



**REGULAR OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE**

**Monday, May 23, 2022 – 9:30 a.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, CA 92637**

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**ADDENDUM TO THE AGENDA**

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The following agenda item was available after the agenda packet was printed. Please include the following item in your agenda packet:

**OPEN AGENDA**

10. Revised Alteration Fee Schedule

Robert Mutchnick, Chair  
Baltazar Mejia, Staff Officer  
Telephone: 949-597-4616

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## **STAFF REPORT**

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**DATE:** May 23, 2022  
**FOR:** Third Laguna Woods ACSC  
**SUBJECT:** Revised Alteration Fee Schedule

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### **RECOMMENDATION**

Recommend the board approve Resolution 03-22-XX for the Revised Alteration Fee Schedule dated May 18, 2022.

### **BACKGROUND**

On March 15, 2022, the board considered the adoption of a revised fee schedule; however, upon discussing certain components of the proposed fee schedule, it was decided by unanimous vote to table the item and refer back to the ACSC (an excerpt of the meeting report is included for reference as Attachment 1).

### **DISCUSSION**

Prior to the commencement of most manor alterations, mutual members, or their authorized representative(s), are required to obtain a Mutual Consent (MC) from Manor Alterations (MA). This permit fee is charged to partially offset administrative costs associated with the processing, review, and final inspection of staff work associated with the MC. Depending on the type of alteration to be performed, the fees are currently calculated using either a flat fee or the value of the proposed alteration. The current Alteration Fee Schedule is provided as Attachment 2.

Since alterations are optional and chosen by the member, it is reasonable that the cost for processing the applications and inspecting the work be borne by those electing to alter their manor. Given the processes and administrative requirements currently involved, it is suggested that the ACSC and board consider updating the current Alteration Fee Schedule to reflect the increased administrative and processing cost attributable to MC work.

The Current Alteration Fee Schedule was adopted in 2017. The actual cost expended by Manor Alterations at its current rate exceeds the permit fees of the 2017 Alteration Fee Schedule. A Financial Analysis (Attachment 3) has been prepared and addresses the cost to process Mutual Consents, Variances, and other submissions.

The Revised Alteration Fee Schedule (Attachment 4(a) and Attachment 4(b)) allows for a more appropriate fee structure to the actual cost of staff labor expended on MC Alterations. Note that

the proposed fee schedule segregates the fees for Mutual Consents and the fees for Variances (Attachment 4(c)).

Mutual Consents apply to Standard Alterations (Attachment 5). Alterations that do not fall under any of the current Standards are processed as a variance. Variances have been further separated into two categories: Basic Variances and Complex Variances. These two types of variances are defined as follows:

### **Basic Variance Request**

The Basic Variance Request is defined as a non-standard alteration that is simple in nature, are the most common types of variances and do not include major alterations in Common areas, Exclusive Use Common Areas and to the exterior of the manor. Current Standards are represented on Attachment 5 – List of Standard Alterations. The Basic Variance Request is proposed to be processed at staff level thus reducing the amount of time and resources needed to prepare reports and present to the ACSC. Staff will be required to provide monthly updates to the ACSC listing all the Basic Variance Requests approved in the prior month. Items that would qualify for (but are not limited to) a Basic Variance Request would be as follows:

- Interior renovations (not visible to the Common Area) which include structural modifications, bathroom and kitchen remodels, etc.
- Interior Modification to a Floor Plan
- Minor Common Area and Exclusive Use Common Area Modifications (Gates, Doorway Expansion that does not change the overall architecture of the building, Exclusive Common Area Veneer)

### **Complex Variance Request**

The Complex Variance Request is defined as a non-standard alteration that involves major alterations in Common Areas, Exclusive Use Common Areas and to the outside of manors and requires ACSC approval. Items that would be considered under this category include:

- Any major improvement visible to or within Common Area
- Any improvement made to the building exterior
- Major Common Area and Exclusive Use Common Area improvements (Canopies, Solar Panels, Enclosures, Room Additions)

Attachment 6 lists the Alterations not requiring a Mutual Consent or a variance permit.

Resolution 03-22-XX (Attachment 7), if enacted by the board, would serve to update the existing fee schedule.

## **FINANCIAL ANALYSIS**

The Financial Analysis indicates the changes to certain current fees and charges of the Alteration Fee Schedule with an estimated total increase of \$158,940 in additional revenue.

