



**OPEN MEETING**

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

**Monday, December 17, 2018 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**NOTICE AND AGENDA**

1. Call to Order
2. Acknowledgement of Media
3. Approval of the November 26, 2018 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. 2231-P (Casa Linda, II06\_1) Appeal to Retain Veneer Wall Coverings within Original Patio Footprint
9. 5448 (San Marco, C12A\_2) Retain Unauthorized Room Extension Modifications and Concrete Landing on Common Area

**Reports:**

10. Discuss and Review Revising the Alteration Inspection Fees

**Concluding Business:**

11. Committee Member Comments
12. Date of next meeting – Monday, January 28, 2019
13. Adjourn

Steve Parsons, Chair  
Kurt Wiemann, Staff Officer  
Eve Morton, Alterations Coordinator: 949-268-2565





**OPEN MEETING**

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

**Monday, November 26, 2018 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair – Steve Parsons, Roy Bruninghaus, John Frankel

**COMMITTEE MEMBERS ABSENT:** Lynn Jarrett

**OTHERS PRESENT:** Bunny Carpenter

**ADVISORS PRESENT:** Michael Plean, Mike Butler

**STAFF PRESENT:** Kurt Wiemann, Eve Morton

**1. Call to Order**

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

**2. Acknowledgement of Media**

No media were present.

**3. Approval of October 22, 2018 Report**

Director Bruninghaus moved to approve the Report. Director Carpenter seconded. The motion passed with a unanimous vote.

**4. Approval of the Agenda**

Director Frankel made a motion to accept the agenda. Advisor Plean seconded. The motion passed with a unanimous vote.

**5. Committee Chair Remarks**

Chair Parsons welcomed Advisor Butler back from his travels and hoped everyone had a nice holiday.

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

None.

## **7. Department Head Update**

Mr. Wiemann reported that the new alterations office has been open for about a month and is going well.

### 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. 2328-U (Monterey, PQ12) - Half Bathroom Addition**

Director Bruninghaus made a motion to accept Staff's recommendation and approve this request. Advisor Plean seconded. The Committee was in unanimous support.

## **9. 5165 (Villa Paraisa, C13C\_1) - Raise Ceiling in Living Room and Extend Entry Way onto Common Area**

Director Frankel made a motion to accept Staff's recommendation to approve the request for raising the ceiling but to table the request to extend the entry way into Common Area until there is a legal ruling regarding this request. Advisor Plean seconded. The Committee was in unanimous support.

The committee requested that Mr. Wiemann write a report regarding the common area classification of the entryways on these units.

## **10. 5398-A (Casa Rosa, RP302\_RA) - Retain Non-Standard Color On Two Exterior Entry Doors**

Director Bruninghaus made a motion to accept Staff's recommendation and approve this request. Director Frankel seconded. The Committee was in unanimous support.

### Standard Updates:

## **11. Review Further Updates to Architectural Standard 30: Storage Cabinets**

The committee requested that 2.4 be moved to Section 4.

The committee requested that the Code be put into the Standard.

Director Bruninghaus made a motion to accept Staff's recommendation, with the changes, and approve the updates to the Standard. Director Jarrett seconded. The Committee was in unanimous support.



**12. Review Updates to Architectural Standard 37: Patio Covers; Awnings**

Chair Parsons made a motion to accept Staff's recommendation and approve the updates to the Standard. Director Bruninghaus seconded. The Committee was in unanimous support.

Reports:

**13. Revised Decision Tree**

Chair Parsons made a motion to approve the full version of the Decision Tree (Attachment 1) and send it on to the Board to receive and file. Director Bruninghaus seconded. The Committee was in unanimous support.

Chair Parsons made a motion to approve the condensed version of the Decision Tree (Attachment 2) and send it on to the Board to receive and file. Director Bruninghaus seconded. The Committee was in unanimous support.

These items will be put onto the December Board Consent Calendar.

Items for Future Agendas

None.

Concluding Business:

**14. Committee Member Comments**


A discussion ensued regarding a slab break due to tree roots at 3255-B which dislodged a sliding glass door. The resident is requesting that she not be required to replace all three doors which face her back yard which is dictated by Standard 34: Windows and Window Attachments. The committee directed Staff to waive the variance fee and requested an official variance request report written on this case to be presented at a future committee meeting.

