



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

**Tuesday, January 21, 2020 - 9:30 a.m.  
Laguna Woods Village Community Center Board Room 24351 El Toro Road,  
Laguna Woods, California**

Directors Present: Steve Parsons, Annie McCary, Cush Bhada, Lynn Jarrett, John Frankel,  
Reza Karimi, Ralph Engdahl, Robert Mutchnick, and Craig Wayne

Directors Absent: Jon Pearlstone

Staff Present: Jeff Parker CEO, Siobhan Foster, Eileen Paulin, Cheryl Silva, and  
Grant Schultz

Others Present: Third Board Candidates: Doug Gibson, Gan Mukhopadhyay and Susan  
Smallwood  
VMS Board: Wei-Ming Tao, Rosemarie dilorenzo

**1. Call meeting to order/ Establish Quorum**

Steve Parsons, President of the Corporation, chaired and 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.

**2. Pledge of Allegiance**

Director Bhada led the Membership in the Pledge of Allegiance.

**3. Acknowledge Media**

President Parsons acknowledged the presence of the media.

**4. Approval of Agenda**

Director McCary made a motion to approve the agenda as presented. Director Bhada seconded the motion.

President Parsons called for the vote on the agenda as presented and the motion passed unanimously.

**5. Approval of Minutes**

a. December 17, 2019-Regular Open Meeting Minutes

Director Karimi made a motion to approve the December 17, 2019-Regular Open Meeting minutes as presented. Director Mutchnick seconded the motion.

President Parsons called for the vote, and the motion passed unanimously.

**6. Report of the Chair**

Vice President McCary commented about health issues and preventative measures during the flu season.

**7. Third Mutual Board Director Candidate Appointment (Term Ending 2020)**

Candidate Introduction, Candidate Statements, Candidate Interview, Vote by Secret Ballot and Announcement of New Board Member.

President Parsons introduced the candidates running for the Third Board vacancy:

- Doug Gibson
- Gan Mukhopadhyay
- Susan Smallwood

Each Candidate was given three (3) minutes to give their candidate statement.

Candidates were given two (2) minutes to answer questions from the Board.

Director Mutchnick made a motion to commence voting for the Third Board Vacancy. Director Karimi seconded the motion.

By consensus, the motion was passed unanimously.

The Board voted by secret ballot.

President Parsons announced that Doug Gibson is the new Third Board Member.

**8. Open Forum**

Several Members spoke about various issues:

- A Member encouraged Members to donate to the Village Community Fund to support projects in the community;
- A Member commented about the Laguna Woods Foundation and the benefits that donations provide;
- A resident commented about washers with unbalanced loads;
- A Member asked for a response to her complaint in December;
- A Member commented about the problem of geese, the increase in dryer time and noise from floors above.

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

Board Members responded to the Members' concerns and requests.

- CEO Parker responded about the Scrivener corrections to the minutes;
- Director Bhada responded about the washer and dryer machines, the geese problem and noise from neighbors that live in the floors above;
- Director Karimi asked how washer and dryer machines are maintained;

## **10. CEO Report**

Jeff Parker, CEO, and Siobhan Foster, COO, reported on the following subjects:

- New processes to meet the KPIs on the Strategic Plan. Working with the President of the Board on critical initiatives;
- The 2020 Census, residents will have a choice to respond online or by phone.
- Enhanced 2020 transportation started on January 20, 2020. Informational meeting will be held on Wednesday, January 29, at 10 a.m. at Clubhouse 1, Main Lounge. In addition staff will be onsite at Clubhouse 1 every weekday from 9 a.m. to noon to assist residents in their local trip plans;
- Boost is a new Village transportation service provided in partnership with Lyft rideshare. The Boost service will be available when the Easy Rider fixed-route system is not in service.
- The City of Laguna Woods' Senior Mobility Program subsidizes the cost of taxi travel for Laguna Woods' residents who are at least 60 years of age. Taxi Bucks, Non-emergency Medical Transportation (NEMT) and Irvine Station (Transportation Center travel vouchers are available through Laguna Woods City Hall;
- City of Laguna Woods Board Meeting is now broadcast on Channel 3.
- Prevent golf cart theft by using a wheel lock, steering wheel lock or any other locking mechanism to secure golf carts;
- Village trash and recycling schedule for 2020 is posted on the website. Bulky items are picked up on the third Saturday of each month;
- GRF to auction obsolete equipment. Resident can inspect obsolete equipment from Friday, January 24, through Friday, February 21, from 12:30 to 3:00 p.m. at the Laguna Woods Village warehouse, located in the maintenance building. Completed bid forms must be completed and returned to the warehouse by Friday, February 21 at 3 p.m. Bids will be open and all participants notified on Monday, February 24, by 11 a.m.

## **11. Consent Calendar**

### **11a. Architectural Control and Standards Committee Recommendations:**

- (1) Recommend to Approve a Request to Retain Non-Standard Color on Two Exterior Entry Doors (3510-3G)

**RESOLUTION 03-20-01**  
**VARIANCE REQUEST**

**WHEREAS**, Ms. Sharon Evans of 3510-3G, a Villa Nueva style unit, is requesting Board approval of a variance to retain non-standard color on two exterior entry doors; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on November 25, 2019, 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 3, 2019.

**NOW THEREFORE BE IT RESOLVED**, on January 21, 2020, the Board of Directors hereby approves the request to retain non-standard color on two exterior entry doors;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 3510-3G and all future Mutual members at 3510-3G

**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) Recommend to Approve a Request to Retain Non-Standard Entry Door and Install Stacked Stone Veneer on Front Exterior Wall (5165)

**RESOLUTION 03-20-02**  
**VARIANCE REQUEST**

**WHEREAS**, Ms. Hope H. Miller of 5165 Belmez, a Villa Paraisa style unit, is requesting Board approval of a variance to retain non-standard entry door and install stacked stone veneer on front exterior wall; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on November 25, 2019, 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 3, 2019.

**NOW THEREFORE BE IT RESOLVED**, on January 21, 2020, the Board of Directors hereby approves the request to retain non-standard entry door and install stacked stone veneer on front exterior wall;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5165 and all future Mutual members at 5165.

