

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

**January 8, 2008**

The Regular Meeting of the Board of Directors of United Laguna Hills Mutual, a California Non-Profit Mutual Benefit Corporation, met on Tuesday January 8, 2008, at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Beth O'Brien, Jan McLaughlin, Linda Wilson, Bevan Strom, John Dalis, Marty Rubin, Mary Stone, Maxine McIntosh, Jim McNulty, Lloyd Foster (9:34 A.M.), Burns Nugent

Directors Absent: None

Others Present: Milt Johns, Patty Fox  
*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 Maxine McIntosh led the Pledge of Allegiance to the Flag.

**ACKNOWLEDGEMENT OF PRESS**

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

**APPROVAL OF AGENDA**

The agenda was approved as written.

Director Lloyd Foster entered the meeting at 9:34 A.M.

Without objection, the Board agreed to limit the total time for Member Comments to 30 minutes.

**MEMBER COMMENTS**

- Libby Marks (82-Q) commended on rumors regarding the conversion of co-ops into condos in 2009
- Iris Gorin (828-Q) commented on GRF surplus, meeting with Board members to discuss resident needs, and documents marked as confidential documents

- Nancy Doran (895-C) commented on need for additional lighting around the community
- Roy McLain (2087-E) commented on voting requirements and qualifications
- Kay Margason (510-C) encouraged the board members to obtain personal liability insurance and their own personal attorney
- Jerry Sheinblum (3488-C) announced the next CCA Townhall Meeting
- Susann Landreth (399-D) commented on credit card expenditures and increase in assessments
- Ken Hammer (797-B) commented on the Mutual paying for an audit

President O'Brien briefly answered each comment made from the members.

### **APPROVAL OF MINUTES**

The minutes of the Regular Meeting of December 11, 2007 were approved as amended and the following changes were made:

- On page 2, the following clauses were added: "Without objection the Minutes of the September 11, 2007 Meeting were approved as amended" and "Without objection the Minutes of the November 13, 2007 Meeting were approved as amended."
- On page 8, first line, the word "in" was changed to "to."
- One page 14, the words "minutes of the" were added in the last paragraph.

The changes were approved without objection.

### **OLD BUSINESS**

Director Bevan Strom made a motion to remove from the table the motion to approve the revised Alteration Standard Section 29--Washer and Dryer Installations. Director Lloyd Foster seconded the motion and the motion carried without objection.

The Secretary of the Corporation, Director Linda Wilson, re-read a proposed resolution approving the revised Alteration Standard Section 29--Washer and Dryer Installations and discussion ensued.

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

### **RESOLUTION 01-08-01**

**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**, January 8, 2008, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 29–Washer and Dryer Installations, 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 Resolution U-99-59 adopted August 10, 1999 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.

President O'Brien encouraged residents to submit their names to staff or the Board Secretary should they wish to serve on the Nominating Committee.

#### **NEW BUSINESS**

A discussion was held relative to the need to assign board members as permanent alternates to participate in committee meetings in the absence of assigned committee members so the committees are completely represented by United Members.

The Board reviewed the Meet and Confer Procedure. No action was taken.

Director Strom made a motion that the Board joins the Community Associations Institute (CAI) under the group discount program at a total annual cost of \$665. Director Jim McNulty seconded the motion and discussion ensued.

Director Marty Rubin amended the motion to reexamine the membership after one year. Director Jan McLaughlin seconded the motion. Prior to the restating the motion by the Chair, Director Rubin withdrew his motion.

Mutual Members Frankie Henry (679-C) and Iris Gorin (828-Q) addressed the Board on the motion regarding legislation not friendly to homeowners, Kay Margason (510-C) commented on educating board members on the governing documents, and Denny Welch (5517-1C) commented on membership in CAI for the residents.

By a vote of 9-1-0 (Director Dalis opposed) the motion carried.

#### **CHAIR'S REMARKS**

President O'Brien commented on responding to comments made by members under the Member Comments portion of the meeting. She also commented on the legal requirements for posting executive session agendas and indicated that, per legal counsel's advice, there is no legal requirement to post executive session agendas in public areas, and further indicated her right to rely on the advise of counsel per Corporations Code Section 7231.

