



**OPEN MEETING**

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

Thursday, July 16, 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:** Bevan Strom

**OTHERS PRESENT:** Dick Rader

**STAFF PRESENT:** Francis Gomez, Pamela Bashline, and Debbie Ballesteros

**CALL TO ORDER**

Andre Torng, Chair, called the meeting to order at 1:35 p.m.

**ACKNOWLEDGEMENT OF PRESS**

The Media was not present.

**APPROVAL OF THE AGENDA**

President Margolis made a motion to remove Code of Conduct from the agenda and to approve the amended agenda. Director Torng 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 June 18, 2020 meeting report as presented. Director Ardani seconded the motion.

By unanimous vote the motion carried.

## **CHAIR'S REMARKS**

Chair Torng wants to review governing documents in this meeting. He explained that he wants to talk about the do's and don'ts so that everyone can understand them.

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

None

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

None

## **REPORTS**

### **Occupancy Agreement Update**

The Committee discussed the Occupancy Agreement. The Committee members made comments and asked questions. The committee only reviewed a portion of the Occupancy Agreement, the review will continue next meeting.

### **Compare and Discuss Third Mutual Sales Qualification**

The Committee discussed the Third Mutual Sales Qualification. The Committee members made comments and asked questions.

President Margolis made a motion to use the same policy for United. Director Ardani seconded the motion.

By unanimous vote the motion carried.

The Committee directed staff to bring a resolution to the next regular Board meeting.

### **Guide to Operating Rules Update**

Francis Gomez, Operations Manager, provided an update on the Operating Rules. The Committee members made comments and asked questions.

The Committee directed staff to send them the Operating Rules presented for review and comments.

Pamela Bashline, Community Services Manager, entered the meeting at 2:01 p.m.

## **ITEMS FOR DISCUSSION AND CONSIDERATION**

### **Code of Conduct**

The Committee tabled this discussion to the next meeting.

### **Review Operating Rules Issues & Concerns**

Chair Torng discussed issues and concerns with the operating rules. There was no action taken from the Committee on this item.

### **Committee Member Comments**

There were no comments.

### **Future Agenda Items**


- 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
- Roles, responsibilities and protocols
- Mission, vision, and strategic directives
- Committee Advisor Qualification Procedure and Policy
- Establish Legal Support Requirement Resolution
- Committee Advisor Qualifications Procedure and Policy

### **Date of next Meeting**

The next meeting is scheduled for Thursday, August 20, 2020 at 1:30 p.m. via virtual meeting.

### **Adjournment**

With no further business before the Committee, the Chair adjourned the meeting at 3:02 p.m.

  
Andre Torng (Jul 20, 2020 18:34 PDT)  
Andre Torng, Chair  
United Laguna Woods Mutual






# United Governing Docs Review Committee Minutes 07-16-2020

Final Audit Report

2020-07-27

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