**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.

- (3) Recommend to Approve a Request to Replace Planter with Wood Frame/Stucco Bathroom Extension on Original Exclusive Use Common Area (5589-A)

**RESOLUTION 03-20-03**  
**VARIANCE REQUEST**

**WHEREAS**, Ms. Victoria S. Pullman of 5589-A Avenida Sosiega West, a Casa Palma style unit, is requesting Board approval of a variance to replace planter with wood frame/stucco bathroom extension on original exclusive use common area; and,

**WHEREAS**, a Neighborhood Awareness Notice was sent to Owners of affected units on November 25, 2019, 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 3, 2019.

**NOW THEREFORE BE IT RESOLVED**, on January 21, 2020, the Board of Directors hereby approves the request to replace planter with wood frame/stucco bathroom extension on original exclusive use common area;

**RESOLVED FURTHER**, all costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at 5589-A and all future Mutual members at 5589-A.

**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.

**11b. Landscape Committee Recommendations:**

- (1) Ratify award of contract to West Coast Arborists, Inc. in the amount of \$503,121, which includes a ten percent contingency, to perform the tree maintenance services.
- (2) Ratify award of contract to Mission Landscape, Inc. in the amount of \$470,176 for slope landscape maintenance.
- (3) Recommend to Approve Tree Removal Request-3086-C Via Serena N. (Graham) - one Shamel Ash

**RESOLUTION 03-20-04**  
**APPROVE THE REQUEST FOR REMOVAL OF ONE SHAMEL  
ASH TREE - 3086-C VIA SERENA N.**

**WHEREAS**, September 20, 2011, that the Board of Directors adopted Resolution 03-11-149, 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 if the obstruction is at a considerable distance from the complaining manor and therefore causes only a partial 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 January 2, 2020, the Landscape Committee reviewed a request for removal of one Shamel Ash tree. The request was received from the Member at 3086-C who cited the reasons as overgrown, possible sewer damage, litter/debris, sidewalk damage, and a potential trip and fall hazard from fallen leaves onto the sidewalk and;

**WHEREAS**, the Committee determined that the tree meets the guidelines established in Resolution 03-11-149, and recommends approving the request for the removal of one Shamel Ash tree located at 3086-C Via Serena N.

**NOW THEREFORE BE IT RESOLVED**, January 21, 2020, the Board of Directors approves the request for the removal of one Shamel Ash tree located at 3086-C;

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

**11c. Finance Committee Recommendations:**

- (1) Recommendation to Approve a Resolution to Record Lien against Member ID# 931-720-36

**RESOLUTION 03-20-05**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 931-720-36; is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, January 21, 2020, that the Board of Directors hereby approves the recording of a Lien for Member ID 931-720-36 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.

- 11d.** Consistent with its statutory obligations the Board members individually reviewed Third Laguna Hills Mutual financials for the month of November 2019, and by this vote ratify that such review be confirmed in this month's Board Member Open Session Meeting minutes per Civil Code §5501.

Director Karimi made a motion to approve the consent calendar as presented. Director Mutchnick seconded the motion and the motion passed unanimously.

## **12. Unfinished Business**

- 12a.** Entertain a Motion to Adopt a Resolution to Approve a Species-Based Tree Trimming Program

Director Jarrett presented a summary of the following resolution:

### **RESOLUTION 03-20-06** **SPECIES-BASED TREE TRIMMING POLICY**

**WHEREAS**, the Board of Directors recognizes that many policies and services have been implemented by way of practice over the years but not formally documented;

**WHEREAS**, the current tree trimming schedule is based on an inspection based rotation in which trees are inspected every 34 months to determine the necessity of trimming on an individual tree basis;

**WHEREAS**, some tree species require trimming more frequently than every 34 months and some less frequently, which has led to inefficiencies and an increased amount of service requests and storm damage;

**WHEREAS**, Third Mutual maintains over 12,000 trees with 224 different species, each having different growth rates;

**WHEREAS**, Staff has determined that using a species basis to determine the tree trimming schedule would reduce the inefficiencies and service request trims;

**NOW THEREFORE BE IT RESOLVED**, January 21, 2020, that the Board of Directors hereby adopts the species-based trimming cycles attached to the official meeting minutes;

**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.



**DECEMBER Initial Notification-28 day notification for member review and comment to comply with Civil Code §4360.**

Director Jarrett made a motion to approve a Species-Based Tree Trimming Program. Director Bhada seconded the motion.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed unanimously.

**12b.** Entertain a Motion to Adopt a Resolution for Internal Dispute Policy

Director Jarrett presented a summary of the following Resolution:

**RESOLUTION 03-20-07**  
**INTERNAL DISPUTE RESOLUTION**

**WHEREAS**, Civil Code §5910 establishes requirements for Internal Dispute Resolution meetings; and

**WHEREAS**, the Board recognizes the need to revise the Internal Dispute Resolution to include a time frame for reaching a resolution; and

**NOW THEREFORE BE IT RESOLVED**; January 21, 2020, that the Board of Directors of this Corporation hereby approves the revised Internal Dispute Resolution, as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution 03-15-85 adopted June 16, 2015 is hereby superseded in its entirety 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.

**DECEMBER Initial Notification-28 day notification for member review and comment to comply with Civil Code §4360.**

Director Jarrett made a motion to adopt a resolution for Internal Dispute Policy. Director Karimi seconded the motion.

Discussion ensued among the Directors.

President Parsons called for the vote and the motion passed unanimously.

### **13. New Business**

- 13a.** Entertain a Motion to Approve a Transfer of \$8,000,000 in Cash from Funds held at Bank of America to the Discretionary Investment Account held and Managed by SageView/Fidelity Investments

President Parsons presented a summary of the following Resolution:

**RESOLUTION 03-20-08**  
**TRANSFER OF FUNDS TO DISCRETIONARY INVESTMENTS**

**WHEREAS**, the Corporation desires to maximize interest earnings on invested cash balances.

**RESOLVED**, January 21, 2020, that the Board of Directors of this Corporation hereby authorizes the transfer of \$8,000,000 in cash from funds held at Bank of America to the discretionary investment account held and managed by Fidelity/SageView; and

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

President Parsons made a motion to the transfer of funds to the discretionary investment account managed by SageView. Director Jarrett seconded the motion.

