

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

June 12, 2007

The Regular Meeting of the Board of Directors of United Laguna Hills Mutual, a California Non-Profit Mutual Benefit Corporation, met on Tuesday June 12, 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, Burns Nugent, John Dalis, Ken Hammer, Marty Rubin, Maxine McIntosh

Directors Absent: Mary Stone

Others Present: Milt Johns, Patty Fox, Janet Price (10:56 A.M. - 11:08 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 John Dalis led the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF PRESS

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

MEMBER COMMENTS

- Roy McLain (2087-E) commented on the right to vote
- Edy Stumpf (244-D) commented on current leasing policy
- Jerry Sheinblum (3488-C) announced the next CCA Townhall Meeting at Clubhouse Five
- Gilbert Rowland (5442) invited the Board and the membership to attend the Saddleback Kiwanis 40th Anniversary Event
- Ming Chang (771-C) addressed the Board on the financial requirements

APPROVAL OF AGENDA

The agenda was approved as amended by revising 8(a) to read "Recommendation to Deny Request for 72-B to Retain Faux Wood Tone Door."

APPROVAL OF MINUTES

The Minutes of the Regular Meeting of May 8, 2007 were approved as submitted.

OLD BUSINESS

President O'Brien welcomed Arthur Moss, Chair of the Nominating Committee, who provided a report of the Nominating Committee and encouraged qualified residents to run for the Board.

Director Maxine McIntosh made a motion to remove from the table the motion to approve the policy governing carport storage. 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.

Mutual member Joan Blair (449-C) addressed the Board on the resolution.

Without objection the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-59

RESOLVED, June 12, 2007 that the Board of Directors of this Corporation hereby establishes the following standards governing storage in areas not exclusively used by the Member:

RESOLVED FURTHER, that carports are to be used exclusively for the parking of personal, non-commercial vehicles used for personal transportation; and

RESOLVED FURTHER, that except as permitted by the Mutual, storage of personal property in carports shall be contained in carport cabinets in accordance with the Mutual Standards; and

RESOLVED FURTHER, that the storage in carports of oversized items (those that do not fit into the carport storage cabinet) or disaster relief materials owned by the Member of the Corporation that are not unsightly or unsuitable as determined by the Mutual may be stored in the space directly beneath the Member's carport storage cabinet; and

RESOLVED FURTHER, that storage of any type of material in areas not approved by the Mutual for Member storage in property owned by this Corporation shall not be permitted and shall be removed and the property restored, if necessary, at the expense of the Member; and

RESOLVED FURTHER, that the improper or unsafe storage of any item or materials that creates a substantial and material threat to the health, safety and well-being of all residents, including but not limited to noxious, corrosive or combustible materials is strictly prohibited; and

RESOLVED FURTHER, that the Corporation shall issue Notice of Violations to Mutual Members in violation of this resolution which may result in member disciplinary action; and

RESOLVED FURTHER, that Resolution 01-05-37 adopted April 12, 2005 is hereby superseded and cancelled; and

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

Director Hammer made a motion to remove from the table the motion to approve the revised financial requirements. Director Linda Wilson seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation read the proposed resolution.

Discussion ensued and minor changes were made that did not require an additional 30-day notification.

Mutual Member Ming Chang (771-C) addressed the Board on the resolution.

Without objection the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-60

WHEREAS, it is in the best interest of the Corporation to protect and preserve the financial integrity of this Corporation:

NOW THEREFORE BE IT RESOLVED, June 12, 2007 that the minimum financial requirements are revised as follows, effective for any escrow opened on or after August 1, 2007:

PROSPECTIVE MEMBERSHIP (manor)

Minimal Annual Income	\$36,000	per year, regardless of the number of persons on the Membership Certificate; and
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Minimal marketable and/or income producing assets	\$100,000	plus the total purchase price of the membership
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GUARANTORS OF PROSPECTIVE MEMBERSHIP

Minimal annual income	\$90,000
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Minimal verifiable marketable \$250,000 plus the total purchase
and/or income producing assets price of the membership.

RESOLVED FURTHER, that once a member has qualified within this Corporation, said member need not requalify for purchase of a replacement manor as long as the person or persons in whose name on the Membership Certificate is held remain the same; and

RESOLVED FURTHER, that financial requirements may be waived when the prospective member obtains secondary financing from a financial institution of at least 50% and not more than 90% of the purchase price; and

RESOLVED FURTHER, that the Board review and approve any financial institution requesting the ability to fund a secondary loan by executing a Recognition agreement; and

RESOLVED FURTHER, that the managing agent is hereby directed to disseminate this information to the realty community serving Laguna Woods Village, Laguna Woods; and

RESOLVED FURTHER, that the Managing Agent is hereby directed to return to the Board in two years with recommendations for retaining or changing the requirements; and

RESOLVED FURTHER, that Resolution 01-06-39, adopted May 9, 2006 is hereby superseded and canceled.

