

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

**April 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 April 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, Burns Nugent

Directors Absent: None

Others Present: Milt Johns, Patty Fox, Janet Price (11:01 AM – 11:09 AM)  
*Executive Session:* Milt Johns, Patty Fox, Cris Trapp

**CALL TO ORDER**

Beth O'Brien, President and Chair of the Corporation, opened 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 Burns Nugent 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.

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

**MEMBER COMMENTS**

- Kay Margason (510-C) commented on an article in the LA Times warning homeowners of fraud and the need to participate in the governance of the association
- Roy McLain (2087-E) commented on voting requirements and qualifications
- Emil Welden (667-A) presented a wood cutout plaque of the word Laguna Woods Village to President O'Brien
- Cy Levine (517-B) member of the Nominating Committee, encouraged qualified members to run for the Board for the 2008 election
- Bob Lionetti (84-C) addressed the Board on appealing his request for ramp installation

- Paula Page (4008-2E) welcomed residents to attend a disaster preparedness workshop
- Jerry Sheinblum (3488-C) announced the next CCA Townhall Meeting

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

### **APPROVAL OF MINUTES**

The minutes of the Regular Meeting of March 11, 2008 were approved as amended by revising the word "Corporation" to "Board" under Call to Order on page one.

### **OLD BUSINESS**

Without objection, the Board waived the reading of the revised GRF Committee Appointments.

Without objection, the Board corrected the appointment to the Laguna Canyon Foundation.

Director Wilson moved to approve the resolution as amended. Director Jan McLaughlin seconded the motion.

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

### **RESOLUTION 01-08-50**

**RESOLVED**, April 8, 2008, that, in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted May, 2006, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

#### **Broadband Services**

Lloyd Foster  
Marty Rubin

#### **Business Planning**

Jim McNulty, Treasurer  
Beth O'Brien, President

#### **Bus Services**

John Dalis  
Mary Stone

#### **Community Activities**

Jan McLaughlin  
Jim McNulty, (Equestrian Advisory)

#### **Finance**

Jim McNulty

Burns Nugent

**Government & Public Relations**

Burns Nugent  
Mary Stone

**GRF Landscape Committee**

Maxine McIntosh  
Linda Wilson

**GRF Gate Renovation Ad Hoc Committee**

**Bevan Strom**  
**Maxine McIntosh**

**GRF Maintenance & Construction**

Lloyd Foster  
Bevan Strom

**Laguna Canyon Foundation**

~~Jan McLaughlin~~ Mary Stone

**Security**

Lloyd Foster  
Linda Wilson

**Transportation Sub-Committee**

Mary Stone

**RESOLVED FURTHER**, that Resolution 01-07-136, adopted November 13, 2007 is hereby superseded and cancelled.

President O'Brien advised the Board that the motion to approve the use of Electronic Personal Assistive Mobility Devices was postponed from the March Meeting and indicated that the motion is still before the assembly. Directors commented on the resolution.

Members Libby Marks (82-Q), Bob Lionetti (84-C), Maryalice Rey (2146-B), Dee O'Connor (2200-D), Kay Margason (510-C), and Patricia Blomgren (84-P) expressed their comments and concerns with the resolution.

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

**RESOLUTION 01-08-51**

**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 adult guests; 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**, April 8, 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) Operate the EPAMD only on sidewalks and crosswalks in the Community,
- 3) 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;
- 4) 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.

President O'Brien advised the Board that the motion to approve the Land Use Policy was postponed from the March Meeting, indicated that the motion is still before the assembly for further discussion, and that an additional postponement to the Consent Calendar to complete the statutory period is required. Directors commented on the resolution.

Director Maxine McIntosh made a motion to postpone the motion to approve the Land Use Policy to the May Meeting Consent Calendar. Director Mary Stone seconded the motion and the motion carried without objection.

#### **NEW BUSINESS**

Director Jim McNulty made a motion to appoint Director Maxine McIntosh as a temporary substitute committee member in place and stead of Director Jim McNulty for the April 28, 2008 GRF Committee Activities Committee. Director Marty Rubin seconded the motion and the motion carried without objection.

Director McIntosh made a motion to allow Member Libby Marks (82-Q) to address the Board. Director Wilson seconded the motion and the motion carried without objection.

Member Libby Marks (82-Q) addressed the Board on an addendum to the Electronic Personal Assistive Mobility Devices agenda item.

A discussion was held relative to the change in status for cooperative reverse mortgages. Ms. Angella Conrard and Third Mutual Member Denny Welch (5571-1C) encouraged residents to support a legislation that will provide FHA-guaranteed reverse mortgages.

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

President O'Brien commented on an article regarding a member's inquiry about a homeowner association with expired CC&Rs and spoke to the documents that govern United Mutual.

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

Mr. Milt Johns announced the dates for the 2009 capital plan budget meetings; updated the membership on the status of the Needs Assessment Study; announced that the audited financial statements presentation by KPMG will be held April 18, 2008 at 1:30 P.M.; and announced the date and time of the proposed Laguna Laurel Annexation meeting.

Ms. Janet Price entered the meeting at 11:01 A.M.

#### **CONSENT CALENDAR**

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

**Architectural Standards and Variances Committee**

**RESOLUTION 01-08-52**

**RESOLVED**, April 8, 2008 that the request of Ms. Diane Cox of 59-B Calle Cadiz to reduce the size of the Bedroom One window at manor 59-B, to 5'-0" X 5'-0" XO is hereby approved; and

**RESOLVED FURTHER**, that all future costs and maintenance associated with the subject alteration are the responsibility of the Mutual member at 59-B; and

**RESOLVED FURTHER**, that 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 01-08-53**

**RESOLVED**, April 8, 2008 that the request of Ms. Diane Cox of 59-B Calle Cadiz to convert the double entry door to a single entry door is hereby approved; and

**RESOLVED FURTHER**, that all future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member at 59-B; and

**RESOLVED FURTHER**, that 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 01-08-54**

**RESOLVED**, April 8, 2008 that the request of Ms. Catherine Binder of 610-O Avenida Sevilla to install a new window in Bedroom One in the non-standard location approximately 18" from the corner of the building is hereby denied.

