



OPEN MEETING

MINUTES OF THE OPEN MEETING OF THE BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**Tuesday, January 9, 2024 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Directors Present: Alison Bok, Anthony Liberatore, Pearl Lee, Vidya Kale, Maggie Blackwell, Sue Quam, Mickie Choi Hoe, Nancy Carlson, Georgiana Willis, Ellen Leonard

Directors Absent: Thomas Tuning

Staff Present: CEO Siobhan Foster, Paul Nguyen, Carlos Rojas, Jennings Lai, Steve Hormuth, Connie Habal, Catherine Laster, Francis Gomez, Pamela Bashline, Alan Grimshaw, Roger Cowdry, Megan Feliz, Bart Mejia, Ian Barnette, David Rudge

Others Present:

GRF: None

Third: None

VMS: Cynthia Rupert, Robert Reyes

1. Call Meeting to Order/Establish Quorum

President Bok called the meeting to order at 9:30 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Liberatore led the pledge of allegiance.

3. Acknowledge Media

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

4. Approval of Agenda

President Bok asked if there were any changes to the agenda.

President Bok requested that item 13e, Member Survey, be added to new business.

Director Willis made a motion to approve the amended agenda. Director Blackwell seconded.

Hearing no changes or objections, the amended motion was approved unanimously.

5. Approval of Minutes

- a. December 12, 2023 – Regular Open Meeting
- b. December 28, 2023 – Agenda Prep Meeting

Hearing no changes or objections, the meeting minutes were approved by unanimous consent.

6. Report of the Chair

President Bok commented on the following items:

- Happy and Healthy New Year
- Monthly Assessment
- Clubhouse 1 Renovation
- Property Insurance Cost
- Communication amongst Village
- Value for money spent
- \$13.3 million spent from reserve

7. Open Forum (Three Minutes per Speaker)

At this time Members addressed the Board of Directors regarding items not on the agenda

The following members made comments:

- A member commented on the Foundation of Laguna Woods Village
- A member commented on their concerns of the state of the laundry room
- A member commented on property tax
- A member commented on the damages to their skylight

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Leonard commented on the members skylight issue
- CEO Foster addressed the Laundry Room issue and the tax issue

b. Response to Past Open Forum Speakers – Director Kale

Director Kale provided responses to the previous Open Forum Speakers from the December Board meeting and advised on updates.

9. VMS Board Update – Director Rupert and Director Reyes

VMS Director Rupert and Director Reyes discussed the following topics:

- Clubhouse 1 Renovation Update
- Staffing issues at the clubhouse
- Proposed Amendment to VMS bylaws

Director Rupert and Director Reyes answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Social Services 949-597-4267
- Confidential Social Services Offered
- Mobility and Stability Classes-New
- Clubhouse 1 Renovation
- CH1 Renovation Scope of Work
- CH1 Renovation Schedule
- CH1 Renovation Relocations
- Cardboard Boxes
- Bulky-Item Pickup
- Household Hazardous Waste
- Document Shredding Services
- Garden Clipping Pickup
- Laguna Woods Arts Association

CEO Foster answered questions from the board.

11. Consent Calendar

All matters listed under the Consent Calendar are recommended for action by committees and will be enacted by the Board by one motion. If an item is removed from the Consent Calendar by members of the Board, such item(s) shall be the subject of further discussion and action by the Board.

a. Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual preliminary financials for the month of November 2023, such review is hereby ratified.

b. Recommendation from the Landscape Committee

1. Recommendation to Approve the Request for the Removal of One Brazilian Pepper Tree Located at 52-B Calle Aragon

RESOLUTION 01-24-01

Approve Removal of One Brazilian Pepper Tree 52-B Calle Aragon

WHEREAS, February 12, 2013, that the Board of Directors adopted Resolution 01- 13-17, Tree Removal Guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size,

or fragrance.

- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

WHEREAS, on December 11, 2023, the Landscape Committee reviewed the request from the Member at 52-B, to remove one Brazilian Pepper tree; and

WHEREAS, the reasons cited by the resident for the removal are being overgrown; and

WHEREAS, staff inspected the condition of the tree and found it to be in poor health with an unbalanced canopy and several branches with end weight; and

WHEREAS, the committee determined that the tree meets the guidelines established in Resolution 01-13-17, and thereby recommends approving the request for the removal of one Brazilian Pepper tree located at 52-B Calle Aragon;

NOW THEREFORE BE IT RESOLVED, January 9, 2024, the Board of Directors approves the request for the removal of one Brazilian Pepper tree located at 52-B; and

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

2. Recommendation to Deny Request to Remove Ground Cover at 2066-B Via Mariposa East

RESOLUTION 01-24-02

Deny Landscape Revision Request 2066-B Via Mariposa E

WHEREAS, on December 11, 2023, the Landscape Committee reviewed a landscape revision request from the Member at 2066-B to remove ground cover due to being overgrown and messy from tree litter, and;

WHEREAS, the committee determined tree litter is not a valid reason to remove a tree nor should it be a reason to remove groundcover. The committee recommends denying the request for a landscape revision located at 2066-B Via Mariposa E.

NOW THEREFORE BE IT RESOLVED, January 9, 2024, the Board of Directors denies the landscape revision request at 2066-B;

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

c. Recommendation from the Architectural Control and Standards Committee

1. Recommendation to Approve a Variance Request to Add a Bathroom, Windows, and Rearrange Rooms at Manor 216-D Avenida Majorca

RESOLUTION 01-24-03

Variance Request

WHEREAS, Member of 216-D Avenida Majorca, a Madrid style manor, requests Board approval of a variance to convert Laundry Room to Bathroom with new window, and center Living Room and Bedroom windows; and

WHEREAS, a Neighborhood Awareness Notice was sent to Members of affected units notifying them that an application to make an alteration to a neighboring unit had been made and that comments or objections could be made in writing to the Architectural Controls and Standards Committee or in person at the Architectural Controls and Standards Committee Meeting on December 21, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance to convert Laundry Room to Bathroom with new window, and center Living Room and Bedroom windows;

NOW THEREFORE BE IT RESOLVED, on January 09, 2024, the United Laguna Woods Mutual Board of Directors hereby approve the request to convert Laundry Room to Bathroom with new window, and center Living Room and Bedroom windows; and

RESOLVED FURTHER, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Member at 216-D Avenida Majorca and all future Mutual Members at 216-D Avenida Majorca; 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.

- d. Approve the Review of the United Sub-Leasing and Transfer of Trust Documents Approved in December 2023, and such review is hereby ratified.**

e. Recommendation from the Finance Committee – None

f. Membership Disciplinary Matters

1. Disciplinary Update Report

Director Blackwell made a motion to approve the Consent Calendar. Director Kale seconded.

Hearing no changes or objections, the motion to approve the Consent Calendar was approved unanimously.

12. Unfinished Business

- a. Entertain a Motion to Approve the Revision to Architectural Standard 6: Air Conditioning Units/Heat Pumps (**December initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied**)

Director Blackwell read the following resolution.

RESOLUTION 01-24-04

STANDARD 6: Air Conditioning Units/Heat Pumps

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Standard 6: Air Conditioning Units/Heat Pumps;

NOW THEREFORE BE IT RESOLVED, January 09, 2024, that the Board of Directors of this Corporation hereby adopts Standard 6: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-18-58 adopted June 12, 2018, is hereby superseded in its entirety and no longer in effect; and

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

Director Blackwell made a motion to approve the resolution for Standard 6. Director Choi Hoe seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

13. New Business

a. United Mutual Town Hall

Multiple Directors commented in the topics of the 3 upcoming Town Hall meetings.

Discussion ensued among the Board.

- b. Entertain a Motion to Approve the Revision to Architectural Standard 18: Gutters and Downspouts (January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360)**

Director Blackwell read the following resolution.

RESOLUTION 01-24-XX

**STANDARD 18: GUTTERS
AND DOWNSPOUTS**

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognizes the need to revise Alteration Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, February 13, 2024, that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-19-49 adopted June 11, 2019, is hereby superseded in its entirety and no longer in effect; and

RESOLVED FURTHER; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

Director Blackwell made a motion to approve the Resolution for Standard 18 for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Choi Hoe seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously. (JANUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

c. Entertain a Motion to Approve Revisions to Select Resale Packet Documents

Director Blackwell read the following resolution:

RESOLUTION 01-24-05

Amend Select Pages to Resale Package

WHEREAS, United, by and through its Board of Directors, uses various forms and documents for the resale of memberships in United, including forms and documents used by members and prospective members for purposes of transferring memberships and the right to exclusively occupy units; and

WHEREAS, the Board of Directors, through the Governing Documents Review Committee, has identified modifications to select resale package documents to define “alterations”; clarify differences between “United’s Master Insurance Policy”, “H06 Insurance”, and “H04 Insurance” and to document whether prospective shareholders accept or decline to accept responsibility for alterations/improvements; and to emphasize the importance that shareholders/members/tenants purchase H06/H04 insurance.

