

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

January 15, 2008

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, January 15, 2008 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Cynthia Conners, Carol Moore, Dominic Burrasca, John Paulus, Jim Matson, Don Lippert, Isabel Muennichow, Gunter Vogt, Larry Souza, Bob Hatch, Stanley Feldstein

Directors Absent: None

Others Present: Milt Johns, Patty Fox, Janet Price (10:46 A.M. – 11:30 A.M.)
Executive Session: Milt Johns, Patty Fox, Cris Trapp

CALL TO ORDER

Director Cynthia Conners, President of the Corporation, chaired the meeting and stated that it was a regular meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 9:30 A.M.

A moment of silence was held to honor the US Troops serving our country and those placed in harm's way.

PLEDGE OF ALLEGIANCE

Director Isabel Muennichow led the Membership in the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF PRESS

Cheryl Walker from the Laguna Woods Globe, and by way of remote cameras, the Laguna Woods Village Channel 6 Camera Crew were acknowledged.

APPROVAL OF AGENDA

Without objection, the Agenda was approved as amended by removing 11(b) *Approval of Revised Financial Requirements* and 12(a) *Approval of Use of Electronic Personal Assistive Mobility Devices* returning them back to the appropriate committees.

APPOINTMENT OF BOARD SECRETARY

Director Don Lippert nominated Director Larry Souza to the position of Secretary. Director Bob Hatch seconded the motion. Director Souza was elected Secretary by acclamation.

CHAIR'S REPORT – Cynthia Conners

President Conners addressed the legal argument made by Director Feldstein re the legality of the Board meeting of November 28, 2007. She explained the difference between the Brown Act and the Davis- Stirling Act as it pertains to the Open Meeting Act, the definition of personnel, as well as the applicable laws governing home owner associations and closed session meetings.

APPROVAL OF THE MINUTES

The Board reviewed the Minutes of the Regular Meeting of November 20, 2007, and without objection the minutes were approved.

The Board reviewed the Minutes of the Special Meeting of December 3, 2007, and without objection the minutes were approved.

The Board reviewed the Minutes of the Regular Meeting of December 18, 2007, and without objection the minutes were approved.

Director Hatch proposed an amendment to the minutes of the November 28, 2007 meeting and the Board agreed to discuss the amendment at the February meeting.

The Board reviewed the Minutes of the Reconvened Regular Meeting of December 21, 2007, and without objection the minutes were approved.

THIRD MUTUAL MEMBER COMMENTS

- Richard Moos (5345) reminded the Board to assign a Board member to the Laguna Canyon Foundation
- Selden Heilbronner (3432-A) thanked Mr. Johns and PCM staff for excellent service
- Jerry Sheinblum (3488-C) announced the next CCA Town Hall Meeting
- Denny Welch (5517-1C) thanked Cheryl Walker for her article in the OC Register on the history of the Community's governing documents
- Anita Robertson (2243-F) encouraged the Board to not increase the Mutual's financial requirements and commented on shrubbery causing blind spots to drivers around Gate 6
- Bud Nesvig (2392-3H) commented on President Conners' presentation at the Garden Villa Association, assessment increases, and proposed projects that may save the community money
- Dolores O'Connor (2200-D) addressed the Board on the use of personal transportation devices in the Community and requested the Board take the time during the meeting to watch a presentation of such devices
- Frances Jamison (5552-A) commented on over-watering and wetness causing damage to her manor.
- Karel Brouwer (3189-C) commented on continuous termite infestations

DIRECTOR COMMENTS AND RESPONSES TO MEMBER COMMENTS

- Director Muennichow addressed Director Paulus on the removal of the Revised Financial Requirements Resolution from the agenda and stated her objection to the removal.

In response to Director Muennichow's objection, Director Paulus made a motion to remove the financial requirement resolution from the agenda, returning it back to the Finance Committee. Director Lippert seconded the motion and discussion ensued. By a vote of 7-3-0 (Directors Souza, Hatch and Muennichow opposed), the motion carried.

