

OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE

Monday, April 22, 2019 – 9:30 a.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road

NOTICE AND AGENDA

- 1. Call to Order
- 2. Acknowledgement of Media
- 3. Approval of the March 25, 2019 Report
- 4. Approval of the Agenda
- 5. Chair Remarks
- 6. Member Comments (Items Not on the Agenda)
- 7. Department Head 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.

Items for Discussion and Consideration:

Variance Requests:

- 8. Revisit 3213-D (La Reina, PL704RB, P43B) Room Extension onto Previously Extended Common Area
- 9. 2371-C (Cordoba, AB04_1) Room Extension on Original Exclusive Use Patio Area

Standards Discussion Items:

- 10. Review Standard 40: Exterior Roll-Up Shades (Sun Screens)
- 11. Discuss Current Standard 4: Air Conditioning Units/Heat Pumps

Reports

12. Status of Mutual Consents

Concluding Business:

- 13. Committee Member Comments
- 14. Date of next meeting Monday, May 27, 2019
- 15. Adjourn

Steve Parsons, Chair Brett Crane, Staff Officer Eve Morton, Coordinator: 949-268-2565



OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE

Monday, March 25, 2019 – 9:30 a.m. Laguna Woods Village Community Center Board Room 24351 El Toro Road

REPORT

COMMITTEE MEMBERS PRESENT: Acting Chair - Rosemarie diLorenzo, Roy

Bruninghaus John Frankel, Lynn Jarrett, Reza Karimi

COMMITTEE MEMBERS ABSENT: Steve Parsons

OTHERS PRESENT: Bunny Carpenter

ADVISORS PRESENT: Michael Plean, Mike Butler

STAFF PRESENT: Brett Crane, Gavin Fogg, Eve Morton

1. Call to Order

Chair diLorenzo called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

No media were present.

3. Approval of February 25, 2019 Report

Director Bruninghaus moved to approve the report. Director Jarrett seconded. The committee was in unanimous support.

4. Approval of the Agenda

Director Carpenter made a motion to add an agenda item to discuss the possibility of allowing Staff to approve minor changes to approved variance requests. The committee approved the agenda, with this addition, by consensus.

5. Committee Chair Remarks

Chair diLorenzo welcomed Mr. Crane to the committee as the new Staff Officer.

6. Member Comments - (Items Not on the Agenda)

None.

7. Department Head Update

Mr. Crane said he is pleased to be a part of the committee and is looking forward to working with everyone.

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:

Variance Requests:

8. 3213-D (La Reina, PL704RB, P43B) Room Extension onto Previously Extended Common Area

The committee was in unanimous support to table this item in order to review further.

9. 5341-A (La Princesa, P41R) Vinyl Fence Around Previously Extended Patio Slab

Staff was asked to provide information on rules for retractable sunshade rules for the next meeting.

This Member requested a copy of the Board meeting Minutes indicating when the Common Area Policy was originally put into place.

Discussion ensued and it was determined that the current Standards do not allow for Gate #1 in this proposed plan.

Advisor Plean made a motion to approve this request provided that Gate #1 in the proposed plan is removed. Director Bruninghaus seconded. The committee was in unanimous support.

10. Discuss Allowing Staff to Approve Minor Changes to Variance Requests

Director Carpenter stated that a Standard Plan Review Policy is now in place which allows Staff to make decisions regarding minor changes to Standards. She would like to have a similar policy in place for minor revision to variance requests.

The committee requested that Staff write a Staff Report on this topic for the next meeting.

Reports

11. Status of Mutual Consents

Mr. Fogg reviewed this report with the committee.

TACSC March 25, 2019 Page 3

Mr. Crane reported that the conformance fee is requiring Members to give Alterations their City Finals which allows Staff to complete their work and close the tickets.

Mr. Crane reported he is working with MIS Director, Chuck Holland, to streamline the process of accepting and reimbursing the conformance deposits.

Concluding Business:

12. Committee Member Comments

Director Karimi inquired about why some rules are in place and Staff answered his questions.

Staff was asked to update the committee at the next meeting on the current rules regarding air conditioning units and sleeves.

Advisor Plean asked why a permit was needed to replace an existing air condition unit. Mr. Crane reported that replacing an old air conditioning unit with a new one involves moisture intrusion issues which Staff must ensure isn't a problem once installed.

- 13. Date of next meeting Monday, April 22, 2019
- 14. Adjourned at 10:39 a.m.

Acting Chair, Rosemarie diLorenzo

Brett Crane, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565



STAFF REPORT

DATE: April 22, 2019

FOR: Architectural Control and Standards Committee

SUBJECT: Variance Request

Ms. Julie A Neilson of 3213-D (La Reina, PL704RB, P43B) Room Extension onto Previously Extended Common Area

RECOMMENDATION

Staff recommends the Board deny the request to construct a room extension on previously extended Common Area patio. Should the Board approve the request, Staff recommend it be with the conditions in Appendix A.

BACKGROUND

Ms. Neilson of 3213-D Via Carrizo, a La Reina style unit, is requesting Board approval of a variance to replace the existing (previously extended) enclosed patio with a room extension.

The original patio measured 16' wide by 7' long (Appendix B). The patio slab was extended via Mutual Consent in 1976 to create a 21'7" wide by 11'2' long rear patio; a patio cover and glass windscreen were added via Mutual Consent in 1978 and 1980 respectively. There is no Land Use Agreement on file.

Plans have been provided of the above-mentioned items (Attachment 1).

All costs associated with the proposed alteration would be borne by the Member.

DISCUSSION

Ms. Neilson proposes to remove the existing slump stone block wall with windows and patio cover, and replace it with a wood frame and stucco construction room extension.

The extension will have a gabled roof, tied in below the existing building roofline at 12'8", using tiles to match the existing roof for aesthetic consistency. The rear elevation will have two 5' wide by 4' tall windows, while each side elevation will have a 6' wide by 4' tall window. Header heights will remain consistent with the rest of the unit's existing windows.

The existing sliding glass door and window from the dining room and kitchen to the new proposed room extension would be removed to extend the new habitable area.

Approximately 139 square feet of the proposed room extension will fall over previously extended patio area (Appendix B).

Since the effective date of the current Common Area Usage policy on October 16, 2018, there have been no new Common Area alterations approved by the Board.

Staff recommends denial of this request in conjunction with current Third Mutual's Common Area Use Policy (RESOLUTION 03-18-146) "BE IT RESOLVED FURTHER, that no further alteration may be approved or constructed on any previously approved or "grandfathered" alteration that encroaches upon common area, other than like for like, that augments, enlarges, or changes the construction, purpose, or use of the previously approved or grandfathered alteration."

At the time of preparing this report, there are no open alterations listed on Mutual Consent for Unit 3213-D.

A Neighbor Awareness Notice was sent to Units 3213-A, 3213-B, 3213-C, 3214-A, 3214-B, 3215-A, and 3218-B on March 12, 2019, due to line of sight and/or effects of construction noise/debris within 150' of the alteration.

At the time of this writing, there has been no response to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 3213-D.

Prepared By: Gavin Fogg, Alterations Inspector II

Reviewed By: Brett Crane, Permits and Alterations Supervisor

Ernesto Munoz, Maintenance and Construction Director

ATTACHMENT(S)

Appendix A: Conditions of Approval

Appendix B: Condo Plan and Proposed Area Use

Attachment 1: Site Plans

Attachment 2: Variance Request, February 4, 2019

Attachment 3: Photos Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

- 1. No improvement shall be installed, constructed, modified or altered at unit 3213-D, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Member Owner or Owners ("Member Owner") 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.
- 2. A Variance for Unit Alterations has been granted at 3213-D for a Room Extension on Previously Extended Common Area, subject to the attached plans stamped approved and is subject to the 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 Member.
- 3. Prior to the issuance of a Mutual Consent for Unit 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.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **3213-D** and all future Mutual members at **3213-D**.
- 5. 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.
- 6. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- 7. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Covenant to Run with the Land" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed with the Orange County Clerk/Recorder.
- 8. 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 Unit 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.