Discussion ensued among the Directors.

President Parsons called for the vote, and the motion passed unanimously.

### **14. Committee Reports**

- 14a.** Report of the Finance Committee / Financial Report - President Parsons. The Committee met on January 7, 2020; next meeting February 4, 2020, at 1:30 p.m. in the Board Room.
- (1) Treasurer's Report
  - (2) Third Finance Committee Report
  - (3) Resales/Leasing Reports
- 14b.** Report of the Architectural Controls and Standards Committee - Director Jarrett. The Committee met on December 3, 2019; next meeting January 27, 2020, at 9:30 a.m. in the Board Room.

**14c.** Report of the Communications Committee - Director Mccary. The Committee met on October 9, 2019; next meeting TBA.

**14d.** Report of the Maintenance and Construction Committee - Director Bhada. The Committee met on January 6, 2020; next meeting March 2, 2020, at 1:30 p.m. in the Board Room.

(1) Report of the Parking and Golf Cart Task Force - Director Parsons.  
The Task Force met on January 6, 2019; next meeting TBA.

**14e.** Report of the Landscape Committee - Director Jarrett. The Committee met on January 2, 2020; next meeting February 6, 2020, at 9:30 a.m. in the Board Room.

**14f.** Report of the Water Subcommittee - Director Jarrett. The subcommittee met on October 9, 2019; next meeting TBA.

**14g.** Report of the Resident Policy and Compliance Committee - Director Jarrett. The Task Force met on January 15, 2020; next meeting TBA.

**14h.** Report of the Village Energy Task Force - Director Frankel. The Task Force met on January 10, 2020; next meeting TBA.

**15. GRF Committee Highlights**

**15a.** Community Activities Committee - Director Bhada. The Committee met on January 9, 2020; next meeting March 12, 2020, at 1:30 p.m. in the Board Room.

**15b.** Finance Committee - Director Parsons. The Committee met on December 18, 2019; next meeting February 19, 2020, at 1:30 p.m. in the Board Room.

**15c.** Landscape Committee - Director Engdahl. The Committee met on December 4, 2019; next meeting February 12, 2020, at 1:30p.m. in the Board Room.

**15d.** Maintenance & Construction Committee - Director Frankel - The Committee met on January 13, 2020; next meeting February 12, 2020, at 9:30 a.m. in the Board Room.

(1) PAC Renovation Ad Hoc Committee - Director Parsons. The Committee met on December 12, 2019.

- 15e.** Media and Communications Committee - Director Mccary. The Committee met on December 16, 2019; next meeting January 22, 2020, at 9:30 a.m. in the Board Room.
- 15f.** Mobility and Vehicles Committee - Director Frankel - The Committee met on November 27, 2019; next meeting February 5, 2020, at 1:30 p.m. in the Board Room.
- 15g.** Security and Community Access Committee - Director Mutchnick. The Committee met on January 20, 2020; next meeting February 24, 2020, at 1:30 p.m. in the Board Room.
- (1) Disaster Preparedness Task Force - Director Mccary. The Task Force met on November 26, 2019; next meeting January 28, 2020, 9:30 a.m. in the Board Room.
- 15h.** Report of the Laguna Woods Village Traffic Hearings - Director Frankel. The hearings were held on January 15, 2019; next hearings February 19, 2020, at 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.
- 16. Future Agenda Items** - *All matters listed under Future Agenda Items are items for a future Board Meetings. The Board will take action on these items at a future Board Meeting.*
- 16a.** Parking Report
- 16b.** Census Report
- 16c.** Alternative Heat Source Policy (August initial notification-September postponed)
- 16d.** Resident Suggestion Program
- 16e.** Businesses owning property within Laguna Woods Village
- 16f.** Smoke Free Building Program
- 16g.** Nuisance and Harassment Policy

This item was added to the future agenda items:

- 16h.** Election Rules

**17. Director's Comments**

- Director McCary commented on the noise complaint that was mentioned during open forum;
- Director Jarrett welcomes the new director to the Board;
- Director Wayne commented on Gate 14 Landscape Modernization Project;
- Director Gibson made comments on the noise complaint issue and thanked the board for welcoming him.

**18. Recess**

The Board recessed at 11:10 p.m. and reconvened in Executive Session at 11:50 p.m.

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

*During the December 17, 2019, Closed Session, the Board:*

*Approved the Agenda*

*Approved the Following Meeting Minutes;*

*(a) October 22, 2019-/Special Closed Session (Insurance Renewals)*

*(b) November 7, 2019- Special Closed Session (VMS Agreement- Part 5)*

*(c) November 19, 2019- Regular Closed Session*

*Discussed and Considered Member Matters*

*Discussed and Considered Legal and Litigation Matters*

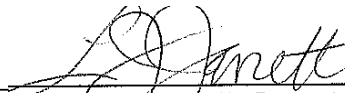
*Discussed and Considered Contractual Issues*

*Award of Contract for Tree Maintenance Services to West Coast Arborists, Inc.*

*Award of Contract for Slope Maintenance Services to Mission Landscape, Inc.*

**19. Adjourn**

With no further business to come before the Board of Directors, the meeting was adjourned at 4:33 p.m.