- Director Hatch commented on Bud Nesvig's comments
- Director Feldstein addressed President Conners on her comments made under the Chair's Report
- Director Moore commented on the impact of seconds and numbers
- Director Burrasca commented on transparency
- Director Lippert commented on the interpretation of documents and law
- General Manager addressed Ms. Jamison on her irrigation issues and addressed Director Lippert on his request and directors' access rights to corporate documents

GENERAL MANAGER'S REPORT

Mr. Milt Johns updated the Board on the GRF Recreation Needs Assessment Plan and provided a timeline of events for completion of the Plan, and commented on GRF's plan to establish an ad hoc committee to beautify the gates.

Ms. Janet Price entered the meeting at 10:46 A.M.

Due to Ms. O'Connor's request, a demonstration of the Segway transportation devices was performed for the Board.

The Board asked questions on the operation of the device and recommended that the demonstration be performed at the next Maintenance and Construction Committee Meeting.

TREASURER'S REPORT

Director John Paulus reported on the Treasurer's Report and Resale & Lease Activities.

The Secretary of the Corporation read a proposed resolution on approving a chargeable services billing dispute policy. A motion was made and seconded.

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

RESOLUTION 03-08-01

WHEREAS, chargeable services billing disputes are reviewed in light of the Mutual's Chargeable Services Policies and the governing documents of the Corporation; and

WHEREAS, there are situations where policy may be too vague, information may be lacking, or individuals may disagree with the policy and seek out assistance from third parties, often being individual board directors for resolution; and

WHEREAS, the governing documents do not provide for an individual board director to act unilaterally and/or render decisions in conflict with Mutual Policy;

January 15, 2008

NOW THEREFORE BE IT RESOLVED, January 15, 2008 that the Board of Directors hereby authorizes that each chargeable service billing dispute that exceeds \$300 and/or cannot be resolved by the application of existing policy be submitted to the appropriate committee for review and recommendation to the Board for final decision; and

RESOLVED FURTHER, that Resolution 03-06-08, adopted February 21, 2006 is hereby superseded and cancelled; and

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

The Secretary of the Corporation read the following proposed resolution on approving internal procedures for reserve withdrawals.

RESOLUTION 03-08-

WHEREAS, California Civil Code Section 1365.5 specifies that the signatures of two directors, or one director and one officer who is not a director, be required for the withdrawal of moneys from the association's reserve accounts; and

WHEREAS, the Laguna Woods Village corporations have relied on the compensating and more stringent control of authorizing reserve withdrawals by resolution approved by a majority of the Board members present at a duly noticed Board meeting; and

WHEREAS, it is the desire of the Board to conform to the specific wording of the law while maintaining the existing control of authorization by resolution;

NOW THEREFORE BE IT RESOLVED, January 15, 2008 that the Board of Directors hereby adopts the attached procedure for reserve withdrawals; 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 Hatch moved to approve the resolution. Director Vogt seconded the motion and discussion ensued.

Director Feldstein stated that he has comments to the resolution and made a motion to table the resolution to the next meeting. Director Lippert seconded the motion. By a vote of 9-1-0 (Director Moore opposed) the motion carried.

Director Moore made a motion to reconsider the chargeable services dispute resolution policy. Director Vogt seconded the motion. By a vote of 3-7-0 (Directors Moore, Feldstein, and Muennichow voted in favor), the motion failed.

Ms. Price left the meeting at 11:30 P.M.

COMMITTEE REPORTS

Director Jim Matson reported from the Maintenance and Construction Committee.

The Secretary of the Corporation read a proposed resolution on approving a relocation policy during the plumbing remediation program. Director Muennichow made a motion to approve the resolution. Director Lippert seconded the motion and discussion ensued.

Absent objection, the Board agreed to revise the fourth paragraph to include the words "with and to" at the bottom of the paragraph.