NOW THEREFORE BE IT RESOLVED, January 9, 2024, that the Board of Directors hereby approves amending the following United Mutual resale documents:

- Definitions – add the definition of “Alterations”
- Responsibility Agreement for Alterations –
 - Define the difference between United’s master insurance policy, H06 and H04 insurance policies, and emphasize the recommendation of purchasing H06/H04 insurance
 - Allow prospective shareholders to accept or decline to accept existing alteration/improvements when purchasing a unit
- Residency Restrictions – emphasize the strong recommendation to purchase H06 insurance

RESOLVED FURTHER, that the approved revisions shall be attached to the minutes of this meeting; and

RESOLVED FURTHER, that officers, directors and agents of United are authorized to carry out the purpose of this Resolution.

Director Blackwell made a motion to approve the resolution to amend select pages to the resale package. Director Kale seconded.

Discussion ensued among the Board.

Hearing no changes or objections, the motion was called to a vote and passed unanimously.

- d. Entertain a Motion to Approve Smoking Policy (**January initial notification – 28-day notification for member review and comments to comply with Civil Code §4360**)

Director Blackwell read the following resolution:

RESOLUTION 01-24-XX

Smoking Policy

WHEREAS, the Governing Documents Review Committee has recommended amending the Smoking Policy, to fairly and reasonably address smoking in Laguna Woods Village; and

NOW THEREFORE BE IT RESOLVED, on February 13, 2024, that the Board of Directors of this Corporation hereby approves the revisions to the Smoking Policy, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution 01-17-26 approved on February 14, 2017; is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

Director Blackwell made a motion to approve the Resolution for Smoking Policy for discussion purposes and to postpone the final vote for 28-days per Civil Code §4360. Director Kale seconded the motion.

Discussion ensued among the Board.

There being no changes, the motion was called to a vote and passed unanimously. (JANUARY Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

THIS ITEM WAS ADDED DURING APPROVAL OF THE AGENDA

13e. Community Survey of United

President Bok discussed Community Survey of United.

Discussion ensued among the Board.

14. Directors' Comments (Two minutes per director)

- Director Choi Hoe commented on Chris Collins and the Foundation of Laguna Woods Village
- Director Blackwell commented on encouraging residents to look at the website and also to look at the November Package and HO6 insurance
- Director Quam wants to invite residents to come to the upcoming United landscape committee meeting
- Director Lee commented on the washer/dryer issue and on the 28-day notification wording
- Director thanked the Foundation of Laguna Woods Village and asked for residents to pitch in
- Director Liberatore commented on the Golf Cart gate on San Sebastian
- Director Carlson commented on reports and the financial value of the Board
- Director Leonard commented on an audit of VMS
- President Bok commented on landscaping

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Choi Hoe. The Committee met on November 28, 2023; next meeting January 30, 2024 at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report
 - (2) United Finance Committee Report
 - (3) Resales/Leasing Reports – December
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on December 21, 2023; next meeting January 18, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Carlson. The Committee met on December 14, 2023; next meeting January 11, 2024, 9:00 a.m. in the Sycamore Room and as a virtual meeting.
- d. Report of the Governing Documents Review Committee – Director Blackwell. The Committee met on December 21, 2023; next meeting January 18, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- e. Report of the Landscape Committee – Director Quam. The Committee met on December 11, 2023; next meeting January 22, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) United Landscape Committee Special Open Meeting – Director Quam. The Committee met on January 15, 2024.
- f. Report of the Maintenance & Construction Committee – Director Lee. The Committee met on October 25, 2023; next meeting January 17, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.

- g.** Report of the United Resident Advisory Committee – Director Liberatore. The Committee met on December 14, 2023; next meeting January 11, 2024, at 4:00 p.m. in the Elm Room and as a virtual meeting.