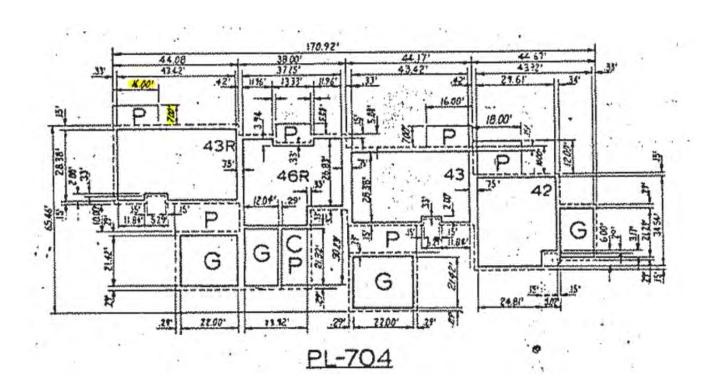
- 9. Prior to the issuance of a Mutual Consent for Unit Alterations, if required, a Mutual Roof Alteration Notification ("Tie-In Form") must be submitted to the Division. All roof tie-ins must be performed by a C-39 Licensed Contractor. The Member Owner may hire a C-39 Licensed Contractor of his/her 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 Member Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 10. Prior to the issuance of a Mutual Consent for Unit Alterations, the Member Owner 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 Member Owner. All gutter drainage shall be directed away from structures, free standing walls, foundations, and pedestrian walkways.
- 11. Prior to the issuance of a Mutual Consent for Unit 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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
- 12. Member Owner 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, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- 13. Member Owner 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.
- 14. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.
- 15. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
- 16. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member 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 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.
- 17. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be 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 Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner'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.
- 18. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner 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.
- 19. Any remaining Conformance Deposit is refundable if the Member Owner 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 Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner 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 Member Owner 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.
- 20. 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.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.
- 22. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 23. 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.
- 24. 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.
- 25. A portable bathroom is approved for placement at the location identified by Security Staff

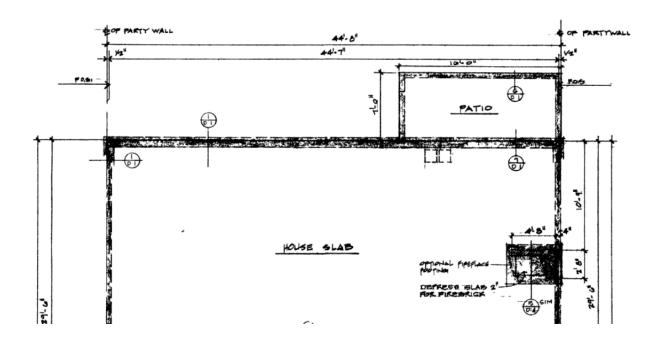
- by calling 949-580-1400.
- 26. The Mutual Consent for Unit Alterations expires six months after the date of approval, unless an application is submitted with fees and approved by the Division for an extension. Only one extension for a maximum of an additional six months may be granted.
- 27. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 28. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members 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 member's improvements and installation, construction, design and maintenance of same.

APPENDIX B

Condominium Plan

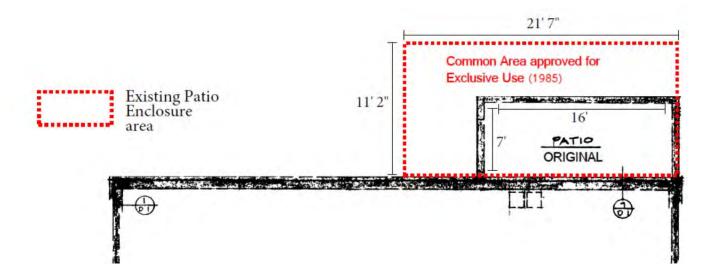


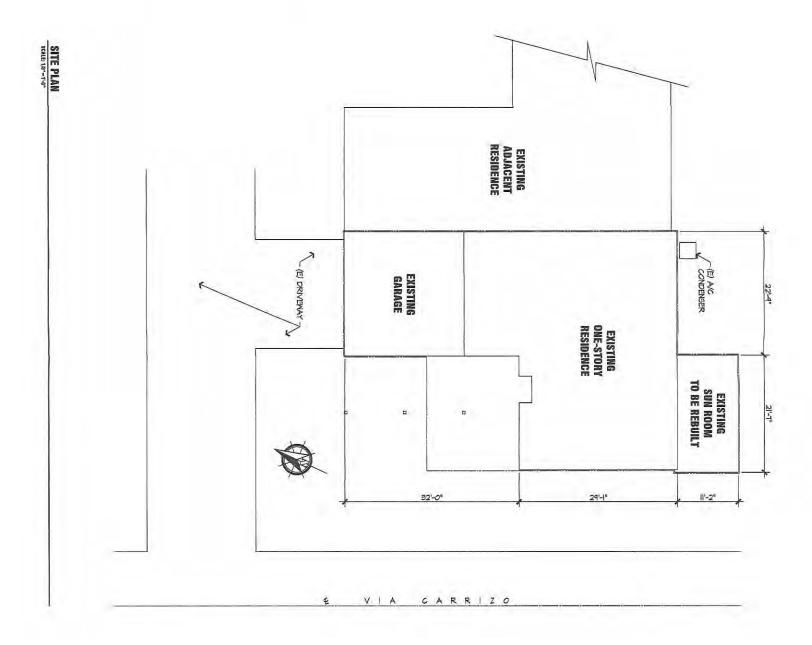
Foundation Plan



Agenda Item #8 Page 7 of 21

Proposed Area usage





T-24 TITLE 24 ENERGY FORMS	P-1	e		4	3	N	1 GENERAL HOTES SITE PLAN	SHEET INDEX	EXISTING GARAGE FLOOR AREA:	TOTAL HOUSE FLOOR AREA: 1,734 SQ. FT.	EXISTING HOUSE FLOOR AREA: 1,493 SU. FT. PROPOSED (E) SUNROOM TO BE REBUILT: 241 SQ. FT.	SQUARE FOOT TABULATIONS	TYPE OF CONSTRUCTION: NUMBER OF STORIES:
	2	i i				*	:		WB B	Sno	ED C	2	COL
		2				4	1	=	RAGE	E FLO	E) SU	m	STOR
		0				-	3		FIG	N NO	NRO	3	ES:
		0				0	1	×	OR A	MEA	RAR	9	#
	2	0							E.	4	O BE		2 4 1
	5	7			2		1		4		RES .	A	
	0.00	FRAMING SECTION			4		1		141		1,493 SQ. FT. 241 SQ. FT.	=	
					5	-	3	1				2	18 7 3
				1		-	1	1		1		6	
				4		0			*************		1 8	S	
=							-		-		2 2	0.	
TIE 2		_	11.13	FR		-	2		3	1	7 7		8 : 1
4 EN		RAN	85	M	NEW	NO.	2		1				100
ERE	DETAILS	BM	7	G/RO	5	DATI	SI		50	1,73	24		
2	DET	FRAMING SECTION	No.	FRAMING/ROOF PLAN	NEW FLOOR PLAN	FOUNDATION PLAN	RAL NOTES SITE PLAN		504 SQ. FT.	50.	80.	9	

_	-
=	-
GGUP/	
=	_
-	
=	
=	
	100000
≤ .	600
ELS	
2	00
ROUP	-
=	
	_
	=
	320
	- 10
	1
	1
	1

IF AGRESTOS REMOVAL IS INVOLVED, BILIDINS FERMIT CANNOT BE ISSUED INTIL A VALID FERMIT IS TAKEN OUT FROM (AGMD) AIR MANAGEMENT DISTRICT AND PRESENTED TO THE BILIDINS DEPARTMENT.

ROOF AND SAFFACE MATER MAY FLOW OVER PUBLIC SIDEMALK IF ALLOWED BY THE CITY'S SENERAL ENGINEERING SERVICE DIRECTOR.

ER OF STORIES:	F CONSTRUCT	ANCY GROUP:	
**	=	-20	
	2		
	10	•	
	·		
		0	
	3		
100			
		7	
		4	
7	7	I .	
	1		
100		S- 1	
	4	**	
ě		201	
3			
1.1		100	
4	3		
	200		

HE CANTRACTOR IS TO BRAJE MY AREAS WHERE THE ADDITION ALTERS THE DRAINAGE. ROAIDE SLOFE AVAY FROM STRUCTURES AND DRAIN TO STREET OR AN AFFROADD STORM RAIN.

ALL SETBACKS AND EASEMENTS ARE SHOWN CORRECTLY ON THIS SITE PLAN.

ON SITE VERREICATION OF ALL DIVERSIONS AND CONDITIONS SHALL FIXE RESPONSIBILITY OF THE ENERGY CONTRACTOR, NOTED DIVERSIONS SHALL TAKE PRESENTING OVER SCALE. CONTRACTOR SHALL PROVIDE PROFER BRACING AND/OR SHORING TO THE EXISTING STRUCTURE WHICH MAY BE REQUIRED DARING CONSTRUCTION. PERRY OWERS SHALL BE NOTIFIED INVEDIGITELY BY THE CONTRACTOR, SHALLD AIN PAICIES OR OTHER GUESTIONS ARISE PERTAINING TO THE WORKING DRAWINGS CONSTRUCTION OR BUDDING.

