



OPEN MEETING

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

Thursday, June 17, 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, Reza Bastani, and Diane Casey

MEMBERS ABSENT: None

ADVISORS PRESENT: Dick Rader, Juanita Skillman, and Bevan Strom

ADVISORS ABSENT: Mary Stone

STAFF PRESENT: Francis Gomez, Pamela Bashline 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

President Margolis made a motion to amend the agenda by adding “Discuss and Consider Possible Fee/Fine for Resident Caused Plumbing Problem” as Agenda Item 9c. Without objection the motion carried.

APPROVAL OF MEETING REPORTS

President Margolis made a motion to approve the meeting report from the May 20, 2021 meeting.

Without objection the motion carried.

CHAIR’S REMARKS

Chair Addington had no remarks and stated it was nice to see everyone.

MEMBER COMMENTS ON NON-AGENDA ITEMS

None

RESPONSE TO MEMBER COMMENTS ON NON-AGENDA ITEMS

None

REPORTS

Review Financial Requirements for Members

Pamela Bashline, Community Services Manager, presented the Financial Requirements for Members. The Committee members made comments and asked questions. The Committee reviewed changes to Section 4a, 4j, and add a minimum amount to Section 2g.

Without objection the Committee recommended the changes be available next month for the Board to review.

ITEMS FOR DISCUSSION AND CONSIDERATION

Status of 2021 Goals:

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

- The Committee requested that Sublease Requirements be added to the Project Log as items number seven.
- The Committee discussed the Director SOP/Job Descriptions and made the following assignments:
 - Treasurer – D. Casey
 - Officers – Mary Stone
 - President, First Vice-President and Second Vice-President – S. Margolis and J. Skillman
 - Corporate Members – J. Skillman
 - Secretary – J. Skillman
 - Advisors – pending

Discuss and Consider Possible Fee/Fine for Resident Caused Plumbing Problem

The Committee discussed and considered possible fee/fine for resident caused plumbing problems, specifically establishing a flat fee for major plumbing issues caused by a resident. Without objection, the Committee recommended that the discussion be sent to the Maintenance and Construction Committee (M&C) Meeting for further discussion.

Committee Member Comments

Director Bastani wants the minutes be ready and posted within a week of the meeting.

Future Agenda Items

- Director SOP
- Subleasing Requirements
- One Page Explanation of Resident Procedure
- Leasing (Use power point from Director Cash presentation)

Date of Next Meeting

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

Adjournment

With no further business before the Committee, the Chair adjournment the meeting at 3:12 p.m.

Elsie Addington

Elsie Addington (Jun 24, 2021 15:34 PDT)

Elsie Addington, Chair

Governing Documents Review Committee






Minutes 06-17-2021

Final Audit Report

2021-06-24

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