Lynne J. Felt, Secretary of the Board  
Third Laguna Hills Mutual

Landscape Division

Third Mutual Trees by Trim Cycle by Species

2019 Last Trim	2018 Last Trim	2017 Last Trim	To be Trimmed	*Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim
0	36	3	369	2020	Archontophoenix cunninghamiana	King Palm	408	4	408	0	0	0
0	0	0	1	2020	Archontophoenix myolensis	King Palm	1	4	1	0	0	0
105	105	8	151	2019	Syagrus romanzoffianum	Queen Palm	369	1	369	369	369	369
<b>105</b>	<b>141</b>	<b>11</b>	<b>521</b>			<b>Total Palm Trees:</b>	<b>778</b>		<b>778</b>	<b>369</b>	<b>369</b>	<b>369</b>
						<b>Total Contracted Costs for Palm Trees:</b>			<b>\$38,900</b>	<b>\$18,450</b>	<b>\$18,450</b>	<b>\$18,450</b>
0	27	0	14	2020	Rhus lancea	African Sumac	41	2	41	0	41	0
0	54	0	72	2020	Geijera parviflora	Australian Willow	126	2	126	0	126	0
1	73	8	287	2020	Schinus terebinthifolius	Brazilian Pepper	369	2	369	0	369	0
0	74	0	127	2021	Schinus molle	California Pepper	201	2	201	0	201	0
1	40	0	163	2020	Platanus racemosa	California Sycamore	204	2	204	0	204	0
1	490	5	260	2020	Cupaniopsis anacardioides	Carrotwood	756	2	756	0	756	0
0	3	1	23	2020	Koelreuteria bipinnata	Chinese Flame Tree	27	2	27	0	27	0
0	0	0	3	2020	Chionanthus retusus	Chinese Fringe Tree	3	2	3	0	3	0
0	0	0	2	2020	Pistacia chinensis	Chinese Pistache	2	2	2	0	2	0
0	2	0	0	2020	Ficus species	Ficus Species	2	2	2	0	2	0
0	0	0	1	2020	Ficus rubiginosa 'Florida'	Florida Rustleaf Fig	1	2	1	0	1	0
0	3	0	11	2020	Cassia leptophylla	Gold Medallion Tree	14	2	14	0	14	0
0	1	0	52	2020	Brahea edulis	Guadalupe Palm	53	2	53	0	53	0
1	119	0	101	2020	Ficus microcarpa 'Nitida'	Indian Laurel Fig	221	2	221	0	221	0
0	79	0	221	2020	Jacaranda mimosifolia	Jacaranda	300	2	300	0	300	0
0	5	0	9	2020	Harpephyllum caffrum	Kaffir Plum	14	2	14	0	14	0
0	5	0	9	2020	Washingtonia robusta	Mexican Fan Palm	14	2	14	0	14	0
0	30	0	26	2020	Agonis flexuosa	Peppermint Tree	56	2	56	0	56	0
0	47	0	41	2020	Corymbia ficifolia	Red-Flowering Gum	88	2	88	0	88	0
0	147	4	145	2020	Ficus rubiginosa	Rustleaf Fig	296	2	296	0	296	0
0	1	0	10	2020	Tipuana tipu	Tipu	11	2	11	0	11	0
1	55	5	124	2020	Ficus benjamina	Weeping Fig	185	2	185	0	185	0
0	27	2	52	2020	Morus alba	White Mulberry	81	2	81	0	81	0
0	0	0	3	2020	Spathodea campanulata	African Tulip Tree	3	3	3	0	0	3
0	60	0	180	2020	Pinus halepensis	Aleppo Pine	240	3	240	0	0	240
0	12	0	37	2020	Platanus occidentalis	American Sycamore	49	3	49	0	0	49
0	1	0	2	2020	Salix lasiolepis	Arroyo Willow	3	3	3	0	0	3
0	0	0	6	2020	Acacia baileyana	Bailey Acacia	6	3	6	0	0	6
0	2	0	3	2020	Robinia pseudoacacia	Black Locust	5	3	5	0	0	5
0	0	0	16	2020	Pittosporum tenuifolium	Blackstem Pittosporum	16	3	16	0	0	16
0	0	0	18	2020	Acacia melanoxylon	Blackwood Acacia	18	3	18	0	0	18
0	0	0	3	2020	Lycianthes rantonnetii	Blue Potato Bush	3	3	3	0	0	3
0	46	2	131	2020	Brachychiton populneus	Bottle Tree	179	3	179	0	0	179
0	0	0	1	2020	Melaleuca armillaris	Bracelet Honey Myrtle	1	3	1	0	0	1
1	68	0	52	2020	Lophostemon confertus	Brisbane Box	121	3	121	0	0	121
0	132	6	295	2020	Melaleuca quinquenervia	Cajuput Tree	433	3	433	0	0	433
0	0	0	1	2020	Washingtonia filifera	California Fan Palm	1	3	1	0	0	1
0	2	0	5	2020	Phoenix canariensis	Canary Island Date Palm	7	3	7	0	0	7
0	0	0	1	2020	Calodendrum capense	Cape Chestnut	1	3	1	0	0	1
0	4	0	4	2020	Pittosporum viridiflorum	Cape Pittosporum	8	3	8	0	0	8
4	30	0	14	2020	Ceratonia siliqua	Carob	48	3	48	0	0	48
0	0	0	1	2020	Lyonothamnus floribundus	Catalina Ironwood	1	3	1	0	0	1
0	0	0	1	2020	Cedrus libani	Cedar-of-Lebanon	1	3	1	0	0	1
0	0	0	1	2020	Magnolia champaca	Champaca	1	3	1	0	0	1
0	0	0	3	2020	Annona cherimola	Cherimoya	3	3	3	0	0	3
0	1	0	8	2020	Radermachera sinica	China Doll	9	3	9	0	0	9
0	1	0	0	2020	Melia azedarach	Chinaberry	1	3	1	0	0	1
0	57	0	57	2020	Ulmus parvifolia	Chinese Elm	114	3	114	0	0	114
0	0	0	10	2020	Ziziphus jujuba	Chinese Jujube	10	3	10	0	0	10
0	0	0	7	2020	Ligustrum sinense	Chinese Privet	7	3	7	0	0	7
0	1	0	9	2020	Triadica sebifera	Chinese Tallow Tree	10	3	10	0	0	10

