



**OPEN MEETING**

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL  
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Thursday, October 17, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Elm Room  
24351 El Toro Road**

**NOTICE AND AGENDA**

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for September 19, 2019
5. Committee Chair Remarks
6. Member Comments - (Items Not on the Agenda)
7. Division Manager Update

**Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

None.

**Items for Discussion and Consideration:**

8. 769-B (La Corona, 3B): Extend Dining Room into Front Patio

**Reports:**

9. Status of Mutual Consents

**Items for Future Agendas**

None.

**Concluding Business:**

10. Committee Member Comments
11. Date of Next Meeting – November 21, 2019
12. Adjournment

Cash Achrekar, Chair  
Brett Crane, Staff Officer  
Alisa Rocha, Coordinator: 949-268-2301



## **OPEN MEETING**

### **REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

Thursday, September 19, 2019 – 9:30 a.m.  
Laguna Woods Village Community Center Elm Room  
24351 El Toro Road, Laguna Woods, CA 92637

#### **REPORT**

**COMMITTEE MEMBERS PRESENT:** Acting Chair Carl Randazzo, Reza Bastani, Gary Morrison

**DIRECTORS PRESENT:** Juanita Skillman

**COMMITTEE MEMBERS ABSENT:** Chair Cash Achrekar

**ADVISORS PRESENT:** Janey Dorrell, Walt Ridley

**STAFF PRESENT:** Brett Crane, Gavin Fogg

#### **1. Call to Order**

Acting Chair Randazzo called the meeting to order at 9:32.

#### **2. Acknowledgement of Media**

No media present.

#### **3. Approval of the Agenda**

Director Morrison moved to accept the agenda. Director Bastani seconded. The committee had no objection.

#### **4. Approval of the Report for August 15, 2019**

Director Bastani moved to accept the report. Director Skillman seconded. The committee had no objection.

#### **5. Committee Chair Remarks**

Acting Chair Randazzo also stated he is sitting in for Chair Achrekar.

Acting Chair Randazzo stated he provided staff with some comments regarding the three standards on today's agenda.

## 6. Member Comments

Trudi Dreikurs (797-D) stated she spoke with John Reid in the Permits office regarding the unit next to her, 797-C, replacing a patio enclosure with a window that will invade her privacy. Mr. Reid stated he would speak to Patio Masters who is the contractor. Staff will look into this matter further and respond to Ms. Dreikurs appropriately.

## 7. Division Manager Update

Mr. Crane stated he would follow up with Trudi Dreikurs in 797-D regarding the matter above.

Mr. Crane stated staff is still continuing to go through the remaining standards with the assistance from other departments. Mr. Crane believes there are four standards remaining.

Mr. Crane will follow up with Cynthia Connor at The City to discuss convening a contractors meeting to address the contractor's concerns. This will be addressed in the near future.

### Consent:

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

None.

### Items for Discussion and Consideration:

## 8. Discuss and Review Architectural Standard 27: Soft Water Units

Director Skillman made the motion to accept Staff's recommendation and approve this request. Director Morrison seconded. The committee was in unanimous support.

The committee proposed the following additional changes to this policy and asked Staff to send to the Board for approval.

Change §2.3 From: Exposed exterior installations must be enclosed in a 5/8" CDX plywood cabinet, textured (to match exterior wall) or paneled and painted to match the color of the building. All exposed plumbing shall be painted color of surface to which attached.

Change §2.3 To: Exposed exterior installations must be enclosed in a 5/8" CDX plywood cabinet, textured (to match exterior wall) or paneled and painted inside and out to match the color of the building. All exposed plumbing shall be painted color of surface to which attached.

Change §2.5 From: Softener tanks may be located below grade.

Change §2.5 To: Isolation valves for emergency shut-off will be required.

Add §2.8: Approval of landscape installation to conceal the soft water unit cabinets will be required.

#### **9. Discuss and Review Architectural Standard 30: Water Heater Relocation**

Director Morrison made the motion to accept Staff's recommendation and approve this request. Director Skillman seconded. The committee was in unanimous support.

The committee proposed the following additional changes to this policy and asked Staff to send to the Board for approval.

Change §2.1 From: Water heaters located outside of the unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Future costs for the maintenance of the cabinet will be at Mutual member's expense

Change §2.1 To: Water heaters located outside of the unit must be enclosed in an exterior storage cabinet. Cabinets shall be textured (to match exterior building wall) or paneled and painted to match the color of the building. Cabinets shall be painted on all sides (inside and out). Future costs for the maintenance of the cabinet will be at Mutual member's expense.

Add §2.8: All exterior water heaters are required to be wrapped in an R-11 insulated blanket or equal.

Add §2.9: All installations shall meet code regulations for adequate earthquake strapping.

Change §3.5 From: Any change in the water heater tank, or new tank installed at time of relocation of the water heater will be 100% at the Mutual member's expense.

Change §3.5 To: Any new or replaced water heater tank that is installed at the time of relocation will be 100% at the Mutual member's expense.

Change §4.2 From: Exposed rigid conduit shall be painted to match the color of the surface it is on.

Change §4.2 To: All installations shall meet current electrical codes.

Change §4.3 From: All electrical conductors shall be installed in rigid or flexible conduit.

Change §4.3 To: Dimensions shown on the enclosure detail are an approximate. Depending on the size of the water heater and the R-11 blanket, the dimensions may be larger.

#### **10. Discuss and Review Architectural Standard 36: Ramps**

Director Morrison made the motion to accept Staff's recommendation and approve this request. Director Skillman seconded. The committee was in unanimous support.