**RESOLUTION 01-08-55**

**RESOLVED**, April 8, 2008 that the request of Mrs. Roberta Berk of 933-B Avenida Majorca for the installation of a satellite dish on a solarium is hereby approved; and

**RESOLVED FURTHER**, that all costs and maintenance of the alteration, present and future, are the responsibility of the Mutual member(s) at 933-B; and

**RESOLVED FURTHER**, that prior to the issuance of a Mutual permit for the proposed satellite dish, the Mutual Member(s) of Manor 933-B must submit to the Permits and Inspections office a Neighbor Awareness form signed by the owners of Manors 933-O and 933-P.

**Landscape Committee Recommendation:**

- 116-G Approval of appeal request to retain planter
- 476-P Denial of appeal request for tree removal
- 273-B Approval of request for tree removal at the Mutual's expense
- 273-D Approval of request for 2 tree removal at the Mutual's expense
- 574-A Approval of request for planter conversion at the Mutual's expense
- 653-C Approval of request for removal of two trees only at the Mutual's expense
- 660-B Approval of request for planter conversion at the Mutual's expense
- 671-C Approval of request for relandscaping at the Mutual Member's expense
- 707-A Approval of request for relandscaping at the Mutual Member's expense
- 738-H Approval of request for tree removal at the Mutual's expense

**Finance Committee Recommendations:**

**RESOLUTION 01-08-56**

**WHEREAS**, Member ID 947-388-28 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**, April 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-388-28; 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.

**RESOLUTION 01-08-57**

**WHEREAS**, Member ID 947-403-69 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**, April 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-403-69; 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 01-08-58**

**WHEREAS**, Member ID 947-415-36 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**, April 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-415-36; 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 01-08-59**

**WHEREAS**, Member ID 947-439-00 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**, April 8, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 947-439-00; 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.

**Items Postponed from Previous Meeting**

**RESOLUTION 01-08-60**

**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**, April 8, 2008, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 20, Patio Covers, Aluminum and Vinyl, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution U-02-107 adopted August 13, 2002, and 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.

**RESOLUTION 01-08-61**

**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**, April 8, 2008, the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, Section 35 - Solar Panels, 1 Story Buildings and Buildings with Unshared Roof Space 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.

**RESOLUTION 01-08-62**

**WHEREAS**, this Corporation recognizes the need to establish a policy to address the proper installation of Ramps;

**NOW THEREFORE BE IT RESOLVED**, April 8, 2008, that the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, Section 36 - Ramps, 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.

### **COMMITTEE REPORTS and SERVICES**

#### **FINANCE REPORT**

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

Director McNulty made a motion to deny the request of Mr. James Hailey of 20-F for an extension of the 6-month lease limit. Director Wilson seconded the motion and the motion carried without objection.

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

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

The Secretary of the Corporation, Director Linda Wilson, read the following proposed resolution approving revised United Mutual Alteration Standard Section 28 - Storage Cabinets:

#### **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 & 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**, May 13, 2008, that the Board of Directors of this Corporation hereby approves the revisions of United Mutual Alteration Standard Section 28 - Storage Cabinets, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution U-00-61 adopted August 8, 2000 and Resolution 01-05-140 adopted December 13, 2005 are hereby superseded and cancelled, and Resolution U-96-62, adopted May 14, 1996 is hereby amended;

**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 McNulty seconded the motion and discussion ensued.

Director McNulty made a motion to refer the resolution back to the Committee to further discuss Sections 4.3 and 4.4. Director Wilson seconded the motion and the motion carried without objection.

Director Dalis commented on the appeal request of Ms. Kirk of 72-B to retain her non-standard faux wood tone front door.

A motion was made and seconded to deny the request and discussion ensued.

By a vote of 7-3 (Directors Dalis, McLaughlin, Wilson opposed), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 01-08-63**

**RESOLVED**, April 8, 2008 that the appeal request of Ms. Cassandra Kirk of 72-B Calle Aragon to retain the non-standard faux wood tone front door is hereby denied.

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 approving the revised United Membership Elections Standard Operating Procedures. Director Wilson moved to approve the resolution. Director Foster seconded the motion and discussion ensued.

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

**RESOLUTION 01-08-64**

**WHEREAS**, California Civil Code § 1363.03 became operative on July 1, 2006 which required the adoption of rules regarding election procedures, appointment of inspectors of election, voting by secret ballot, proxy and ballot instructions, publication of election results, and retention of ballots; and

**WHEREAS**, California Civil Code § 1363.03 (e) requires the mailing of ballots not less than 30 days prior to the deadline for voting, which language impacts and supersedes timing requirements contained in Articles V and VIII of the United Laguna Hills Mutual By-Laws; and

**WHEREAS**, in order to eliminate any unnecessary wording and to quote directly from the bylaws, any reference to “member in good standing” was eliminated;

**NOW THEREFORE BE IT RESOLVED** April 8, 2008 that the Board of Directors of this Corporation hereby adopts the revised United Membership Elections Standard Operating Procedures as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 01-06-87 adopted September 12, 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 purposes of this resolution.

The Secretary of the Corporation read a proposed resolution establishing an 18-month time requirement for new members to complete corrections identified via resale inspections. Director Wilson moved to approve the resolution. Director McIntosh seconded the motion and discussion ensued.

Member Walt Greenes (660-B) addressed the Board on the resolution.

