

**OPEN MEETING**

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

Thursday, March 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:** Blessilda Wright, Nancy Duenas, Siobhan Foster and Paul Nguyen

**CALL TO ORDER**

Chair Addington called the meeting to order at 1:30 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 February 18, 2021 meeting.

By unanimous vote the motion carried.

**CHAIR'S REMARKS**

None

**MEMBER COMMENTS ON NON-AGENDA ITEMS**

None

## **RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS**

None.

## **REPORTS**

### **Operating Rules Guidebook**

Blessilda Wright, Compliance Supervisor, presented the Operating Rules Guidebook. The Committee members made comments and asked questions.

Chair Addington directed Advisor Stone to email her additional suggestion to staff:

- Change “Architectural Standards” to “Architectural Review Procedure”
- Election Rules link moved to “Policies and Procedures”
- Under “Operating Rules” make a link for “Landscape” and “Vehicle Traffic”

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Guarantor Policy:**

The Committee thought Director Achrekar wanted to discuss the Guarantor Policy but he submitted a Power Point on the possible effects of AB 3182 on Village sublease policies. instead. Director Achrekar was not able to attend so the Committee watched his Power Point and discussed the points it raised.

As a result of the discussion, the Committee directed staff to review the following items further and provide a recommendation:

- Strengthen restrictions to the extent allowed by law
  - Increase handling fees, fines, etc.
  - Strengthen background check on sublessees
  - Institute deposits for condition (pre/post property inspections)
  - Non refundable fee (for unaltered manors for maintenance purpose)
- Add an annual fee charged for members who sublease for the purpose to offset the need of additional staff for management, additional inspection services, more security, and possible wear and tear on the Units

### **Goals for 2021:**

The Committee discussed status of the Goals for 2021.

### **Updated - Resale Process Efficiencies:**

Nancy Duenas, Community Services, present the Update – Resales Process Efficiencies. The Committee members made comments and asked questions.

President Margolis made a motion to accept the following changes to the membership application and documentation required:

1. FICO scores over 700 does not require the full credit report in the membership application packet;
2. Only provide the first three pages of the escrow instruction;
3. Only provide the property detail Page and the Area Sales Analysis reflecting the median value; and

4. Summary page of each investment account document reflecting the report date, owner of the account, account number and balance.

By unanimous vote, the motion carried.

Staff was directed to write a resolution for the FICO 700 requirement for the resale packet and present at the next regular Board meeting.

- Ensure deleted or otherwise inoperable resolutions are deleted from the active files and put in the appropriate archive  
Ms. Wright advised the Committee staff had received the settlement agreement and is currently under review. Staff will present its findings at the next meeting.
- Review current standard operating procedures (SOP) for directors and revise as needed – Sue Margolis, Mary Stone, Juanita Skillman  
Advisor Stone presented Committee Chair Guidelines SOP. The Committee members made comments and asked questions.

President Margolis made a motion to accept and file the Committee Chair Guidelines SOP

By unanimous vote, the motion carried

The Committee assigned the following SOP review:

Officers – Mary Store

Finance/Treasurers – Diane Casey and Azar Asgari

Budget – Sue Margolis

Corrective Action Request (CAR) Form – TBD

Corporate Members – Juanita Skillman

### **Committee Member Comments**

Mary Stone wants to send SOP to Francis Gomez and Blessilda Wright.

### **Future Agenda Items**

- Review Financial Requirements for Members
- Directors SOP
- One Page Explanation of Resident Procedure
- Tighten Subleasing Requirement
- **Date of Next Meeting**

The next meeting is scheduled for Thursday, April 15, 2021 at 1:30 p.m. via virtual meeting.

### **Adjournment**

With no further business before the Committee, the Chair adjournment the meeting at

3:03 p.m.

*Elsie Addington*

Elsie Addington (Apr 2, 2021 12:15 PDT)

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Elsie Addington, Chair






# Governing Documents Review Committee Minutes 3-18-2021.1

Final Audit Report

2021-04-02

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|-----------------|---|
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