This total is due to increases in the following categories:

1. Alteration Fee Schedule fee will be increased to \$70
2. The new Basic Variance fee will be set at \$380
3. The new Complex Variance Fee will be set at \$662
4. The Unauthorized Alteration Fee will be increased to \$350
5. The Permit Fee Valuation shall be increased by 40% for each value of escalation
6. Resale Inspection Fees will be increased by \$100

**Prepared By:** Baltazar Mejia, Maintenance & Construction Assistant Director

**Reviewed By:** Gavin Fogg, Manor Alterations Supervisor  
Robbi Doncost, Manor Alterations Manager

#### **ATTACHMENT(S)**

Attachment 1 – Excerpt from the March 15, 2022 Third Board Meeting Report  
Attachment 2 – Current Alteration Fee Schedule  
Attachment 3 – Financial Analysis  
Attachment 4(a) – Proposed Alteration Fee Schedule (with Redlines)  
Attachment 4(b) – Proposed Alteration Fee Schedule  
Attachment 4(c) – Proposed Variance Fee Schedule  
Attachment 5 – List of Standard Alterations  
Attachment 6 – Alterations Not Requiring a Mutual Consent or a Variance Permit  
Attachment 7 – Resolution

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**Business**

**13a. Entertain a Motion to Approve a Revised Alteration Fee Schedule (FEBRUARY Initial Notification – 28-day notification for member review and comments to comply with Civil Code §4360 has been satisfied)**

Director Jarrett read the following resolution:

**RESOLUTION 03-22-XX**

**Alteration/Variance Processing Fee Policy**

**WHEREAS**, alteration and variance requests require significant staff time for proper processing, including research, report preparation, and then presentation to the appropriate committee and then the Board; and

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board as mandated in accordance with Resolution 03-13-105; and

**WHEREAS**, the following revisions are approved: 1. The Alteration Fee Schedule is revised to \$70; and 2. The new Basic Variance fee will be \$380; and 3. The new Complex Variance Fee will be \$662; and 4. The Unauthorized Alteration Fee will be increased to \$350; and 5. The Permit Fee Valuation shall be increased by 40%; and 6. The Resale fees will increase to the total amount of \$215 for the first and second inspection fees.

**WHEREAS**, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task; and

**NOW THEREFORE BE IT RESOLVED**, March 15, 2022 to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting the new Alteration Fee Schedule will be adopted; and

**RESOLVED FURTHER**, in the event that a member requires an "After the Fact" (ATF) Mutual Consent for work completed without prior appropriate authorization the following would apply as appropriate to the nature of the improvement work, defined as a member being responsible for: a Variance Fee if the work required variance approval; an ATF Mutual Consent Fee due to the work not having been applied for and permitted by Manor Alterations in advance of completion; a Mutual Consent Fee totaling the cost of an appropriate Mutual Consent Fee if the work had been properly approved; a Demolition Fee totaling the cost of the appropriate Demolition Fee if the work had been properly approved; and

**RESOLVED FURTHER**, that Resolution 03-17-120 adopted October 20, 2017 is hereby superseded and canceled; and

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

**Attachment 1 - Excerpt from the March 15, 2022 Board Meeting Report (page 2)**

Director Lewis asked for an explanation of a "man-door". Robbi Doncost answered Director Lewis' question and additional questions from the Board. Discussion ensued among the Board. Director Cook made a motion to table the resolution. Director Wayne seconded the motion.

Hearing no changes or objections, the motion to table the item was approved.



## Attachment 2 - Current Alteration Fee Schedule



### Alteration Fee Schedule

For items not listed, please contact Manor Alterations at (949) 597-4616 or [alterations@vmsinc.org](mailto:alterations@vmsinc.org)

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit as indicated below.

Unauthorized Alteration Fee	\$300
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\$50 Alteration Processing Fee	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	No
Awnings (Standard, Less than 54")	No
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Variance Processing Fee	\$150
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Permit Alteration Fees Based on Valuation	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (Through the Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

\*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.

