



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, August 8, 2023 - 9:30 a.m.
Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

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

Directors Absent: None

Staff Present: CEO Siobhan Foster, Makayla Schwietert, Paul Nguyen, Eric Nunez, Carlos Rojas, Jose Campos, Bart Mejia, Kurt Wiemann

Others Present: GRF: None
Third: None
VMS: Daniel Kenney
Legal Counsel: Jeff Beaumont, Esq.

1. Call Meeting to Order/Establish Quorum

President Ross called the meeting to order at 9:35 a.m. and acknowledged that a quorum was present.

2. Pledge of Allegiance to the Flag

Director Casey 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 Blackwell requested to move Agenda Item 12c. Entertain a Motion to Approve the Recognition Agreement for Non-Institutional Lenders to New Business as Agenda Item 13c.

The Board as a consensus agreed to keep the Agenda Item 12c. under Unfinished Business.

Director Asgari made a motion to move Agenda Item 11f (1). Recommendation to Approve Sublease & Application Package to Unfinished Business as Agenda Item 12d. Director Tuning seconded.

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

Director Blackwell made a motion to move Agenda Item 12c. Entertain a Motion to Approve the Recognition Agreement for Non-Institutional Lenders to New Business as Agenda Item 13c. With no director seconding, the motion did not proceed.

Director Tuning made a motion to approve the agenda as amended. Director Asgari seconded.

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

5. Approval of Minutes

- a. July 11, 2023 – Regular Open Meeting
- b. July 13, 2023 – United Budget Business Plan Review
- c. July 27, 2023 – Agenda Prep Meeting

Director Casey made a motion to approve the minutes of July 11, 2023 – Regular Open Meeting, July 13, 2023 – United Budget Business Plan Review and July 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:

- Advised the importance of continuing to conduct these meeting as professional as possible.
- The United Board and VMS Staff are working on the Budget for the 2024 season.
- Addressed concerns regarding security patrol around his neighborhood.

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 an unresolved safety hazard issue.
- A member commented on plumbing concerns that were not properly addressed by Resident Services, and the need for urgency by Resident Services.
- A member commented on the receiving of a disciplinary notice regarding non-compliance, and addressed concerns regarding the verbiage contained in the notice.

- A member commented on the need for working together with Third Mutual to obtain a third party outside audit of VMS financial records.
- A member commented on roofing concerns not properly addressed by VMS.
- A member commented on alleged harassment retaliation issues by the United Board Directors, and requested a solution.
- A member commented on his concerns regarding cluttering issues.
- A member commented on carport parking concerns, and additionally addressed the microphones in the Board Room.
- The Assistant Corporate Secretary read a member comment regarding the work of The Foundation of Laguna Woods Village.
- The Assistant Corporate Secretary read a member comment regarding the Building E Space planning, and addressed their concerns.

8. Responses to Open Forum Speakers

a. Response to Open Forum Speakers

- Director Casey provided a response for the member comment regarding the financial audit.
- Director Blackwell additionally provided a response for the member comment regarding the financial audit.
- Director Asgari addressed many of the member comments and stated that the VMS Staff receive directions from the respective Boards.
- Director Tuning addressed the concerns regarding the enforcement of the clutter policy, and asked residents that if their matters are not addressed, to come back to a future board meeting to provide matter updates.
- Director Lee additionally addressed some of the concerns brought on by residents.
- Director Bok emphasized that she is hearing a main problem of “tone” regarding Client Services staff, and requested VMS Staff look into the communications that is going out to residents.
- Director Blackwell additionally commented on Client Services staff members “tone”.
- President Ross provided an update regarding the Building E Space Utilization Study.

b. Response to Past Open Forum Speakers – Director Quam

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

9. VMS Board Update – Director Kenney

VMS Director Kenney discussed the following topics:

- Recent Bright Ideas Winners
- Chuck Holland, Information and Residential Services Director, provided departmental updates to the VMS Board at their most recent meeting.

Director Kenney answered questions from the Board.