ALL WORK TO COMPLY MITH ALL APPLICABLE LOCAL AND STATE CODES, ORDINANCES AND RESULATIONS.	ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2006 CALIFORM, BILLDING CODE FOR RESIDENTIAL (16 CBC), 2016 CALIFORMA RESIDENTIAL CODE (16 CBC), 2016 CALIFORMA PARAMINA CODE (16 CBC), 2016 CALIFORMA RECHANICAL CODE (16 CBC), 2016 CALIFORMA BERSY CODE FOR RESIDENTIAL (16 CBC), AND 2016 CALIFORMA BERSY CODE FOR RESIDENTIAL (16 CBC), AND 2016 CALIFORMA BERSY BILLDING STANDARDS CODE (16 CBC), AND 2016 CALIFORMA BERSY BILLDING STANDARDS CODE (16 CBBC), AND ADDRIED BY THE CITY OF LAGINA WOODS.	Work performed shall comply with these general notes unless otherwise notes on the plan.
5, ORDINANCES AND	BUILDING CODE NC), 2016 ODE (16 CMG), 2016 DE FOR NDS CODE (16	OTHERWISE NOTED

GENERAL NOTES

9						
	SHEET	NELLSON NO.	AS NOTED	09/12	СИВСКЕВ	JD.
внеета	E	5 5 5 5	OTEN	12018	- N	,0 <u>\$</u>

SITE PLAN SCALE: 1/8"=1'-0"

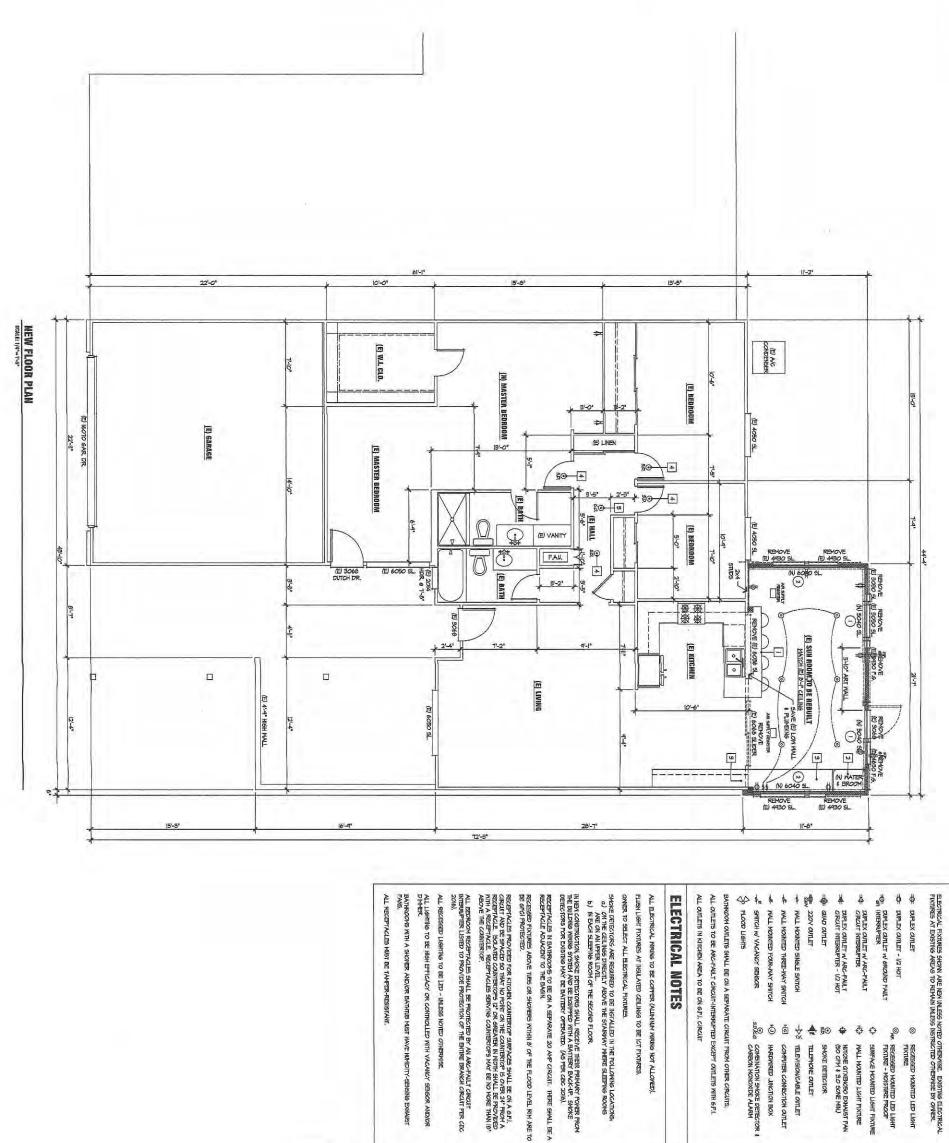
Addition/Remodel For:

Neilson Residence

3213 Via Carrizo #D
Laguna Woods, CA 92637







FLUSH LIGHT FIXTURES AT INSULATED CEILINGS TO BE ICT FIXTURES. ALL ELECTRICAL MIRING TO BE COPPER (ALLMINIM MIRING NOT ALLOWED).

SHOKE DETECTIONS ARE REGUIRED TO BE INSTALLED IN THE FOLLOWING LOCATIONS:
a) CAN THE CELLINES DIRECTLY ABOVE THE STANDAY WHERE SLETTING RECOVES
A RE CAN AN IMPRELEYEL.
b) IN EACH SLETTING ROOM OF THE SECOND FLOOR.

EATING CONNERS of KNEE SPACE BELOW - PER OWNERS SPECS

WATER AND BROOM STORAGE of ADJUSTABLE SHELVES - PER OWNERS SPECS

BUILT-IN CABINETS - PER OWNERS SPECS

BUILT-IN CABINETS - PER OWNERS SPECS

4 SHOKE DETECTORS SHALL BY BUILD WITHIN SLEETING AREAG AND ADJACE HALLWAYS. THE DETECTORS SHALL SOND AN ALARM ANDRELE IN ALL SCHEDON WITH A NATIONAL SHEETING AREAG, SHOKE DETECTORS SHALL BE "HAND WITHOUT NO DE EXHIPPED WITH A NATIONAL SHALL SHALL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD WITH A NATIONAL SHAD PROVIDED AND A NATIONAL SHAD PROVIDED TECTORS SHALL BE INSTALLED WITHIN GLETHIN ACEUM AND ADJACHE THE DIFFECTOR SHALL SONDO MA. ADDA MODIES IN ALL SEEPHIN OUR DIFFECTORS SHALL BE "HARD MIRED" AND BE EASIFIED WITH A ACEUM (GRE 2016). SHACE DETECTORS FOR ENSTING MAY BE BAITERY (AG PRE 406 2016).

FLOOR PLAN KEY NOTES

HARDE BANG OR ACORNICE FORMS ARE INSTALLED INSLATION SHALL NOT BLOCK THE FREE TLOW OF AIR. A MAINAN OF I INSH OF AIR SPACE SHALL BE PROVIDED BETWEEN THE NELLATION AND ROOF SHATHING.

ALL QUILETS TO BE ARC-FAULT CIRCUIT-INTERRUPTED EXCEPT OUTLETS WITH 6.F.I. BATHROOM OUTLETS SHALL BE ON A SEPARATE CIRCUIT FROM OTHER CIRCUITS.

ALL EXITS TO BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY.

ALL MANUFACTURED DOORS AND MYNDOYNS SHALL BE LABBLED AND CERTIFIED BY THE CALIFORNIA ENERGY COMMISSION.

INO LAYERS OF GRADE D'PAPER SHALL BE APPLIED OVER ALL WOOD BASE SHEATHING.

\$ 0 Q 6 → TELEVISION/CABLE OUTLET COMPUTER CONNECTION OUTLET HARDWIRED JINCTION BOX TELEPHONE CUTLET CARBON MONOXIDE ALARM SMOKE DETECTOR PROVIDE 22' X 30' ATTIC ACCES OR MIN. 22' X 30' ACCESS FROM EXISTING ATTIC TO NET CACE AT IN MEET CAC REQUIREMENTS. ALL CABINET DESIGNS TO BE APPROVED BY OWNER. ALL DOOR AND WINDOW HOULDINGS AND BASEBOARDS TO MATCH EXISTING.

Ō 0 NATIONE GIVENOSO EXHAUST FAN (50 CFM & 3.0 SONE MIN.) RECESSED MOUNTED LED LIGHT FIXTURE WALL MOUNTED LIGHT FIXTURE SURFACE MOUNTED LIGHT FIXTURE ALL TEMPERED GLAGO IDENTIFICATION MÁT BE ETCHED OR CERANIC FIXED ON THE GLAGO AND BE VISIBLE.