\*Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$50
\$750 to \$2,000	\$77
\$2,001 to \$4,000	\$168
\$4,001 to \$6,000	\$280
\$6,001 to \$8,000	\$392
\$8,001 to \$10,000	\$504
Above \$10,000	\$700

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## Attachment 3 - Financial Analysis

### Financial Analysis

#### MUTUAL CONSENT PROPOSED FEE INCREASE

Permit fees collected in 2021:	\$273,000.00
Proposed Fee increase:	40%
Projected Revenue Increase:	\$109,200.00
Total Projected Revenue:	\$382,200.00

#### RESALE INSPECTION & REPORT FEES CURRENT & PROPOSED

##### Current Fees 2020

Third Report Cost Current : \$115	\$ 43,470	378 resales inspections
Current Fee is as follows:	New Fee is as follows: Increase by \$100	
1st Inspection: \$60	1st Inspection: \$160	
Final Inspection \$55	Final Inspection \$55	
Third Report Cost Increase ONLY of: \$100	\$ 37,800	378 resales inspections
Total Projected Revenue:	\$ 81,270	

#### COMPLEX VARIANCE PROCESSING FEE

##### Per 2021 Bill Rates Schedule

	\$	38.94	Hrs.	Total
Rev of Variance, Initial Req. & Discussions of Policy	\$	38.94	0.5	\$ 19.47
Initial Stellar & Policy Review	\$	38.94	1	\$ 38.94
Site Visit & Doc Assembly	\$	38.94	4	\$ 155.76
Report Assembly	\$	38.94	7	\$ 272.58
Added Plan Coordination/MC	\$	38.94	2	\$ 77.88
Supervisor Review & Comments	\$	38.94	1.5	\$ 58.41
Manager Review & Edits	\$	38.94	1	\$ 38.94
				\$ 661.98

Estimated # of Complex Variances/Year: 10

#### BASIC VARIANCE PROCESSING FEE

##### Per 2021 Bill Rates Schedule

	\$	38.94	Hrs.	Total
Rev of Variance Initial Req. & Discussions of Policy	\$	38.94	0.5	\$ 19.47
Initial Stellar & Policy Review	\$	38.94	1	\$ 38.94
Site Visit & Doc Assembly	\$	38.94	2	\$ 77.88
Submittal review, Mutual Consent	\$	38.94	3.5	\$ 136.29
Added Plan Coordination/MC	\$	38.94	1	\$ 38.94
Supervisor Review & Comments	\$	38.94	1	\$ 38.94
Manager Review & Edits	\$	38.94	0.75	\$ 29.21
			9.75	\$ 379.67

Estimated # of Basic Variances/Year: 14

#### BLEND RATE OF VARIANCES BY STANDARD & MINIMAL

**Current** Variance rate of \$150 X 24 Variances yields \$3,600

**Proposed** New Average Variances based upon 10x\$662 Complex X 14x\$380 Basic yields:  
for Blend Rate

\$11,940

**Estimated Total Increase:**

\$158,940

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## Attachment 4(a) - Proposed Alteration Fee Schedule (with Redlines)



### Proposed Alteration Fee Schedule (with Redlines)

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans  
All items require HOA Mutual Consent from Manor Alterations and a City Permit (\*) as indicated below.

Unauthorized Alteration Fee (**)	<del>300</del> \$350
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<del>\$50 Alteration Processing Fee</del>	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	No
Awnings (Standard, Less than 54")	No
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carpport)	No
Shades (Roll-up)	No

Variance Processing <del>Demolition Permit</del> Fee	<del>150</del> \$70
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<del>Permit Alteration Fees Based on Valuation</del>	
Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (Through the Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

~~\*Some Alterations may require a Demolition Permit, which carries a \$50 fee. To confirm if your Alteration will require a Demolition Permit, please contact the Manor Alterations Department.~~

\*City reserves the right to require Building permits for any alteration, including those identified here as not requiring City permits.

Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

\*\*in the event a member requires a Mutual consent for an unauthorized alteration, the following fees will apply: Unauthorized Alteration fee + Variance fee + Demolition fee (if applicable).

Permit Fee Legend	
Valuation	Fee
Less than \$750	<del>50</del> \$70
\$750 to \$2,000	<del>77</del> \$108
\$2,001 to \$4,000	<del>168</del> \$235
\$4,001 to \$6,000	<del>280</del> \$392
\$6,001 to \$8,000	<del>392</del> \$549
\$8,001 to \$10,000	<del>504</del> \$706
Above \$10,000	<del>700</del> \$980

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## Attachment 4(b) - Proposed Alteration Fee Schedule



### Proposed Alteration Fee Schedule

For items not listed, please contact Manor Alterations at (949) 597-4616 or alterations@vmsinc.org

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans

All items require HOA Mutual Consent from Manor Alterations and a City Permit (\*) as indicated below.