### **GENERAL MANAGER'S REPORT**

Mr. Milt Johns updated the Board on the Recreation Needs Assessment and provided a timeline of events for completion of the Assessment. He also informed the Membership that Standard Pacific may convert the San Sebastian Project into an age-restricted rental property, and updated the Board on the Land Use Plan.

### **CONSENT CALENDAR**

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

#### **Architectural Standards and Variances Committee**

##### **RESOLUTION 01-08-02**

**RESOLVED**, January 8, 2008 that the request of Ms. Jan Enns of 31-B Calle Aragon to reduce the size of the existing Bedroom One window and install a new window is hereby approved; and

**RESOLVED FURTHER**, all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member at 31-B; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections Office located in Laguna Woods Village Community Center.

##### **RESOLUTION 01-08-03**

**RESOLVED**, January 8, 2008 that the appeal request of Mr. and Mrs. William Margolis of 34-C Calle Aragon to retain the window modification is hereby approved; and

**RESOLVED FURTHER**, all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member(s) at 34-C; and

**RESOLVED FURTHER**, the member(s) is required to install horizontally a white vinyl bar/divider to the interior of the alteration window and seek assistance and approval from the Permits and Inspections office for the installation.

##### **RESOLUTION 01-08-04**

**RESOLVED**, January 8, 2008 that the request of Dr. Harvey Lester of 407-A Avenida Castilla to modify windows in the master bedroom is hereby denied.

**RESOLUTION 01-08-05**

**RESOLVED**, January 8, 2008 that the request of Dr. Harvey Lester of 407-A Avenida Castilla to replace the existing kitchen window with a door is hereby approved; and

**RESOLVED FURTHER**, all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member(s) at 407-A; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections Office located in the Laguna Woods Village Community Center

**RESOLUTION 01-08-06**

**RESOLVED**, January 8, 2008 that the request of Ms. Laretta Cecchino of 510-B Avenida Sevilla to reduce the size of the bedroom windows is hereby approved; and

**RESOLVED FURTHER**, all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member(s) at 510-B; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections Office located in the Laguna Woods Village Community Center

**RESOLUTION 01-08-07**

**RESOLVED**, January 8, 2008 that the request of Mr. and Mrs. John Young of 551-H Via Estrada for the installation of a handrail in front of manor 551-H is hereby approved; and

**RESOLVED FURTHER**, the installation and painting of the handrail is to be done by the Mutual at the expense of the Mutual member(s) at 551-H; and

**RESOLVED FURTHER**, all costs and future maintenance and repair of the alteration handrail with the exception of painting is the responsibility of the member(s) at 551-H.

**RESOLUTION 01-08-08**

**RESOLVED**, January 8, 2008 that the request of Mr. Kenneth McGeein of 2056-C Via Mariposa to reduce the size of the Bedroom One window and Living Room window is hereby approved; and

**RESOLVED FURTHER**, all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member at 2056-C; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits must be obtained and the appropriate City of Laguna Woods permit numbers must be submitted to the Mutual through the Permits and Inspections office located in the Laguna Woods Village Community Center.

**RESOLUTION 01-08-09**

**RESOLVED**, January 8, 2008 that the request of Mr. Robert Toomey of 2105-N Ronda Granada to install a Mitsubishi heat pump unit mounted on a rack on the wall of the balcony is hereby approved; and

**RESOLVED FURTHER**, all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 2105-N, including all costs incurred due to inadequate condensate drainage, including but not limited to dry rot and or staining, and, should it become necessary for a unit and/or it's duct work to be removed, to allow the Mutual access for maintenance purposes, all costs of removal and replacement will be the Member's responsibility. It is intended that the Member(s) will be given proper and timely notice for any needed removal(s). However, this may not always be possible due to the nature of the required maintenance; and

**RESOLVED FURTHER**, the unit must be located no higher than 12 inches off the balcony surface as measured to the bottom of the unit; and

**RESOLVED FURTHER**, all required Mutual and City of Laguna Woods permits be obtained and the appropriate City of Laguna Woods permit numbers be submitted to the Mutual through the Permits and Inspections Office located in the Laguna Woods Village Community Center; and

**RESOLVED FURTHER**, prior to issuance of a permit, a complete set of installation plans, including the location of the condensate drain line connection to an approved discharge location, and the method of sealing the penetration of the stucco walls, must be submitted to the Permits and Inspections office located in the Community Center. The installation must not penetrate the deck of the balcony.