Reports:

**11. Status of Mutual Consents**

Mr. Fogg went over this report with the committee.

Items for Future Agendas

Remaining Standards.

Concluding Business:

**12. Committee Member Comments**

None.

**13. Date of Next Meeting - October 17, 2019**

**14. Adjournment at 10:59 a.m.**



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Carl Randazzo, Acting Chair  
Brett Crane, Staff Officer  
Alisa Rocha, Alterations Coordinator 268-2301



## STAFF REPORT

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**DATE:** October 17, 2019  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request: Mr. Tae Young Yoon of 769-B (La Corona, 3B)  
Extend Dining Room into Front Patio

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### **RECOMMENDATION**

Staff recommends the Board approve the request to extend the living room into the front patio with the conditions stated in Appendix A.

### **BACKGROUND**

Mr. Yoon of 769-B Calle Aragon, a La Corona style unit, requests Board approval of a variance to extend the dining room by 13'-3" into the existing front patio.

There is an existing Architectural Standard (#12) for a full patio room addition on a La Corona unit, however, due to the request not matching with the existing plans, Staff seeks Board approval prior to issuing a Mutual Consent for the alterations.

Plans and specifications have been submitted for review (Attachment 1).

### **DISCUSSION**

Mr. Yoon is requesting Board approval to remove the existing front living room exterior wall, and extend the interior 13'-3" onto the patio by installing an exterior wall using a wood frame construction with stucco finish to match the existing building. The extension would take place within the original footprint and behind the existing patio block wall.

The new front exterior wall would contain a 36" wide by 6'8" tall entry door with a 3'-0" wide by 2'-6" tall trapezoid window above, alongside a sliding window measuring 5' wide by 5'6" tall. Headers of both door and adjacent window would be level.

The right elevation would contain a 9'-6" wide by 4'6" white vinyl window, while the rest of the wall would be stucco to match existing.

The room extension will take place under the existing alteration shingle roof that was recorded installed above the patio in 2001 and has been maintained as part of the United Mutual Re-Roofing program. The existing alteration skylights will be removed, and replaced with a new 4'-0" wide by 4'-0" long skylight that will be installed within the existing roof framing.

The sliding glass door and wall between the kitchen and patio will be removed and a new concrete slab will be poured to raise the room extension to match the rest of the unit. Structural drawings are required; footings will be inspected and reinforced where deemed necessary by a licensed engineer prior to construction.

Mr. Yoon is also proposing to split the existing one and half bath into two separate bathrooms, remodel the kitchen, add new lighting throughout the unit, add a ceiling fan in living room, relocate the water heater, install 8 sky lights and 2 solar tubes as well as install a new central HVAC system, retrofit all windows, replace the existing kitchen window with a garden window and relocate the water heater to accommodate a new washer and dryer installation. These items can be accomplished via an over-the-counter Mutual Consent.

Currently, there are no open Mutual Consents for Unit 769-B.

A City of Laguna Woods building permit final would verify compliance with all applicable building codes.

A Neighbor Awareness Notice was sent to Units 766-B, 766-O, 768-A, 768-B, 768-N, 768-O, 769-A, 769-C, 771-A and 772-A on September 24, 2019, due to sharing common walls, having line of sight, or being potentially affected during construction.

At the time of writing the report, there have been no responses to the Neighbor Awareness Notices.

Previous examples of room additions approved on front patios for La Corona style units can be found at 193-C and 194-C in August 1996, 194-A in December 2000, 685-A in October 2002, 297-B in February 2003, 508-B in November 2004, 299-A in August 2006, 693-C in September 2013, 196-B in September 2017 and 145-C in January 2019.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 769-B.

**Prepared By:** Gavin Fogg, Inspections Supervisor

**Reviewed By:** Brett Crane, Permits, Inspections & Restoration Manager  
Alisa Rocha, Alterations Coordinator

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

Appendix A: Conditions of Approval  
Attachment 1: Site Plans  
Attachment 2: Variance Request, September 14, 2019  
Attachment 3: Photos  
Attachment 4: Map

## APPENDIX A

### CONDITIONS OF APPROVAL

#### Conditions of Approval:

1. The approved Variance for Alterations expires six months after the date of approval, A Mutual Consent application must be submitted with fees, prior to the end of the six month period.
2. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on any extension of a common wall of the alteration (such as QuietRock® drywall panels or similar approved products) as well as double pane windows.
3. Install clear plastic over the adjacent bedroom window at 145-B during active construction for dust and noise mitigation.
4. Contractor shall endeavor to minimize noise disruption to neighboring units during construction.
5. No improvement shall be installed, constructed, modified or altered at Unit **769-B**, ("Property") within the United Laguna Woods Mutual ("Mutual") without an approved Mutual Consent for Alterations application for the improvement has been made to, and approved, in writing, by, the Village Management Services, Inc. ("VMS, Inc."), Alterations Division ("Division"), or, in the event of a Variance from the Mutual's Alteration Standards, the Architectural Control and Standards Committee ("ACSC"). In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the Property, the Shareholder s ("Shareholder ") agrees to comply with the Mutual's Governing Documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
6. A Variance for Alterations has been granted at **769-B for Room extension onto front patio**, subject to the attached plans stamped approved and is subject to a final inspection by the Division. Any variations to the approved attached plans are not allowed and could result in a stop work notice and/or severe fines to the Shareholder.
7. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Shareholder at **769-B** and all future Mutual Shareholders at **769-B**.
8. Prior to the issuance of a Mutual Consent for Alterations, a complete set of unit specific plans prepared by a licensed architect or structural engineer depicting the proposed improvement must be submitted to the Division office located in the Laguna Woods Village Community Center. The plans must depict any required structural modifications ensuring the structural integrity of the building is maintained upon completion of the proposed improvement.
9. Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or