10. CEO Report

CEO Siobhan Foster discussed the following items:

- Ways to Reduce Costs
 - Opt out of paper Mailings
 - Dwelling Live

- Using Village Tech Tools
- Cost Reductions/Efficiencies

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 June 2023, such review is hereby ratified.**
- b. **Recommendation from the Landscape Committee – None**
- c. **Recommendation from the Architectural Control and Standards Committee**
 - (1) **Recommendation to Approve the Variance Request for Atrium Enclosure with Non-Standard Opening in Wall at Manor 921-G Avenida Majorca**

RESOLUTION 01-23-42

Variance Request

WHEREAS, Member of 921-G Avenida Majorca, a Granada style manor, requests Board approval of a variance for an Atrium Enclosure with Non-Standard Opening in Wall; 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 July 20, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for an Atrium Enclosure with Non-Standard Opening in Wall;

NOW THEREFORE BE IT RESOLVED, on August 08, 2023, the United Laguna Woods Mutual Board of Directors hereby approve the request for an Atrium Enclosure with Non-Standard Opening in Wall; 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 921-G Avenida Majorca and all future Mutual Members at 921-G 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.

- (2) **Recommendation to Approve the Variance Request for Interior Stair Relocation and Bathroom Remodel at Manor 484-D Calle Cadiz**

RESOLUTION 01-23-43

Variance Request

WHEREAS, Member of 484-D Calle Cadiz, a Seville style manor, requests Board approval of a variance for an Interior Stair Relocation and Bathroom Remodel; 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 July 20, 2023; and

WHEREAS, the Architectural Controls and Standards Committee reviewed the variance and moved for approval of the variance for an Interior Stair Relocation and Bathroom Remodel;

NOW THEREFORE BE IT RESOLVED, on August 08, 2023, the United Laguna Woods Mutual Board of Directors hereby approve the request for an Interior Stair Relocation and Bathroom Remodel; 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 484-D Calle Cadiz and all future Mutual Members at 484-D Calle Cadiz; 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 July 2023, and such review is hereby ratified.**

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

Director Tuning made a motion to approve the Consent Calendar as amended. Director Asgari seconded.

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

12. Unfinished Business

- a. **Entertain a Motion to Approve Revision to Architectural Standard 1: General Requirements (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 01-23-44

Section 1: General Requirements

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

WHEREAS, the General Requirements are and should remain the same for all Standards;

NOW THEREFORE BE IT RESOLVED, August 8, 2023, that the Board hereby adopts Standard 1 – General Requirements for all Standards as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-18-57 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 Quam made a motion to approve the Revision to Architectural Standard 1: General Requirements. Director Bok seconded.

Bart Mejia, Assistant Director/Facilities Engineer, answered questions from the Board.

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

- b. **Entertain a Motion to Approve Revision to Architectural Standard 15: Floor Coverings: Exterior [Balconies and Patios] (July initial notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

RESOLUTION 01-23-45

**Revise Alteration Standard 15: Floor Coverings: Exterior
[Balconies and Patios]**

WHEREAS, the Architectural Controls and Standards Committee recognized the need to amend Alteration Standards and create new Alteration Standards as necessary; and

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard 15: Floor Coverings: Exterior;

NOW THEREFORE BE IT RESOLVED, August 8, 2023, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 15: Floor Coverings; Exterior [Balconies and Patios], attached as part of the Official Minutes; and

RESOLVED FURTHER, that Resolution 01-18-105, adopted September, 2018 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 this resolution as written.

Director Quam made a motion to approve the Revision to Architectural Standard 15: Floor Coverings. Director Bok seconded.

Bart Mejia, Assistant Director/Facilities Engineer, answered questions from the Board.

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

- c. Entertain a Motion to Approve the Recognition Agreement for Non-Institutional Lenders (July initial notification – revised August – postpone – 28-day notification for member review and comments to comply with Civil Code §4360)**

RESOLUTION 01-23-XX

Recognition Agreement for Non-Institutional Lenders

WHEREAS, the United Laguna Woods Mutual Board of Directors carries a fiduciary financial obligation of the Corporation; and

WHEREAS, United Laguna Woods Mutual Bylaws, Article III, Section 1 provides that prospective members unable to satisfy financial requirements may be approved for Membership if another financially qualified person enters into an Agreement with the Corporation to become financially responsible for expenses associated with such membership and that other person meets the financial requirements established by the Corporation, and