Director John Dalis made a motion to reconsider the previous motion to allow non-members to speak on the motion. Director Strom seconded the motion. By a vote of 2-7-0 (Directors McIntosh and Dalis voted in favor) the motion failed.

Without objection the Board agreed to allow the Chair to give her remarks at this time.

CHAIR'S REMARKS

President O'Brien commented on the voting requirements applicable during Board Meetings per the governing documents, and indicated that any motion required for a majority vote during today's meeting would need 6 votes to pass.

Director Hammer made a motion to remove from the table the motion to approve a memorial sign policy. Director McIntosh seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation read the proposed resolution.

Without objection the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-61

RESOLVED, June 12, 2007 that the Board of Directors of this Corporation hereby prohibits the placement of memorials of any sort on trees, benches or anywhere on United Mutual property except in areas especially designated by the Board of Directors; 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 Hammer made a motion to remove from the table the motion to approve the Alteration Standard Section 17 – Patio Gates & Courtyard Doors. Director Wilson seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation read the proposed resolution.

Discussion ensued.

Without objection the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-62

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, the Architectural Standards & Variances 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, June 12, 2007, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 17 – Patio Gates & Courtyard Doors, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended; 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 Jan McLaughlin made a motion to remove from the table the motion to approve Mutual Alteration Standard, Section 40 for Exterior Roll-Up Shades (Sun Screens). Director Hammer seconded the motion, and without objection, the motion carried.

The Secretary of the Corporation read the proposed resolution.

Without objection the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-63

WHEREAS, this Corporation recognizes the need to establish a policy to address the proper installation and maintenance of exterior roll-up shades;

NOW THEREFORE BE IT RESOLVED, June 12, 2007, the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, Section 40 for Exterior Roll-Up Shades (Sun Screens), as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution U-96-62, adopted May 14, 1996 is hereby amended; and

RESOLVED FURTHER, that Mutual Alteration Standard Section 23 – Shades is hereby superseded and cancelled; and

RESOLVED FURTHER, that Resolution U-99-59, adopted August 19, 1999 is hereby superseded and cancelled as it relates to Section 23; 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.

NEW BUSINESS

Director John Dalis made a motion to approve the variance request from 72-B Calle Aragon to retain the faux wood tone front door. Director Wilson seconded the motion and discussion ensued.

Ms. Cassandra Kirk of 72-B addressed the Board on her request.

Director Wilson made a motion to extend the time for Ms. Kirk to speak for an additional two minutes. Director Dalis seconded the motion. By a vote of 6-3-0 (Directors Nugent, McIntosh and Hammer opposed) the motion carried.

Mutual Members Norman Radke (72-C) and Delsie Zuzak (6874-A) addressed the Board on the motion.

By a vote 4-5-0 (Directors Nugent, McIntosh, Hammer, McNulty and Strom opposed), motion failed and the following resolution was adopted:

RESOLUTION 01-07-64

RESOLVED, June 12, 2006 that the request of Ms. Cassandra Kirk of 72-B Calle Aragon to retain the faux wood tone front door of her manor is hereby denied; and

RESOLVED FURTHER, that the Member is hereby required to return the door to the Mutual approved paint color – with original hardware, or replace the door with a door that meets the Mutual Standards for exterior doors, at the Mutual member's expense, within 30 days of the Board's decision.

The Secretary of the Corporation read a proposed resolution on appointing Director Linda Wilson to attend the upcoming GRF Business Plan meeting. Director Strom moved to approve the resolution. Director McNulty seconded the motion and discussion ensued.

Without objection the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-65

WHEREAS, by way of GRF Resolution 90-07-35, President O'Brien is appointed to the Golden Rain Foundation Business Planning Committee; and

WHEREAS, the GRF Business Planning Committee is scheduled to meet on June 25, 2007 to discuss Version One of the 2008 Business Plan, and President O'Brien is unable to attend; and

WHEREAS, the Committee needs appropriate representation by United Mutual;

NOW THEREFORE BE IT RESOLVED, June 12, 2007 that the Board of Directors of this Corporation hereby appoints Director Linda Wilson in the place and stead of President O'Brien for the purpose of representing United Mutual at the June 25, 2007 GRF Business Plan Committee Meeting.

Ms. Janet Price entered the meeting at 10:56 A.M.

GENERAL MANAGER'S REPORT

Mr. Johns updated the Membership on GRF's land planning process, and announced the upcoming Business Planning Meetings and encouraged the residents to participate.

CONSENT CALENDAR

Without objection the Consent Calendar was approved and the following actions were taken:

Architectural Standards and Variances Committee:

RESOLUTION 01-07-66

RESOLVED, June 12, 2007 that the appeal 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.