PLASTIC WATER PIPING IS NOT ALLOWED. YERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION HARDWARE FOR DOORS, CABINETS, AND NINDOWS TO MATCH EXISTING HARDWARE OR BE COMPATIBLE AS JUDGED BY OWER. AVING CONTRACTOR TO PROVIDE LAYOUT FOR HEAT DICTS & RESISTER SIZES. NITRACTOR TO VERIEY THAT THE SIZE OF EXISTING FAU, MILL NEET THE CURRENT REAY AND CODE REGUMENTATION.

FLOOR PLAN NOTES

EXISTING 2x4 STUD WALL

ELECTRICAL SYMBOL LEGEND

FLOOR PLAN WALL LEGEND

EXISTING 2x4 STUD WALL TO BE REMOVED

THECKED JM.

PATE CALL AS NOTED

JOS NO. NEILSON

HEEFT

NEW FLOOR PLAN

(F) (C) (A)

6'-0" × 4'-0" 5'-0" × 4'-0"

ALIMINUM

DUAL DIA

> Addition/Remodel For: Neilson Residence
> 3213 Via Carrizo #D

Laguna Woods, CA 92637

PROVIDE R-30 BATT INSULATION AT ALL NEW FLAT CEILING AREAS (TYPICAL) PROVIDE R-15 BATT INSULATION AT ALL NEW 2x EXTERIOR WALLS (IMPICAL)

BLAZING VALUES, U-FACTOR = 0.82 MAX, SHSC = 0.25 MAX.

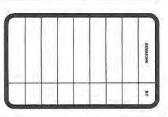
WINDOW SCHEDULE

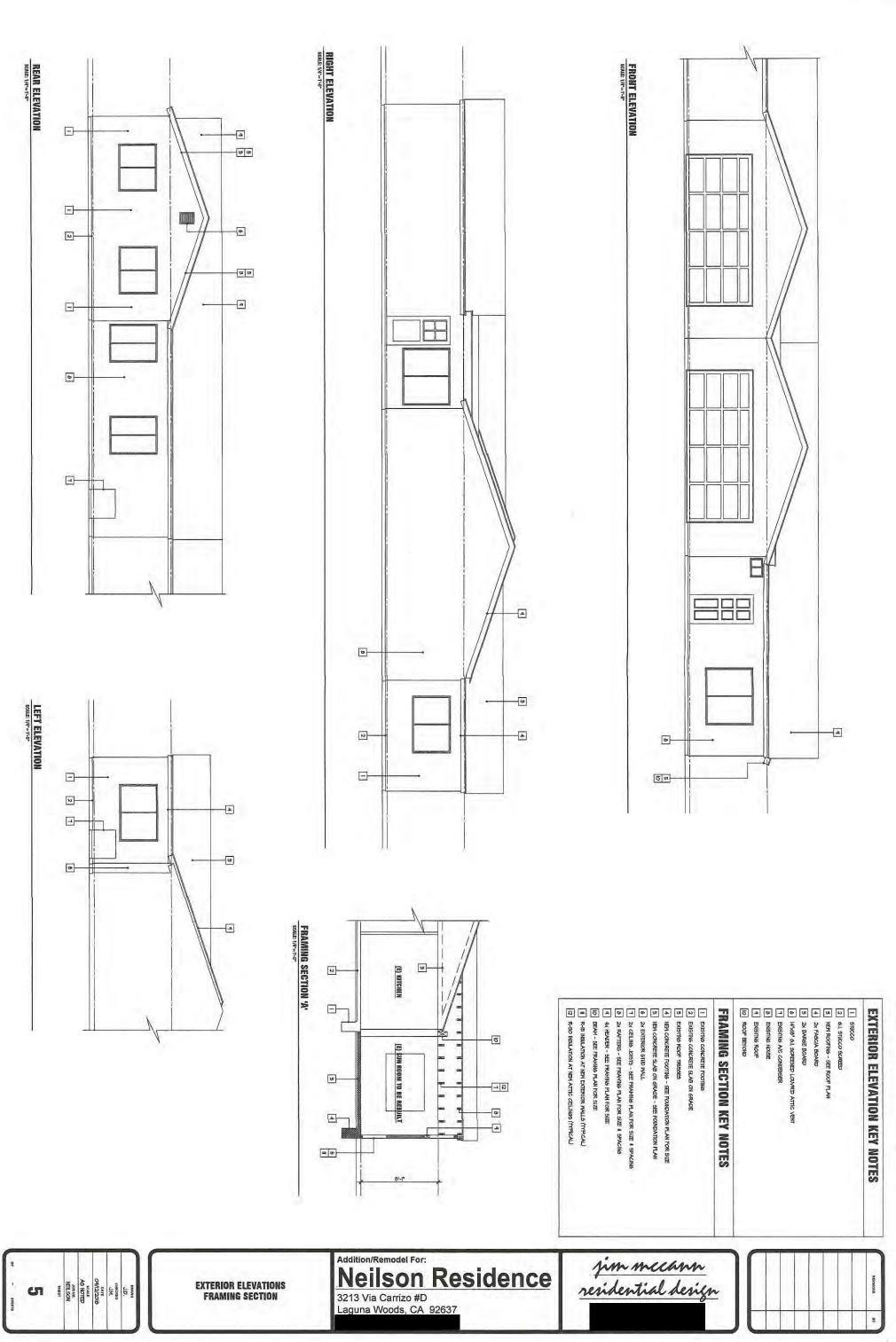
NEWARKS

ENERGY COMPLIANGE NOTES

(JT

jim mecann residential design





ATTACHMENT 2 MANOR # 32 3 Laguna Woods Village. T ULWM Variance Request Form Plan: ELLSON Contractor Name/Co: ERIC NEILSON Mailing Address: 213 Via Carrigo#D Description of Proposed Variance Request ONLY: Dimensions of Proposed Variance Alterations ONLY: Same dimensions as already existing FOR OFFICE USE ONLY DATE RECEIVED: 2 15/19 Check# 5385 BY: 4 RECEIVED BY: Complete Submittal Cut Off Date: Alteration Variance Request Meetings Scheduled: Check Items Received: Third AC&S Committee (TACSC): Make | 25 2011 Drawing of Existing Floor Plan Drawing of Proposed Variance United M&C Committee: _____

Board Meeting: HR-1

□ Denied

□ Tabled

□ Approved

Agenda from #8 Page 12 of 21

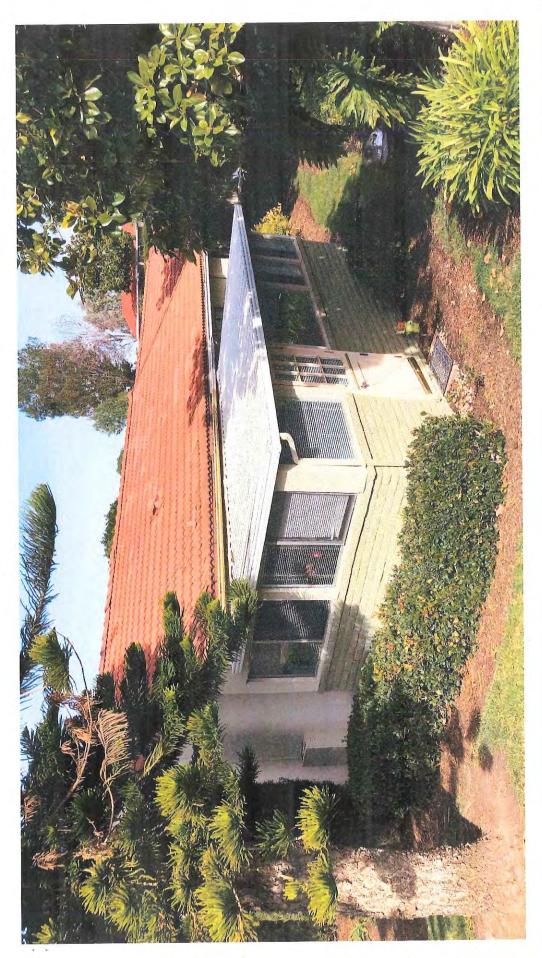
□ Dimensions of Proposed Variance

□ Before and After Pictures

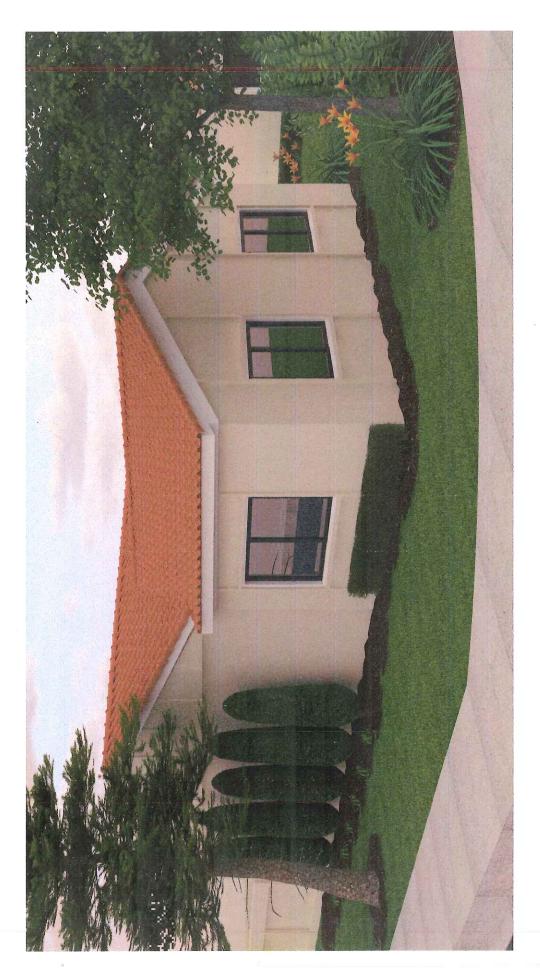
Other:

Following are reasons to approve my variance request:

- My son (a residential general contractor license # were informed in the spring/summer of 2018 that, as long as we do not build out larger than the footprint of the existing sun room, this proposed project would be acceptable.
- Based on the conversations my son and I had with different folks at both the city and the association, we went forward with architectural and engineered plans and paid \$3,450.00. See invoice attached.
- Because of drainage issues at association-maintained common areas around my existing sun room, my sun room slab and sun room block walls have broken/been damaged/shifted.
- I use the sun room every day (no exaggeration) and it will remain whether or not I am able to rebuild. We may as well rebuild it and make it a thing of beauty for the neighborhood at my very visible outside corner residence.
- As mentioned above, the new sun room will not only be a
 wonderful addition to my life, it will make a huge improvement in
 the aesthetics of the neighborhood by replacing an unattractive
 and shifting sun room (which the city/association approved with
 permits) with a new beautiful sun room. See attached picture of
 the existing sun room and rendering of proposed sun room.
- We were proposing a back door since there is one there now but have been informed that because we would have to add a stoop onto common area, it might not be approved. We have removed that door from the scope of work but would very much like to be able to keep a door there.



ロメーシトーZUA



Agenda Item #8 Page 15 of 21

Jím McCann residential design

Jan. 9, 2019

Julie Neilson 3213 Via Carrizo #D Laguna Woods, CA 92637

Scope of project:
Reframe existing patio area for new living space



Bankof America

Online Banking

Adv Tiered Interest Chkg - 1683: Account Activity Transaction Details



Attachment: 3













Attachment: 4





Agenda Item #8 Page 21 of 21



STAFF REPORT

DATE: March 25, 2019

FOR: Architectural Control and Standards Committee

SUBJECT: Variance Request

Mr. Rudolph H Keng of 2371-C (Cordoba, AB04_1)

Room Extension on Original Exclusive Use Patio Area and Bathroom

relocation to Enclosed Atrium

RECOMMENDATION

Staff recommends the Board approve the request to construct a room extension over the original patio slab on Exclusive Use Common Area and relocate a bathroom to the existing enclosed atrium with the conditions in Appendix A.

BACKGROUND

Mr. Keng of 2371-C Via Mariposa West, a Cordoba style unit, is requesting Board approval of a variance to construct a room extension onto the original front patio of his unit. In addition, Mr. Keng is also proposing to conduct a bathroom remodel that requires relocating one bathroom to the existing enclosed atrium.

Using the Tract Map, Condominium, and Foundation Plans for Unit 2371-C, Staff determined the area of the proposed room extension falls under Common Area for the Exclusive Use for the Owner/Member. The bathroom relocation takes place in the Member's designated separate interest.

Due to there being no Mutual or Architectural Standards on file for full enclosure of the patio or a bathroom installation in a previously enclosed atrium, Staff requires Board approval prior to issuing a Mutual Consent for the alteration.

Plans have been provided of the above-mentioned items (Attachment 1).

The cost of the proposed alteration would be borne by the Member.

DISCUSSION

Mr. Keng is proposing to enclose the front patio of the unit by installing a new roof over the existing front patio, removing the existing entry gate and replacing it with a wood frame and stucco wall with a single entry door with side lite.

The new flat roof installation would be tied into the existing roof using materials to match the existing flat roof.

The proposed entry door will be recessed 5' from the front wall of the unit to provide a covered entrance. The new entry landing will be the width of the existing entryway (6'8" wide, column to column). The front of the unit will have a stucco finish up to the height of the existing trellis (approx. 9'3") to maintain the continuity of the building's fascia.

Windows will be installed on each side of the entry door on the front elevation of the unit. Both windows will measure 4' wide by 4' tall with a header height to match the existing windows on the same side of the building.

The room extension will be used to extend the kitchen into the existing patio space, as well as to construct a new study room with access from the living room via new French doors.

There are currently 29 Breakfast/Room Additions with Mutual Consents on file for Cordoba units within Third Mutual. The majority of Mutual Consents were issued using Standard Plans for a Breakfast Room Addition that utilizes half of the patio; three Consents were issued via Variance Request.

Staff recommends approval of this request in conjunction with the current Third Mutual's Decision Tree pertaining to alteration requests that take part fully within Exclusive Use Common Area; §4.B. "If after further review, Staff and the Committee determine that the proposed Alteration would not fully comply with one or more of the Standards and other approved Staff and Mutual policies, but would not impair the structural integrity or mechanical systems of the surrounding building or lessen its support, the Committee may, but is not required to, approve the Application."

Mr. Keng is also proposing to relocate Bathroom 1 to the existing enclosed atrium. This would be achieved by installing a wall in the atrium to separate a new walk-in closet with the proposed bathroom. The new bathroom would contain a bathtub, shower, toilet, and a double vanity. A walk-in closet and a laundry area would replace the existing Bathroom 1 space. Detailed plumbing plans, along with a VMS Staff line inspection, will be required prior to a Mutual Consent being issued (See Appendix A).

Staff was not able to find any previous bathroom relocations for a Cordoba unit within Third Mutual on file.

Staff recommends approval of this request due to finding no impairment of the structural integrity, mechanical systems, or drainage of the surrounding units or lessening of structural support

At the time of preparing this report, there are no open alterations listed on Mutual Consent for Unit 2371-C.

A Neighbor Awareness Notice was sent to Units 2371-B, 2371-D, 2382-A, 2382-B, 2382-C and 2382-D on April 2, 2019, due to line of sight and/or effects of construction noise/debris within 150' of the alteration.

At the time of this writing, there has been no response to the Neighbor Awareness Notices.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 2371-C.

Additional work shown on the site plans provided includes; bathroom remodel, kitchen remodel, new lighting throughout unit, new central HVAC installation, and relocation of the water heater. These additional items can each be approved via an over-the-counter Mutual Consent.

Prepared By: Gavin Fogg, Alterations Inspector II

Reviewed By: Brett Crane, Permits, Inspections & Restoration Manager

Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Appendix A: Conditions of Approval Appendix B: Condo and Foundation Plan

Attachment 1: Site Plans

Attachment 2: Variance Request, February 22, 2018

Attachment 3: Photos Attachment 4: Map

APPENDIX A

CONDITIONS OF APPROVAL

Conditions of approval would be as follows:

- 1. No improvement shall be installed, constructed, modified or altered at unit 2371-C, ("Property") within the Third Laguna Hills Mutual ("Mutual") unless and until a 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 Member Owner or Owners ("Member Owner") 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.
- 2. A Variance for Unit Alterations has been granted at **2371-C** for **Room Extension on Original Front Patio**, subject to the attached plans stamped approved and is subject to the 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 Member.
- 3. Prior to the issuance of a Mutual Consent for Unit 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.
- 4. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the Property's Member Owner at **2371-C** and all future Mutual members at **2371-C**.
- 5. 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.
- 6. 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).
- 7. All piping in bathrooms with adjacent units shall be insulated for sound reduction, including penetrations thorough framing.
- 8. This approval does not change the number of bedrooms or the original maximum occupants permitted in the Unit.
- 9. Member Owner(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized "Covenant to Run with the Land" for a proposed improvement that would utilize any portion of the Mutual's Common Area. Prior to the issuance of a Mutual Consent for Unit Alterations, that "Recordable Common Area Agreement" must be filed

with the Orange County Clerk/Recorder.