other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Alterations, the appropriate City of Laguna Woods permit number(s) must be submitted to the Division office located in the Laguna Woods Village Community Center. The City permit must be finalized within the prescribed timeframe, and a copy of the final permit must be submitted to the Division within two weeks.
11. Prior to the Issuance of a Mutual Consent for Alterations, **the Shareholder must have conducted an inspection of the waste lines, by a VMS Plumber, to assure no repairs are needed.** The inspection will be a chargeable service to the Shareholder. Inspection appointments are to be made with Resident Services, by authorized persons only. Findings from the video inspection will be recorded on the chargeable service ticket for Alterations staff to review.
12. Prior to the issuance of a Mutual Consent for Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Shareholder may hire a C-39 Licensed Contractor of his/her own choice to perform roof tie-ins for the installation of solar panels on all roof types except PVC Cool Roofs. For PVC Cool Roofs, regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Shareholder's expense. All tie-ins may only be made to sound structural elements. Existing structural elements proposed to be tied to, which exhibit signs of dry rot or other structural defects, must be repaired at the Mutual's expense prior to installation.
13. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Broadband infrastructure inspection to assure that Mutual property is appropriately identified in order to be addressed during construction.
14. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall request a Landscape Department inspection in order to assure all landscape, irrigation, and drainage modifications associated with the improvements are identified and completed by the Landscape Department at the expense of the Shareholder. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
15. Prior to the Issuance of a Mutual Consent for Alterations, acoustical impacts shall be considered and will require noise reducing material such as sound dampening drywall on common walls of the alteration (such as QuietRock® drywall panels or similar approved products).
16. Prior to the issuance of a Mutual Consent for Alterations, any altered exterior surface should match the Building color; vinyl fence/gate will be either white or taupe, tubular steel or wrought iron fence/gate will be black or white; the approved colors and materials are identified as "United Laguna Woods Mutual Color Selections" at Resident Services, located at the Community Center first floor.
17. Shareholder hereby consents to and grants to the Mutual and the Division, and their representatives, a right of entry upon the Property at any time to be used to

inspect the Property and the improvements thereon and for the Mutual and the Division, and their representatives and contractors to remedy any violation upon the Property, including, but not limited to, removing trash, removing any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.

18. Shareholder shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents and any others who perform work on the Property, including any violation of the Mutual's Governing Documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to Mutual property, and use of Mutual property for storage of equipment or materials without prior approval. Shareholder acknowledges and agrees that all such persons are his/her invitees. Shareholder shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations. Shareholder shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment or other charge levied in connection therewith.
19. Shareholder is responsible for following the gate clearance process (<http://www.lagunawoodsvillage.com>) in place to admit contractors and other invitees.
20. Shareholder's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use Mutual recreational facilities or other amenities while they are in the Village for performance of work in connection with the Property.
21. Prior to the Issuance of a Mutual Consent for Alterations, the Shareholder shall post a Conformance Deposit in the amount of \$250 for all improvements exceeding a total of \$500. The Conformance Deposit will be held until both a Final Mutual Consent for Alterations and a Final City Building Permit Issuance if required, to assure no damages to Mutual property occurs during construction, including, but not limited to, internet/TV, landscaping, or exterior walls/roof.
22. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Shareholder or the Property, to cover and/or recoup any costs whatsoever, including, but not limited to, administrative and legal costs, incurred by the Mutual or VMS, Inc., in connection with the Property, or to any unpaid charges or assessments on the Mutual's account for the Property. For example, the Mutual could apply all or a portion of the Conformance Deposit to cover the following: fines levied against any invitee of Shareholder; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Shareholder's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for the Property. The foregoing list is illustrative only and in no way represents the only situations where the Mutual could apply all or a portion of the Conformance Deposit.
23. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Shareholder agrees to immediately