RESOLUTION 01-07-67

RESOLVED, June 12, 2007 that the request of Mr. William Easterbrooks of 560-D Avenida Sevilla to create an opening and install a wrought iron gate in the front patio wall of his manor is hereby denied.

RESOLUTION 01-07-68

RESOLVED, June 12, 2007 that the request of Mr. and Mrs. Harold Abraham of 919-A Avenida Majorca to retain a non-standard storage cabinet in the breezeway of their manor is hereby denied; and

RESOLVED FURTHER, that the Member is hereby required to remove the subject cabinet within 30 days of the Board's decision on the matter.

RESOLUTION 01-07-69

RESOLVED, June 12, 2007 that the request of Mr. Arnold Pellman of 931-B Avenida Majorca to install a satellite dish on the roof of his manor is hereby denied.

RESOLUTION 01-07-70

RESOLVED, June 12, 2007 that the appeal request of Mr. Patrick J. Heacock of 951-A Avenida Carmel for reimbursement for repair costs associated with the patio wall at his manor is hereby denied.

Landscape Committee Recommendation:

67-C Denial of appeal request for tree removal

125-D	Denial of appeal request for plant replacements
2068-D	Denial of appeal request for tree removal
45-H	Denial of request for tree removal
67-D	Denial of request for installation of hedge and addition of two benches
197-B	Approval of restoration of landscaping at 193-C at the Mutual's expense
321-C	Approval of request for tree removal at the Mutual's expense
466-O	Approval of request for off-schedule relandscaping at the Mutual's expense
685-C	Denial of request for removal and replacement of shrubs
2081-D	Approval of request for tree removal and replacement at the Mutual Member's expense

Finance Committee Recommendations:

RESOLUTION 01-07-71

WHEREAS, Member ID 947-388-46 is currently delinquent to United Laguna Hills Mutual with regard to the monthly assessment; 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, June 12, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-388-46; 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 01-07-72

WHEREAS, Member ID 947-405-37 is currently delinquent to United Laguna Hills Mutual with regard to the monthly assessment; 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, June 12, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-405-37; 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 01-07-73

WHEREAS, Member ID 947-434-60 is currently delinquent to United Laguna Hills Mutual with regard to the monthly assessment; 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, June 12, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-434-604; 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 01-07-74

RESOLVED, June 12, 2007 that the following persons are hereby appointed as officers of this Corporation:

Beth O'Brien	President
Jan McLaughlin	1st Vice President
Ken Hammer	2nd Vice President
Bevan Strom	Secretary
Jim McNulty	Treasurer

RESOLVED FURTHER, that the following persons are hereby appointed as officers of this Corporation:

Milton E. Johns	Vice President
Janet Price	Assistant Treasurer
Patty Fox	Assistant Secretary
Cris Trapp	Assistant Secretary

Wendy Panizza Assistant Secretary, for the purpose of representing United Mutual in Small Claims Court

Scott Dunham Assistant Secretary, for the purpose of representing United Mutual in Small Claims Court

RESOLVED FURTHER, that Resolution 01-06-98, adopted October 10, 2006 is hereby superseded and cancelled.

COMMITTEE REPORTS and SERVICES

FINANCE REPORT

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

Ms. Price left the meeting at 11:08 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 of the Corporation read a proposed resolution authorizing a supplemental appropriation to affix an additional 162 linear feet of Shepherd's Crook fencing. Director Strom moved to approve the resolution. Director Hammer seconded the motion and discussion ensued.

Without objection the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-75

WHEREAS, a security breach occurred near Building 947 when someone cut the barbed wire atop the wall separating the alleyway behind the Willow Tree (Vons) Center and Laguna Woods Village that resulted in the Board adopting Resolution 01-06-58 appropriating funds to affix 940 linear feet of ornamental Shepherd's Crook fencing to the current perimeter wall near Building 947; and

WHEREAS, some residents have expressed a desire for the Mutual to install additional Shepherd's Crook fencing on the perimeter wall behind Buildings 948 and 949;

NOW THEREFORE BE IT RESOLVED, June 12, 2007 that the Board of Directors hereby authorizes a supplemental appropriation of \$7,900 from the Replacement Fund to affix an additional 162 linear feet of ornamental Shepherd's Crook fencing to the perimeter wall ending just behind Building 948; and

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.

The Secretary of the Corporation read a proposed resolution on rescinding member responsibility for single-fixture stoppages. Director Strom moved to approve the resolution. Director Hammer seconded the motion.

Discussion ensued on the applicability of the required 30-day notification process.

Director McIntosh moved to amend the motion to indicate that the policy shall become effective June 12, 2007. Director Hammer seconded the motion.

Without objection the amendment carried.