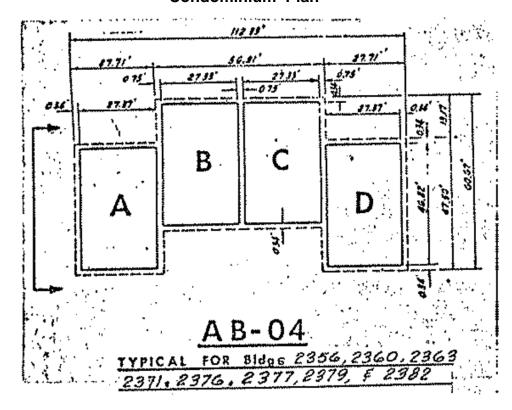
- 10. A City of Laguna Woods permit is required, which may include the requirement to obtain clearance from the South Coast Air Quality Management District (Asbestos Hot Line at (909) 396-2336). Prior to the issuance of a Mutual Consent for Unit Alterations, the appropriate City of Laguna Woods permit 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 Unit Alterations, the Member Owner 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 Member Owner. 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 Unit Alterations staff to review.
- 12. Prior to the issuance of a Mutual Consent for Unit 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 Member Owner 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 Member Owner'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 first be replaced or repaired at the Member Owner's expense during construction of the improvement.
- 13. Prior to the issuance of a Mutual Consent for Unit 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 "Third Laguna Hill Mutual Color Selections" at Resident Services, located at the Community Center first floor.
- 14. Member Owner 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, and use of Mutual property for storage of equipment or materials without prior approval. Member Owner acknowledges and agrees that all such persons are his/her invitees. Member Owner shall be responsible for informing all his/her invitees of the Mutual's Rules and Regulations.
- 15. Member Owner 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.
- 16. Member Owner shall be liable for any violation of the Mutual's Governing Documents by any invitee, including any fine, assessment, traffic or other charge levied in connection therewith.

- 17. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
- 18. Prior to the Issuance of a Mutual Consent for Unit Alterations, the Member 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 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.
- 19. The Conformance Deposit shall be held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member Owner or the Property, to cover and/or recoup any costs whatsoever, including, but not be 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 Member Owner; fines levied for construction violations; costs incurred by the Mutual in repairing damage to Mutual property caused by Member Owner'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.
- 20. If at any time the amount of the Conformance Deposit falls below 3/4ths of the amount originally required to be posted, Member Owner 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.
- 21. Any remaining Conformance Deposit is refundable if the Member Owner 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 Member Owner's address of record with the Mutual. Under no circumstances shall Member Owner 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 Member Owner 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.
- 22. 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.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.
- 24. During construction, both the Mutual Consent for Unit Alterations and the City Building Permit must be on display for public view at all times in a location approved by the Division.
- 25. 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.

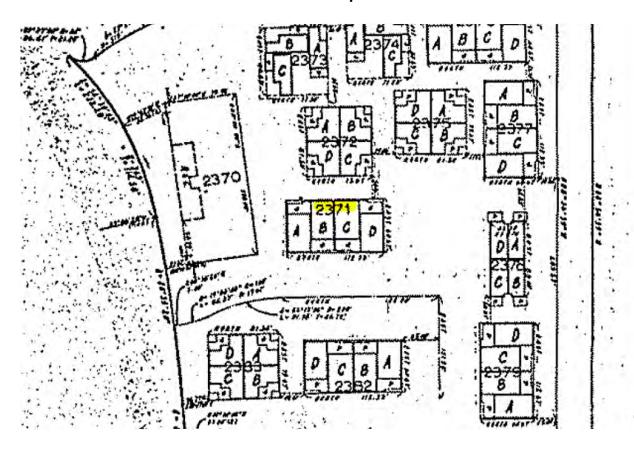
- 26. A dumpster is approved for placement at the location identified by Security Staff by calling 949-580-1400. All dumpsters must conform to the Policy for Temporary Containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
- 27. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
- 28. The Mutual Consent for Unit 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.
- 29. Violations of the forgoing conditions or the Mutual's Governing Documents (See http://www.lagunawoodsvillage.com), including, but not limited to, 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 Owner Member. Such fines left unpaid will result in forfeiture of a portion or all of the Conformance Deposit required above or other legal remedy.
- 30. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members 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 member's improvements and installation, construction, design and maintenance of same.