**Landscape Committee Recommendation:**

- 89-E Approval of request for Relandscaping at the Mutual Member's expense
- 89-F Approval of request for Tree Removal at the Mutual Member's expense
- 168-D Denial of request for Relandscaping
- 269-D Approval of request for Tree Removals off schedule at Mutual's expense
- 288-B Approval of request for Removal of Brick Planter at Mutual's expense

- 476-P Denial of request for Tree Removal and More Plants
- 489-A Approval of request for Tree Removals (6) and Relandscaping; five juniper tree removals at the mutual's expense, one bottle tree at the mutual member's expense and relandscaping at the mutual member's expense
- 651-B Approval of request for Tree Removal & Replacement off schedule at Mutual's expense
- 704-D Denial of request for Tree Removal
- 752-C Approval of request for Removal of Tall Shrub and Brick Planter at Mutual's expense
- 774-P Denial of request for Plant Replacements
- 2101-A Denial of request for Tree Removal

### **RESOLUTION 01-08-10**

#### **UNITED MUTUAL LANDSCAPE COMMITTEE CHARTER**

**RESOLVED**, January 8, 2008, that pursuant to Article VII, Section I of the Bylaws, a Landscape Committee is hereby established as a standing committee of this corporation; and

**RESOLVED FURTHER**, that the committee is charged with the following duties and responsibilities:

1. Insure that the rules and regulations as listed in the Landscape Maintenance Manual are enforced uniformly throughout United Laguna Hills Mutual.
  - a. Help set up some long range plans for future landscape developments and practices that would work best with the anticipated future water supplies available for irrigation uses in the Community.
  - b. Promote efficient use of water in the United Laguna Hills Mutual.
2. Work with the Third Mutual Landscape Committee, the GRF Landscape Committee and our managing agent to:
  - a. Help determine service levels, and capital and operating budget requirements for the Community and to review annual landscape budgets prepared by the managing agent and make recommendations to the Board of Directors.
  - b. Update the rules and regulations in the Landscape Manual as needed.

- c. Develop policies with regard to control of pests such as ants, rodents, etc.
3. Review each petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
4. To report on its activities to the Board of Directors at monthly Board meetings or when requested by the President.
5. Perform such tasks as may be assigned or referred to this committee by the President or the Board of Directors.

**RESOLVED FURTHER**, that Resolution 01-07-15, adopted January 9, 2007 is hereby superseded and cancelled.

**Finance Committee Recommendations:**

**RESOLUTION 01-08-11**

**WHEREAS**, Member ID 947-380-21 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**, January 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-380-21; 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 01-08-12**

**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**, January 8, 2008 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 01-08-13**

**WHEREAS**, Member ID 947-387-74 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**, January 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-387-74; 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 01-08-14**

**WHEREAS**, Member ID 947-400-14 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**, January 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-400-14; 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 01-08-15**

**WHEREAS**, Member ID 947-377-30 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**, January 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-377-30; 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.

The Board approved to refund \$110 for a lease permit fee to Lessee and invoice the Mutual Member of \$110 fee for services rendered.

**COMMITTEE REPORTS and SERVICES**

**FINANCE REPORT**

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

Director Lloyd Foster reported from the Architectural Standards and Variances Committee.

