

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF UNITED LAGUNA HILLS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**February 13, 2007**

The Regular Meeting of the Board of Directors of United Laguna Hills Mutual, a California Non-Profit Mutual Benefit Corporation, met on Tuesday February 13, 2007, at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Beth O'Brien, Jan McLaughlin, Linda Wilson, Jim McNulty, Bevan Strom, Mary Stone, Burns Nugent, John Dalis, Maxine McIntosh, Ken Hammer

Directors Absent: Marty Rubin

Others Present: Milt Johns, Patty Fox, Janet Price (10:26 A.M. – 11:09 A.M.)  
*Executive Session:* Milt Johns, Patty Fox, Cris Trapp

**CALL TO ORDER**

Beth O'Brien, President of the Corporation, chaired the meeting, and stated that it was a Regular Meeting held pursuant to notice duly given. A quorum was established and the meeting was called to order at 9:30 A.M.

A moment of silence was held to honor the US Troops serving our country and those placed in harm's way.

**PLEDGE OF ALLEGIANCE**

Director Jim McNulty led the Pledge of Allegiance to the Flag.

**ACKNOWLEDGEMENT OF PRESS**

Cheryl Walker of the Laguna Woods Globe, and the Channel 6 Camera Crew, by way of remote cameras, were acknowledged as present.

**MEMBER COMMENTS**

- Larry Dersh (222-D) addressed the Board on GRF land planning
- Roy McLain (2087-E) commented on weighted votes
- Bill Mueller (335-C) commented on co-op ownerships
- Jerry Sheinblum (3488-C) announced the next CCA Townhall Meeting

**APPROVAL OF AGENDA**

The agenda was approved as amended by removing the request of *267-B Avenida Sevilla to install a white vinyl framed, dual pane glass room addition on the upper balcony* from the ASV Consent Calendar and placing it under New Business for discussion.

**APPROVAL OF MINUTES**

The Minutes of the Regular Meeting of January 9, 2007 were approved as written.

**OLD BUSINESS**

Director Maxine McIntosh made a motion to remove from the table the motion to approve revised Mutual Alteration Standard Section 7, Antennas, Amateur Radio and Satellite Dishes. Director Ken Hammer seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation, Director Bevan Strom, read the proposed resolution. Discussion ensued.

By a vote of 9-0-0 the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 01-07-17**

**WHEREAS**, an Advisory Committee has recommended that the Board of Directors further amend the United Laguna Hills Mutual Alteration Standards, with suggested changes;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2007, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 7, Antennas, Amateur Radio and Satellite Dishes as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution; and

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 14, 1996 is hereby amended and Resolution U-02-12 adopted February 12, 2002 is hereby superseded and cancelled.

Director Jan McLaughlin made a motion to remove from the table the motion to approve revised Mutual Alteration Standard Section 11, Doors - Exterior. Director McIntosh seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation read the proposed resolution. Discussion ensued.

Resident Member Marjorie Kinney (267-A) addressed the Board on the Standard.

By a vote of 8-1-0 (Director Strom opposed) the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 01-07-18**

**WHEREAS**, the Board of Directors of this Corporation adopted Resolution U-96-62 on May 14, 1996, which approved the United Laguna Hills Mutual Alteration Standards; and

**WHEREAS**, an Advisory Committee has recommended that the Board of Directors further amend the United Laguna Hills Mutual Alteration Standards with suggested changes;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2007, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 11, Doors - Exterior, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution; and

**RESOLVED FURTHER**, that Resolution U-96-62, adopted May 14, 1996 is hereby amended, and Resolution 01-03-152 adopted November 10, 2003 is hereby superseded and cancelled.

Director Mary Stone made a motion to remove from the table the motion to approve a Hate Crime/Incident Reporting Policy. Director Ken Hammer seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation read the proposed resolution.

By a vote of 9-0-0 the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 01-07-19**

**WHEREAS**, it is the desire of the Corporation to create an environment that is safe for all residents and free of attack against an individual's disability, gender, nationality, race or ethnicity, religion, and/or sexual orientation; and

**WHEREAS**, to support residents in that regard the Board of Directors of this Corporation desires to implement procedures to help individuals efficiently and effectively report hate crimes and incidents to the proper authorities:

**NOW THEREFORE BE IT RESOLVED**, February 13, 2007 that the Board of Directors of this Corporation recommends that any individual that believes a hate crime or incident may have occurred take the following action:

- Call the Laguna Woods Police Services at (949) 770-6011 immediately and make a report. **IN AN EMERGENCY SITUATION, CALL 911.**
- Obtain medical attention, if needed. Be sure to keep all medical documentation.