Without objection the motion was approved as amended and the Board of Directors adopted the following resolution:

RESOLUTION 03-08-02

WHEREAS, as part of the evaluation and development of the Plumbing Remediation Program, it has been observed that during the epoxy coating process there are risks, such as injury due to tripping on the apparatus and associated piping that must be placed in the residence during the epoxy coating operations; and

WHEREAS, in the interest of the welfare of the occupants and expediting completion of the plumbing remediation process, occupant access to the manor while the work is being performed should be prohibited and occupants should not be given the option to stay in manors during the epoxy coating process or during any other significant water or waste line plumbing remediation that is performed on the inside of the manors; and

WHEREAS, it is beneficial for the Mutual to have preventative maintenance and or replacement of plumbing;

NOW THEREFORE BE IT RESOLVED, January 15, 2008, that the Board of Directors of this Corporation hereby authorizes that due to plumbing remediation, occupants must relocate during plumbing remediation of the water and waste lines, and where it applies to the Copper Pipe Epoxy Injection Pilot Program, the cost of hotel lodging will be paid by the Mutual at the 2008 contract rate *with and to* the Laguna Hills Lodge; and

RESOLVED FURTHER, a review of the pilot program and costs as it pertains to relocations will be supplied to the Mutual Board upon completion of the Pilot Program; 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 John Paulus reported from the Garden Villa Recreation Room Ad-Hoc Committee

Director Don Lippert reported from the Standards Sub Committee.

Director Gunter Vogt reported from the Landscape Committee.

President Connors addressed the number of Ad Hoc Committees recently established by the Board and lack of availability of staff to assist the committees.

The Board inadvertently passed over Agenda items 11(c) *Establish Ad Hoc Committee to Study Financial Requirements* and 11(d) *Establish Ad Hoc Committee to Review Disciplinary Procedures*, and the Board considered each item.

Director Moore made a motion to establish an Ad Hoc Committee to Study Financial Requirements. Director Paulus seconded the motion and the motion carried without objection.

Without objection the Board appointed resident Ron Saccone, chair, Resident Jim Hart, Dominic Burrasca, Bob Hatch and Don Lippert.

Director Moore made a motion to establish an Ad Hoc Committee to Review Disciplinary Procedures and Monetary Penalty Fines. Director Vogt seconded the motion and discussion ensued.

Mutual Member Mary Robertson (5184) inquired if meetings will be open to the public.

Without objection the motion carried.

Without objection, the Board appointed Carol Moore and Resident Ernestine Hewitt.

The Board agreed to not establish a slope subcommittee and agreed that a few directors would meet informally and tour the slopes.

Without objection, the Board waived the reading of the Landscape Committee Charter. A motion was made and seconded.

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

RESOLUTION 03-08-03

WHEREAS, the Landscape Committee has been established pursuant to Article VII, Section 1 of the bylaws of this Corporation;

NOW THEREFORE BE IT RESOLVED, January 15, 2008 that the Board of Directors of this Corporation hereby assigns the duties and responsibilities of this Committee as follows:

1. Insure that the level of service provided by the Landscaping Division, and the funds needed to accomplish this, are adequate to maintain Third Mutual landscaping in an aesthetically pleasing, environmentally appropriate and cost-effective manner.
2. Determine service levels and capital and operating budget requirements for the Community and to review annual landscape budgets prepared by the managing agent and make recommendations to the board of directors.
3. Insure that the rules and regulations as listed in the Landscape Maintenance Manual are enforced uniformly throughout Third Laguna Hills Mutual.
4. Work with the Golden Rain Foundation (GRF) Landscape Committee to:
 - a. Help them determine (as accurately as possible) the water needed for varying types of landscape developments that would maintain the beauty of the grounds throughout the Community and to help them set up some long range plans for future landscape developments and practices that would work best with the anticipated future water supplies available for irrigation uses in the Community.
 - b. Promote the optimum and most efficient use of water in the Third Laguna Hills Mutual.
5. Work with the United Laguna Hills Mutual Landscape Committee, the Golden Rain Foundation Landscape Committee and our managing agent to:
 - a. Update the rules and regulations in the Community's Landscape Manual.