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

**RESOLUTION 01-08-65**

**WHEREAS**, currently there is no specific, finite time requirement in which to complete repairs or corrections identified via resale inspections, which delays the settling of resale funds held from sellers;

**NOW THEREFORE BE IT RESOLVED**, April 8, 2008 the Board of Directors hereby establishes an 18-month time requirement for new members to complete corrections required, for which funds have been held from the seller; and

**RESOLVED FURTHER**, that any corrections required for which funds were held from the seller that are not completed by the end of the 18-month period shall automatically become the buyer’s sole responsibility and the Mutual shall automatically return the money to the seller; and

**RESOLVED FURTHER**, that the 18-month window would only apply to corrections or repairs that are determined to be the seller's responsibility; and

**RESOLVED FURTHER**, that all United Mutual resale applications packages and all other resale information shall reflect the change in policy (including a signed acknowledgement of the policy by all parties); 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.

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 Dalis commented on the installation of his DVR
- Director Foster announced that a City representative will attend the next ASV committee to talk about the City's window retrofit program
- Director McIntosh thanked the Equestrian group for a wonderful Easter egg hunt
- Director McNulty encouraged the residents to have a great day
- Director Rubin commented on Director McNulty's comments
- Director Stone acknowledged the residents participating in the Senior Games
- Director Strom encouraged the residents to not run the dryers the full 90 minutes
- President O'Brien commented on her enjoyment of playing a role in the reading of "To Kill a Mockingbird"

#### **MEETING RECESS**

The Regular Open Session Meeting recessed for lunch at 12:17 P.M. and reconvened back into the Regular Executive Session at 1:15 P.M.

During its Regular Executive Session of March 11, 2008 the Board reviewed and approved the minutes of the Special Executive Session of January 28, 2008, the Special Executive Session of January 29, 2008, and the Regular Executive Session of February 12, 2008. The Board of Directors heard one (1) Regular Disciplinary Hearing and one (1) Appeal Disciplinary Hearing and imposed fines totaling \$300, reinstated a \$200 fine, and sustained a \$500 fine for violations of the Mutual's rules and regulations; approved the recording of a Notice of Default for Member ID 947-431-47; and discussed other member disciplinary, litigation and contractual issues.

The Traffic Committee of the Board met in Executive Session on March 19, 2008 to discuss member disciplinary issues.

**ADJOURNMENT**

With no further business before the Board of Directors, the meeting was adjourned at 5:15 P.M.

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Linda Wilson, Secretary

## UNITED LAGUNA HILLS MUTUAL

### SECTION 20 BALCONY AND PATIO COVERS, ALUMINUM AND VINYL JULY 2002, RESOLUTION U-02-107 APRIL 2008, RESOLUTION 01-08-60

#### 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 PCM Permits and Inspections 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 if there is 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 the 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 PCM 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.** 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 Posts shall be of aluminum or vinyl (including alumawood, or vinyl-clad materials), square type, or to match existing posts of covers on the building.

- 2.2** All posts must be anchored to concrete slabs or inside patio walls. Posts may be attached to walls only if such walls have been constructed and inspected for such applications.
- 2.3** Color options for aluminum patio covers are white, almond or bronze. Color options for vinyl materials are white, taupe, and tan. The color of the first patio cover or enclosure on each side of the Building sets color precedence for all future patio cover and/or enclosure installations. Color may match stucco in some cases where no wood trim exists as defined by PCM Permits and Inspections office.
- 2.4** Balcony covers of aluminum must have aluminum fascias.
- 2.5** In the case that the alteration results in the compromise of an existing gutter's drainage system, the Member will be responsible for installing an appropriate downspout.
- 2.6** Downspouts must be painted to match the surface to which they may be attached. Downspouts shall not empty into other patio areas or hinder maintenance in any way.
- 2.7** Plastic skylight panels, as produced by the manufacturer, may be installed. Installations shall be per approved specifications as outlined by the manufacturer's recommendations.
- 2.8** Plexiglass, corrugated fiberglass and similar coverings will not be permitted.
- 2.9** Buildings with atriums may install a cover that conforms to the light and ventilation requirements of Section 12 of the California Building Code. The cover may not extend above the height of the existing walls. Skylight type panels are optional. A cover may not be installed over an atrium when the atrium serves as a means of exit for a sleeping room.
- 2.10** All patio covers must be built as per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.
- 2.11** Covers will span only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.12** Overhang dimensions will be per standard plan drawings

## UNITED LAGUNA HILLS MUTUAL

### SECTION 35 SOLAR PANELS, 1 STORY BUILDINGS, AND BUILDINGS WITH UNSHARED ROOF SPACE

ADOPTED APRIL 2008, RESOLUTION 01-08-61

#### 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 located in the Laguna Woods Village Community Center with City permit numbers prior to beginning work.
- 1.2 **MEMBER'S RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required if there is 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 8:00 a.m. and no work shall be permitted after 5:00 p.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 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.** Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2.** This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor that is unshared roof space for which the request is being submitted
- 2.3.** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5.** Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.
- 2.6.** Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.7.** The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.8.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.9.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.10.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11.** Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.12.** The installer is responsible for ensuring that lag screws have adequate pullout strength and shear capacities.

- 2.13.** The installer is responsible for maintaining the waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers.
- 2.14.** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16.** All work must comply with the California Building Code.

## UNITED LAGUNA HILLS MUTUAL

### SECTION 36 RAMPS PROPOSED JANUARY 2008 APRIL 2008, RESOLUTION 01-08-62

#### 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 Inspections office located in the Laguna Woods Village Community Center with City permit numbers prior to beginning work.
- 1.2 **MEMBER'S RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required if there is 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 California Building Code (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 8:00 a.m. and no work shall be permitted after 5:00 p.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.
- 1.7 **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.

#### 3.0 DEFINITIONS

- 2.1. **Pedestrian ramp** is a sloping accessible route intended for pedestrian traffic to and from a manor.
- 2.2. **Slope** is the relative steepness of the land between two points and is calculated as follows: Slope is the horizontal distance and elevation change between the two points. The difference in elevation is divided by the distance and the resulting fraction is multiplied by 100 to obtain the percentage of slope.
- 2.3. **Cross slope** is the slope that is perpendicular to the direction of travel.
- 2.4. **Level area** is a specified surface that does not have a slope in any direction exceeding  $\frac{1}{4}$  inch (6.4 mm) in 1 foot (305 mm) from the horizontal (2.083 gradient).