- Leave all evidence in place. Do not touch or remove or clean up anything.
- Document what happened by: taking photographs of all evidence, including physical bodily damage, writing down exactly what was said, particularly any words that indicate bias motivation, and other information that may be valuable.
- Get the name(s), address(es) and phone number(s) of other victims and witnesses.
- If possible, write down a description of the perpetrator and the perpetrator's vehicle.
- Call **1-888-NO-2-HATE** and report the occurrence to OC Human Relations.

**RESOLVED FURTHER**, that the Officers and Agents of the Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

Director Stone made a motion to remove from the table the motion to approve an Anti-Littering Policy. Director McLaughlin seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation read the proposed resolution.

Resident Member Frank Roth (871-C) addressed the Board on the resolution.

By a vote of 9-0-0 the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 01-07-20**

**RESOLVED**, February 13, 2007 that it is prohibited for any person knowingly and intentionally, without the consent of the Board of Directors, except for those policies expressly allowed by the Board of Directors, to dump, deposit, place, throw, leave, or cause or permit dumping, depositing, placing, throwing, or leaving of, litter on any property managed by the Corporation; and

**RESOLVED FURTHER**, that the term "litter," as used herein, means all rubbish, refuse, waste material, garbage, offal, paper, glass, cans, bottles, trash, debris, or any foreign or organic substance of every kind and description; and

**RESOLVED FURTHER**, that any person found guilty of violating this anti-littering policy shall be subject to disciplinary action, per the Corporation's Progressive Disciplinary Policy, and

**RESOLVED FURTHER**, that the Officers and Agents of the Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

### **NEW BUSINESS**

The Secretary of the Corporation read a proposed resolution on approving members of the Corporation to the Nominating Committee. Director Strom moved to approve the resolution. Director John Dalis seconded the motion and discussion ensued. Without objection the motion carried and the following resolution was adopted:

#### **RESOLUTION 01-07-21**

**RESOLVED**, February 13, 2007 that the following persons are hereby appointed to serve on the Nominating Committee of this Corporation:

Jim Brigante  
Jim Davis  
Marie Hall  
Maureen LaBonte  
Arthur Moss  
Jim Shaffer  
Althea Usher

**RESOLVED FURTHER**, that Resolution 01-06-16, adopted March 14, 2006 is hereby superseded and cancelled; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

Director Burns Nugent made a motion to approve the request of 267-B Avenida Sevilla to install a white vinyl framed, dual pane glass room addition on the upper balcony. Director Linda Wilson seconded the motion and discussion ensued.

Ms. Beverly Smith of 267-B addressed the Board on her request.

Ms. Janet Price entered the meeting at 10:26 A.M.

Resident Member Marjorie Kinney (267-A) addressed the Board on Ms. Smith's request.

By a vote of 4-5-0 (Directors Nugent, Wilson, McNulty, Dalis voted in favor) the motion to approve failed and the following resolution was adopted:

**RESOLUTION 01-07-22**

**RESOLVED**, February 13, 2007 that the request of Ms. Beverly Smith of 267-B Avenida Sevilla to install a white vinyl framed, dual pane glass room addition on the upper balcony at 267-B is hereby denied.

**CHAIR'S REMARKS**

President O'Brien commented on GRF voting and non-voting membership requirements, and basis for weighted votes.

**GENERAL MANAGER'S REPORT**

Mr. Milt Johns updated the Membership on GRF land planning and Gate 15 emergency access road projects.

**CONSENT CALENDAR**

Without objection and by way of unanimous consent the Consent Calendar was approved as amended and the following actions were taken:

**Architectural Standards and Variances Committee:**

**RESOLUTION 01-07-23**

**RESOLVED**, February 13, 2007 that the request of Mr. Alan Doctors of 244-B Calle Aragon for the Mutual to install a walkway light in front of his manor is hereby denied.

**Landscape Committee Recommendation:**

|        |                                                                                   |
|--------|-----------------------------------------------------------------------------------|
| 64-D   | Denial of request for tree removal                                                |
| 565-B  | Denial of request for tree replacement                                            |
| 687-D  | Denial of request for tree removal                                                |
| 822-A  | Denial of request for sprinkler revision; approval of on-schedule slope plantings |
| 2165-B | Approval of request for off-schedule tree removal at the Mutual's expense         |

**Finance Committee Recommendations:**

**RESOLUTION 01-07-24**

**WHEREAS**, Member ID 947-454-10 is currently delinquent to United Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-454-10; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

**RESOLUTION 01-07-25**

**WHEREAS**, Member ID 947-455-28 is currently delinquent to United Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, February 13, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-455-28; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

**COMMITTEE REPORTS and SERVICES**

**FINANCE REPORT**

Director Jim McNulty reported on the Treasurer's Report and the Finance Committee.

Ms. Janet Price left the meeting at 11:09 A.M.

