occupancy Agreement Update

The Committee discussed the Occupancy Agreement. The Committee members made comments and asked questions.

ITEMS FOR DISCUSSION AND CONSIDERATION

Code of Conduct

The Committee reviewed and discussed the Code of Conduct. The Committee members made comments and asked questions.

Committee Member Comments

None

Future Agenda Items

- Roles, responsibilities and protocols
- Mission, vision, and strategic directives
- Review GRF Donation Policy (Andre Torng)
- Discuss standardizing Village-wide working groups which aren't specific to certain Mutual a uniformed structure and scope of work
- Requirements for heirs to become members
- Committee Advisor Qualification Procedure and Policy
- Establish Legal Support Requirement Resolution

Date of next Meeting

The next meeting is scheduled for Thursday, November 19, 2020 at 1:30 p.m. via virtual meeting.

Adjournment

With no further business before the Committee, the Chair adjourned the meeting at 3:31 p.m.

DRAFT
Andre Torng, Chair
United Laguna Woods Mutual



STAFF REPORT

DATE: November 19, 2020
FOR: Governing Documents Review Committee
SUBJECT: Operating Rules

RECOMMENDATION

Review and provide direction.

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.

On August 20, 2020, the Committee reviewed the updated Operating Rules Handbook and commended staff on satisfying the objective provided by the Committee. Additionally, Former Chair Andre Torng will meet with staff off line to discuss further objections regarding the Operating Rules and possible cost associated in implementing of same.

On September 2, 2020, Former Chair Torng and staff met to discuss his objectives further. The objectives were forwarded to the appropriate department for review.

On November 2, 2020, President Sue Margolis and staff met to discuss the Operating Rules Guidebook. President Margolis directed staff to work with the Landscape Department on what rules to include and review the hyperlinks. President Margolis informed staff that any

additionally items would be discussed at a future Governing Documents Review Committee meeting.

DISCUSSION

Staff is working with the Landscape Department to ensure that the proper operating rules are included in the Operating Rules Guidebook. Additionally, staff continues to review the document for efficiency.

FINANCIAL ANALYSIS

None

Prepared By: Francis Gomez, Operations Manager

Reviewed By: Blessilda Wright, Compliance Supervisor

News from Beaumont Tashjian

Beaumont Tashjian <info@hoa-attorneys.ccsend.com>

on behalf of

Beaumont Tashjian <info@hoaattorneys.com>

Mon 11/2/2020 2:37 PM



HOA Legal Informer

News and Updates Affecting HOA's

AB 3182 Checklist

As you likely know, Assembly Bill 3182 ("AB 3182") recently passed and will go into effect January 1, 2021. Under AB 3182, any provisions of the governing documents which "unreasonably restrict" renting will be void and unenforceable, with limited exceptions.

In light of the new law, we want your community to be prepared and have created an "AB 3182 Checklist" to assist you in evaluating the next steps to take.

- Review Governing Documents for Any Rental Restrictions.
- Determine Whether any Said Rental Restrictions Violate AB 3182:
 - Rental Cap;
 - Minimum Lease Term;
 - Occupancy Requirements; or

- Any other provision that may potentially be deemed an “unreasonable” restriction on leasing.
- Decide Whether to Amend/Revise Governing Documents to:
 1. Comply with AB 3182; and/or
 2. Include New, Legally-Compliant Rental Restrictions.
- Prepare Amendment and Voting Documents (i.e., Secret Ballots, etc.).
- Prepare Revision(s) to Rules and Regulations (if applicable).

Again, it is critical that the Board act now to ensure your community is protected and liability is limited. Failure to amend your governing documents could result in current rental restrictions being invalidated (starting January 1, 2021) and monetary penalties imposed (starting December 31, 2021).

Please let us know how Beaumont Tashjian can be of assistance to your association. Please note, for a flat fixed fee, our office can perform the necessary review of your governing documents to determine if the association is in violation of AB 3182, and thereafter guide the Board through amending the governing documents, as needed.