**Landscape Division**  
**Third Mutual Trees by Trim Cycle by Species**

2019 Last Trim	2018 Last Trim	2017 Last Trim	To be Trimmed	*Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim
0	12	0	26	2020	Chitalpa tashkentensis	Chitalpa	38	3	38	0	0	38
0	0	0	2	2020	Erythrina crista-galli	Cockspur Coral Tree	2	3	2	0	0	2
0	0	0	1	2020	Ficus microcarpa	Cuban Laurel	1	3	1	0	0	1
0	0	0	7	2020	Phoenix dactylifera	Date Palm	7	3	7	0	0	7
0	0	0	1	2020	Chilopsis linearis	Desert Willow	1	3	1	0	0	1
0	12	4	107	2020	Eriobotrya japonica	Edible Loquat	123	3	123	0	0	123
1	2	0	28	2020	Betula pendula	European White Birch	31	3	31	0	0	31
2	200	3	230	2020	Afrocarpus gracilior	Fern Pine	435	3	435	0	0	435
0	0	0	2	2020	Ficus lyrata	Fiddle Leaf Fig	2	3	2	0	0	2
0	0	0	2	2020	Pyracantha coccinea	Firethorn	2	3	2	0	0	2
0	0	0	2	2020	Caryota urens	Fishtail Wine Palm	2	3	2	0	0	2
0	1	0	0	2020	Brachychiton acerifolius	Flame Tree	1	3	1	0	0	1
0	114	0	163	2020	Melaleuca linariifolia	Flaxleaf Paperbark	277	3	277	0	0	277
0	8	0	10	2020	Ceiba speciosa	Floss Silk Tree	18	3	18	0	0	18
0	0	0	3	2020	Cercis canadensis 'Forest Pansy'	Foxtail Palm	3	3	3	0	0	3
0	0	0	2	2020	Koelreuteria paniculata	Goldenrain Tree	2	3	2	0	0	2
0	3	0	4	2020	Fraxinus pennsylvanica	Green Ash	7	3	7	0	0	7
0	0	0	1	2020	Acacia decurrens	Green Wattle	1	3	1	0	0	1
0	0	0	1	2020	Pithecellobium dulce	Guamuchil	1	3	1	0	0	1
0	0	0	1	2020	Psidium guajava	Heath Melaluca	1	3	1	0	0	1
0	3	0	1	2020	Robinia x ambigua 'Idahoensis'	Idaho Locust	4	3	4	0	0	4
0	0	0	1	2020	Rhamnus alaternus	Italian Buckthorn	1	3	1	0	0	1
0	0	0	4	2020	Prunus serrulata	Japanese Flowering Cherry	4	3	4	0	0	4
0	0	1	15	2020	Ligustrum japonicum	Japanese Privet	16	3	16	0	0	16
0	2	0	10	2020	Erythrina caffra	Kaffirboom Coral Tree	12	3	12	0	0	12
0	8	0	34	2020	Platanus x acerifolia	London Plane Tree	42	3	42	0	0	42
0	0	1	50	2020	Ginkgo biloba	Maidenhair Tree	51	3	51	0	0	51
0	0	0	3	2020	Maytenus boaria	Mayten	3	3	3	0	0	3
0	2	0	20	2020	Chamaerops humilis	Mediterranean Fan Palm	22	3	22	0	0	22
0	0	0	1	2020	Brahea armata	Mexican Blue Palm	1	3	1	0	0	1
0	0	0	8	2020	Magnolia doltsopa	Michelia	8	3	8	0	0	8
0	2	0	27	2020	Albizia julibrissin	Mimosa; Silk Tree	29	3	29	0	0	29
0	2	0	3	2020	Fraxinus velutina 'Modesto'	Modesto Ash	5	3	5	0	0	5
0	4	0	90	2020	Myoporum laetum	Myoporum	94	3	94	0	0	94
0	1	0	0	2020	Myoporum laetum	Mysore Fig	1	3	1	0	0	1
0	0	0	1	2020	Erythrina americana	Naked Coral Tree	1	3	1	0	0	1
0	22	1	29	2020	Olea europaea	Olive	52	3	52	0	0	52
0	0	0	3	2020	Howea forsteriana	Paradise Palm	3	3	3	0	0	3
0	1	0	9	2020	Melaleuca nesophila	Pink Melaleuca	10	3	10	0	0	10
0	1	2	75	2020	Handroanthus impetiginosus	Pink Trumpet Tree	78	3	78	0	0	78
0	0	0	1	2020	Beaucarnea recurvata	Ponytail Palm	1	3	1	0	0	1
0	0	0	3	2020	Melaleuca styphelloides	Prickly-leaf Paperbark	3	3	3	0	0	3
0	2	0	1	2020	Paulownia fortunei	Princess Tree	3	3	3	0	0	3
0	0	0	2	2020	Dodonaea viscosa 'Purpurea'	Purple Hopseed	2	3	2	0	0	2
0	10	0	62	2020	Bauhinia variegata	Purple Orchid Tree	72	3	72	0	0	72
0	0	0	11	2020	Robinia x ambigua 'Purple Robe'	Purple Robe Locust	11	3	11	0	0	11
0	0	0	1	2020	Salix discolor	Pussy Willow	1	3	1	0	0	1
0	0	0	1	2020	Brachychiton rupestris	Queensland Bottle Tree	1	3	1	0	0	1
0	1	0	21	2020	Schefflera actinophylla	Queensland Umbrella Tree	22	3	22	0	0	22
0	1	1	7	2020	Taxodium distichum	Rubber Plant	9	3	9	0	0	9
0	0	0	34	2020	Pittosporum crassifolium	Seaside Pittosporum	34	3	34	0	0	34
0	48	0	91	2020	Fraxinus uhdei	Shamel Ash	139	3	139	0	0	139
0	0	0	1	2020	Ulmus pumila	Siberian Elm	1	3	1	0	0	1
0	72	0	178	2020	Grevillea robusta	Silk Oak	250	3	250	0	0	250
0	0	0	8	2020	Psidium cattleianum	Strawberry Guava	8	3	8	0	0	8
0	0	0	1	2020	Laurus nobilis	Sweet Bay	1	3	1	0	0	1