Without objection the main motion as amended carried and the Board of Directors adopted the following resolution:

RESOLUTION 01-07-76

WHEREAS, on December 13, 2005, the Board adopted a policy by way of Resolution 01-05-148 which allowed the Mutual to charge members for single fixture stoppages; and

WHEREAS, after review of an analysis conducted on the policy of charging members for single fixture stoppages, the Planning & Project Development Committee found that the continual resident confusion and discontent generated by the policy outweighs the cost benefit to the Mutual;

NOW THEREFORE BE IT RESOLVED, June 12, 2007 ~~August 14, 2007~~, the Board of Directors of this Corporation hereby rescinds Resolution 01-05-148 adopted December 13, 2005; and

RESOLVED FURTHER, that Resolution 01-04-28, adopted February 10, 2004 to establish the Board's "Chargeable Maintenance Services Policy", is hereby amended; 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 Linda Wilson reported from the Resident Relations Information Services.

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

DIRECTORS' FORUM

- Director Strom reminded that Thursday June 14 is Flag Day
- Director Wilson announced the Casino Night for Kiwanis and Transportation Day
- Director Dalis expressed his sentiments on all that the Community provides
- Director Hammer commended GRF for doing a good job
- Director McIntosh commented on the housing market
- Director McLaughlin expressed her sentiments on living in the Community
- Director Rubin thanked the Board for its professionalism during the Board meeting and encouraged the residents to report any potential hazardous issues found around the community
- President O'Brien wished Barbara Pavia best wishes

MEETING RECESS

The Regular Open Session Meeting recessed for lunch at 12:10 P.M. and reconvened back into the Regular Executive Session at 1:00 P.M.

The Traffic Committee of the Board met in Executive Session on May 16, 2007 to discuss member disciplinary issues.

During its May 8, 2007 Regular Executive Session Meeting, the Board of Directors reviewed, revised and approved the Regular Executive Session Meeting Minutes of April 10, 2007. The Board heard four (4) Regular Disciplinary Hearings and imposed fines totaling \$400 and sustained a fine of \$100 for violations of the Mutual's rules and regulations. The Board also discussed other disciplinary matters, contractual, pending litigation matters, and authorized the recording of a Notice of Default for Member ID 947-358-05.

ADJOURNMENT

With no further business before the Board of Directors, the meeting was adjourned at 4:01 P.M.

Bevan Strom, Secretary

UNITED LAGUNA HILLS MUTUAL

SECTION 17 PATIO GATES & COURTYARD DOORS MAY 1996, RESOLUTION U-96-62 REVISED JUNE 2007, RESOLUTION 01-07-62

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 Uniform Building 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. No work shall commence prior to 8:00a.m. and no work shall be permitted after 5:00p.m. on Saturday. No work whatsoever shall be permitted 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 by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1 Only single panel gates, with two hinges, are allowed.

- 2.2** All wood gates and wood courtyard doors will be painted to match the trim color of the building.
- 2.3** Metal patio gates and metal courtyard doors will be painted black.
- 2.4** Gates may be installed that open into patio areas; and also where limited access to entryways does not obstruct necessary access to common areas.
- 2.5** Gates and courtyard doors will be constructed of wood or metal only.
- 2.6** Gates to be matching in construction if facing each other and within 25 feet.
- 2.7** Gates and courtyard doors shall be no higher than the wall in which they are part of, with the exception of decorative arc or radius finished tops.

United Laguna Hills Mutual

SECTION 40 – EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED JUNE 2007, RESOLUTION 01-07-63

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 or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) 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.
- 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(UBC) the California Building Code (CBC) and the National Electrical Code (NEC).
- 1.4 WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. No work shall commence prior to 8:00a.m. and no work shall be permitted after 5:00p.m. on Saturday. No work whatsoever shall be permitted 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 of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her 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 or Member's dumpsters, if required, must have location approved by the Permits and Inspections 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.

2.0 APPLICATION

- 2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional (see paragraph 1.7 above.)
- 2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.
- 2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.
- 2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.
- 2.5 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.
- 2.6 Powered shades (sun screens) and timers are permitted. Automatic sensors for the powered unit requires approval of a variance.
- 2.7 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building. Electrical work must be performed by a California licensed contractor.
- 2.8 Track mounted, or side channel, shades (sun screens) are not permitted.
- 2.9 Shades (sun screens) shall be hung only in a vertical position.
- 2.10 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.
- 2.11 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.
- 2.12 Shades (sun screens) must be hung parallel to the wall or railing.
- 2.13 No shades (sun screens) can hang directly over a door or window, and shades (sun screens) cannot be mounted to the wall of the Manor.
- 2.14 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.
- 2.15 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
- 2.16 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.

- 2.17 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.18 Balcony floors may not be penetrated.
- 2.19 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.