Director Jan McLaughlin reported from the Architectural Standards and Variances Committee.

Director Linda Wilson reported from the Landscape Committee.

Director Bevan Strom reported from the Planning and Project Development Committee.

The Secretary read the following proposed resolution on approving a distribution of publications policy:

**RESOLUTION 01-07**

**RESOLVED**, April 10, 2007, that the Board of Directors of this Corporation hereby establishes the following policy for the distribution of publications, advertisement, announcements, campaign material, petitions, and related printed literature (hereinafter "Material") on property owned and managed by the United Laguna Hills Mutual; and

***RESOLVED FURTHER, any materials, including petitions to gather signatures, to be distributed to United Mutual residents shall bear identification as to its source and any individual or entity distributing such material shall comply with all of the following conditions:***

1. Distribution of Material
  - a. Door-to-door distribution of Material shall be permitted, as long as the act of distributing such Material does not rise to the level of creating a nuisance for Laguna Woods Village residents.
  - b. Material that is distributed door-to-door may only be left on the surface of the thresholds of front doors. Material may not be hung from doorknobs nor placed in USPS delivery points, nor left on vehicles in carports.
2. Petitions
  - a. Only Mutual Members or their designated agents are permitted to gather signatures on petitions.
  - b. The petition must remain in the possession of the signature gatherer (there can be no unattended petitions).
3. Posting of Material
  - a. Posting locations are limited to those areas reserved for posting, such as Laundry Room bulletin boards and are available only for residents.
  - b. Only one posting per subject matter is allowed on the posting site.



- c. The size of the posting shall not exceed 6" by 8" to allow space for other postings.
- d. Each posting by a resident must identify the posting individual's name and posting date.
- e. Any Material considered lewd or vulgar will be subject to removal.
- f. Postings shall be removed after thirty (30) days.
- g. All Material must comply with state and federal laws.
- h. Postings that do not comply with these rules will be subject to removal.

**RESOLVED FURTHER**, that the Officers and Agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purposes of this resolution.

Director Strom moved to approve the resolution. Director Hammer seconded the motion and discussion ensued.

Director McLaughlin amended the motion to add the following paragraph "1(c) the material must bear the identification of organizational member as the distributor." Director Wilson seconded the motion. Discussion ensued.

Without objection the amended motion was withdrawn.

Director Strom made a motion to revise the second paragraph to read: "RESOLVED FURTHER, any materials, including petitions to gather signatures, to be distributed to United Mutual residents shall bear identification as to its source and any individual or entity distributing such material shall comply with all of the following conditions:" The motion was seconded and discussion ensued.

By a vote of 6-2-1 (Directors Dalis and Hammer opposed, and Director Nugent abstained), the amendment carried.

Mr. Johns provided a brief background on the resolution and recommended that the resolution undertake a legal review prior to its approval in April.

Resident Members Frank Roth (871-C) and Iris Gorin (828-Q) addressed the Board on the resolution.

Director Stone made a motion to table the resolution to the April Meeting to satisfy the required statutory thirty-day notice requirements. Director Hammer seconded the motion and without objection the motion carried.

Director McLaughlin made a motion directing staff to obtain a legal review of the resolution. The motion was seconded and carried unanimously.

Director Linda Wilson reported from the Resident Relations Information Services.

The Directors reported from the GRF Committees to which they are assigned.

### **DIRECTORS' FORUM**

- Director McNulty thanked the members attending the finance committee
- Director Stone encouraged the residents to follow the rules and regulations
- Director Strom encouraged residents to place garbage and newspapers each in their appropriate receptacles
- Director Wilson encouraged residents to place garbage and newspapers each in their appropriate receptacles
- Director Dalis congratulated and acknowledged certain United residents who were recognized in the Orange County Register
- Director Hammer encouraged the residents to obtain personal property insurance
- Director McIntosh commented on land planning and commended President O'Brien for a well run meeting
- President O'Brien encouraged the residents to obtain HOA insurance and commented on Average Daily Trips (ADT)

### **MEETING RECESS**

The Regular Open Session Meeting recessed for lunch at 12:16 P.M. and reconvened back into the Regular Executive Session at 1:06 P.M.

During its January 9, 2007 Regular Executive Session, the Board reviewed and approved the Special Executive Session Minutes of September 19, 2006, the Special Executive Session Minutes of December 6, 2006, and the Regular Executive Session Minutes of December 12, 2006. The Board heard eight (8) Regular Disciplinary Hearings and one (1) Appeal Disciplinary Hearing and imposed fines totaling \$1,200 for violations of the Mutual's rules and regulations. The Board also discussed other disciplinary matters, contractual, and pending litigation matters, and approved the recording of a Notice of Default for Member ID 947-370-87.

