



**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, May 9, 2023 - 9:30 a.m.  
Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

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Directors Present: Lenny Ross, Thomas Tuning, Anthony Liberatore, Diane Casey, Alison Bok, Pearl Lee, Mary Simon, Maggie Blackwell, Cash Achrekar, Azar Asgari, Sue Quam

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Robert Carroll, Carlos Rojas, Jay Allen, Eric Nunez

Others Present: GRF: None  
Third: None  
VMS: Daniel Kenney

**1. Call Meeting to Order/Establish Quorum**

President Ross 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 Simon 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 Ross asked if there were any changes to the agenda.

Director Bok made a motion to approve the agenda. Director Simon seconded.

Director Casey requested to add discussion of the Globe to the agenda, and to discuss Landscape Ad Hoc Committee during discussion of Committee Reports.

The Board agreed to discuss the Landscape Ad Committee during the discussion of Committee Reports.

Hearing no changes or objections, the motion to approve the agenda as amended was approved unanimously.

## **5. Approval of Minutes**

- a. April 11, 2023 – Regular Open Session
- b. April 27, 2023 – Agenda Prep Meeting

Director Simon made a motion to approve the minutes of April 11, 2023 – Regular Open Session Meeting and April 27, 2023 – Agenda Prep Meeting. Director Asgari seconded.

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

## **6. Report of the Chair**

President Ross commented on the following items:

- Read an excerpt regarding the recent passing of GRF Director Don Tibbetts.

Director Quam entered the meeting at 9:40 a.m.

## **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 their candidacy regarding the United Appointed-GRF Director Vacancy.
- A member commented on The Foundation of Laguna Woods Village.
- A member commented on allegations of harassment made towards them, and requested an apology be given by the United Board.
- A member thanked the Board for the nice tribute given regarding the passing of GRF Director Don Tibbetts, and additionally commented on the great service seen around the community.

## **8. Responses to Open Forum Speakers**

### **a. Response to Open Forum Speakers**

- Director Achrekar thanked the member who commented on the great service seen around the community.
- Director Simon addressed the concerns brought up by the member who commented on allegations of the Board.
- Director Asgari addressed the concerns brought up by the member who commented on allegations and suggested holding neighborhood meetings to ask for help/assistance. Additionally, commented on landscape water leakage within the community that was brought to her attention, and emphasized the importance of advertising emergency contact numbers for various community concerns.
- Director Tuning thanked the member who spoke on their candidacy, and also

thanked the member who spoke on the Foundation of Laguna Woods.

**b. Response to Past Open Forum Speakers – Director Quam**

- Director Quam commented on the responses to the previous Open Forum Speakers from the April board meeting and advised on updates.

**9. VMS Board Update – Director Kenney**

VMS Director Kenney discussed the following topics:

- Executive Committee Update
- Bright Ideas Program
- Spring Real Estate Forum
- Strategic Plan Update – Objectives
- KPI Reporting
- Upcoming Items

Director Kenney answered questions from the Board.

**10. CEO Report**

CEO Siobhan Foster discussed the following items:

- Cost Saving Measures
- New Computer Training
- Ways to opt out of Mailing
- New Ram Promaster 3500 Buses
- New Irrigation System Generates Rebates
- Expanded PAC Hours
- Asphalt Pavement Program
- Fall Prevention Initiative

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 March 2023, such review is hereby ratified.**
- b. Recommendation from the Landscape Committee - None**
- c. Recommendation from the Architectural Control and Standards Committee - None**

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

e. **Recommendation from the Finance Committee – None**

(1) Approve a Resolution for Recording a Lien against Member ID # 947-372-14

**RESOLUTION 01-23-24**

**Recording of a Lien**

**WHEREAS**, Member ID 947-372-14; is currently delinquent to United Laguna Woods 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**, May 9, 2023, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-372-14 and;

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

f. Update GRF Committee Assignments

**RESOLUTION 01-23-25**

**Golden Rain Foundation Committee Appointments**

**RESOLVED**, May 9, 2023, that in compliance with Article 7, Section 7.3 of the Golden Rain Foundation Bylaws, adopted September 29, 2014, the following persons are hereby appointed to serve on the committees of the Golden Rain Foundation:

**GRF Community Activities Committee**

Diane Casey  
Pearl Lee

**GRF Finance**

Azar Asgari  
Thomas Tuning

**GRF Landscape Committee**

Diane Casey  
Sue Quam

**GRF Maintenance & Construction**

Lenny Ross  
Mary Simon

**Clubhouses & Facilities Renovation Ad Hoc Committee**

Anthony Liberatore  
Mary Simon

**GRF Media and Communications Committee**

Maggie Blackwell  
Sue Quam

**GRF Mobility and Vehicles Committee**

Azar Asgari  
Alison Bok

**GRF Security and Community Access**

Maggie Blackwell  
Cash Achrekar

**Disaster Preparedness Task Force**

Anthony Liberatore  
Cash Achrekar

**Laguna Woods Village Traffic Hearings**

Cash Achrekar  
Pearl Lee

**Purchasing Ad Hoc Committee**

Thomas Tuning  
Lenny Ross

**Information Technology Advisory Committee**

Diane Casey  
Mary Simon

**Broadband Ad Hoc Committee**

Diane Casey  
Alison Bok  
Maggie Blackwell

**Website Ad Hoc Committee**

Anthony Liberatore  
Azar Asgari

**Compliance Ad Hoc Committee**

Maggie Blackwell

Pearl Lee

**RESOLVED FURTHER**, that Resolution 01-23-12, adopted March 14, 2023,

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

Director ~~Seto~~ Simon made a motion to approve the Consent Calendar. Director Asgari seconded.

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

**12. Unfinished Business - None**

**13. New Business**

**a. United Mutual Town Hall Meeting Report, April 14, 2023**

Director Asgari provided updates regarding the Town Hall meeting that occurred on April 14, 2023.

Director Blackwell commented on what will be discussed on the agenda for the Town Hall Meeting on Friday, May 12, 2023.

Discussion ensued among the Board regarding potential topics regarding the June 2023 Town Hall Meeting.

**b. Entertain a Motion to Approve the 2023 Updated Annual Election Schedule and Approve a Resolution Appointing the Inspector of Elections**

**RESOLUTION 01-23-26**

**Approve Inspector of Election Services**

**WHEREAS**, Civil Code §5110 requires an association to select an independent third party or parties as an inspector of elections; and

**WHEREAS**, in accordance with Civil Code §5110, §5115, §5120, and §5125, the inspector of elections performs several tasks during an election, including but not limited to print and mail voter packages, inspect and tabulate ballots, and certify results;

**NOW THEREFORE BE IT RESOLVED**, May 9, 2023, that the Board of Directors of United Laguna Woods Mutual hereby approves awarding a contract to UniLect Corporation to perform inspector of election services for the 2023 Annual Election of Directors; and

**RESOLVED FURTHER**; that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

Director Bok made a motion to approve the 2023 Updated Annual Election Schedule and Approve a Resolution Appointing the Inspector of Elections. Director Lee seconded.

Hearing no changes or objections, the motion was called to a vote and passed 10-1. Director Achrekar abstained.

**c. Entertain a Motion to Approve Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load**

**RESOLUTION 01-23-27**

**Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Load**

**WHEREAS**, there is a backlog of more than 310 damage restoration events between 2020 and 2022 that may have been caused by a shareholder's alteration or negligence; and

**WHEREAS**, each case in the backlog requires a responsibility evaluation to take place per Civil Code §5855, in order to impose a reimbursement assessment to the member; and

**WHEREAS**, the potential amount recovered to the mutual is estimated at approximately \$1.5 million; and

**WHEREAS**, the amount of staff time it will take to complete a responsibility evaluation for each of the backlogged cases exceeds the resources of existing staff; and

**WHEREAS**, a supplemental appropriation in the amount of \$160,680 is needed to engage temporary staffing services to complete the evaluation of the backlogged cases;

**NOW THEREFORE BE IT RESOLVED**, on May 9, 2023, the Board of Directors of this Corporation hereby authorize a supplemental appropriation in the amount of \$160,680 to be funded from the Operating Fund, for temporary staffing services to assist with processing the backlog of reimbursement cases resulting from damage restoration events; and

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

Director Tuning made a motion to approve the resolution for Supplemental Appropriation for Damage Restoration Reimbursement Backlog Case Log. Director Asgari seconded.

Damage Restoration Manager, Jay Allen, addressed and answered questions regarding the Damage Restoration Reimbursement Backlog Case Log.