- b. Develop policies with regard to control of pests such as ants, rodents, etc.
6. Review each petition for a change in landscape and visit those sites (1) for which clarification is deemed necessary and (2) for which a denial is being considered. Based upon information supplied by a qualified staff member, a petition may be granted without an on-site visit.
7. Perform such tasks as may be assigned or referred to this committee by the President.

RESOLVED FURTHER, that the Committee shall perform such other tasks as are assigned by the Third Laguna Hills Mutual President or Board of Directors; and

RESOLVED FURTHER, that Resolution 03-07-07 adopted January 16, 2007 is hereby superseded and cancelled.

Director Carol Moore reported from the Plumbing Ad-Hoc Committee.

President Conners reported from the Long Range Planning Committee.

Director John Paulus reported from the Resident Information Services.

Director Dominic Burrasca reported from the Traffic Committee.

CONSENT CALENDAR

President Conners explained the items on the Consent Calendar for the television audience. Absent objections, the Consent Calendar was approved as written and the following actions were taken:

Maintenance & Construction Committee Recommendations:

- | | |
|---------|--|
| 3173-B | Approval of request for rear patio slab extension |
| 4026-1B | Approval of request for rear patio slab extension |
| 5229 | Approval of request for master bedroom extension, bathroom and dining room window modification and additions |

Landscape Committee Recommendations

- | | |
|--------|---|
| 2347-C | Approval of appeal request for tree removal at the Mutual's expense |
| 3176-B | Approval of appeal request for relandscaping at the Mutual Member's expense |
| 2294-C | Approval of request for removal of 2 trees at the Mutual's expense |
| 3333-B | Approval of request for lawn renovation at the Mutual member's expense |

- | | |
|---------|---|
| 4005-1D | Denial of request for tree topping, and approval to remove 4 trees at the Mutual Member's expense |
| 5400-B | Approval of request for tree trimming at the Mutual Member's expense |

Finance Committee Recommendation

RESOLUTION 03-08-04

WHEREAS, Member ID 932-380-13 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 15, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 932-380-13; and

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

RESOLUTION 03-08-05

WHEREAS, Member ID 933-620-67 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 15, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 933-620-67; and

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

RESOLUTION 03-08-06

WHEREAS, Member ID 934-330-10 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 15, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 934-330-10; and

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

RESOLUTION 03-08-07

WHEREAS, Member ID 934-500-12 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 15, 2008 that the Board of Directors hereby approves the recording of a Lien for Member ID 934-500-12; 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.

OLD BUSINESS

Director Lippert made a motion to remove from the table the motion to approve revised Alteration Standard Section 22 – Patio, Balcony and Eyebrow Covers, Aluminum and Vinyl. Director Matson seconded the motion, and without objection, the motion carried.

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

RESOLUTION 03-08-08

WHEREAS, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Alteration Standards, (revised April, 1996); and

WHEREAS, the Maintenance & Construction Committee of this Corporation recognizes the need to further amend a portion of the alteration standards with regard to Section 22 – Patio, Balcony and Eyebrow Covers, Aluminum and Vinyl;

NOW THEREFORE BE IT RESOLVED, January 15, 2008, that Section 22 – Patio, Balcony and Eyebrow Covers, Aluminum and Vinyl of the Mutual Alteration Standards is hereby amended as attached to the official minutes of this meeting; 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; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended, and Resolution 03-03-08 adopted January 21, 2003 is hereby superseded and cancelled.

Director Souza made a motion to remove from the table the motion to approve new Alteration Standard Section 41 – Solar Panels, 1 Story Buildings. Director Matson seconded the motion, and without objection, the motion carried.

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

RESOLUTION 03-08-09

WHEREAS, this Corporation recognizes the need to establish a policy to address the proper installation and maintenance of Solar Panels, 1 Story Buildings;

NOW THEREFORE BE IT RESOLVED, January 15, 2008, the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, Section 41 Solar Panels, 1 Story Buildings, as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended; and

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

No report was made on the Ad Hoc Committee re Treatment of Confidential Documents.