The Secretary of the Corporation read only the revised portion of the following proposed resolution on approving a Land Use Alteration Policy:

**RESOLUTION 01-08**

**WHEREAS**, the current Land Use Alteration Policy is found to be ambiguous in part; and

**WHEREAS**, the Board has been advised by Corporate Counsel of its fiduciary duty to preserve open areas owned by the Corporation for the benefit of all its members, as well as its fiduciary duty to preserve and even maximize property values of the Corporation; and

**WHEREAS**, the Board desires to provide direction to current and future Board members with respect to Land Use;

**NOW THEREFORE BE IT RESOLVED**, February 12, 2008 that the Board of Directors of this Corporation hereby rescinds Resolution 01-07-45, adopted May 8, 2007; and

**RESOLVED FURTHER**, that the original manor footprint shall be defined as the original enclosed habitable space; and

**RESOLVED FURTHER**, that the maximum additional 207 square foot limit refers to those areas that were not originally habitable with the exception of atriums; and

**RESOLVED FURTHER**, that the maximum additional 207 square feet represents a lifetime usage per manor; and

**RESOLVED FURTHER**, that previously-approved Standard Plans for Room Additions will continue to be permissible without approval of a Variance; and

**RESOLVED FURTHER**, that the maximum usage of 207 square feet be included as a guideline in the Mutual's Alteration Standards, and for consideration of Variance Requests, for patio extensions, enclosures on patios, enclosures on extended patios, room additions and any other permanent usage of open areas owned by the Corporation; 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 Wilson moved to approve the resolution. Director Strom seconded the motion and discussion ensued.

Director Stone amended the motion to add the words "and upper Seville decks" at the end of the second Resolved Further. The motion was seconded and discussion ensued.

Director McLaughlin made a motion to refer the matter back to the Architectural Standards and Variances Committee. Director Wilson seconded the motion. By a vote of 6-4-0 (Directors Stone, Strom, Foster, and Nugent opposed) the motion carried.

The Secretary of the Corporation read the following proposed resolution on approving the revised Mutual Alteration Standard Section 21 - Patio Covers, Wood:

**RESOLUTION 01-08**

**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 and Variances Committee has recommended that the Board of Directors further amends the United Laguna Hills Mutual Alteration Standards with suggested changes;

**NOW THEREFORE BE IT RESOLVED**, February 12, 2008, that the Board of Directors of this Corporation hereby approves the revisions of Section 21 Patio Covers, Wood, 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-02-108, adopted August 13, 2002 is hereby superseded and cancelled.

Director Wilson moved to approve the resolution. Director Rubin seconded the motion and discussion ensued.

Director Stone amended the motion to correct Section 2.10 to read as follows "Covers will only span the patio area as defined by the patio slab or wall." Director Wilson seconded the motion and the motion carried without objection.

Director McNulty made a motion to table the resolution as amended to the February Meeting to satisfy the required statutory thirty-day notice requirements. Director Stone seconded the motion, and the motion carried without objection.

The Secretary of the Corporation read the following proposed resolution approving a new Mutual Alteration Standard, Section 35 - Solar Panels, 1 Story Buildings:

**RESOLUTION 01-08-**

**WHEREAS**, this Corporation recognizes the need to establish a policy to address the proper installation and maintenance of Solar Panels, 1 Story Buildings;

**NOW THEREFORE BE IT RESOLVED**, February 12, 2008, the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, Section 35 - Solar Panels, 1 Story Buildings, 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 Wilson moved to approve the resolution. Director Rubin seconded the motion and discussion ensued.

Mutual Member Gunther Austin (326-B) commented on the rule applying to Sevilles.

Director McNulty made a motion to refer the matter back to the Architectural Standards and Variances Committee. Director Rubin seconded the motion, and the motion carried without objection.

Director Linda Wilson reported from the Landscape Committee.

The Secretary of the Corporation read the following resolution on the placement of memorials on Mutual property:

**RESOLUTION 01-08**

**RESOLVED**, February 12, 2008 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 any tree signage in such designated areas shall be limited to a 3" x 5" size, with white lettering on a black background using only the botanical and common names of the tree and the country of origin; and

**RESOLVED FURTHER**, that Resolution 01-07-61, adopted June 12, 2007 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 Wilson moved to approve the resolution. Director McIntosh seconded the motion and discussion ensued.