**Landscape Division**  
**Third Mutual Trees by Trim Cycle by Species**

2019 Last Trim	2018 Last Trim	2017 Last Trim	To be Trimmed	*Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim
0	1	0	1	2020	Hymenosporum flavum	Sweetshade	2	3	2	0	0	2
0	0	0	2	2020	Gleditsia triacanthos f. inermis	Thornless Honey Locust	2	3	2	0	0	2
0	0	0	34	2020	Pittosporum tobira	Tobira, Mock Orange	34	3	34	0	0	34
0	0	0	2	2020	Ailanthus altissima	Tree of Heaven	2	3	2	0	0	2
0	0	0	4	2020	Dyopsis decaryi	Triangle Palm	4	3	4	0	0	4
0	2	1	27	2020	Pittosporum undulatum	Victorian Box	30	3	30	0	0	30
0	91	0	286	2020	Callistemon viminalis	Weeping Bottlebrush	377	3	377	0	0	377
0	0	0	1	2020	Morus alba 'Pendula'	Weeping White Mulberry	1	3	1	0	0	1
0	0	0	1	2020	Salix babylonica	Weeping Willow	1	3	1	0	0	1
0	3	1	23	2020	Alnus rhombifolia	White Alder	27	3	27	0	0	27
0	0	0	2	2020	Eucalyptus leucoxylo	White Ironbark	2	3	2	0	0	2
0	0	0	2	2020	Casimiroa edulis	White Sapote	2	3	2	0	0	2
0	0	0	1	2020	Salix species	Willow Species	1	3	1	0	0	1
0	0	0	1	2020	Handroanthus umbellatus	Yellow Trumpet Tree	1	3	1	0	0	1
0	0	0	1	2020	Taxus species	Yew Species	1	3	1	0	0	1
1	30	0	83	2020	Liquidambar styraciflua	American Sweet Gum	114	4	114	0	0	0
0	0	0	1	2020	Pyrus calleryana 'Aristocrat'	Aristocrat Pear	1	4	1	0	0	0
0	0	0	1	2020	Acer palmatum 'Bloodgood'	Bloodgood Japanese Maple	1	4	1	0	0	0
0	13	0	60	2020	Eucalyptus globulus	Blue Gum	73	4	73	0	0	0
0	0	0	4	2020	Acacia saligna	Blue-Leaf Wattle, Willow Wattle	4	4	4	0	0	0
0	19	0	26	2020	Eucalyptus lehmannii	Bushy Yate	45	4	45	0	0	0
0	91	11	395	2020	Pinus canariensis	Canary Island Pine	497	4	497	0	0	0
0	5	1	52	2020	Prunus caroliniana	Carolina Laurel Cherry	58	4	58	0	0	0
0	0	0	2	2020	Manihot esculenta	Cassava	2	4	2	0	0	0
0	3	0	23	2020	Eucalyptus globulus 'Compacta'	Compact Bluegum	26	4	26	0	0	0
0	0	0	2	2020	Eucalyptus torquata	Coral Gum	2	4	2	0	0	0
0	0	0	2	2020	Populus deltoides	Cottonwood	2	4	2	0	0	0
0	6	0	25	2020	Eucalyptus rudis	Desert Gum	31	4	31	0	0	0
0	3	0	1	2020	Hibiscus mutabilis 'Flore Pleno'	Double Confederate Rose	4	4	4	0	0	0
0	0	0	1	2020	Dracaena draco	Dragon Tree	1	4	1	0	0	0
0	0	0	1	2020	Catalpa bignonioides	Eastern Catalpa	1	4	1	0	0	0
0	0	0	1	2020	Quercus ilex	Holly Oak	1	4	1	0	0	0
1	21	0	92	2020	Pinus pinea	Italian Stone Pine	114	4	114	0	0	0
0	50	1	616	2020	Callistemon citrinus	Lemon Bottlebrush	667	4	667	0	0	0
0	37	0	132	2020	Corymbia citriodora	Lemon-Scented Gum	169	4	169	0	0	0
0	10	0	31	2020	Eucalyptus viminalis	Manna Gum	41	4	41	0	0	0
0	0	0	1	2020	Taxodium mucronatum	Montezuma Cypress	1	4	1	0	0	0
0	1	0	21	2020	Leptospermum scoparium	Nichol's Willow-Leafed Peppermint	22	4	22	0	0	0
0	0	0	6	2020	Platyclusus orientalis	Oriental Arborvitae	6	4	6	0	0	0
0	1	0	16	2020	Pyrus calleryana	Ornamental Pear	17	4	17	0	0	0
0	0	0	4	2020	Butia capitata	Pindo Palm	4	4	4	0	0	0
0	1	8	48	2020	Brachychiton discolor	Pink Flame Tree	57	4	57	0	0	0
0	0	0	2	2020	Calliandra haematocephala	Pink Powderpuff	2	4	2	0	0	0
0	0	0	8	2020	Cotoneaster lacteus	Red Clusterberry	8	4	8	0	0	0
0	5	0	24	2020	Eucalyptus camaldulensis	Red Gum	29	4	29	0	0	0
1	149	0	110	2020	Eucalyptus sideroxylo	Red Ironbark	260	4	260	0	0	0
0	0	0	1	2020	Casuarina cunninghamiana	River She-Oak	1	4	1	0	0	0
0	0	1	1	2020	Howea belmoreana	Sentry Palm	2	4	2	0	0	0
1	157	0	130	2020	Eucalyptus polyanthemus	Silver Dollar Gum	288	4	288	0	0	0
0	0	0	1	2020	Acer saccharinum	Silver Maple	1	4	1	0	0	0
0	2	0	0	2020	Eucalyptus pulverulenta	Silver Mountain Gum	2	4	2	0	0	0
0	1	0	5	2020	Macadamia integrifolia	Smooth-Shell Macadamia	6	4	6	0	0	0
0	0	0	9	2020	Cocculus laurifolius	Snailseed	9	4	9	0	0	0
0	14	0	50	2020	Corymbia maculata	Spotted Gum	64	4	64	0	0	0
0	2	0	11	2020	Arbutus unedo	Strawberry Tree	13	4	13	0	0	0
2	12	1	17	2020	Eucalyptus cladocalyx	Sugar Gum	32	4	32	0	0	0