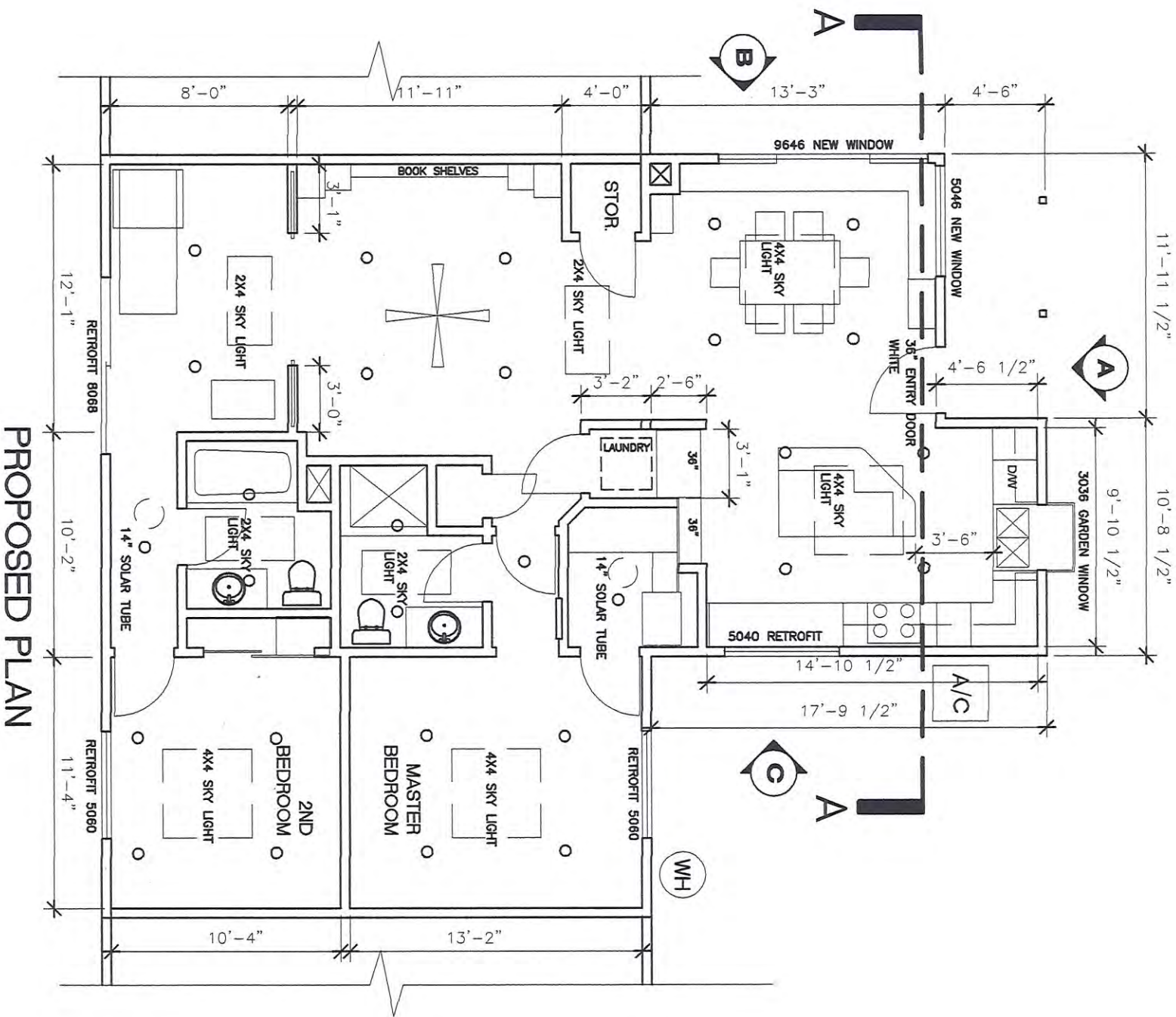
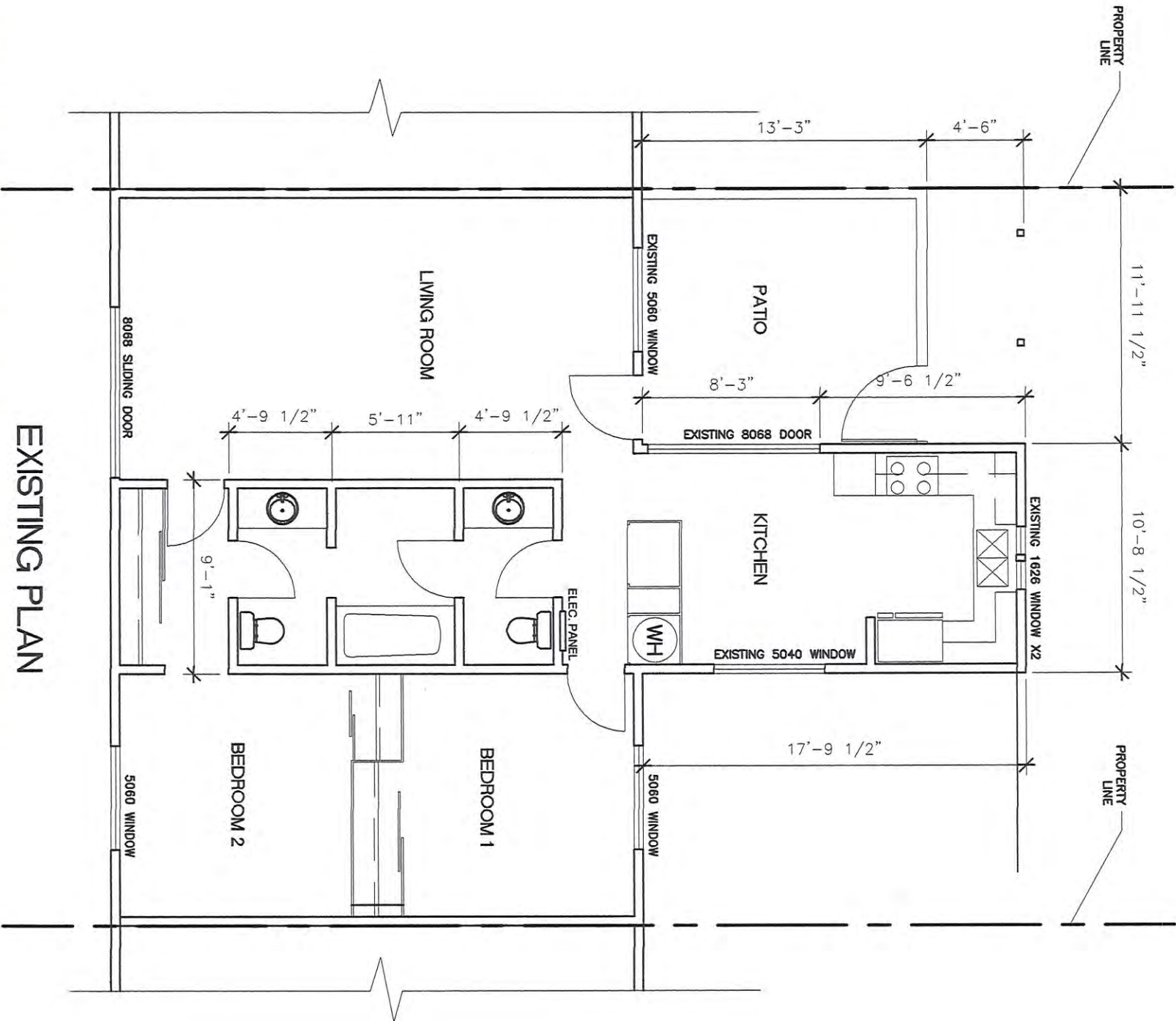
deposit additional sums with the Mutual in an amount sufficient to return the Conformance Deposit to the originally required level. Until the Conformance Deposit is so replenished, an automatic stop work order shall be in effect.