Director Stone amended the motion to include the following paragraph "Resolved Further, that Staff will remove any non-compliant signs and any signs that are faded or broken." The motion was seconded and discussion ensued.

Director McLaughlin left the meeting at 11:54 A.M.

Due to the absence of Director McLaughlin, the Board agreed to defer the vote until her return and continued with other business.

The Secretary of the Corporation read the following proposed resolution allowing the use of electronic personal assistive mobility devices:

**RESOLUTION 01-08**

**WHEREAS**, United Mutual desired an evaluation of Electronic Personal Assistive Mobility Devices (EPAMDs), as defined by the State of California, to ensure equal treatment of both existing and emerging technologies affecting safe personal transportation needs of its members; and

**WHEREAS**, of particular interest is an EPAMD with the commercial name of "Segway," and

**WHEREAS**, the Segway meets the state of California's definition of an EPAMD; and

**WHEREAS**, The State of California encourages the use of EPAMDs in an effort to reduce the state's traffic and air pollution problems and declares that the EPAMD is part of the state's program to use no-emission vehicles;

**NOW THEREFORE BE IT RESOLVED**, February 12, 2008 that the Board of Directors of this Corporation hereby allows the use of Electronic Personal Assistive Mobility Devices (EPAMDs) within the Mutual, with the following contingencies to which each operator of such device shall agree to:

- 1) Operate the EPAMD at a speed that is reasonable and prudent but never faster than 4.5 MPH on sidewalks and crosswalks in the community;
- 2) Not operate an EPAMD at a speed that endangers the safety of persons or property, or with willful or wanton disregard for the safety of persons or property;
- 3) Operate an EPAMD in such a way as to yield the right-of-way to all pedestrians on foot, including persons with disabilities using assistive devices and service animals that are close enough to constitute a hazard;
- 4) Operate the EPAMD only on sidewalks and cross walks in the Community,
- 5) Indemnify, defend and hold harmless GRF, the housing mutuals and their agent for loss arising out of the ownership, maintenance or use of the EPAMD, and
- 6) Abide by all state and local laws and community rules

**RESOLVED FURTHER**, that in order to endeavor to ensure safe operation of the devices, an annual permit shall be required for operation of EPAMDs on sidewalks in the community, which shall include:

- 1) A written statement signed by the operator's physician that the operator has consulted with their physician and that they are in satisfactory health to operate the EPAMD. Medical consultation is at the member's cost

- 2) Proof of Homeowners' Liability Insurance, Personal Liability Insurance, or Personal Umbrella Liability Insurance, with limits per person or combined single limit of not less than \$500,000 per occurrence.

**RESOLVED FURTHER**, that a one time permit processing fee of \$10.00 shall be charged to the applicant at the time of original application; and

**RESOLVED FURTHER**, that the use of roller skates, in-line skates and any skateboard-based scooters within the Community shall be prohibited; and

**RESOLVED FURTHER**, that Resolution number 404, adopted August 22, 1978 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 McLaughlin returned to the meeting at 11:58 A.M.

Director Wilson moved to approve the resolution. Director Rubin seconded the motion and discussion ensued.

Mr. Scott Dunham, Risk Manager, entered the meeting at 12:03 P.M. and addressed the Board on the issue.

Director Strom made a motion to refer the issue back to the Committee. Director Rubin seconded the motion and the motion carried without objection.

Mr. Dunham left the meeting at 12:12 P.M.

The Board considered the amendment to the placement of memorials on Mutual property policy.

By a vote of 4-6-0 (Directors Nugent, Stone, Foster, and McNulty voted in favor) the amendment failed.

Director Stone made a motion to table the memorial sign resolution to the February Meeting to satisfy the required statutory thirty-day notice requirements. Director McLaughlin seconded the motion, and the motion carried without objection.

Due to time constraints, the Board agreed to defer the report of the Planning & Project Development Committee and consideration of the second-hand smoke resolution to the end of the meeting.

The Secretary of the Corporation read a proposed resolution on increasing the resale inspection and collection fees. Director Wilson moved to approve the resolution. Director Stone seconded the motion and discussion ensued.