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

**14. Director Comments (Two minutes per director)**

- Director Lee commented on the Laguna Woods Village Foundation, and addressed where the donation to the foundation comes from.

**15. Committee Reports**

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on April 25, 2023; next meeting May 30, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Treasurer’s Report – April
  - (2) United Finance Committee Report – April
  - (3) Resales/Leasing Reports – April
  - (4) Report of the Private Loan Research Ad Hoc Committee – Director Asgari. The Ad Hoc Committee met on April 20, 2023.
  - (5) Report of the Budget Workshop – President Ross. The Committee met on March 29, 2023; next meeting TBA.
  - (6) Report of the 2022 Select Audit Task Force – Director Tuning. The Task Force met on April 6, 2023; next meeting TBA.
  - (7) Report of the United Board 2022 Annual Audit – Director Tuning. The Task Force met on April 6, 2023; next meeting TBA.
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on January 19, 2023; next meeting May 18, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- c. Report of Member Hearings Committee – Director Lee. The Committee met on; April 13, 2023; next meeting May 11, 2023, 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 April 20, 2023; next meeting May 18, 2023, 1:30 p.m.



in the Board Room and as a virtual meeting.

- e. Report of the Landscape Committee – Director Casey. The Committee met on April 24, 2023; next meeting May 22, 2023, 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Landscape Committee Ad Hoc

- f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on April 26, 2023; next meeting June 28, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.

- g. Report of the United Resident Advisory Committee – Director Liberatore. The committee met on April 13, 2023; next meeting May 11, 2023, at 4:00 p.m. in the Elm Room and as a virtual meeting.

- h. Report of the United New Resident Orientation Committee – Director Blackwell. The Committee met on May 10, 2023; next meeting June 2, 2023, at 9:00 a.m. in the Board Room.

## **16. GRF Committee Highlights**

- a. Report of the GRF Finance Committee – Director Asgari. The committee met on April 19, 2023; next meeting June 21, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- b. Report of the Community Activities Committee – Director Lee. The committee met on April 13, 2023; next meeting May 11, 2023, 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 February 8, 2023; next meeting May 10, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

- d. Report of the GRF Maintenance & Construction Committee – Director Simon. The committee met on April 12, 2022; next meeting June 14, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.

(1) Clubhouse (Facilities) Ad Hoc Committee – Director Simon. The Ad Hoc Committee met March 15, 2023; next meeting TBA.

- e. Report of the Media and Communication Committee – Director Quam. The committee met on February 22, 2023; next meeting May 15, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.

(1) Website Ad-Hoc Committee – Director Asgari. The committee met on April, 2023; next meeting May 12, 2023, at 12 p.m. as a virtual meeting.

- (2) Broadband Ad Hoc Committee – Director Casey. The committee met on April 17, 2023; next meeting May 23, 2023, at 10 a.m. in the Sycamore Room
- f. Report of the Mobility and Vehicles Committee – Director Bok. The Committee met on February 1, 2023; next meeting June 7, 2023, at 1:30 p.m. in the Board Room.
- g. Report of the Security and Community Access Committee – Director Blackwell. The Committee met on April 26, 2023; next meeting June 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
  - (1) Laguna Woods Village Traffic Hearings – Director Achrekar. The Traffic Hearings were held on April 19, 2023; next hearings on May 17, 2023, at 9:00 a.m. in the Board Room.
  - (2) Report of the Disaster Preparedness Task Force – Director Liberatore. The Task Force met on March 28, 2023; next meeting May 30, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
  - (3) Report of the Compliance Ad Hoc Committee – Director Blackwell. The Committee met on April 3, 2023; next meeting May 3, 2023, at 1:30 p.m. in the Sycamore Room.
- h. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on April 28, 2023; next meeting TBA.

**17. Future Agenda Items – None**

**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 12:31 p.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) April 11, 2023 – Regular Closed Session*

*(b) April 17, 2023 – Special Closed Session*

*Discuss and Consider Member Disciplinary Matters*

*Discuss Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discuss and Consider Legal and Litigation Matters*

**19. Adjourn**

The meeting was adjourned at 4:25 p.m.

DocuSigned by:  
*Mary Simon*  
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Mary Simon, Secretary of the Board  
United Laguna Woods Mutual

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