**Landscape Division**  
**Third Mutual Trees by Trim Cycle by Species**

2019 Last Trim	2018 Last Trim	2017 Last Trim	To be Trimmed	*Planned Trim (Fiscal Year)	Botanical Name	Common Name	Quantity	Annual Trim Cycle	2020 Estimated Next Trim	2021 Estimated Next Trim	2022 Estimated Next Trim	2023 Estimated Next Trim
0	0	0	1	2020	Heteromeles arbutifolia	Toyon	1	4	1	0	0	0
0	0	0	2	2020	Schefflera pueckleri	Valley Oak	2	4	2	0	0	0
0	0	0	1	2020	Tristaniopsis laurina	Weeping Blue Atlas Cedar	1	4	1	0	0	0
0	2	1	114	2020	Ilex altacalarensis 'Wilsonii'	Wilson Holly	117	4	117	0	0	0
0	12	3	16	2020	Trachycarpus fortunei	Windmill Palm	31	4	31	0	0	0
0	1	0	6	2020	Pinus brutia var. eldarica	Afghan Pine	7	5	7	0	0	0
0	0	0	7	2020	Cunonia capensis	African Red Alder	7	5	7	0	0	0
0	0	0	2	2020	Thuja occidentalis	American Arborvitae	2	5	2	0	0	0
0	0	0	1	2020	Brugmansia versicolor	Angel's Trumpet	1	5	1	0	0	0
0	0	0	1	2020	Dyopsis lutescens	Areca Palm	1	5	1	0	0	0
0	0	0	1	2020	Tamarix aphylla	Athel Tree	1	5	1	0	0	0
0	1	0	14	2020	Cedrus atlantica	Atlas Cedar	15	5	15	0	0	0
0	0	0	10	2020	Leptospermum laevigatum	Australian Tea Tree	10	5	10	0	0	0
0	0	0	11	2020	Hyophorbe lagenicaulis	Bottle Palm	11	5	11	0	0	0
0	9	0	49	2020	Eriobotrya deflexa	Bronze Loquat	58	5	58	0	0	0
0	4	0	46	2020	Syzygium paniculatum	Brush Cherry	50	5	50	0	0	0
0	110	3	149	2020	Cinnamomum camphora	Camphor	262	5	262	0	0	0
1	15	2	135	2020	Prunus lyonii	Catalina Cherry	153	5	153	0	0	0
0	0	0	2	2020	Ilex cornuta	Chinese Holly	2	5	2	0	0	0
0	0	0	17	2020	Juniperus chinensis	Chinese Juniper	17	5	17	0	0	0
0	0	0	1	2020	Photinia serratifolia	Chinese Photinia	1	5	1	0	0	0
0	0	0	1	2020	Photinia serrulata	Chinese Photinia	1	5	1	0	0	0
0	0	0	1	2020	Wisteria sinensis (Standard)	Chinese Wisteria (Standard)	1	5	1	0	0	0
0	0	0	1	2020	Phoenix rupicola	Cliff Date Palm	1	5	1	0	0	0
0	2	0	17	2020	Quercus agrifolia	Coast Live Oak	19	5	19	0	0	0
0	0	0	1	2020	Sequoia sempervirens	Coast Redwood	1	5	1	0	0	0
1	47	6	686	2020	Lagerstroemia indica	Crape Myrtle (including hybrids)	740	5	740	0	0	0
0	2	0	5	2020	Cedrus deodara	Deodar Cedar	7	5	7	0	0	0
0	0	0	1	2020	Schefflera arboricola	Dwarf Schefflera	1	5	1	0	0	0
0	2	0	61	2020	Cercis canadensis	Eastern Redbud	63	5	63	0	0	0
0	0	0	6	2020	Ilex aquifolium	English Holly	6	5	6	0	0	0
0	67	0	56	2020	Pyrus kawakamii	Evergreen Pear	123	5	123	0	0	0
0	0	0	28	2020	Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud	28	5	28	0	0	0
0	0	0	13	2020	Photinia fraseri	Fraser Photinia	13	5	13	0	0	0
0	0	0	22	2020	Ligustrum lucidum	Glossy Privet	22	5	22	0	0	0
0	1	0	17	2020	Dodonaea viscosa	Green Hopseed	18	5	18	0	0	0
0	17	15	275	2020	Juniperus chinensis 'Torulosa'	Hollywood Juniper	307	5	307	0	0	0
0	0	0	7	2020	Calocedrus decurrens	Incense Cedar	7	5	7	0	0	0
0	0	0	27	2020	Cupressus sempervirens	Italian Cypress	27	5	27	0	0	0
0	3	0	44	2020	Pinus thunbergiana	Japanese Black Pine	47	5	47	0	0	0
0	0	0	8	2020	Acer palmatum	Japanese Maple	8	5	8	0	0	0
0	0	5	48	2020	Juniperus species	Juniper Species	53	5	53	0	0	0
0	0	1	17	2020	Cupressocyparis leylandii	Leyland Cypress	18	5	18	0	0	0
0	3	3	121	2020	Magnolia grandiflora 'Little Gem'	Little Gem Magnolia	127	5	127	0	0	0
0	0	0	87	2020	Podocarpus henkelii	Long-Leafed Yellowwood	87	5	87	0	0	0
0	19	0	50	2020	Pinus radiata	Monterey Pine	69	5	69	0	0	0
0	37	2	152	2020	Metrosideros excelsa	New Zealand Christmas Tree	191	5	191	0	0	0
0	0	0	1	2020	Leptospermum scoparium	New Zealand Tea Tree	1	5	1	0	0	0
0	1	1	15	2020	Araucaria heterophylla	Norfolk Island Pine	17	5	17	0	0	0
0	1	0	6	2020	Other Tree	Other Tree	7	5	7	0	0	0
0	2	0	123	2020	Prunus cerasifera	Purple-Leafed Plum	125	5	125	0	0	0
0	2	0	13	2020	Aurantiarpa rhombifolia	Queensland Pittosporum	15	5	15	0	0	0
0	0	0	4	2020	Magnolia x soulangeana	Saucer Magnolia	4	5	4	0	0	0
0	4	0	48	2020	Xylosma congestum	Shiny Xylosma	52	5	52	0	0	0
0	0	0	18	2020	Cotinus coggygria	Smoke Tree	18	5	18	0	0	0
0	78	1	353	2020	Magnolia grandiflora	Southern Magnolia	432	5	432	0	0	0