By a unanimous vote of 10-0-0 the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 01-08-16**

**WHEREAS**, resale inspections are utilized to identify any damages and/or modifications to the property for which the selling party may be financially responsible, as well as identify any necessary repairs and/or replacements that may be the Mutual's financial responsibility; and

**WHEREAS**, a recent cost analysis revealed that a portion of the costs associated with the resale inspection process is not recovered from the requesting member, and an increase in the fee would serve to recover more of the administrative costs associates with the transactions;

**NOW THEREFORE BE IT RESOLVED**, January 8, 2008 that the Board of Directors of this Corporation hereby increases the Resale Inspection Fee from \$80 to \$150; and

**RESOLVED FURTHER**, that such fee shall be charged as follows: \$90 for the first inspection, \$60 for the final inspection, if necessary, and each charge will be billed separately; and

**RESOLVED FURTHER**, that the first inspection portion of the fee will be billed as a chargeable service to the seller upon completion of the first inspection, and the final inspection portion of the fee will be collected through escrow upon closing; 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 McNulty made a motion to waive the reading of the following proposed resolution adopting a rule defining responsibility for second-hand smoke infiltration:

**RESOLUTION 01-08**

**WHEREAS**, United Mutual has received numerous complaints from various residents concerning odors caused from residents consistently causing second-hand tobacco smoke in and around their manors; and

**WHEREAS**, there is emerging legal authority that, based on a heavy smoker's causation of an annoyance to neighbors by second-hand smoke and smoke infiltration, an association may require the member responsible for the emission of the second-hand smoke to abate the annoyance at the smoker's expense; and

**WHEREAS**, the cost of associated with remediation measures, including sealing all reasonably accessible penetrations and other openings will be paid for by said member; and

**WHEREAS**, second-hand smoke may emanate from the interior or exterior of the manor, but this resolution speaks to the member responsible for the second-hand smoke;

**NOW THEREFORE BE IT RESOLVED**, February 12, 2008 that the Board of Directors of this Corporation hereby adopts the following rules defining responsibility for remediation costs associated with second-hand smoke infiltration:

1. Remediation costs considered reasonable would be paid for by said member;
2. Remediation costs due to defects of or damages to property which is the Mutual's responsibility would be paid for by United Mutual; and
3. Remediation costs beyond those which would be construed as reasonable would be borne by complainant

**RESOLVED FURTHER**; that the abatement costs and procedures shall be reviewed on a case-by-case basis, allowing for greater, more costly mitigation measures to be allocated to smokers whose habits are ruled to be excessive; and

**RESOLVED FURTHER**, should consistent dispersion from second-hand tobacco smoke constitute a nuisance for neighbors affected by smoke infiltrating their manors, the offending member shall be subject to member disciplinary action by the Board under Article 5 of the United Occupancy Agreement; 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 Rubin seconded the motion and the motion carried without objection.

Director Wilson moved to approve the resolution. The motion was seconded and discussion ensued.

Without objection, the Directors made and approved minor changes to the resolution.

Director Foster made a motion to table the resolution as amended to the February Meeting to satisfy the required statutory thirty-day notice requirements. Director Strom seconded the motion, and the motion carried without objection.

Director Linda Wilson reported from the Resident Relations Information Services.

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

Director Stone made a motion to dispense with the GRF Committee highlights. Director McIntosh seconded and without objection the motion carried.

### **DIRECTORS' FORUM**

- Director Rubin stated that he is looking forward to a good year
- Director Stone reminded residents to not park in red zones in the Village or the member will receive a Notice of Violation
- Director Strom commented on the use of Mutual dryers
- Director Wilson reminded the Membership to participate in the CERT Programs and become involved in disaster preparedness
- Director Dalis encouraged residents to attend the Landscape Committee meeting to voice their comments and concerns
- Director Foster encouraged residents to report moisture intrusion as soon as possible
- Director McIntosh encouraged residents who are interested in obtaining an analog television to watch the Trading Post for analog televisions for sale
- Director McLaughlin wished everyone Merry Christmas and Happy New Year and thanked Ms. Doran and Ms. Landreth for attending the meeting and encouraged them to attend the appropriate committee meetings to voice their concerns
- Director McNulty announced the upcoming Investment Portfolio Presentation by Black Rock, and thanked the remaining members in attendance
- Director Nugent commented on repeating issues
- President O'Brien commented on the large amount of ash falling into the common areas due to the recent fires and the difficulty in removing the debris

### **MEETING RECESS**

The Regular Open Session Meeting recessed for lunch at 12:40 P.M. and reconvened back into the Regular Executive Session at 1:31 P.M.