Unauthorized Alteration Fee (**)	\$350
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Alteration Type	City Permit Required
Acoustic Ceiling Removal	No
Awnings (Standard, Less than 54")	No
Awnings (Powered)	Yes
HVAC (No Increase in Amperage)	No
Tub Replacement	Yes
Block Walls (Less than 48" H)	No
Block Walls (More than 48" H)	Yes
Planter Wall	No
Dishwasher (New Installation)	Yes
Door Revision (Exterior)	No
Electrical	Yes
Exhaust Fan	Yes
Fences and Gates	No
Floor Coverings (Exterior)	No
Flooring (Vinyl)	No
Gutters and Downspouts	No
Metal Drop Shades	No
Modesty Panels (Balcony)	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing	Yes
Soft Water System (Independent)	No
Soft Water System (Connected to Water Heater)	No
Storage Cabinets (Carport)	No
Shades (Roll-up)	No

Demolition Permit Fee	\$70
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Alteration Type	City Permit Required
Air Conditioner (Through the Wall)	Yes
Bathroom Addition (Split)	Yes
Central HVAC (New Installation)	Yes
Atrium, Balcony, Patio Covers (Replacement or New Installation)	Yes
Doors (New Construction)	Yes
Atrium, Balcony, Patio Enclosures	Yes
French Doors (New Installation)	Yes
Garden Room, Solarium	Yes
Heat Pumps (Through the Wall)	Yes
Man Doors (New Installation)	Yes
Plumbing (New Installation or Relocation)	Yes
Room Addition	Yes
Shower to Shower Replacement	Yes
Skylights	Yes
Sliding Glass Doors (New Installation)	Yes
Sliding Glass Doors (Retrofit)	Yes
Solar Tubes	Yes
Tub to Shower Installation	Yes
Tub to Tub Replacement	Yes
Wall Revisions	Yes
Washer and Dryer	Yes
Water Heater (Relocation)	Yes
Windows (New Construction)	Yes
Windows (Retrofit)	Yes

\*City reserves the right to require Building permits for any alteration, including those identified here as not requiring City permits.

Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

\*\*in the event a member requires a Mutual consent for an unauthorized alteration, the following fees will apply: Unauthorized Alteration fee + Variance fee + Demolition fee (if applicable).

Permit Fee Legend	
Valuation	Fee
Less than \$750	\$70
\$750 to \$2,000	\$108
\$2,001 to \$4,000	\$235
\$4,001 to \$6,000	\$392
\$6,001 to \$8,000	\$549
\$8,001 to \$10,000	\$706
Above \$10,000	\$980

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## Attachment 4(c) - Proposed Variance Fee Schedule



### Proposed Variance Fee Schedule

For questions pertaining to the Variance process, please contact Manor Alterations at (949) 597-4616 or [alterations@vmsinc.org](mailto:alterations@vmsinc.org)

Visit [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) for Mutual Standards and Standard Plans  
All items require HOA Mutual Consent from Manor Alterations and a City Permit.

Unauthorized Alteration Fee (*)	\$350
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Variance Type	Fee
Basic Variance Processing Fee	\$380
Complex Variance Processing Fee	\$662



Demolition Permit Fee	\$70
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Valuation-Based Fee	City Permit Required
Less than \$750	\$70
\$750 to \$2,000	\$108
\$2,001 to \$4,000	\$235
\$4,001 to \$6,000	\$392
\$6,001 to \$8,000	\$549
\$8,001 to \$10,000	\$706
Above \$10,000	\$980

\*in the event a member requires a Mutual consent for an unauthorized alteration, the following fees will apply: Unauthorized Alteration fee + Variance fee + Demolition fee (if applicable).

Alteration Fees are paid via credit card upon approval of a completed permit. Manor Alterations will contact applicants directly upon approval to collect payment.