NEW BUSINESS

Director Matson made a motion to establish a Board Operating Rules Ad Hoc Committee. Director Hatch seconded the motion. Without objection, the motion carried.

Without objection, Directors Burrasca, Paulus, Hatch, Muennichow, and Conners were appointed.

A discussion was held relative to the distribution of legal opinions to the Directors.

Mr. Johns advised that the Board has an unwritten policy that provides that the opinions are made available for viewing in the Corporate Office to prevent attorney-client privilege documents from being distributed to the public.

Mr. Johns stated that Staff stands ready and eager to conform to any change in policy that the Board should adopt relative to the review of legal opinions. Mr. Johns advised that a recent email communication to the Board explained just that and advised that staff stands ready and eager to distribute documents in electronic or printed format, whichever the directors may choose.

Directors Lippert, Burrasca, Moore and Feldstein instructed staff to provide them all requested legal opinions in machine-readable format.

Mutual Members Denny Welch (5517-1C) commented on reprimanding a person who leaks the confidential information to the public; Bud Nesvig (2392-3H) commented on censorship; Barbara Marsh (3433-E) commented on liabilities to the Board and recommended that the Board increase their liability insurance; and Carol Skydell (3070-B) commented on the Board's fiduciary duty to keep confidential documents confidential.

Director Moore made a motion to establish a Broadband Study Group, without staff, to discuss the cost effectiveness of the system. Director Lippert seconded the motion and discussion ensued.

Without objection, Director Moore withdrew her motion.

The Secretary of the Corporation read the following proposed resolution regarding Board authorization requirements:

RESOLUTION 03-08-

WHEREAS, it is the policy of this Board of Directors to prohibit any director or officer from representing this corporation in any corporate transaction, or in

initiation of discussion or planning of any proposed corporate transaction without the expressed approval and authorization of the Board of Third Laguna Hills Mutual;

NOW, THEREFORE, BE IT RESOLVED, January 15, 2008 that no officer or director may take any action in representation of or on behalf of Third Laguna Hills Mutual until this Board of Directors has adopted a resolution approving and authorizing such action; and

FURTHER RESOLVED, that all officers and employees of the Managing Agent shall adhere to the policy herein set forth.

Director Lippert moved to approve the resolution. Director Feldstein seconded the motion and discussion ensued.

Director Matson called the question and Director Vogt seconded the motion. By a vote of 6-4-0 (Directors Muennichow, Vogt, Matson, Souza, Hatch and Paulus voted in favor), the question was called.

Director Lippert made a motion to table the resolution to the next meeting. Director Moore seconded the motion and the motion carried without objection.

Director Muennichow made a motion to establish a membership in the Community Associations Institute. The motion was seconded and discussion ensued.

Director Hatch left the meeting at 1:10 P.M.

Director Feldstein left the meeting at 1:11 P.M.

By a vote of 3-5-0 (Directors Muennichow, Souza and Matson voted in favor, Directors Feldstein and Hatch were absent from the meeting), the motion failed.

GRF COMMITTEE REPORTS

Due to time constraints, no reports were made.

Director Comments

- Director Lippert apologized to Janet Price for his inappropriate comments made during the recent Finance Committee Meeting.

The Board recessed for lunch at 1:13 P.M. and reconvened into Executive Session at 2:00 P.M.

The Traffic Committee of the Board did not meet in Executive Session in December to discuss member disciplinary issues.

January 15, 2008

With no further business before the Board of Directors, the meeting was adjourned at 5:16 P.M.