#### 4.0 **SPECIFICATIONS**

4.1. **Materials** Concrete and/or block with a minimum 3.5 inches pour; and heavy broom-swept finish on the surface.

#### 4.2. **Exterior ramps**

- 4.2.1. **Width.** The clear width of ramps shall in no case be less than 36 inches (914mm). Handrails, curbs, wheel guides and /or appurtenances shall not project into the required clear width of a ramp.
- 4.2.2. **Slope.** The maximum slope of ramps shall be no greater than 1 unit vertical in 12 units horizontal (8.33 percent slope). Transitions from ramps to walks, gutters or streets shall be flush and free of abrupt changes.
- 4.2.3. **Changes in level not exceeding  $\frac{1}{2}$  inch.** Abrupt changes in level along any ramp shall not exceed  $\frac{1}{2}$  inch (12.7mm). When changes in level do occur they shall be beveled with a slope no greater than 1 unit vertical in 2 unit horizontal (50 percent slope). Changes in level not exceeding  $\frac{1}{4}$  inch (6.35 mm) may be vertical.
- 4.2.4. **Changes in level exceeding  $\frac{1}{2}$  inch (12.7 mm)** shall be by means of a sloped surface not greater than 1 unit vertical in 20 units horizontal (5 percent slope).
- 4.2.5. **Cross slope.** The cross slope of ramp surfaces shall be no greater than  $\frac{1}{4}$  inch (6.35 mm) per foot (2.083-percent slope).
- 4.2.6. **Ramps,** ramp landings and their approaches shall be designed so that water will not accumulate on the walking surface.

#### 4.3. **Exterior landings**

- 4.3.1. **Level.** Ramp landings shall be level as defined.
- 4.3.2. **Height relative to door.** The top landing shall not be more than  $\frac{1}{2}$  inch (12.7 mm) lower than the top of the threshold of the doorway. (See Figure 1).

- 4.3.3. Location of landings.** Landings shall be provided at the top and bottom of each ramp. Intermediate landings shall be provided at intervals not exceeding 30 inches (762 mm) of vertical rise. Landings are not considered in determining the maximum horizontal distance of each ramp.
- 4.3.4. Size of top landings.** Top landings shall not be less than 60 inches (1524 mm) wide. Top landings shall have a minimum length of not less than 60 inches (1524 mm) in the direction of the ramp run (5 feet x 5 feet). (See Figure 2).
- 4.3.5. Size of intermediate landings.** The width of intermediate landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 4.3.6. Size of intermediate turning landings.** The width of intermediate turning landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 4.3.7. Size of bottom landings.** The width of bottom landings shall not be less than the clear width of the ramp, and shall not be less than 60 inches (1524 mm) in length (See Figure 2).
- 4.3.8. Encroachment of doors.** Doors in any position shall not reduce the minimum dimension of the landing to less than 42 inches (1067 mm) and shall not reduce the required width by more than 3 inches (76.2 mm) when fully open. That is, the length of the landing shall equal or exceed the width of the door plus 42 inches (See Figure 3).

#### **4.4. Maneuvering clearances at doors.**

- 4.4.1. General.** Landings at exit doors shall have a length in the direction of the door swing of at least 60 inches (1524 mm) and a length opposite the direction of the door swing of at least 44 inches (1118 mm) measured at right angles to the plane of the door in its closed position.
- 4.4.2. Strike edge maneuvering space.** The width of the level area on the side to which the door swings shall extend at least 24 inches (610 mm) past the strike edge of the door. **Note:** 24 inches (610 mm) is preferred.
- 4.4.3. Front approach.** The following provisions shall apply to swinging doors with front approach:
  - 4.4.3.1. Pull side** For pull side approach the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
  - 4.4.3.2. Push side** For push side approach, the landing shall extend in the direction of the door swing at least 60 inches (1524 mm). (See Figure 4).
  - 4.4.3.3. Push side with closer and latch** Doors with push side approach having both a closer and a latch shall be provided with a clear and level area extending a minimum of 12 inches (305 mm) past the strike edge on the approach side of the door. (See Figure 4).
- 4.4.4. Hinge side approach.** The following provisions shall apply to swinging doors with hinge side approach:
  - 4.4.4.1. Pull side** Doors with pull side approach shall be provided with a level landing not less than 60 inches (1524 mm) in depth. A clear and level area shall extend a minimum of 36 inches (914 mm) past the strike edge on the approach side of the door. (See Figure 5). Exception. Doors

with pull side approach and a level landing greater than 60 inches (1524 mm) in depth shall be provided with a clear and level area at least 24 inches (610 mm) past the strike edge of the door.

4.4.4.2. **Push side** Doors with push side approach shall have a level landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 54 inches (1372 mm) from the strike edge of the door jamb past the hinge side of the door. Doors with a latch and closer shall have a level landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 5).

4.4.5. **Latch side approach.** The following provisions shall apply to swinging doors with latch side approach:

4.4.5.1. **Pull side** Doors with pull side approach shall have a level landing not less than 60 inches (1524 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. (See Figure 6).

4.4.5.2. **Push side** Doors with push side approach shall have a level floor or landing not less than 44 inches (1118 mm) in depth, and shall be provided with a clear and level area extending a minimum of 24 inches (610 mm) past the strike edge on the approach side of the door. Doors with a closer shall have a level floor or landing not less than 48 inches (1219 mm) depth at the push side of the door. (See Figure 6).

## 4.5. Handrails

4.5.1. **Ramp height.** Ramps more than 30 inches (762 mm) above the adjacent floor or ground and open on one or both sides shall be provided with handrails.