#### Complex Variance

The Complex Variance is defined as a non-standard alteration that involves major alterations in Common areas, Exclusive Use Common areas and to the outside of manors and requires Architectural Controls and Standards Committee (ACSC) approval. Items that would be considered under this category include:

- Any major improvement visible to or within Common Area
  - Any improvement made to the building exterior
- Major Common Area and Exclusive Use Common area improvements (Canopies, Solar Panels, Enclosures, Room Additions)

#### Basic Variance

The Basic Variance is defined as a non-standard alteration that is simple in nature, are the most common types of variances and do not include major alterations in Common areas, Exclusive Use Common Areas and to the exterior of the manor. The Basic Variance Request is processed at staff level. Items that would qualify for (but not limited to) a Basic Variance Request include:

- Interior renovations (not visible to the Common Area) which include structural modifications, bathroom and kitchen remodels, etc.
- Interior Modification to a Floor Plan
- Minor Common Area and Exclusive Use Common Area Modifications (Gates, Doorway Expansion that does not change the overall architecture of the building, Exclusive Common Area Veneer)

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## Attachment 5 – List of Standard Alterations

These Standards are approved as work that can be permitted by Manor Alterations staff, and issued as a mutual consent. All other permit requests for Work would require approval by variance from the ACSC and Board.				
STANDARD TITLE	#	DATE	RESOLUTION #	DESCRIPTION
General Requirements	1	Jan-18	3.18.12	General requirements for all alterations
Air Conditioning units/Heat Pumps	4	Jul-19	3.19.71	Thru-wall AC-HP units, central and ductless
Satellite Dishes – 1 Story	5A	Jun-18	3.18.86	Prep guidelines and installation guidelines
Satellite Dishes – 2 Story	5B	Jun-18	3.18.87	Prep guidelines and installation guidelines
Satellite Dishes – 3 Story	5C	Nov-13	3.13.121	Prep guidelines and installation guidelines
Block Walls	6	Jan-18	3.18.14	Guidelines for reconstructed walls, planter walls, sprinkler revisions
Porch Lift Elevator	8	Jan-18	3.18.12	Guidelines and bound agreement for standards
Exhaust Fan Installations	9	Jan-18	3.18.12	Guidelines for unit sizes and types
Doors, Exterior	10	Mar-18	3.18.40	Guidelines for types, applications, styles
Exterior Floor Coverings	11	Mar-18	3.18.41	Guidelines for application, maintenance
Interior Hard-Surface Flooring	11A	Dec-10	3.10.188	Application, FIC & CC&R standards, owner responsibilities, complaint rules
Exterior Wall Attachments	12	Jun-18	3.18.88	Application, tile & veneer, trellis & wrought iron designs, mural & wall hangings
Fences, Wrought Iron	13	Mar-18	3.18.42	Application and sprinkler revisions
Fireplace Installations	14	Jun-18	3.18.89	Application, spark arrestors
Garage Doors, Sectional or One Piece	16	Jun-18	3.18.90	Application and aesthetics
Gates	17	Mar-18	3.18.43	Application: patio walls, patio railings in 3 story
Gutter & Downspouts	18	Jun-18	3.18.91	Application and penetration, aesthetics
Balcony Modesty Paneling	19	May-18	3.18.56	Application and aesthetics, paneling height
Patio Slabs	21	Mar-18	3.18.44	Preparation, application, and sprinkler revisions
Patio, Balcony & Eyebrow Covers, Aluminum	22	Nov-19	3.19.114	Definition of patio/balcony, applications, patio over balcony
Skylight Installations	26	Jun-18	3.18.92	Application, aesthetics, trusses requirements
Tubular Skylight Installations	27	Jun-18	3.18.93	Definition, application, notification process, installation process, asbestos, roofing material distinctions
Soft Water Units	28	Nov-19	3.19.132	Installation, isolation valves
Solariums	29	May-11	3.11.49	Specifications, surface preparation, frame/track, glass type,
Storage Cabinets (Patio, Breezeway, Balcony)	30A	Feb-19	3.19.19	Preparation, application, sizing requirements
Washer & Dryer Installations	31	Dec-18	3.18.156	Cabinet design approval, wall penetrations, 3 story building prohibition
Water Heater Relocation	32	Mar-19	3.19.34	Application, plumbing, electrical, strapping, elevation to match
Windows & Window Attachments	34	Jan-19	3.19.09	Application, installation, glass type, attachment methodology, stained glass, wrought iron grilles, garden windows, sliding glass doors
Patio Covers, Awnings	37	Feb-19	3.19.18	Application, fixed v retractable, maintenance