Larry Souza, Secretary

THIRD LAGUNA HILLS MUTUAL

SECTION 22 PATIO, BALCONY AND EYEBROW COVERS, ALUMINUM AND VINYL

JANUARY 1989

REVISED JANUARY 2003, RESOLUTION 03-03-08

REVISED JANUARY 2008, RESOLUTION 03-08-08

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the member and/or his contractor. Member and/or his contractor must supply the Permits and Inspections office located in the Laguna Woods Village Community Center with City permit number prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code and the California Building Code (UBC/CBC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever on Sunday.
- 1.5 **PLANS:** The member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s), for approval, indicating all work to be done, i.e., size, location, description, and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 PREPARATIONS

- 2.1. All patio, balcony, and eyebrow covers must be built as per standard plan drawings in dimension and structure. Only those covers with state approved engineering specifications will be accepted.

- 2.2. Patio covers will cover only the patio area as defined by the patio slab, wall, or as indicated on the standard drawing.
- 2.3. Overhang dimensions will be per standard plan drawings.

3.0 APPLICATIONS

- 3.1 Posts must be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials. Plant-ons are optional, but if installed must be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials. Headers must also be of aluminum or vinyl fabrication, including alumawood and vinyl-clad materials.
- 3.2 All posts must be installed on the patio slab or on inside patio walls. Posts may be set on a wall only if it is verified that the wall has been constructed such that it has the appropriate load bearing qualities. The Permits and Inspections office will approve verification.
- 3.3 Color options for all aluminum patio, balcony, and eyebrow covers are factory-finished white, almond or anodized bronze. Color options for vinyl materials are white, taupe, and tan. The color of the first Mutual - approved and installed patio cover, eyebrow, or enclosure of each material, sets color precedence for all future patio, eyebrow and/or enclosure installations for that type of material on that side of the building.
- 3.4 Installations must not block the access of gutters attached to adjacent manors to their downspouts. If access to existing downspouts is blocked, then new downspouts of similar design, material and quality must be installed and painted the appropriate color.
- 3.5 Downspouts are to be painted to match the surface that they may be attached to. Downspouts shall not empty into other patio areas or hinder maintenance in any way.
- 3.6 Plastic panels as produced by the manufacturer may be installed per approved specifications as outlined by the manufacturer's recommendations. No corrugated non-structural panels will be allowed.
- 3.7 The length of eyebrow cover must be equal to the full length of the balcony to which it is attached.
- 3.8 Eyebrow covers may not have skylight panels and will not project from the building beyond three feet.

- 3.9** Covers may be installed over atriums such that 35% of the atrium area is left open and unobstructed as per the current Edition of the U.B.C. The cover may not extend above the height of the existing walls. Skylight type panels are an approved option.

4.0 BUILDING TYPES

- 4.1** Aluminum or vinyl patio covers will not be allowed in Casa Palma, Casa Sienna, Casa Lorenzo or Casa Monaco.

5.0 DEFINITIONS

- 5.1** Patio: A paved area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 5.2** Balcony: A platform that projects from the wall of a manor and is enclosed by a parapet or railing.
- 5.3** Eyebrow Cover: A projection, which protrudes at a 45 degree angle from a balcony to provide shade for the manor below.

Third Laguna Hills Mutual

Section 41 - Solar Panels, 1 Story Buildings ADOPTED JANUARY 2008, RESOLUTION 03-08-09

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office located in the Laguna Woods Village Community Center with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATIONS

- 2.1. In this section, Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).

- 2.2.** This section refers only to single story dwellings and the roof section of the building that covers the footprint of the Manor for which the request is being submitted.
- 2.3.** All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4.** All costs associated with roof replacement above and beyond the typical cost for roof replacement that are due to the solar panel installation shall be borne by the Member(s).
- 2.5.** Detailed, site-specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Permits and Inspections office for approval.
- 2.6.** Should the proposed location of solar panels be in an area that is technically Common Area, e.g., the roof, then the applicant is required to execute and submit to Third Laguna Hills Mutual, prior to installation of a solar panels, the "Agreement Regarding Solar Panel Installation on Common Area Property" or similarly titled document.
- 2.7.** Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.8.** The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.9.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.10.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.11.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.12.** Detailed plans of the installation of roof jacks should be submitted to the Permits and Inspections office for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.

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