4.5.2. **Where required.** Handrails shall be provided at each side of ramps when the slope exceeds 1 unit vertical in 20 units vertical (5 % slope). Handrails on all ramps shall be continuous. **Exception:** Ramps that serve an individual dwelling unit may have one handrail, except that ramps open on one or both sides shall have handrails provided on the open side or sides.

4.5.3. **Handrail height.** The top of handrails shall be 34 to 38 inches (864 to 965 mm) above the ramp surface.

4.5.4. **Handrail ends.** Handrail ends shall be returned.

4.5.5. **Handrail extension.** Handrails shall extend a minimum of 12 inches (305 mm) beyond the top and bottom of the ramp. Where the extension creates a hazard, the termination of the extension shall be rounded or returned smoothly to the floor, wall or post. (See Figure 7).

4.5.6. **Handrail projections.** Handrails projecting from a wall shall have a space of 1-1/2 inches (38.1 mm) between the wall and the handrail. Handrails shall not reduce the required minimum clear width of the ramps. Handrails may be located in a recess if the recess is a maximum of 3 inches (76.2 mm) deep and extends at least 18 inches (457 mm) above the top of the rail. Any wall or other surface adjacent to the handrail shall be free of sharp or abrasive elements.

4.5.7. **Handrail grips.** The handgrip portion of handrails shall not be less than 1¼ inches (31.75 mm) nor more than 2 inches (50.8 mm) in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The

handgrip portion of handrails shall have a minimum radius of 1/8 inch (3.17 mm). Handrails shall not rotate within their fittings. (See Figure 8).

#### **4.6. Curbs and wheel guides.**

- 4.6.1. **Application** Ramps exceeding 10 feet (3048 mm) in length and ramp landings having a vertical drop exceeding 4 inches (101.6 mm), shall be provided with one of the following:
- 4.6.2. **Specifications** Guide curbs a minimum of 2 inches (50.8 mm), in height at each side; or wheel guide rails at each side, centered 2 to 4 inches (50.8 to 101.6 mm) above the surface of the ramp, or ramp landing. (See Figure 7).
- 4.6.3. **Exception:** Ramps or ramp landings bounded by a wall or fence.

#### **4.7. Hazards on accessible routes**

- 4.7.1. **Headroom clearance.** Ramps that are a part of a dwelling's primary egress system shall have a minimum clear headroom of 84 inches (2134 mm).
- 4.7.2. **Exception:** Doorways and archways less than 24 inches (610mm) in depth may have a minimum clear headroom of 80 inches (2032 mm).
- 4.7.3. **Overhanging obstructions.** Any obstruction that overhangs a ramp shall be a minimum of 84 inches (2032 mm) above the walking surface as measured from the bottom of the obstruction. (See Figure 9).

**UNITED MEMBERSHIP ELECTIONS  
STANDARD OPERATING PROCEDURE  
Adopted April 8, 2008  
RESOLUTION 01-08-64**

**1. Definitions**

- a. Election Records - tabulated ballots, voided ballots, voided Pre-addressed Return Envelopes, Eligible Voter List(s), tally sheets, returned ballot packages, ballots received after the election deadline, and any other used and unused ballots
- b. Secretary – an elected member of the Board of Directors who has been appointed as Secretary.
- c. SOP – This United Membership Elections Standard Operating Procedure.
- d. Submit – deliver a document to the Secretary through the Assistant Secretary at the Corporate address: 24351 El Toro Road, Laguna Woods, California.

**2. Appointment of Nominating Committee**

- a. NOMINATING COMMITTEE. The Nominating Committee shall consist of five (5) or seven (7) Members of the Corporation. (By-Laws: Art. VIII Sec. 1)
- b. APOINTMENT OF COMMITTEE MEMBERS. Any Member who is not currently a Director on either the United or Golden Rain Foundation Board may be recommended for Membership on the Nominating Committee upon the submission of his or her name to the Secretary not later than the appointed hour of the second regular meeting of the Board of Directors following the organizational meeting provided in Section 6 of Article VI. . . [During the first regular Board meeting of each calendar year], the Board shall determine the number of members who shall serve on the Nominating Committee and members of the committee shall be appointed by the Board from among those persons so recommended and they shall serve until their successors are appointed... (By-Laws: Art. VIII Sec. 2)
- c. Members of the Nominating Committee shall not be candidates for or related to candidates for the United Mutual or GRF Board of Directors. Additionally, Members of the Nominating Committee shall not be Inspectors of Election or related to Inspectors of Election.

**3. Nomination Process**

- a. All candidates seeking to run in any Election of Directors shall meet the following criteria:
  - i. Shall be Members of record as defined under Article II, Section 4(g) of the United Laguna Hills Mutual By-Laws.
  - ii. Shall not be shown on the books of account of the Corporation to be more than thirty (30) days delinquent in payment of any sums due to the Corporation under his or her Occupancy Agreement or otherwise, and

who has been given notice thereof and the opportunity for a hearing concerning the delinquency. (By-Laws: Art. VI Sec 2(b))

- iii. Shall not be an employee of the Corporation. (By-Laws: Art. VI, Sec 2(b))

Further, Any Director or spouse who has a direct or indirect financial interest in any business organization or who becomes a director, officer or employee of any business, agency or any county state or federal government (other than a charitable organization or any entity listed on any publicly traded exchange), incorporated or otherwise, which engages in business transactions with the Corporation, shall immediately disclose such relationship to the Board of Directors upon its occurrence. (By-Laws: Art. VI, Sec 2(c))