24. Any remaining Conformance Deposit is refundable if the Shareholder notifies the Division, in writing, that the improvement(s) for which the Conformance Deposit was posted have been completed in accordance with the approval, and the Division agrees with the same. The Mutual will mail the unused portion of the Conformance Deposit, if any, to the Shareholder's address of record with the Mutual. Under no circumstances shall Shareholder be entitled to any interest on any portion of the Conformance Deposit. If no written request for return of a Conformance Deposit is made by Shareholder within two years from the date when the Conformance Deposit is posted with the Mutual, the Conformance Deposit will be deemed forfeited to the Mutual.
25. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards, Policies and Guidelines. See <http://www.lagunawoodsvillage.com>.
26. During construction, work hours established by the Mutual and the Noise Ordinance set forth in the City of Laguna Woods Municipal Code must be adhered to at all times.
27. During construction, both the Mutual Consent for Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
28. It is mandatory that no waste or materials associated with the construction be dumped in the Village trash bins; such waste or materials associated with the construction must be disposed of offsite by the contractor.
29. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
30. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
31. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
32. The Mutual Consent for Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
33. Violations of the forgoing conditions or the Mutual's Governing Documents (See <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping, or working after hours, will result in disciplinary action, which could result in a stop work notice, loss of privileges and/or severe fines to the Shareholder. Such fines

left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.

34. Mutual Shareholder shall indemnify, defend and hold harmless United and its officers, directors, committee Shareholders and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual Shareholder's improvements and installation, construction, design and maintenance of same.





## VARIANCE REQUEST FOR 769 B

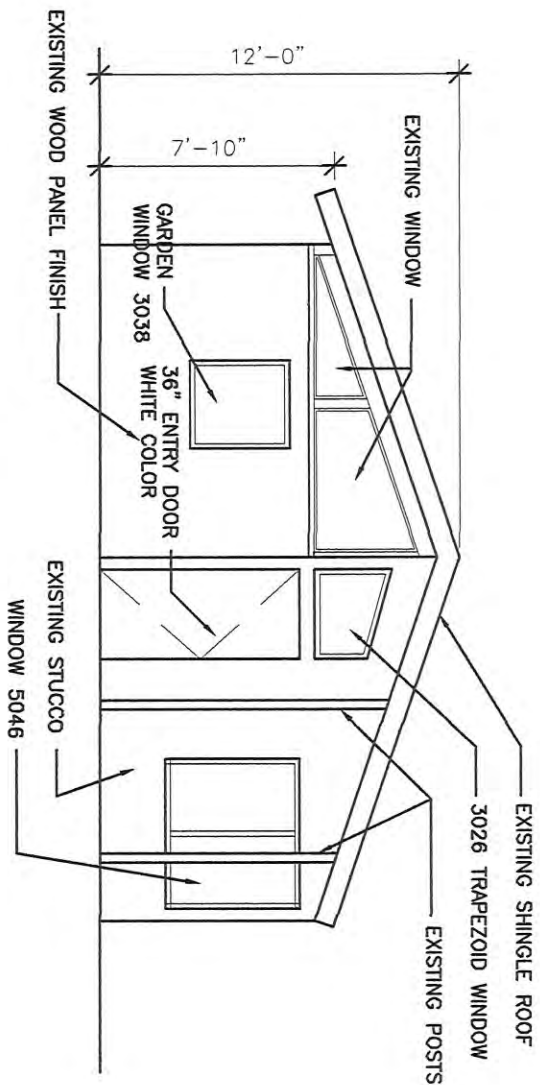
- ROOM EXTENSION FOR DINING ROOM ONTO FRONT PATIO
- BATHROOM SPLIT; NEW SHOWER AND NEW TUB
- KITCHEN REMODEL; ALL NEW APPLIANCES AND NEW DISHWASHER
- ELECTRICAL; CEILING LIGHTS; 35 LED LIGHTS, 1 CEILING FAN
- RELOCATION OF WATER HEATER
- REPLACEMENT OF FRONT DOOR; WHITE COLOR
- \*NO TRUSSES TO BE CUT.