Director Bruninghaus thanked the committee for using common sense in the decisions being made.

Chair Parsons asked Mr. Wiemann to present a State of the Division report for the January meeting to include ideas for fixing any impediments to streamlining processes for Staff or residents, ideas for any new materials to be considered, etc.

**15. Date of next meeting – Monday, December 17, 2018**

**16. Adjourned at 10:52 a.m.**



Chair, Steve Parsons

Kurt Wiemann, Staff Officer

Eve Morton, Alterations Coordinator, 268-2565





## STAFF REPORT

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**DATE:** December 17, 2018  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Appeal of Board's Decision to Deny Variance Request  
Ms. Pao Chow Randall of 2231-P (Casa Linda, II06\_1)  
Retain Veneer Wall Coverings within Original Patio Footprint.

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### **RECOMMENDATION**

Staff recommends the Board deny the appeal of the request to retain the veneer wall coverings within the original patio footprint. Should the Board approve the request, Staff recommend it be with the conditions in Appendix A.

### **BACKGROUND**

On May 10, 2018, during a resale inspection, Staff discovered veneer wall coverings on the interior side of the original patio walls. A variance to retain the alteration was submitted on September 5, 2018, from the new owner, Ms. Randall.

Following the recommendation of the Architectural Control and Standards Committee, the Third Mutual Board denied the request to retain the wooden wall coverings on October 16, 2018.

Ms. Randall of 2231-P Via Puerta, a Casa Linda style unit, submitted a request to appeal the Board's decision on October 30, 2018.

The interior surfaces of walls of a patio are designated as Exclusive Use Common Area.

Plans and photos have been provided (Attachment 1). The wood gate in the photo was installed via Mutual Consent in January 2017, prior to the revision of Standard 17: Gates.

There are no Standards on file for this alteration; policy requires Board approval prior to issuing a Mutual Consent.

Per the Committee's direction regarding Variance requests for retaining non-authorized alterations, Compliance was notified on August 6, 2018, of the unauthorized alteration; a disciplinary hearing was held; the results are confidential.

### **DISCUSSION**

The decorative wood covering spans the inside of the original patio wall; the rear wall measuring 26' linear feet (LF) and the side section is 8' LF, the height ranges between 4'7" and 5'9" due to the sloping ground level.

**(1) Interior Patio Wall:** Located on the interior of all three walls surrounding the patio; stained and water-proofed wood covering attached with concrete screws into slump stone block wall.

**(2) Shelf on Top of Patio Wall:** The wooden shelf measures approximately 12” wide and covers the entire length of the block wall. The exterior side of the shelf is painted to match the block wall while the surface is a stained wood finish.

Staff was unable to find any examples of previous variance requests for similar alterations.

Although the alteration is not visible from the surrounding units, Staff recommends denial of this request in conjunction with Third Mutual's policy restricting all new exterior wood elements.

At the time of preparing this report, there are no open Mutual Consents for Manor 2231-P.

A Neighbor Awareness Notice was sent to Units 2231-Q, 2241-A, 2241-B, 2241-N and 2241-O on August 10, 2018, due to line of sight and/or effects of construction noise/debris within 150' of the alteration.

At the time of writing, there has been one response to the Neighbor Awareness Notices from Manor 2241-A; in favor of the request.

All future costs and maintenance associated with the subject alterations are the responsibility of the Mutual member(s) at 2231-P.

**Prepared By:** Gavin Fogg, Alterations Inspector II

**Reviewed By:** Kurt Wiemann, Permits, Inspections & Restoration Manager  
Eve Morton, Alterations Coordinator

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

Appendix A: Conditions of Approval  
Attachment 1: Variance Request, September 5, 2018  
Attachment 2: Photos  
Attachment 3: 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 **2231-P**, ("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 2231-P for **retain non-standard wooden wall coverings on 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 2231-P and all future Mutual members at 2231-P.
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. 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.
7. 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
14. 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.
15. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
16. 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.

17. 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.
18. 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.