WHEREAS, a Guarantor Agreement has been developed to comport with the Article III, Section 1 of the Bylaws and has been in use for many years, and

WHEREAS, on June 27, 2023 the United Finance Committee approved the United Recognition Agreement for Non-Institutional Lenders whose purpose is to research loan options and reexamine current policies restricting the use of private loans; and

WHEREAS, prospective members currently have two avenues available to satisfy United Laguna Woods Mutual financial requirements: (1) they may qualify financially on their own merits with or without a loan from a qualified financial institution or non-institutional lender who have entered into an individual recognition agreement with the Corporation. (2) they may obtain a Guarantor who meets the financial qualifications established by United Laguna Woods Mutual from time to time,

NOWHEREFORE BE IT RESOLVED, September 12, 2023, that Board of Directors of this Corporation hereby approves the United Recognition Agreement for Non-Institutional Lenders as attached; and

RESOLVED FURTHER, the Resolution 01-16-107 adopted on November 8 2016, is hereby is superseded and cancelled.

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.

Jeff Beaumont, Esq., entered the meeting at 11:35 a.m.

Director Asgari made a motion to approve the Recognition Agreement for Non-Institutional Lenders for 28-days per Civil Code §4360. Director Bok seconded.

Jeff Beaumont, Esq., answered questions from the Board.

Director Casey and Tuning requested the follow revisions and additions be added:

- “Held by lender” is taken out of item 3 on page 1 of 7.
- Add “No new purchases with third party loans that require a guarantor” as item 16 on page 2 of 7.

Director Casey made a motion to approve the amended changes. Director Tuning Seconded.

Hearing no changes, the motion to approve the amended changes were called to a vote and passed 10-1. Director Blackwell opposed.

Hearing no changes, the original motion was called to a vote and passed 6-5. Directors Lee, Blackwell, Casey, Liberatore, and Kale were opposed.

Jeff Beaumont, Esq., left the meeting at 12:37 p.m.

THIS ITEM WAS MOVED DURING THE APPROVAL OF THE AGENDA

d. Recommendation from the Governing Documents Review Committee

1. Recommendation to Approve Sublease & Application Package

Director Asgari made a motion to send the item back to the committee. Director Casey seconded.

Discussion ensued among the Board.

Hearing no changes, the motion was called to a vote and failed 5-6. Directors Asgari, Achrekar, Casey, Bok, and Ross were in favor.

Director Tuning made a motion to approve the agenda item as-is, and request the committee review suggested revisions by Director Asgari and Casey. Director Asgari seconded.

Hearing no changes, the motion was called to a vote and passed 7-4. Directors Blackwell, Lee, Casey, and Liberatore opposed.

13. New Business

a. United Mutual Town Hall

Director Casey provided an update regarding the July Town Hall meeting that had focused on Landscaping.

Discussion ensued among the Board.

The upcoming Town Hall Meeting topic will discuss Manor Alterations.

**b. Entertain a Motion to Approve the Revised Rules for Committee Meetings
(August initial notification – 28-day notification for member review and
comments to comply with Civil Code §4360)**

RESOLUTION 01-23-XX

Rules for Committee Meetings

WHEREAS, the Board adopted the Open Meeting Act Protocol and Procedures to establish guidelines, protocol and procedures to conduct Board/Association business; and

WHEREAS, the Governing Documents Review Committee is tasked to review policy and processes for consistency, clarity, and efficiency; and

WHEREAS, the Committee has recognized the need to establish Rules for Committee Meetings based upon Roberts Rules of Order;

NOW THEREFORE BE IT RESOLVED, September 12, 2023, the Board of Directors of this Corporation hereby adopts the following Rules for Committee Meetings:

1. The Chair of a Committee or two Committee members may call a Committee meeting.
2. A Committee can originate recommendations and motions concerning subjects within its area or responsibility without specific instructions from the Governing Board.
3. A Committee should consider particular motions referred to it by the Board of Directors.
4. A Committee acts validly if its decisions are agreed to at a properly called meeting of which every Committee was given proper notice.
5. A Committee can provide recommendations and actions only if a quorum of its members are present in person and/or electronically.
6. At least one member of the Committee must be physically present.
7. After the presentation of a Staff Report, a member of the Committee may make a motion to accept staff recommendation or to act upon the report.
8. The Chair can make motions and vote.
9. Residents may be heard during member comments.
10. Residents may be heard on an issue after Committee members discussion and before the vote is taken.
11. A Committee may vote to refer for future consideration an issue suggested by a resident.