APPENDIX B

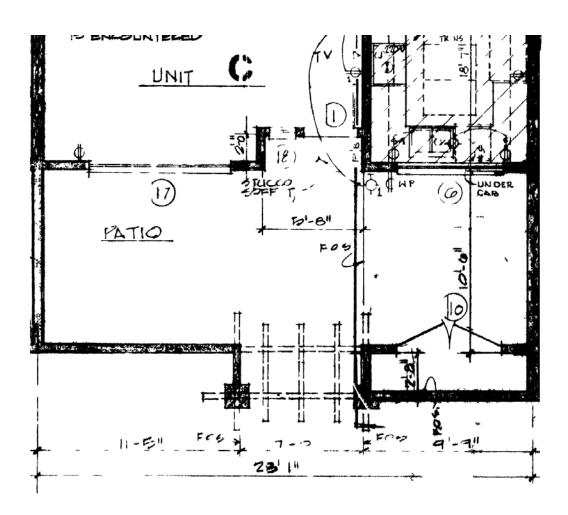
Condominium Plan



Tract Map

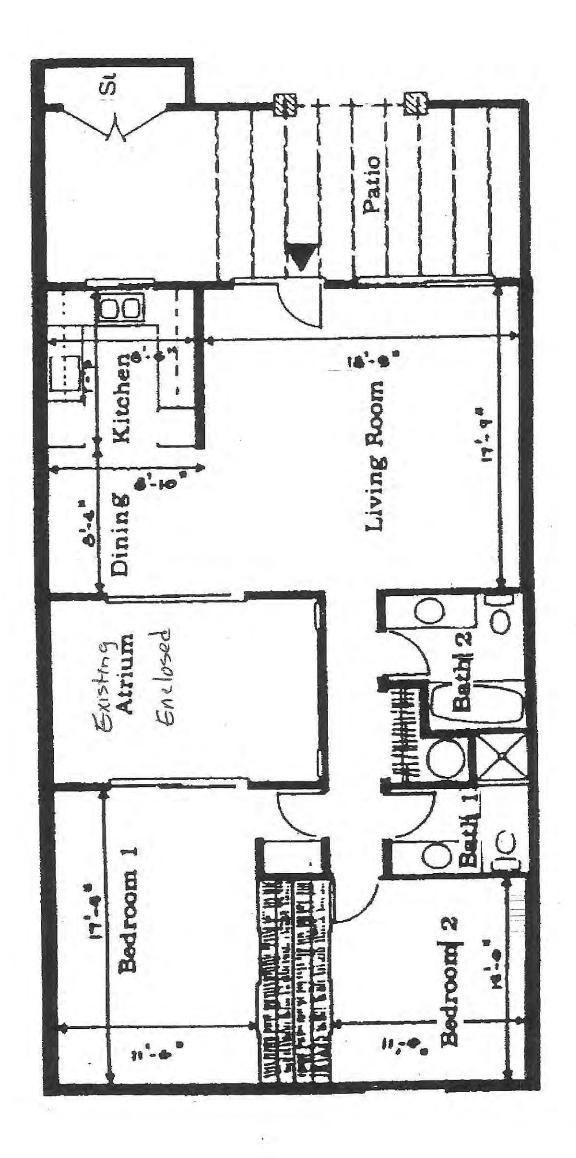


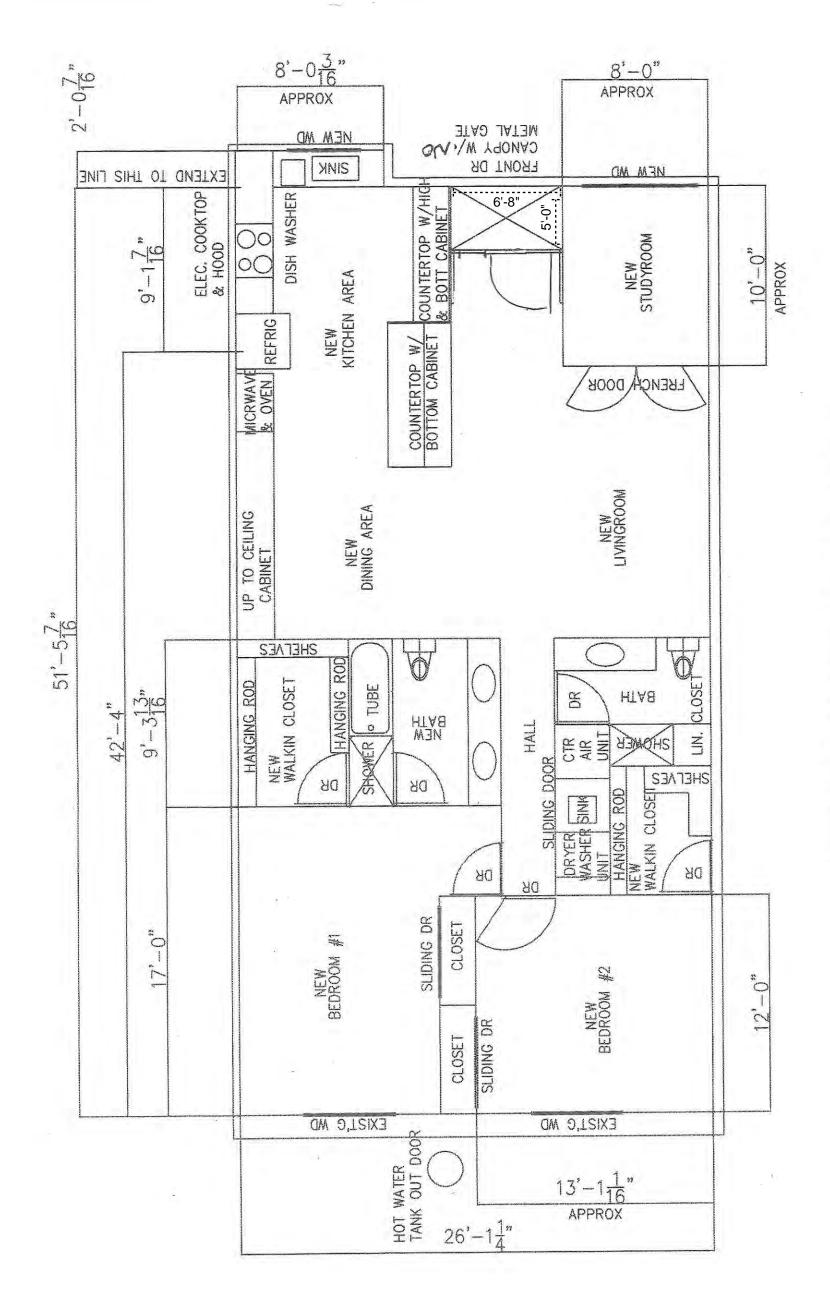
Foundation Plan



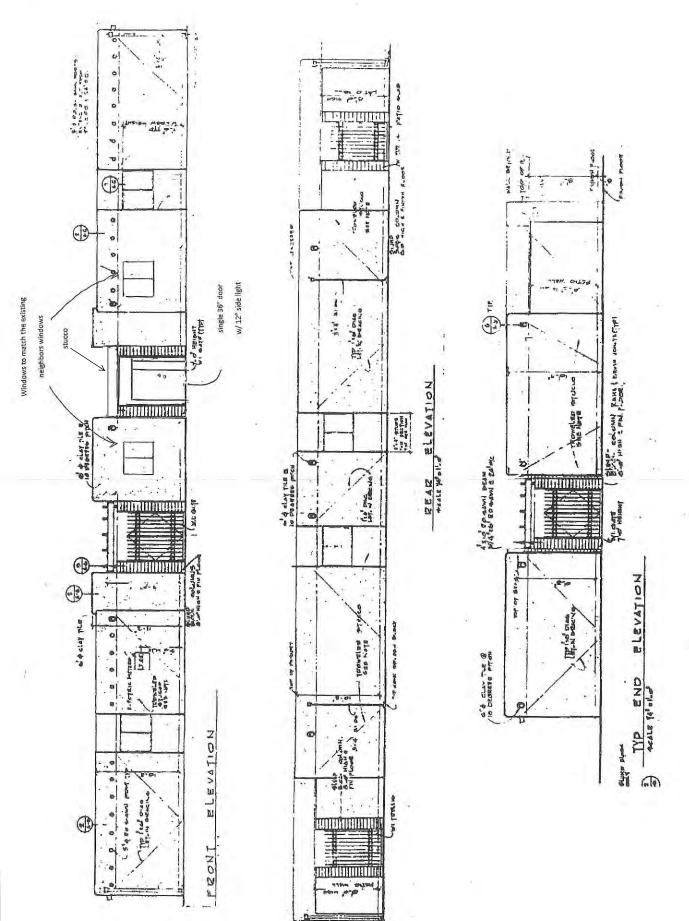
Cordoba(AB04) INSIDE UNIT EX

Existing





CORDOBA #7 NEW ARRANGEMENT DIMENSION ARE APPROX. NEED TO FIELD VERFY WALL THICKNESS ARE NOT SHOWN W/FULLY EXTENDED AND WALKIN CLOSET DOUBLE DOOR (DO NOT SCALE)



Agenda Item # 9 Page 12 of 19

2371-C Window & Door Schedule TUNG PROJECT

Contractor: Richard Smith West Coast Remodel, Inc.

Window & Door Schedule

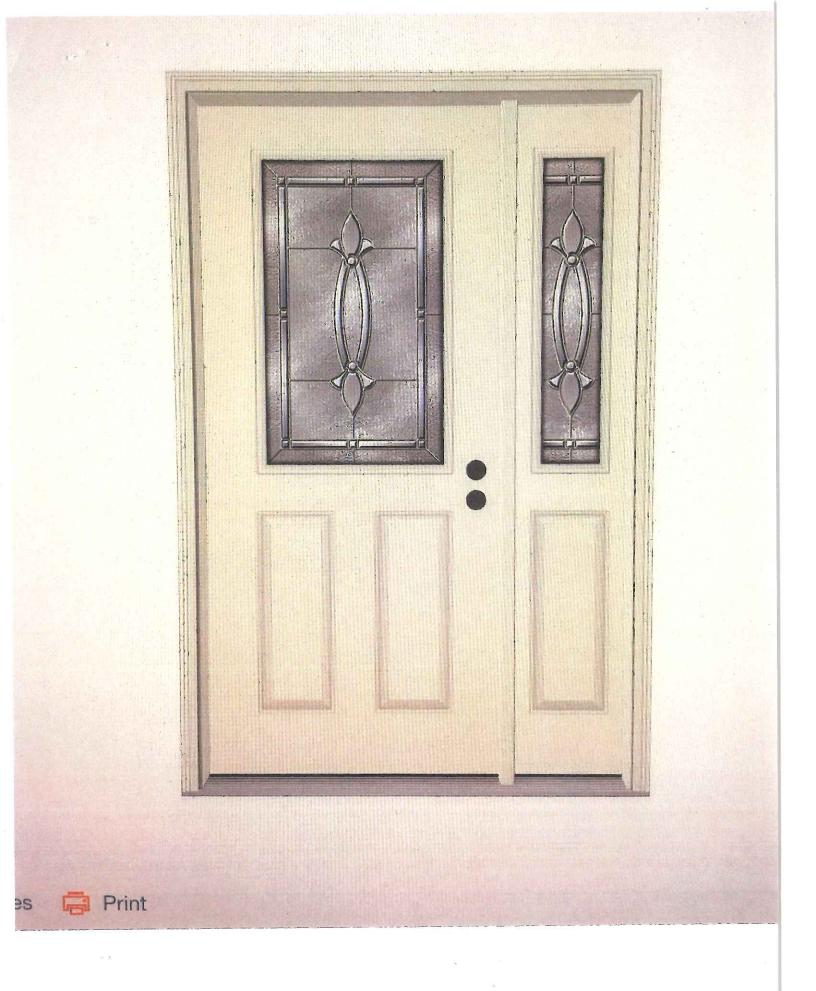
LN	STYLE	QTY	WIDTH	HEIGHT	TYPE	GLASS	FRAME
1	хо	2	48"	48"	Anealed	LOW-E3/CLEAR	WH VINYL
2	LHDR/SL	1	50"	80"	Tempered	FIBERGLASS	WOOD

Windows have opening of 22"x46" - 5.83 sq.ft.

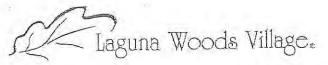
Roofing will be tied in and finished by Letner Roofing. A new downspout will be added to the front of the unit

Scope of Work for Variance: Enclose the front patio, create covered entry way before the front door, install 2 windows,

Scope of additional work: Build a study room to the right of the front door, extend the kitchen into the existing patio area, create a master bathroom and walk in closet where the existing enclosed atrium is, remodel the existing first bathroom, convert the existing 2nd bathroom to a laundry room/closet, new lighting throughout, install a new HVAC, move water heater outside to the backside of the condo. The front door will be painted white.