MANOR # 2231 P☐ ULWM☒ TLHM

## Variance Request Form

SA

Model: <u>CASA LINDA</u>	Plan: <u>1106-1</u>	Date: <u>09-05-18</u>
Member Name: <u>Pao Randall</u>	Signature: <u>Pao Randall</u>	
Phone: <u>[REDACTED]</u>	Email: <u>[REDACTED]</u>	
Contractor Name/Co: <u>SELF</u>	Phone: <u>N/A</u>	Email: <u>N/A</u>

## Description of Proposed Variance Request ONLY:

Request Approval for addition of Decorative wood  
covering (wall) for inside Patio.  
(See Attached)

## Dimensions of Proposed Variance Alterations ONLY:

79x26

## FOR OFFICE USE ONLY

RECEIVED BY: N.O. DATE RECEIVED: 7/20/18 Check# 3682 BY: \_\_\_\_\_

## Alteration Variance Request

## Check Items Received:

- ☐ Drawing of Existing Floor Plan
- ☐ Drawing of Proposed Variance
- ☐ Dimensions of Proposed Variance
- ☐ Before and After Pictures
- ☐ Other: \_\_\_\_\_

## Complete Submittal Cut Off Date:

## Meetings Scheduled:

Third AC&amp;S Committee: \_\_\_\_\_

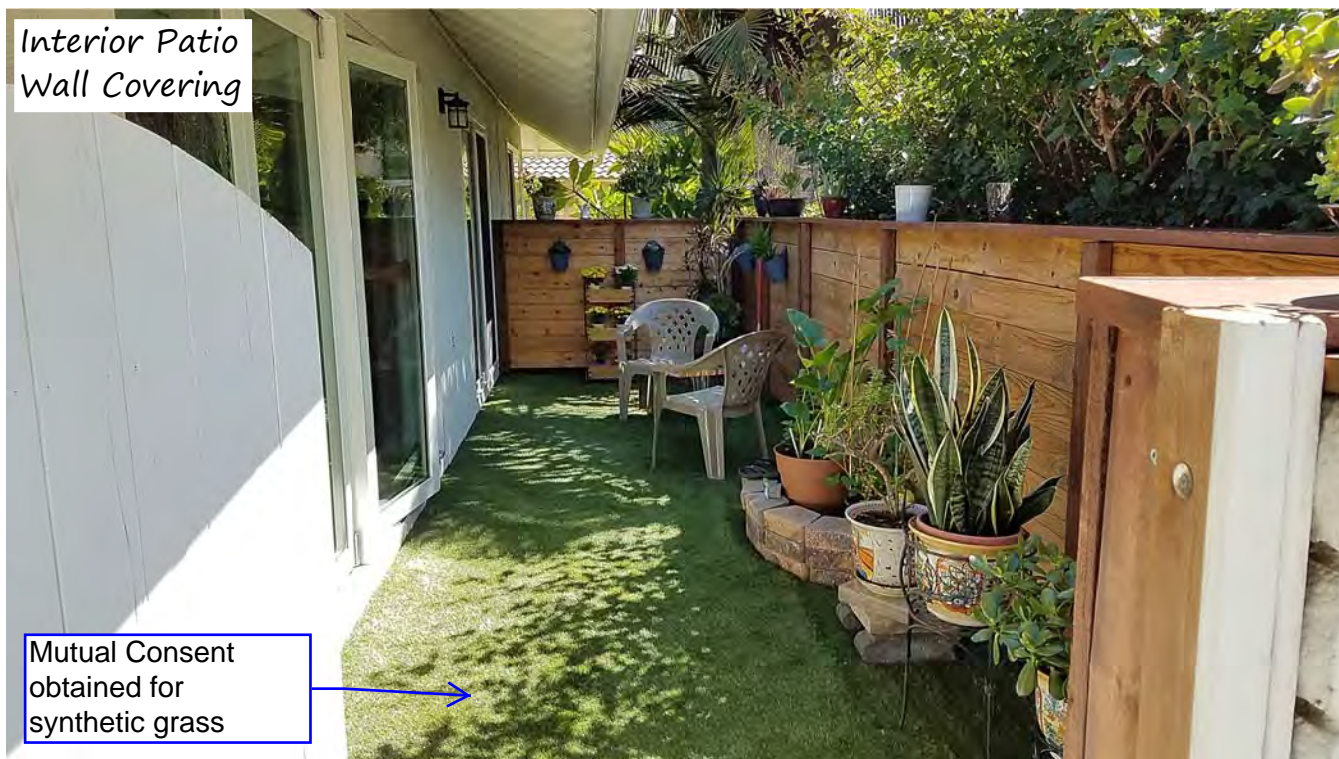
United AC&amp;S Committee: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