- b. The Nominating Committee, from time to time, shall prepare, revise and maintain at the principal office of the Corporation a list of Members who, in its opinion, are qualified, willing and able to serve as Directors of the Corporation. (By-Laws: Art. VIII Sec. 3 (a))
- c. At least eighty (80) days before each annual meeting of the Members, the Nominating Committee shall nominate candidates for election as Directors by submitting the names of candidates to the Secretary and shall advise each potential candidate by hand delivery within twenty-four (24) hours [thereafter] whether such member has or has not been nominated. (By-Laws: Art. VIII Sec. 3(b), revised)
- d. Any Member who was not selected as a candidate by the Nominating Committee and who satisfies the qualification of directors (By-Laws: Art. VI, Sec 2) may self-nominate at least seventy (70) days before each annual meeting of the Members by submitting a written declaration to the Secretary of the Corporation that states his or her intention to run for the Board of Directors. (see Civil Code §1363.03(a)(3)) **EXCEPTION:** Should Civil Code§1363.03 be amended at any time in such a way that nomination by petition as provided for in California Corporations Code Section 7521 (b) is allowed, the previous statement shall be replaced by the following: "Any Member who satisfies the qualification of directors (By-Laws: Art. VI, Sec 2) may nominate himself or herself by submitting a petition signed by Members representing one hundred (100) current memberships to the Secretary of the Corporation at least seventy (70) days before the annual meeting."
- e. Each candidate, [whether nominated by committee, petition, or self,] shall submit to the Secretary a statement of background and qualifications not to exceed two hundred fifty (250) words in length not less than [sixty-five (65)] days prior to the annual meeting. The Secretary shall forward all such statements to each Member with the ballot required by Section 9 of Article V. For purposes of filling vacancies on the Board by the Members, the Nominating Committee shall nominate candidates to fill any vacancy or vacancies at least ten (10) days before the mailing of the notice of meeting of the Members to fill such vacancy or vacancies. (By-Laws: Art. VIII Sec. 3(c) revised)

- i. Resolution U-93-29 establishes the following guidelines for the preparation of the statement of candidate's background and qualifications:
  - 1. The statement shall be similar to the information provided to the nominating committee on the initial resumé form;
  - 2. The form may include: Education, Business Background, Civic & Social, and community activities;
  - 3. "Activities" shall be: organized events, clubs, hobbies or any unique activity;
  - 4. Date and place of birth shall be considered optional information;
  - 5. Statement of personal philosophy on community affairs (optional).

Prior to distribution of the candidate statements to the membership, each candidate shall review his or her statement and initial the final statement before the ballot package is printed to ensure that the information has not been altered or redacted.

- f. Any candidate or spouse of a candidate who has a direct or indirect financial interest in any business organization or who is a director, officer or employee of any business, or agency of any county, state or federal government (other than a charitable organization), incorporated or otherwise, which engages in business transactions with the Corporation, shall disclose such relationship to the Nominating Committee at the time of their interview before said Nominating Committee.
  - i. Failing to disclose such relationship shall, when ascertained, immediately disqualify the candidate, or if ascertained after the candidate shall be elected as a Director to the Board of Directors of the Corporation, shall immediately disqualify the Director from further service on the Board thereby creating a vacancy to be filled by the Board of Directors as provided in Section 4(e) of Article VI. (Bylaws, Art. VIII Sec. 3(d))
- g. Candidates must disclose the fact that they have significant outside time consuming commitments such a[s] full time or significant employment responsibilities to care for other[s] or extensive travel plans which could impact on the time available to conduct Board Business. (Bylaws, Art. VIII Sec. 3(e))

#### 4. **Eligibility to Vote**

- a. Only persons approved for Membership by the Board of Directors and to whom a membership certificate has been issued (or the Member's successor trustee) shall be entitled to vote. (see By-Laws, Art. II Sec. 4)
- b. No Member shall be eligible to vote who is shown on the books of account of the Corporation to be more than thirty (30) days delinquent in payment of any Carrying Charges or Special Assessments due to the Corporation under his or her Occupancy Agreement or otherwise, and who has been given notice thereof

and the opportunity for a hearing concerning the delinquency and loss of voting rights. (By-Laws: Art. V Sec 8(a)(i))

- c. Single Memberships in which two or more Members have a joint or undivided interest shall have only one (1) vote. (By-Laws: Art. V Sec. 8(a)(ii))
- d. Record Date for Written Request to Action Without a Meeting. The record date for determining the Members entitled to vote by ballot on corporate action without a meeting shall be twenty (20) days before the day on which the first written ballot is mailed or solicited. (By-Laws: Art. V Sec. 10(d))

**5. Candidate Equal Access to Association Media**

- a. No member shall be provided access to association media within thirty (30) days of an association election for the purpose of campaigning for an election at the association's expense. For purposes of this paragraph, "association media" means the association's website and/or association cable channel. The term "within thirty (30) days of an association election" shall mean the thirty (30) days prior to and the thirty (30) days following the date the first election ballot material is sent to the membership for the election of the Board of Directors.
- b. In each election for the Board of Directors, the association shall hold a forum ("Meet the Candidates") for the nominees within a Golden Rain Foundation (GRF) facility prior to the date that the ballot materials are sent to the Membership. Meet the Candidates will be for the purpose of allowing the Membership to meet and ask questions of all nominees. All nominees standing for election shall be invited to attend the forum and must appear in person so that all candidates participating in "Meet the Candidates" are on an equal footing.
- c. Golden Rain Foundation (GRF) meeting rooms shall be available to candidates free of charge for campaign purposes only if all candidates running for the Board of Directors are invited to participate in the meeting or campaign function. (Civil Code § 1363.03 (a)(2))
- d. Any time a ballot measure is required to be sent to the Membership for approval which is unrelated to the election of directors, such as amending the Bylaws or the Occupancy Agreement, the association shall hold a town hall meeting - not a formal membership meeting, but an informal gathering of members in which members can express their points of view.