ATTACHMENT 2



MANOR #_	2371-C
☐ ULWM	TLHM

Variance Request Form sa						
Model: Cordoba Plan:	ABO4 Date: 2/20/19					
Member Name: RUDOLPH KENG	Signature Al Comp					
Phone:	E-mail·					
	hone: F-mail:					
Richard Sm. th Wast Coast Romodel						
Mailing Address: (to be used for official 2371-C Via correspondence)	Mariposa					
Description of Proposed Variance Requ	est ONLY:					
Enclose the front patio o	end add 2 4'X4' Windows to the					
front, Remove existing go	otes and install as new front door with					
a n' siablita						
	MAR 2 5 2019					
*						
Dimensions of Proposed Variance Alter	rations ONLY:					
Front Petro is 26' wide	x 12' High					
	e are 50" wide x 82" High					
Both windows are 4'X4'						
F	OR OFFICE USE ONLY					
RECEIVED BY:DATE REC	CEIVED:BY:					
Alteration Variance Request	Complete Submittal Cut Off Date:					
Check Items Received: □ Drawing of Existing Floor Plan □ Drawing of Proposed Variance	Meetings Scheduled: Third AC&S Committee (TACSC): 4/22/19 United M&C Committee:					
□ Dimensions of Proposed Variance□ Before and After Pictures	Board Meeting:					
n Other:	□ Denied □ Approved					
	□ Tabled Ageoda Hem # 9 Page 15 of 19					





Imagery ©2019 Google, Map data ©2019 Google 20 ft

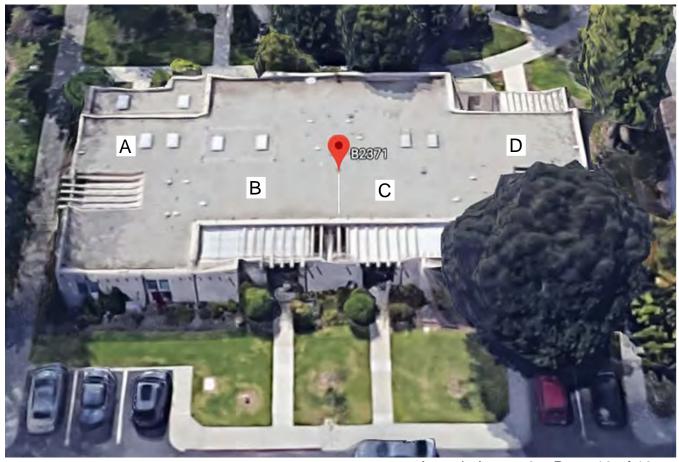
ATTACHMENT 3





Attachment: 4





Agenda Item # 9 Page 19 of 19



Third Laguna Hills Mutual

SECTION STANDARD 40 —: EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED MAY 2007, RESOLUTION 03-07-48
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED APRIL 2015, RESOLUTION 03-15-15
REVISED MAY 2019, RESOLUTION 03-XX-XX

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 APPLICATION

- 2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional.
- 2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.
- 2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.
- 2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.
- 2.52.4 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.
- 2.62.5 Powered shades (sun screens) and timers are permitted.
- 2.72.6 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building.



contractor.

2.82.7 Track mounted, or side channel, shades (sun screens) are not permitted.
2.92.8 Shades (sun screens) shall be hung only in a vertical position.
2.102.9 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.
2.112.10 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.
2.12.11 Shades (sun screens) must be hung parallel to the wall or railing.
2.132.12 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.

Electrical work must be performed by a California licensed

- 2.142.13 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
- 2.152.14 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.
- 2.162.15 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.172.16 Balcony floors may not be penetrated.
- 2.182.17 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.



STANDARD 4: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101
GENERAL REQUIREMENTS REVISED JANUARY 2018, RESOLUTION 03-18-12
REVISED JANUARY 2018, RESOLUTION 03-18-13

1.0 GENERAL REQUIREMENTS

See Standard Section 1: General Requirements

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Permits and Inspections office, with due consideration given to the effect on adjoining manors.
- 2.2 No condensing unit may be located or project directly into any walkway, breezeway or interior court of a three-story building.
- **2.3** Window mounted units are prohibited.
- 2.4 Condensing units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Permits and Inspections office due to site conditions.
- **2.5** Sleeves must be painted to match the color of the wall.
- Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur.

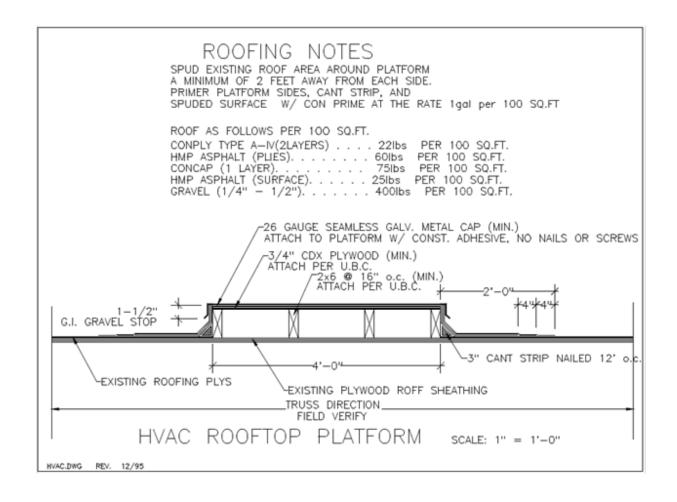
- 2.7 In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing unit sleeves is prohibited.
- **2.8** Removal of sleeves in stucco walls:
 - a. Removal of sleeves in multi-story buildings is prohibited.
 - Removal of sleeves in stucco walls of single story buildings shall be evaluated on a case-by-case basis. A variance may be required.
 - c. When permitted, removal of sleeves in stucco walls require that the patch be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.
 - 2.8.1 Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- **3.1** Only one condensing unit per manor is permitted.
- **3.2** Roof-mounted self-contained package units are prohibited.
- 3.3 No outdoor condensing unit will be larger than 48" high, 37" wide, and 36" deep.
- **3.4** Outdoor condensing units for single level manors shall be installed on the ground only.
- 3.5 Outdoor condensing unit locations for two story buildings are as follows: first floor manors will be installed only on the ground, second floor manors will be installed only on the flat roof, directly above the manor, or on the ground.
- 3.6 Outdoor condensing unit locations for three story buildings are as follows: first floor manors will be installed only on the ground, second floor manors will be installed on the flat roof directly above the manor, or on the ground, third floor manors will be installed only on the flat roof, directly above the manor.

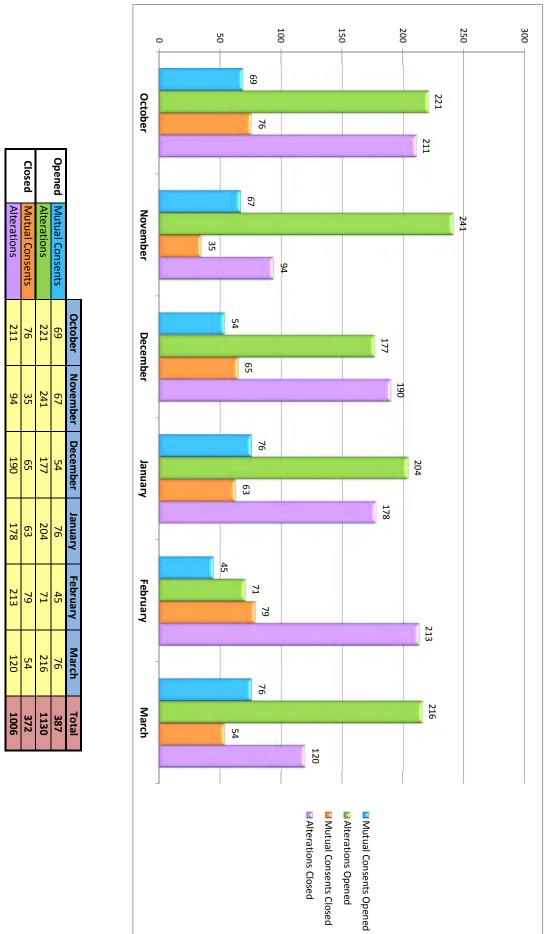
- 3.7 The location of outdoor condensing units must be approved by the Alterations Division. Prior to permit issuance, consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Permits and Inspections office.
- 3.8 All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- **3.9** Ground-mounted outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured nonmetallic and/or concrete pad.
 - 3.9.1 All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. No roof ducts or chases are allowed.
- **3.9.2** The chaseway must be made rodent proof by using wiremesh at the bottom of the chaseway.
- **3.9.3** Watertight seals must be provided around all penetrations.
- **3.9.4** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to **one run** and the length must be kept to a minimum and be as unobtrusive as possible.
- **3.9.5** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to **three runs**, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.9.6 Cutting of a cornice moulding to accommodate a chaseway shall be performed by removing the affected section of moulding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice moulding shall be sealed.
- 3.9.7 Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved standard plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified

- roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- **3.9.8** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is strictly prohibited.
- **3.9.9** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.



Permits and Alterations Division Mutual Consents Report

Third Mutual



* One Mutual Consent may contain multiple individual Alterations