- INSTALLATION OF NEW RETROFIT WINDOWS THRU OUT
- INSTALLATION OF NEW GARDEN WINDOW AT KITCHEN 3038
- INSTALLATION OF 8 SKY LIGHTS AND 2 SOLAR TUBES
- INSTALLATION OF CENTRAL HVAC
- INSTALLATION OF LAUNDRY
- INSTALLATION OF NEW SPC FLOORING
- NEW INTERIOR PAINT THRU OUT

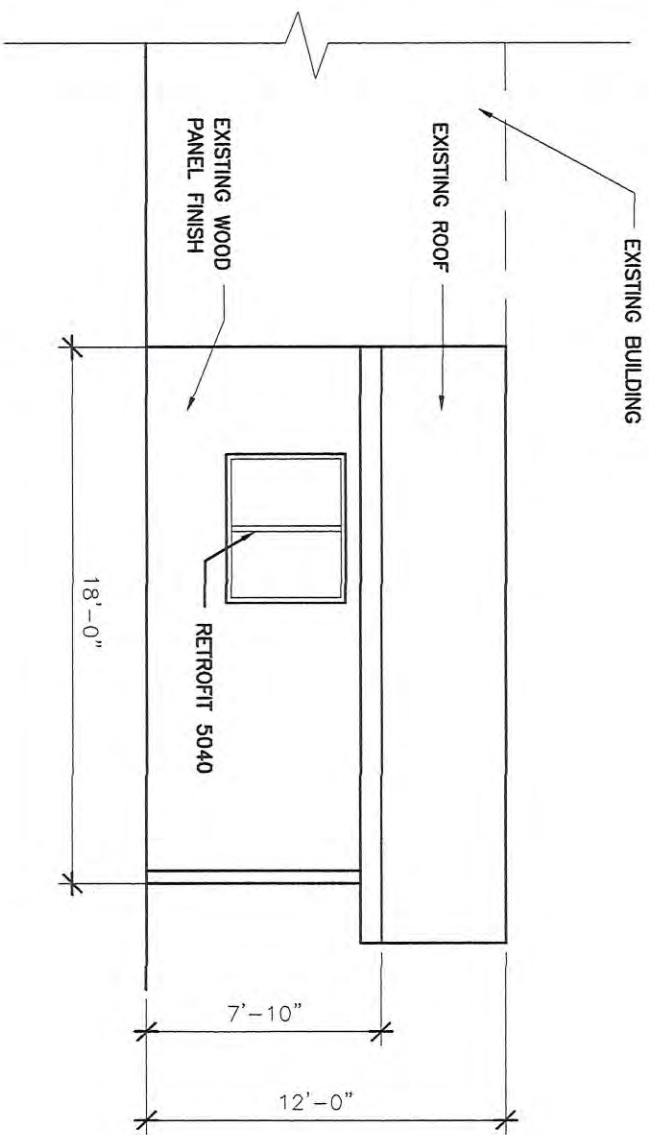
769 B

CALLE ARAGON

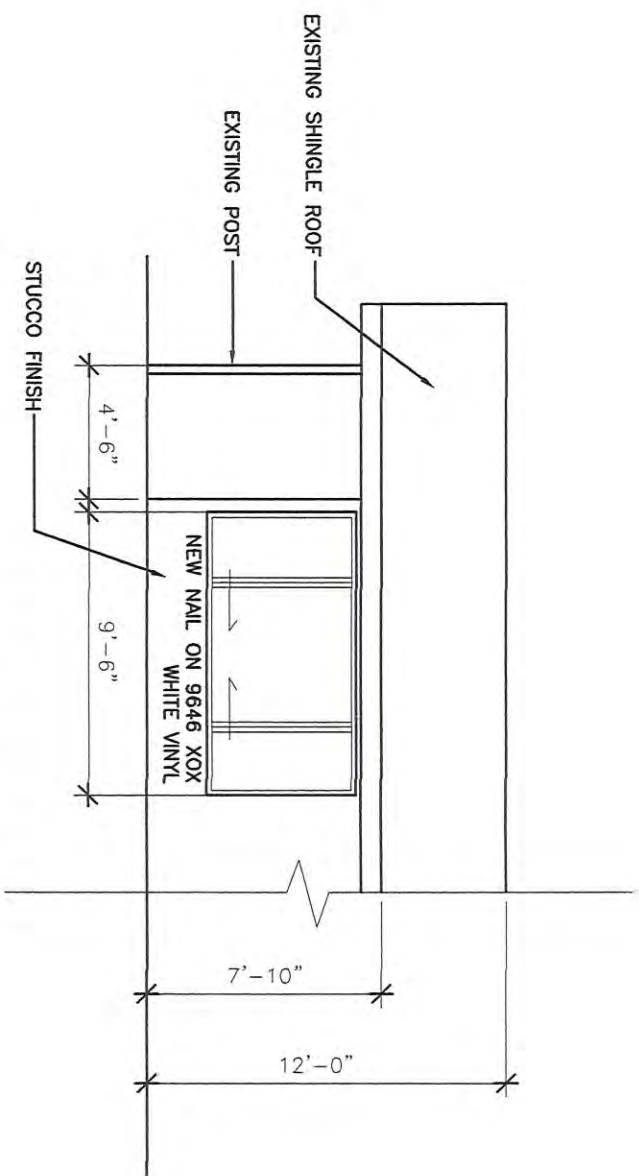




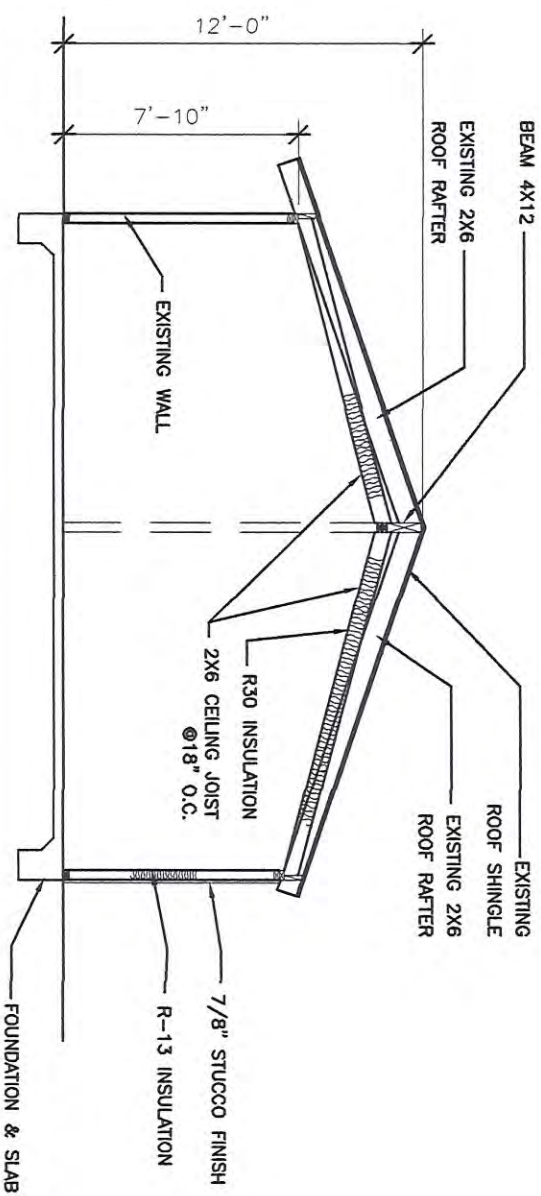
ELEVATION A



ELEVATION C



ELEVATION B



SECTION A-A

769 B  
CALLE ARAGON

# Variance Request Form

SA \_\_\_\_\_

Model: <u>La Corona</u>	Plan: _____	Date: <u>9/14/2019</u>
Member Name: <u>Tae Young Yoon</u>	Signature: <u>Tae Young Yoon</u>	
Phone: [REDACTED]	E-mail: _____	
Contractor Name/Co: <u>Paul Lee / Caleb Conits</u>		
Owner Mailing Address: [REDACTED] (to be used for official correspondence)		

## Description of Proposed Variance Request ONLY:

Room Extension onto Front Patio area.  
Full remodel including kitchen & Bath split  
Electrical; ceiling LED lights (35), 1 ceiling Fan.  
New windows, retrofit windows, skylights, solar tubes  
Relocation of water heater, new HVAC central.  
Installation of Garden window @ kitchen & laundry

## Dimensions of Proposed Variance Alterations ONLY:

Room extension dimension; 160 sqft.

12'-0" X 13'-3"

Laundry dimension; 3'-2" X 3' X 1"

Garden window dimension; 3'-0" X 3'-8"

## FOR OFFICE USE ONLY

RECEIVED BY: lt DATE RECEIVED: 9-16-19 Check# 1836 BY: lt

Alteration Variance Request	Complete Submittal Cut Off Date:
<b>Check Items Received:</b> <input type="checkbox"/> Drawing of Existing Floor Plan <input type="checkbox"/> Drawing of Proposed Variance <input type="checkbox"/> Dimensions of Proposed Variance <input type="checkbox"/> Before and After Pictures <input type="checkbox"/> Other: _____	<b>Meetings Scheduled:</b> Third AC&S Committee (TACSC): _____ United M&C Committee: _____ Board Meeting: _____ <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Denied           <input type="checkbox"/> Approved         </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Tabled           <input type="checkbox"/> Other _____         </div>