During its January 24, 2007 Special Executive Session Meeting the Board discussed third party contracts.

The Traffic Committee of the Board met in Executive Session on January 17, 2007 to discuss member disciplinary issues.

### **ADJOURNMENT**

With no further business before the Board of Directors, the meeting was adjourned at 4:40 P.M.

---

Elizabeth M. O'Brien, President

# UNITED LAGUNA HILLS MUTUAL

## SECTION 7 SATELLITE DISHES MARCH 1996

REVISED FEBRUARY 2002, RESOLUTION U-02-12  
REVISIONS PENDING, OCTOBER 2006  
Approved RESOLUTION 01-07-17

### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Permits and Inspection office with city permit numbers prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal maybe required upon sale of a manor, or deterioration of the alteration.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the National Electric Code.
- 1.4 **WORK HOURS:** No work shall start before 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspection office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved the Permits and Inspection office. Contractors must use the same company used by the City of Laguna Woods.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade unless otherwise approved by the Permits and Inspection office.

## **2.0 APPLICATIONS**

- 2.1** Prior to installation of any satellite dishes, a plan and specifications of all proposed work and equipment must be submitted for approval as specified in Section 1.5.
- 2.2** All steel mounting components for the satellite dish must be galvanized or zinc coated.
- 2.3** In the event that a satellite dish must be removed for any reason, it shall be the Member's responsibility to remove and properly store it until such time that maintenance work has been completed.
- 2.4** No satellite dish will be permitted (or installed) which may pose a hazard to residents or workmen due to its location and/or dimensions.
- 2.5** Drilling through the exterior of a wall for coaxial access must be approved by Staff. Any penetrations through walls shall be thoroughly sealed and inspected by Staff. The length of exterior cable runs must be kept to a minimum.
- 2.6** The Member applying for permit shall provide the Permits and Inspection office with a plan indicating all work to be done; i.e., type of satellite dish, a full description, the location on building, anchoring, and relevant information regarding all attachments. Site location will be contingent on Staff approval.
- 2.7** According to the plans submitted and the need for specific satellite dish gear, the Member shall make all efforts to install a unit that will be hidden from sight and is as compact as possible.

## **3.0 EQUIPMENT**

### **3.1 Satellite Dishes**

- a.** No more than one (1) dish per dwelling unit is allowed.
- b.** All satellite dishes shall be installed only where the property is exclusively used by the resident, such as the patio or balcony of the manor. Installation shall not be upon, nor penetrate, common areas (e.g. roof, hallways, walkways, exterior walls of the building, community gardens, extending beyond the balcony or patio, etc.)
- c.** Per the Federal Communications Commission (FCC), the Mutual is not obligated to provide a place for the installation of a

satellite dish if there is not an area exclusively used by the resident capable of receiving clear signals (*Reference: FCC Fact Sheet on Placement of Antennas; May 2001; copy available at the Permits and Inspection office*).

- d. A non-penetrating stand or pipe mount must be utilized.
- e. Attachments shall be per Staff specifications, utilizing good engineering practice.
- f. A satellite dish may require painting to blend into the background against which it is mounted, per the discretion of Staff.

### **3.2 Coax Cables**

- a. No coax cables shall be larger than 1/2" diameter.
- b. All cables should be painted to match surfaces attached to.
- c. All cables will be secured to the building to maintain a stable position. All fasteners and techniques shall be approved prior to installation.
- d. Cables running up exterior wall will be permitted the location of which will be contingent only upon Staff approval.

# UNITED LAGUNA HILLS MUTUAL

## SECTION 11 DOORS, EXTERIOR JUNE 1999

REVISED NOVEMBER 2003, RESOLUTION 01-03-152  
REVISIONS PENDING, OCTOBER 2006  
Approved RESOLUTION 01-07-18

### 1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building. Removal maybe required upon sale of a manor, or deterioration of the alteration.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade unless otherwise approved by the Permits and Inspections office.

## **2.0 TYPES OF DOORS**

- 2.1** All doors shall be of solid core 1-1/2" minimum thickness with exterior grade hardware.
- 2.2** Dutch doors, French doors, and double door conversions to single doors, with or without sidelites, are allowed in an area that faces into a patio or courtyard surrounded by walls, or is more than 25 feet away from other front doors.
- 2.3** Screen door additions are acceptable.

## **3.0 APPLICATIONS**

- 3.1** The exterior of the doors shall match the Mutual's chosen paint colors (as determined by the Mutual), or be of natural wood, or be white.
- 3.2** All adjacent doors (those that are within 25 feet of the subject doors) shall match in color and style with one another, including the size and shape of glass, if any.
- 3.3** Any required irrigation or landscaping modifications resulting from the door (or required stoop) installation must be performed by the Mutual, at the Mutual Member's expense.