RESOLVE FURTHER, that the officers and agents of this Corporation are here by authorized on behalf of this Corporation to carry out the purpose of this resolution.

Discussion ensued among the Board.

Director Tuning, with amendments suggested, made a motion to approve the resolution Rules for Committee Meetings for 28-days per Civil Code §4360. Director Quam seconded.

Hearing no changes, the motion was called to a vote and passed 10-1. Director Asgari opposed. (AUGUST Initial Notification - postpone 28-days for Member review and comment to comply with Civil Code §4360).

14. Directors' Comments (Two minutes per director)

- Director Blackwell commented on print size of resolutions.
- Director Asgari urged the residents to be mindful of where complaints are directed to.

15. United Mutual Committee Reports

- a. Report of the Finance Committee / Financial Report – Director Asgari. The Committee met on June 27, 2023; next meeting August 29, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
 - (1) Treasurer’s Report – July
 - (2) United Finance Committee Report – June
 - (3) Resales/Leasing Reports – July
- b. Report of the Architectural Controls and Standards Committee – Director Liberatore. The Committee met on July 20, 2023; next meeting August 17, 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 July 13, 2023; next meeting August 10, 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 July 20, 2023; next meeting August 17, 2023, at 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 June 26, 2023; next meeting August 28, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Maintenance & Construction Committee – President Ross. The Committee met on June 28, 2023; next meeting August 23, 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 July 13, 2023; next meeting August 10, 2023, 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 Asgari. The Committee met on June 21, 2023; next meeting August 16, 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 July 17, 2023; next meeting August 10, 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 May 10, 2023; next meeting August 22, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- d. Report of the GRF Maintenance & Construction Committee – President Ross. The

committee met on June 14, 2022; next meeting August 9, 2023, 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 March 15, 2023; next meeting TBA.
- e. Report of the Media and Communications Committee – Director Quam. The Committee met on July 17, 2023; next meeting September 18, 2023, at 1:30 p.m. in the Board Room and as a virtual meeting.
- f. Report of the Mobility and Vehicles Committee – Director Asgari. The Committee met on August 2, 2023; next meeting October 4, 2023, 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 June 28, 2023; next meeting August 23, 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 July 19, 2023; next hearings on August 16, 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 July 25, 2023; next meeting September 26, 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 July 14, 2023; next meeting August 11, 2023, at 9:30 a.m. in the Board Room and as a virtual meeting.
- h. Report of the Information Technology Advisory Committee – Director Casey. The Committee met on August 4, 2023; next meeting August 25, 2023 at 1:30 p.m. as a virtual meeting.

17. Future Agenda Items

- *Recognition Agreement for Non-Institutional Lenders*
- *Revised Rules for Committee Meetings*
- *Lodger Policy and Application*
- *Appliance Policy Change*

- 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 1:50 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) July 11, 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 5:30 p.m.

DocuSigned by:

Sue Quam

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Sue Quam, Secretary of the Board
United Laguna Woods Mutual

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STANDARD 1: GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

JUNE 2018, RESOLUTION 01-18-57
REVISED AUGUST 2023, RESOLUTION 01-23-44

- 1.1** MUTUAL CONSENTS, CITY PERMITS AND FEES: A mutual consent is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both mutual consent and City permits shall be paid by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the City permit to the Manor Alterations Division prior to beginning work.
- 1.2** MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations performed by the Member and/or his/her contractor.
- 1.3** CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the City-adopted Building Code.
- 1.4** WORK HOURS: Construction hours, except for staff who will work according to staff hours, are from 7:00 am to 5:00 pm Monday through Saturday; however, only work that does not result in excessive noise (quiet noise), such as the unloading and loading of tools and materials, is allowed Monday through Friday between 7:00 a.m. to 8:00 a.m. and from 7:00 a.m. to 9:00 a.m. on Saturdays.