Attachment: 3

Front Elevation



Patio Roof





Left Elevation

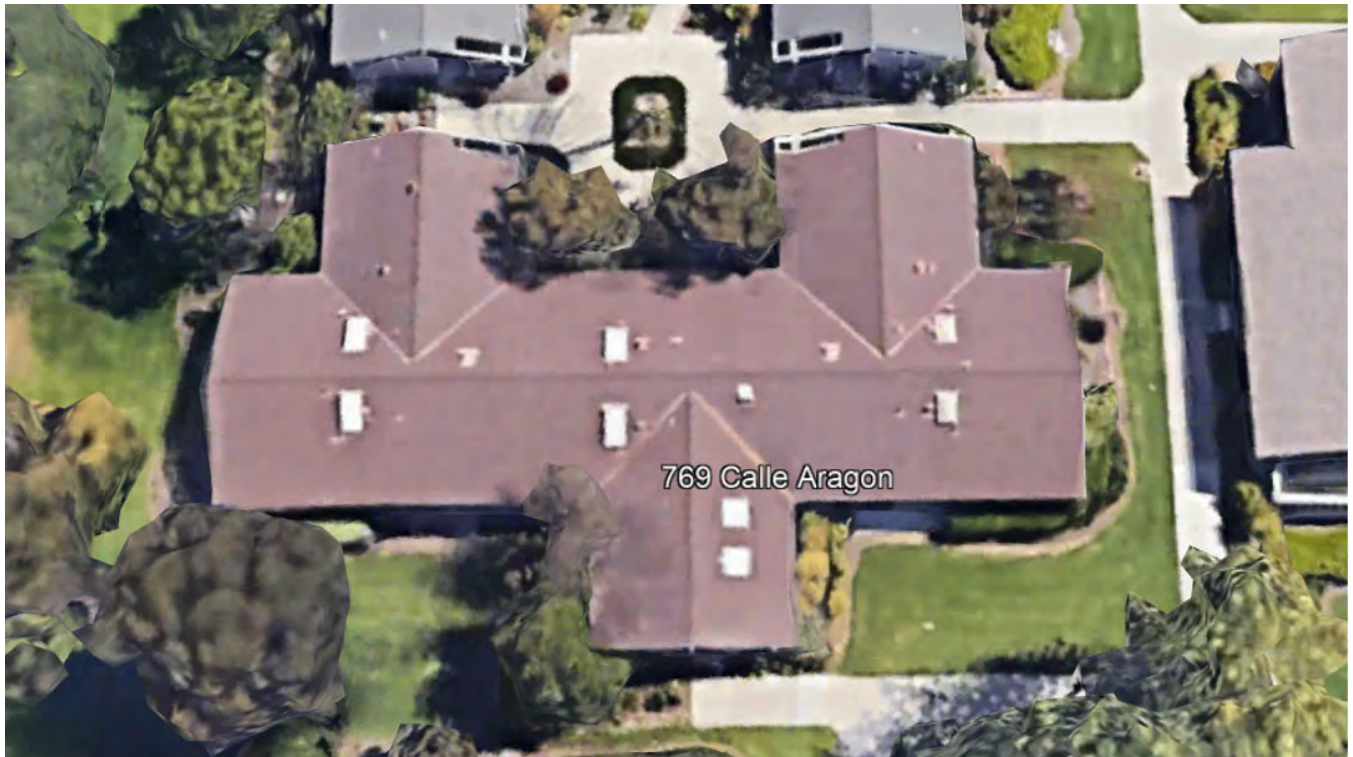


Right Elevation

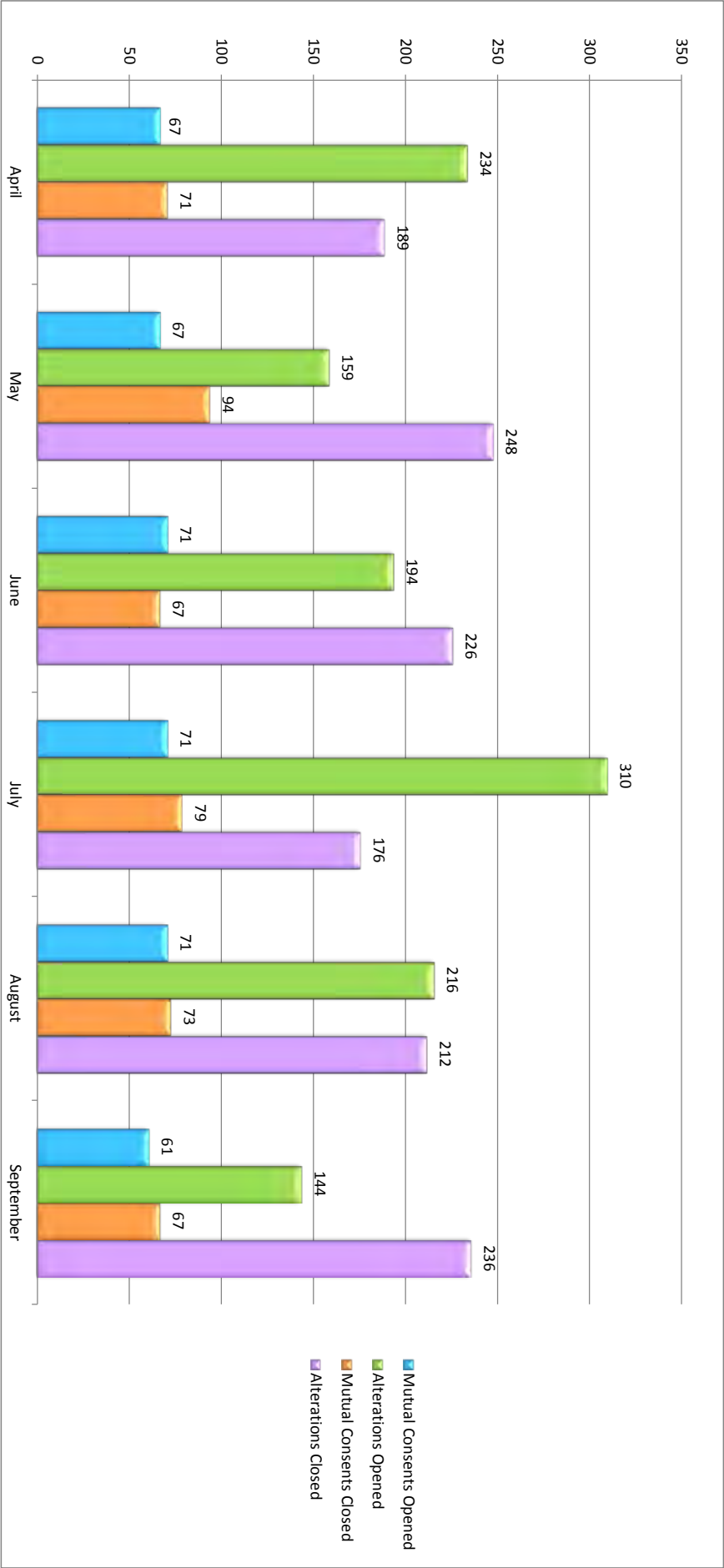




Attachment: 4



Permits and Alterations Division  
Mutual Consents Report  
United Mutual



		April	May	June	July	August	September	Total
Opened	Mutual Consents	67	67	71	71	71	61	408
	Alterations	234	159	194	310	216	144	1257
Closed	Mutual Consents	71	94	67	79	73	67	451
	Alterations	189	248	226	176	212	236	1287

\* One Mutual Consent may contain multiple individual Alterations