During its Regular Executive Session of December 11, 2007 the Board reviewed and approved the Regular Executive Session Meeting Minutes of November 13, 2007. The Board of Directors heard two (2) Regular Disciplinary Hearings and imposed fines totaling \$700 for violations of the Mutual's rules and regulations; and discussed other member disciplinary, litigation and contractual issues.

**ADJOURNMENT**

With no further business before the Board of Directors, the meeting was adjourned at 4:12 P.M.

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Linda Wilson, Secretary

## UNITED LAGUNA HILLS MUTUAL

### SECTION 29 WASHER AND DRYER INSTALLATIONS REVISED JUNE 1999, RESOLUTION U-99-59 REVISED JANUARY 2008, RESOLUTION XX-XX-XX

#### 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 located in the Laguna Woods Village Community Center 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 may be 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 and California Building Code (UBC/CBC).
- 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.

#### 2.0 APPLICATIONS

- 2.1 Sewer line connections will consist of a minimum 2" waste line tied into a minimum 2" waste line.

- 2.2 Prior to connecting into a 2" waste line of cast iron that exceeds 4 feet in length of the horizontal run to the main line, the 2" waste line is to be cleaned out by the Mutual at the Member(s) expense. Pictures of the cleaned drain line, taken by an outside contractor at the Member's expense, shall be provided to the Permits and Inspections office to ensure the line's maximum ability to accommodate the additional discharge of water.
  - 2.3 Minimum waste line fall is 1/4" lineal foot of run.
  - 2.4 Connections below slab shall be properly vented, and, prior to coverage, shall be covered with sand and "Visqueen" before replacement of concrete.
  - 2.5 All hot and cold water supply lines shall be of minimum 1/2" diameter, Type M copper
  - 2.6 All pressure lines shall be securely strapped to prevent movement or knocking.
  - 2.7 220v and 110v installations shall be on a separate circuit with appropriate breaker for the equipment amperage draw.
  - 2.8 All exposed wiring shall be in rigid or flex conduit.
  - 2.9 Washer/dryer installations are not permitted on patios, balconies, or atriums without Board approval.
- 3.0 INTERIOR CABINET ALTERATIONS/REPAIRS**
- 3.1 All penetrations through walls shall be repaired to obtain a tight seal around the protruding plumbing.
  - 3.2 Cabinet alterations performed for the purpose of equipment clearance shall be finished in like material and design to match as closely as possible other cabinets and existing hardware.
  - 3.3 Bifold-type closet doors may replace sliding-type doors.
  - 3.4 It is highly recommended that, where possible, drain pans be fabricated and installed under washers to prevent any possible water leakage damage.
  - 3.5 Outside of unit (i.e., under building, in attic, etc.) metallic dryer vent pipe shall be used. Plastic flex hose may be used in the interior of the unit only.
- 4.0 EQUIPMENT**

- 4.1 All installations shall be for stacked 110v or 220v washer/dryer combos except where drawings indicate adequate space for standard size units.
- 4.2 Any brand types acceptable. Member shall be solely responsible for the equipment and repair/replacement thereof as per Article 12 of the Occupancy Agreement.

**5.0 DRYER VENT**

- 5.1 Vents shall be through walls where possible and painted to match building color.
- 5.2 Vents through roof will be properly sealed with Henry's 208 cold patchmastic sealant. Roof surface with built-up membrane shall be properly prepared so that flange will sit flush to roof.
- 5.3 Maximum distance of vent rise shall be per manufacturer's specifications. Flash will be nailed and set flush to the roof.