## Attachment 5 (continued) – List of Standard Alterations

		(continued)		
Patio Enclosures	38	Aug-19	3.19.82	Applications, specifications, surface preparation, frame/track, glass type
Page 2				
Balcony Enclosures	39	Apr 11	3.11.49	Applications, specifications, surface preparation, frame/track, glass type
Exterior Roll-up Shades (Sun Screens)	40	Jun-19	3.19.XX	Applications, aesthetics, maintenance
Solar Panels - 1 Story Buildings	41	Aug-19	3.19.95	Applications, obligations, CAUA
				Definitions, specifications, exterior landings, maneuvering clearances, handrails, curbs/wheel guides, hazards
Ramps	42	Nov-19	3.19.133	
Hot Tubs	43	Aug-13	3.13.84	Definitions, obligations, applications, sizing
Electric Vehicle Charging Stations	44	May-15	3.15.45	Electrical power source, location, conduit routing, insurance
Fencing, Vinyl	45	Jan-19	3.19.10	Preparation, application, sprinkler revisions, sizing
Master Bedroom Ext. (Casa Grande, Villa Paraisa)	46	Jan-16	3.16.16	Building type, footprint & location, rooflines, windows, architectural accents, exterior finishes, plans, landscaping
Bathroom Splits	47	Jan-18	3.18.22	Applications, installation requirements, obligations
Resolution # Column		First number is Mutual		
		Second number is Year		
		Third number is resolution number passed year to date.		
The Date listed is the most recent Resolution.				

## Attachment 6 – List of Alterations Not Requiring a Mutual Consent or a Variance Permit



### Third Mutual – Alterations without MC

- Floor replacement (so long as ACM is not disturbed) e.g. carpet like for like
- Painting interior walls
- Installing bookshelves
- Installing mailbox
- Hanging picture frames/decorations interior
- Sink/toilet replacements
- Doorbell replacement/installs
- Appliances change outs (e.g. refrigerator, microwave, stove/oven, dishwasher)
- Change out faucets
- Garbage disposals
- Cabinet/Vanity/Counter top replacements that do not disturb ACM or require City Compliance upgrades on electrical
- Peepholes
- Interior doors

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## **Attachment 7 - Resolution**

### **RESOLUTION 03-22-XX**

#### **Alteration/Variance Processing Fee Policy**

**WHEREAS**, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

**WHEREAS**, in order to offset a portion of the administrative costs associated with processing variance requests, which is often followed by multiple resubmittals, and can be followed by an appeal to the Board in accordance with Resolution 03-13-105; and

**WHEREAS**, the following revisions are approved: 1) The Alteration Fee Schedule is revised to \$70; and 2) The new Basic Variance Fee will be \$380; and 3) The new Complex Variance Fee will be \$662; and 4) The Unauthorized Alteration Fee will be increased to \$350; and 5) The Permit Fee Valuation shall be increased by 40%; and 6) The Resale fees will increase to the total amount of \$215 for the first and second inspection fees; and

**WHEREAS**, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

**NOW THEREFORE BE IT RESOLVED**, [date], 2022 to partially offset administrative costs associated with processing alteration and variance requests, the Board of Directors of this Corporation hereby revise the alteration and inspection fees as attached to the official minutes of this meeting and the new Alteration Fee Schedule will be adopted; and

**RESOLVED FURTHER**, in the event that a member requires an Unauthorized Alteration Mutual Consent for work completed without prior appropriate authorization, the following would apply as appropriate to the nature of the improvement work, defined as a member being responsible for: a Variance and associated Fees if the work required variance approval or a Mutual Consent and associated Fees totaling the cost of an appropriate Mutual Consent Fee if the work had been properly approved; an Unauthorized Alteration Fee due to the work not having been applied for and permitted by Manor Alterations in advance of completion; a Demolition Fee totaling the cost of the appropriate Demolition Fee if the work had been properly approved; and

**RESOLVED FURTHER**, that Resolution 03-17-120 adopted October 20, 2017 and Resolution 03-07-119 adopted December 18, 2007 are hereby superseded and canceled; and

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

**(June Initial Notification—28-day notification for Member review and comments to comply with Civil Code has been satisfied)**