**Landscape Division**  
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0	0	2	36	2020	Yucca gloriosa	Spanish Dagger	38	5	38	0	0	0
0	6	4	110	2020	Araucaria columnaris	Star Pine	120	5	120	0	0	0
0	1	0	17	2020	Acacia longifolia	Sydney Golden Wattle	18	5	18	0	0	0
0	1	1	50	2020	Cercis canadensis var. texensis	Texas/Oklahoma Redbud	52	5	52	0	0	0
0	0	0	1	2020	Aralia elegantissima	Threadleaf Aralia	1	5	1	0	0	0
0	0	1	2	2020	Schefflera pueckleri	Tupidanthus	3	5	3	0	0	0
0	0	0	52	2020	Tristaniopsis laurina	Water Gum	52	5	52	0	0	0
0	0	0	3	2020	Cercis occidentalis	Western Redbud	3	5	3	0	0	0
0	3	0	7	2020	Podocarpus macrophyllus	Yew Pine	10	5	10	0	0	0
<b>20</b>	<b>3,262</b>	<b>114</b>	<b>9,250</b>		<b>Totals without Palm Trees:</b>		<b>13,182</b>		<b>13,182</b>	<b>0</b>	<b>2,529</b>	<b>3,736</b>
<b>126</b>	<b>3,557</b>	<b>133</b>	<b>10,144</b>		<b>Total with Palm Trees:</b>		<b>13,960</b>		<b>13,960</b>	<b>369</b>	<b>2,898</b>	<b>4,105</b>



**Internal Dispute Resolution**  
**Resolution 03-20-07; Adopted January 21, 2020**

The Internal Dispute Resolution (“IDR”) process provides Third Laguna Hills Mutual (“Third”) as well as all Owners an alternative to the filing of any litigation related to a dispute involving their respective rights, duties or liabilities under the governing documents, the Davis-Stirling Common Interest Development Act; and/or the nonprofit mutual benefit corporation law; or any other state or federal law (a “CID Dispute”). An owner should be permitted to request IDR for a disputed assessment or charge (not a delinquency or a request for a payment plan.) The IDR process is available not only to disputes between Third and an Owner, but can also be used to help resolve disputes between Owners. It does not relate to any collection of assessments unless Third determines it needs to pursue litigation to collect same.

1. Either party (Third or an Owner) to a CID Dispute may invoke the following procedure:
  - a. The party may request the other party to meet and confer, in an effort to resolve the CID Dispute. The request shall be in writing.
  - b. An Owner may refuse a request to meet and confer. Third may not refuse an Owner’s request to meet and confer.
  - c. In response to a CID Dispute involving Third, the Board will designate two Directors (“Board Designees”) to represent Third and meet and confer with the Owner. The Board Designees shall also have the right to request the Chairperson of any applicable Committee involved in the CID Dispute to assist Third and attend the meet and confer session with the Owner.
  - d. IDR meetings between Owners and not involving Third should be held at a “neutral” location. To the extent conference rooms are available, and if the requesting Owners provide a minimum of ten (10) business days’ advance written notice, Third will provide a conference room in the Laguna Woods Village Community Center for the purpose of the IDR meeting. IDR meetings involving Third will be held in the Laguna Woods Village Community Center.
  - e. IDR meetings will be one hour in length. By requesting or agreeing to participate in IDR, the parties agree to commit one hour to the effort to resolve the dispute.
2. An Owner participating in IDR may be assisted by an attorney or another person in explaining their positions at the Owner’s cost, as also Third may be so assisted at Third’s cost. Although an Owner is permitted to bring Owner’s attorney or other representative to the IDR meeting, Third encourages direct discussions between Third representative and the Owner, without legal counsel, to further the goal of resolution through an amicable, no cost, and expeditious process.
3. If an Owner desires to bring Owner’s attorney to the IDR meeting, the Owner shall give ten (10) business days’ advance written notice to the other parties, including

Third, so that the other parties may determine if they wish their respective legal counsel to attend. Failure of Owner to advise if Owner is bringing legal counsel will require a postponement of the IDR meeting to a date at which Third counsel or the counsel of any other party is able to participate. If an Owner appears at the IDR meeting with previously unannounced counsel, the IDR will be rescheduled and will not proceed.

4. In an IDR meeting, the parties will meet promptly at a mutually convenient time and place, explain their positions to each other and confer in good faith in an effort to resolve the CID Dispute. If all parties to the IDR are not present, and no one has called to indicate a problem with arrival, the IDR will be cancelled after 15 minutes of waiting.
5. A resolution of the CID Dispute agreed to by the parties shall be memorialized in writing and signed by all participating parties, including, if Third is involved, the Board Designees on behalf of Third.
6. The Agreement reached by the Owners or the Owners and the Board Designees will bind the parties and be judicially enforceable if the following conditions are satisfied.
  - a. The Agreement is in writing and signed by all parties to the IDR process;
  - b. The Agreement is not in conflict with law or the governing documents; and
  - c. If the IDR involves Third as a participant, the Agreement is consistent with the authority granted in advance to the Board Designees by the Board or is ratified by the Board of Directors within thirty (30) days of the date that the Agreement is executed by the Owner and the Board Designees.
7. The Owner participating in the IDR Process shall not be charged a fee to participate in the IDR Process.
8. All parties participating in the IDR process should note that the goal of the meeting is not to determine who is right or who is wrong, nor does IDR determine a "winner." The purpose of the IDR meeting is to try to find a compromise between the disputing parties, and thereby enhance neighborliness and harmony. Therefore, parties participating should come to the IDR meeting with an open mind and prepared to be flexible in dealing with other parties to the IDR.
9. Resolution must be reached within two (2) months from the IDR request.