No work whatsoever shall be permitted on Sunday or the following holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25).

Note that Member and/or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.

- 1.5** PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking (unless the Member has given the contractor or other invitees expressed written permission to park in their assigned space and only in their assigned space). Parking passes must be obtained through Resident Services. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street unless the member has given the contractor written permission to park in their spaces. To the extent possible, contractors' or other invitees'

vehicles should be limited in number. Contractors may temporarily park as close to the resident's units, turn their hazard lights on and unload/load equipment and materials in a reasonable amount of time.

- 1.6 **PLANS:** The Member applying for a Mutual Consent shall provide to the Manor Alterations Division a detailed plan(s) indicating all work to be done, i.e., size, location, description and specifications.
- 1.7 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The use of drop cloths is required for all common area being traversed during the removal and installation of materials known to cause dust and debris. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.

**USE OF COMMUNITY WASTE REMOVAL LOCATIONS FOR
CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

Cleaning of paint tools, buckets, or equipment must be contained in trays and ground cover protected with drop cloths or plastic in common areas. The location of contractor's or member's dumpsters and dumpster bags, must be approved by Security. Wood boards or plywood shall be placed under dumpster wheels to provide protection to ground surfaces.

- 1.8 **CONTRACTOR:** In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured.
- 1.9 **CONTRACTOR'S CONDUCT:** Contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Audio playing devices are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents. Contractors must adhere to the Mutual's "No Smoking" policy.
- 1.10 **CONTRACTOR STAGING AREAS:** Contractor must request an assigned staging area in the common area of the mutual before the commencement of the project. The request for common area usage must be approved by Manor Alterations. Staging areas must be no larger than 20'X20' and remain clean and organized. All power cords, extension cords and miscellaneous cords must be designated by cones. They must be also be safely taped down and secured crossing any and all walkways. All materials and tools must be removed at the end of business, unless overnight storage of materials and tools in common areas is permitted with preapproval by Manor Alterations. The tools must be covered with tarps or drop cloths for overnight storage. Any damage to common area must be repaired to mutual standards.



STANDARD 15: FLOOR COVERINGS: EXTERIOR [BALCONIES AND PATIOS]

MAY 1996

REVISED APRIL 2005, RESOLUTION 01-05-64

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

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

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

REVISED SEPTEMBER 2018, RESOLUTION 01-18-105

REVISED AUGUST 2023, RESOLUTION 01-23-45

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Screws, nails, or any type of penetrating attachments are prohibited. Only glues or adhesive strips may be used to attach carpets to concrete surfaces. Mortar, cement, etc., may be used for tile.
- 2.2** Floor coverings shall not be installed on any walkway or breezeway.
- 2.3** The color, style, fashion, or design of any floor covering shall be optional.
- 2.4** Glazed tile, due to its slippery surface, is prohibited for use as a floor covering.
- 2.5** Floor coverings are installed by the Members at their own risk. Any damage caused by any building activity, including building maintenance, shall be the resident's responsibility.
- 2.6** Painting of concrete is prohibited.
- 2.7** The placement of indoor/outdoor carpeting is prohibited on any surface which is supported by wood (such as balconies, patios, decks, entryways, elevated and regular breezeways).
- 2.8** Concrete stain and epoxy coatings are permitted on concrete slabs in patios, atriums, and courtyards only. These coatings are prohibited on Common Area walkways.

3.0 MAINTENANCE

- 3.1** Members must maintain floor coverings in good condition at all times. Members shall repair or replace damaged or worn floor coverings.

- 3.2** Members shall be responsible to remove and replace any floor covering for access to the subsurface for purposes of inspection, repairs or maintenance.
- 3.3** Members assume all responsibility for tile that cracks or become loose.
- 3.4** Members assume responsibility for any building damage occurred due to the installation of a floor covering.
- 3.5** On wood frame balconies, the floor covering must be removed as needed to permit access for inspection and maintenance at the member's expense. If the floor covering restricts the Mutual from performing periodic or preventive maintenance activities, the Member shall be responsible for all damages caused by the lack of maintenance.
- 3.6** If the floor covering holds moisture, restricts water drainage, or causes moisture related damage, the Member shall be responsible for all costs related to the damage.