

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
24351 El Toro Road, Laguna Woods, CA 92637

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

MEMBERS ABSENT: None

ADVISORS PRESENT: Dick Rader, Juanita Skillman and Mary Stone

ADVISORS ABSENT: Bevan Strom

OTHERS PRESENT: None

STAFF PRESENT: Francis Gomez, Pamela Bashline, Paul Nguyen, and Tina Moran

CALL TO ORDER

Chair Addington called the meeting to order at 1:32 p.m.

ACKNOWLEDGEMENT OF PRESS

The media was not present.

APPROVAL OF THE AGENDA

Director Bastani made a motion to approve the agenda as presented. By unanimous vote the motion carried.

APPROVAL OF MEETING REPORTS

Director Margolis made a motion to approve the meeting report from the January 21, 2021 meeting.

By unanimous vote the motion carried.

CHAIR'S REMARKS

Chair Addington welcomed Director Diane Casey to the Committee. Chair Addington also discussed procedures of the meeting. Sue Margolis, Dick Rader, Diane Casey requested staff not to send physical copies of the agenda packet to their residence.

MEMBER COMMENTS ON NON-AGENDA ITEMS

Mary Stone made a comment that the Minutes from July 2020 were not posted on the website.

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None.

REPORTS

Operating Rules Guidebook

Francis Gomez, Compliance Manager, presented the Operating Rules Guidebook. The Committee members made comments and asked questions.

Director Margolis made a motion to post the updated version to the website and continue discussion next month.

By unanimous vote, the motion carried.

ITEMS FOR DISCUSSION AND CONSIDERATION

Goals for 2021:

Chair Addington, presented the Goals for 2021. The Committee members made comments and asked questions.

Without objection, the Committee assigned the following tasks:

- Make documentation supportable and easy to use – Francis Gomez
- 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 – add to Future Agenda Items
- Review financial qualifications for members – add to Future Agenda Items
- Streamline the resale application process where applicable – Pamela Bashline and Tina Moran
- Review active resolutions and make sure they're accessible from the web – Francis Gomez
- Ensure deleted or otherwise inoperable resolutions are deleted from the active files and put in the appropriate archive – Francis Gomez
- Review current SOPs for directors and revise as needed – Sue Margolis, Mary Stone, Juanita Skillman

Committee Member Comments

Mary Stone requested the Committee Charter.

Future Agenda Items

By consensus, the Committee requested that “Operating Rules Guidebook” update on “Director SOP” , “Review Financial Qualification for members” , One page explanation of resident procedure and Streamline Member Resale Application process to be added to

future agenda items.

- **Date of Next Meeting**

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

Adjournment

With no further business before the Committee, the Chair adjournment the meeting at 3:04 p.m.

Elsie Addington

[Elsie Addington \(Feb 22, 2021 17:03 PST\)](#)

Elsie Addington, Chair






Governing Documents Review Committee Minutes 2-18-2021

Final Audit Report

2021-02-23

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