**6. Appointment of Inspectors of Election**

- a. The Board of Directors shall appoint one (1) or three (3) Inspectors of Election. An Inspector of Election shall, at the Board's discretion, be a member of the association as defined under Section 1.b of this SOP, an independent third party that specializes in the administration of elections with whom the Board executes a contract, or a combination of the two. (see Civil Code 1363.03 (c)(2))

- b. An Inspector of Election shall be not be a member of the United or GRF Board of Directors, a candidate for either Board of Directors, or related to a candidate for either Board of Directors. Additionally, an Inspector of Election shall not be a member of the Nominating Committee or related to a member of the Nominating Committee. (Civil Code 1363.03 (c)(2))
- c. Inspectors of Election shall not be employees of the managing agent; however, employees of the managing agent may assist the Inspector(s) of Election with their duties except for the counting and tabulation of the votes.
- d. Inspectors of Election who are members of the association must be prepared to commit to a substantial workload during preparation of the ballots for mailing and between the time the returned ballots are received and the time when they are counted and tabulated at an open meeting.
- e. If the Board contracts with an independent third party as an Inspector of Election pursuant to Section 6.a of this SOP, the provisions for verifying voter eligibility and for formatting of election materials contained in Section 7 of this SOP may be adapted to meet the requirements of an electronic processing system used by the contractor.

## **7. Duties of Inspectors of Election**

- a. Determine the number of memberships entitled to vote and the voting power of each membership. (Civil Code § 1363.03 (c)(3)(a))
  - i. Eligible Voter List:

Pursuant to Section 4 of this SOP, the Inspectors will create or cause to be created an Eligible Voter List that identifies all Members who are eligible to vote. This list will be used to mail ballots only to those Members entitled to vote by ballot on corporate action without a meeting as of the Record Date specified in the Bylaws.
- b. Determine when the polls shall close. (Civil Code § 1363.03 (c)(3)(f))
  - i. The Inspectors of Election shall determine the date that ballots must be received in accordance with California Civil Code Section 1363.03 (e), which states “Ballots...shall be mailed not less than 30 days prior to the deadline for voting.” The deadline shall be incorporated into the voter instructions and adopted by the Board of Directors in the form of a resolution.
- c. Oversee the Mailing of the Ballot Package
  - i. Obtain certification from the preparer of the ballot packages that all necessary items were enclosed in each Ballot Package Mailing Envelope and that the envelopes were properly addressed to all members on the Eligible Voter list.
  - ii. Ensure that Ballot Package Mailing Envelopes are sent by first class mail to ensure that all members receive ballots in a timely manner.

- iii. Obtain a statement from the post office indicating the number of ballot packages mailed.
- d. Receive ballots. (Civil Code 1363.03 (c)(3)(C))
  - i. Ballot Return Instructions
    1. The ballot itself is not signed by the voter, but is inserted into the Secret Ballot Envelope, which is sealed. The Secret Ballot Envelope is then inserted into the Pre-Addressed Return Envelope, which is also sealed. In the upper left hand corner of the Pre-Addressed Return Envelope, the voter shall both print and sign his or her name, address, and the unit number that entitles him or her to vote. (see Civil Code § 1363.03 (e)(1))
    2. The Pre-Addressed Return envelope is addressed to the inspector or inspectors of election, who will be tallying the votes. The envelope may be mailed or delivered by hand to a location specified by the inspector or inspectors of election. The member may request a receipt for delivery. (see Civil Code § 1363.03 (e)(2))
      - a. Return by Mail
        - i. The Pre-addressed Return Envelope shall be addressed to a restricted-access post office box used solely for the receipt and storage of voted ballots. Ballots shall be released only at a specified time on the ballot return deadline date and only to the Inspectors of Election.
        - ii. A second post office box may be used for ballot packages returned as undeliverable.
        - iii. Members who desire a receipt for delivery of a mailed ballot shall mail the ballot by Certified Delivery – Return Receipt Requested at the Member’s expense.
      - b. Return by Hand Delivery
        - i. Ballots returned by hand shall be deposited by the Member into a locked and secure ballot box located in the lobby of the Community Center, 24351 El Toro Road, Laguna Woods.
        - ii. At the request of the voting Member, the management staff shall provide a receipt for the hand delivered ballot.
        - iii. Inspectors shall retrieve Pre-addressed Envelopes from the locked ballot box daily and date stamp them.

3. All Pre-addressed Return Envelopes received shall remain sealed until they are opened and tabulated in public. The association shall reserve a secure room at the Community Center (24351 El Toro Road, Laguna Woods) for use by the Inspector(s) of Election.
- e. Verify voter eligibility.
    - i. Count and record the number of Pre-addressed Return Envelopes received from the post office.
    - ii. Count and record the number of Pre-addressed Return Envelopes received by hand delivery.
    - iii. Order the Pre-addressed Return Envelopes by address, which corresponds with the Eligible Voter List. This process may be automated (i.e. barcodes).
    - iv. Void (but do not open) any Pre-addressed Return Envelope, which does not contain information that identifies the member as an eligible voter. (See Section 7.d.i.1 above)
    - v. Void (but do not open) any Pre-addressed Return Envelope that is a duplicate vote.
      1. Revocation. No written ballot may be revoked after deposit in the mails or delivery to the Corporation. (Bylaws, Art. V Sec. 9(e))
      2. If a voter returns two Pre-addressed Return Envelopes, the Inspectors of Election shall determine which ballot to count. Usually the original ballot should be counted and the other Pre-addressed Return Envelope should be voided.
    - vi. Resolve any challenged ballots. If possible, this should be done before any ballot envelopes are opened and counting begins.
    - vii. Record and explain the reason for each voter eligibility decision made.
    - viii. Prior to the counting and tabulation of ballots, the Inspectors of Election may open the Pre-addressed Return Envelope after each voter's eligibility is established and remove (but not open) the Secret Ballot Envelope. Secret Ballot Envelopes shall be thoroughly mixed together to preserve the ballot secrecy. Observers shall not be permitted to handle any Secret Ballot Envelopes or ballots.
    - ix. The sealed ballots at all times shall be in the custody of the inspector or inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, at which time custody shall be transferred to the association. (Civil Code 1363.03(h))
  - f. Count and tabulate the votes.
    - i. All votes shall be counted and tabulated by the inspector or inspectors of election in public at a properly noticed open meeting of the Board of Directors. (see Civil Code 1363.03(f))