16. GRF Committee Highlights

- a.** Report of the GRF Finance Committee – Director Choi Hoe. The Committee met on December 20, 2023; next meeting February 21, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- b.** Report of the Community Activities Committee – Director Leonard. The Committee met on December 14, 2023; next meeting February 8, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- c.** Report of the GRF Landscape Committee – Director Quam. The Committee met on November 8, 2023; next meeting February 14, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d.** Report of the GRF Maintenance & Construction Committee – Director Bok. The committee met on December 20, 2023; next meeting February 14, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.
 - (1) Clubhouse (Facilities) Ad Hoc Committee – Director Bok. The Ad Hoc Committee met January 3, 2024; next meeting TBA.
 - (2) Space Planning Ad Hoc Committee – Director Carlson. The Ad Hoc Committee met on January 3, 2024. Next meeting January 31, 2024, at 1:30 p.m. in the Board Room.
- e.** Report of the Media and Communications Committee – Director Quam. The Committee met on September 18, 2023; next meeting January 15, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f.** Report of the Mobility and Vehicles Committee – Director Bok. The Committee met on November 6, 2023; next meeting February 7, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
- g.** Report of the Security and Community Access Committee – Director Blackwell. The Committee met on October 25 2023; next meeting February 28, 2024, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Laguna Woods Village Traffic Hearings – Director Blackwell. The Traffic Hearings were held on November 15, 2023; next hearings on January 17, 2024, at 9:00 a.m. in the Board Room.
 - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on November 28, 2023; next meeting January 30, 2024, at 9:30 a.m. in the Board Room and as a virtual meeting.

- h. Report of the Information Technology Advisory Committee – Director Quam. The Committee met on December 29, 2023; next meeting January 26, 2024, as a virtual meeting.

17. Future Agenda Items

- Approve the Revision to Architectural Standard 18: Gutters and Downspouts
- *Smoking Policy*

- 18. Recess** - *At this time the meeting will recess for lunch and reconvene to Closed Session to discuss the following matters per California Civil Code §4935.*

The meeting recessed at 11:12 a.m. into the Closed Session.

Summary of Previous Closed Session Meetings per Civil Code Section §4935

Approval of Agenda

Approval of the Following Meeting Minutes;

(a) December 12, 2023 – Regular Closed Meeting

Discuss and Consider Member Disciplinary Matters

Discuss Personnel Matters

Discuss and Consider Contractual Matters

Discuss and Consider Legal and Litigation Matter

19. Adjourn

The meeting was adjourned at 1:55 p.m.

DocuSigned by:

Maggie Blackwell

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Maggie Blackwell, Secretary of the Board
United Laguna Woods Mutual



STANDARD 6: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED MARCH 2001, RESOLUTION U-01-14

REVISED DECEMBER 2003, RESOLUTION 01-03-168

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED SEPTEMBER 2013, RESOLUTION 01-13-171

REVISED MAY 2014, RESOLUTION 01-14-57

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED JUNE 2018, RESOLUTION 01-18-58

REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1** Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2** No condensing unit may be located in or project into any walkway, breezeway, or interior court of a multi-unit building.
- 2.3** Window mounted units are prohibited.
- 2.4** Condensing units must not be located more than 12” above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5** Sleeves must be painted to match the color of the wall.
- 2.6** Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7** In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.
- 2.8** Removal of sleeves in stucco walls:
 - a. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.
 - b. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to

maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

- c. Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1** Only one condensing unit per manor is permitted.
- 3.2** Roof-mounted self-contained package units are prohibited.
- 3.3** Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4** Roof mounted condensers are prohibited.
- 3.5** The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary for signed approval by affected neighboring member(s).
- 3.6** All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7** Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad and maintain sufficient clearance from windows, other equipment, utility boxes, vents and walkways to meet current California Building Code (CBC) requirements.
- 3.8** All exterior wiring, condensate, and coolant lines must be encased in a single, square or rectangular sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.9** The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.
- 3.10** Watertight seals must be provided around all penetrations.
- 3.11** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.12** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.

- 3.13** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.14** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is prohibited.
- 3.15** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.
- 3.16** Electrical conduit and box must be painted to match the color of the wall.