- ii. At a properly noticed, open meeting of the Board of Directors, the seals of the Secret Ballot Envelopes shall be broken, and the Inspectors of Election shall prepare the ballots for electronic tabulation scanning. A third-party election services contractor who is not an inspector of election may be deputized by the Inspectors of Election to assist with the preparation and scanning of the ballots.
  - iii. A ballot shall be voided if it contains information identifying the voter. (see Civil Code 1363.03(e))
- g. Determine the result of the election
- i. Once the ballots are scanned and tabulated, the Inspector(s) of Election shall certify the election by signing an official form.
  - ii. Within fifteen days of the election, the Board of Directors shall publicize the results of the election.
  - iii. Tabulated ballots shall be packed and sealed, and the Inspectors of Election shall initial the seal to ensure that there is no tampering with the tabulated ballots.
  - iv. The custody of the tabulated ballots and other election records as listed in Section 1.a of this SOP shall be transferred to the Corporation or its management agent immediately after the ballots are tabulated.
  - v. After the tabulation of ballots, the Board of Directors or its management agent shall return to the post office to pick up any ballots received after the deadline. These ballots shall not be opened and shall be marked "Void – received after deadline".
  - vi. All written ballots and other election records as defined in Section 1.a of this SOP shall be filed with the Secretary of the Corporation and maintained in the corporate records at a secure location for a minimum period of three (3) years. (See Bylaws, Art. V Sec. 9(f)).

**8. Election Mailing Materials**

- a. United Mutual shall conduct its election by way of "Solicitation of Written Ballots." (see By-Laws, Art. V Sec 9(b)) The official election materials shall be prepared by the Inspector(s) of Election and submitted to the Board of Directors for approval by resolution. In order to maintain the confidentiality of the voting Members, the ballot package shall include a Secret Ballot Envelope, a Pre-addressed Return Envelope, and a Ballot Package Mailing Envelope similar to the samples shown below:
  - i. Sample Secret Ballot Envelope

<p><b>SECRET BALLOT ENVELOPE</b> (Do not write your name or any identifying information on this envelope.)</p>
--

3-5/8" x 6-1/2" (No. 6-1/2 envelope)

ii. Sample Pre-addressed Return Envelope

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_

United Mutual Inspectors of Election

3-7/8" x 8-7/8" (No. 9 envelope)

iii. Sample Ballot Package Mailing Envelope

United Mutual Inspectors of Election

John Doe

4-1/8" x 9-1/2" (No. 10 envelope)

9. Sample Election Notice and Voting Instructions

UNITED LAGUNA HILLS MUTUAL  
**ANNUAL ELECTION OF DIRECTORS**

The 200\_\_ Annual Meeting of Members will be held at Clubhouse 3 at 9:30 A.M. on Tuesday, October \_\_\_\_, 200\_\_ to announce the results of the Election of Directors. The purpose of the Election of Directors is to fill \_\_\_\_ (\_\_) positions, each for terms of three years.

Enclosed is a \_\_\_\_\_ colored ballot bearing the names of the candidates and the year in which their terms of office will expire. **Only a Member or Trustee of record is eligible to vote.**

Fifteen percent (15%) of the voting power of the Corporation, or 949 Member responses, is required to establish a quorum for the election. If the voting Member would simply like to establish a quorum for the election on this ballot without actually voting for any candidate, he or she may do so by marking the oval next to "WITHHOLD" on the ballot.

**VOTING INSTRUCTIONS: Please follow carefully or your vote will not be counted:**

- Vote for up to \_\_\_\_ candidates by completely filling in the oval to the right of the candidate's name. **PLEASE USE A BLACK PEN OR #2 PENCIL ONLY.** Do not mark an " X " or " √ " or your vote may not count.
- Do not write your name or address on the ballot or on the Secret Ballot Envelope, or your vote will not be counted.
- Place the ballot in the envelope marked "Secret Ballot Envelope".
- Seal the Secret Ballot Envelope.
- Place the Secret Ballot Envelope in the Pre-addressed Return Envelope.
- Legibly print your name and manor address in the upper left hand corner of the Pre-addressed Return Envelope. **YOU MUST ALSO SIGN THE ENVELOPE ON THE INDICATED LINE.**
- Return the ballot through the U.S. Postal Service or by depositing it into the locked ballot box located in the lobby of the Community Center, 24351 El Toro Road, Laguna Woods.

Members who desire a receipt for a mailed ballot may return the ballot Certified Delivery – Return Receipt Requested at their own expense. Members who return the ballot at the Community Center may request a receipt from management staff.

**If the ballot becomes damaged it may be returned to the Community Services Office for a replacement. Please call (949) 597-4369 for assistance.**

**A public meeting to allow the Membership to Meet the Candidates will be held and broadcast by Channel 6:**

LIVE: [DATE], 200__ 10:00 AM
REPLAY: [DATE], 200__ 8:00 PM

**10. Sample Unmarked Ballot**

**UNITED LAGUNA HILLS MUTUAL  
OFFICIAL BALLOT  
FOR THE ELECTION OF DIRECTORS**

Vote for **NO MORE THAN** \_\_\_\_\_ **( ) CANDIDATES** whose terms will expire in 200\_\_.

- Candidate 1
- Candidate 2
- Candidate 3
- Candidate 4
- Candidate 5

Selecting "WITHHOLD" below will authorize this ballot to be used for quorum purposes only without casting a vote. A quorum of fifteen percent (15%) of the voting power, or 949 Member responses, is required to conduct an election of directors.

WITHHOLD

The Annual Meeting of the Members will be held on Tuesday, \_\_\_\_\_,  
200\_\_\_\_\_.

THE BALLOT MUST BE **RECEIVED** BY THE INSPECTOR(S) OF ELECTION BY 5:00  
PM ON \_\_\_\_\_200\_\_\_\_\_.