☐ Denied☐ Approved☐ Tabled☐ Other



Attachment: 2





Interior Patio  
Wall Covering



Interior Patio  
Wall Covering









Street View  
(Front)



Street View  
(Left)



Street View  
(Right)





Attachment: 3







## STAFF REPORT

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**DATE:** December 17, 2018  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Variance Request  
Mr. Chin S. Chen of 5448 (San Marco, C12A\_2)  
Retain Unauthorized Room Extension Modifications and Concrete Landing  
on Common Area.

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### **RECOMMENDATION**

Staff recommends the Board deny the request to retain an unauthorized concrete landing on Common Area. Should the Board approve the request, Staff recommend it be with the conditions in Appendix A.

### **BACKGROUND**

In May 2017, a Variance request was submitted by Mr. Chin S. Chen of 5448, which included utilizing common area within Third Mutual. At the time of submission, at the direction of the Board, Staff was not accepting any requests for common area; both the Owner and Contractor were advised by Staff to modify the proposal to include all interior and exterior alterations within the existing patio footprint. A revised variance request was submitted in August 2017, which did not require any additional common area usage.

On September 19, 2017, the Third Mutual Board approved a room extension onto the existing rear patio at Manor 5448. The approval authorized Mr. Chen to utilize the existing walled off patio area for a room extension consisting of 42' by 8' (336 SF) of original exclusive use common area and 42' by 4'7" (192 SF) of common area that was previously granted for exclusive use by means of Mutual Consent.

On September 27, 2018, while conducting the final inspection for the project, Staff found the alteration room extension did not match the plans approved by the Board, and issued a correction notice to bring the alteration into compliance. On October 2, 2018, the Mr. Chen submitted a Variance request to retain the alteration as it was constructed.

Photos have been provided (See Attachment 3).

Per the Committee's direction regarding Variance requests for retaining non-authorized alterations, Compliance was notified on October 24, 2018, of the unauthorized alteration; a disciplinary hearing is pending.

### **DISCUSSION**

The original plans accounted for the Third Mutual Common Area Use Policy at the time of approval, by having the sliding glass door recessed sufficiently so that the exterior landing fell on the same footprint as the previous patio area.



During construction, without prior approval by the Board, the owner relocated the sliding glass door location. The approved plans detail it on the east (side) elevation, set back to not require a landing on common area. The sliding glass door was installed in the rear and was no longer recessed to accommodate the exterior landing on the approved footprint of the manor. As a result, the side elevation sliding glass door was replaced with (two) 4' wide by 5' tall windows. Additionally a 7' wide by 2'5" long concrete landing was constructed in common area.

Staff recommends denial of this request in conjunction with Third Mutual's Common Area Use Policy.

At the time of preparing this report, there are six open alterations listed on one Mutual Consent for Manor 5448, all involving the room extension on rear patio.

Description	Issued Date	Mutual Permit
Room Addition (Variance)	11/14/2017	172067
Electrical in Room Addition	11/14/2017	172067
New Construction Window in Bedroom	11/14/2017	172067
Skylight in Room Addition	11/14/2017	172067
Skylight in Room Addition	11/14/2017	172067
Skylight in Living Room	11/14/2017	172067

A Neighbor Awareness Notice was sent to Units 5446, 5447, 5449 and 5450 on December 3, 2018, 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 5448.

**Prepared By:** Gavin Fogg, Alterations Inspector II

**Reviewed By:** Kurt Wiemann, Permits, Inspections & Restoration Manager  
Eve Morton, Alterations Coordinator

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

Appendix A: Conditions of Approval  
Appendix B: Condo Plan with Area Usage  
Attachment 1: Original Approved Plans, September 2017  
Attachment 2: Photos  
Attachment 3: 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 **5448**, ("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 **5448** for **Retaining Unauthorized Room Extension Modifications and Concrete Landing on 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 **5448** and all future Mutual members at **5448**.
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, 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. Member is responsible for following the gate clearance process in place to admit contractors and other invitees.
15. 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.
16. 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

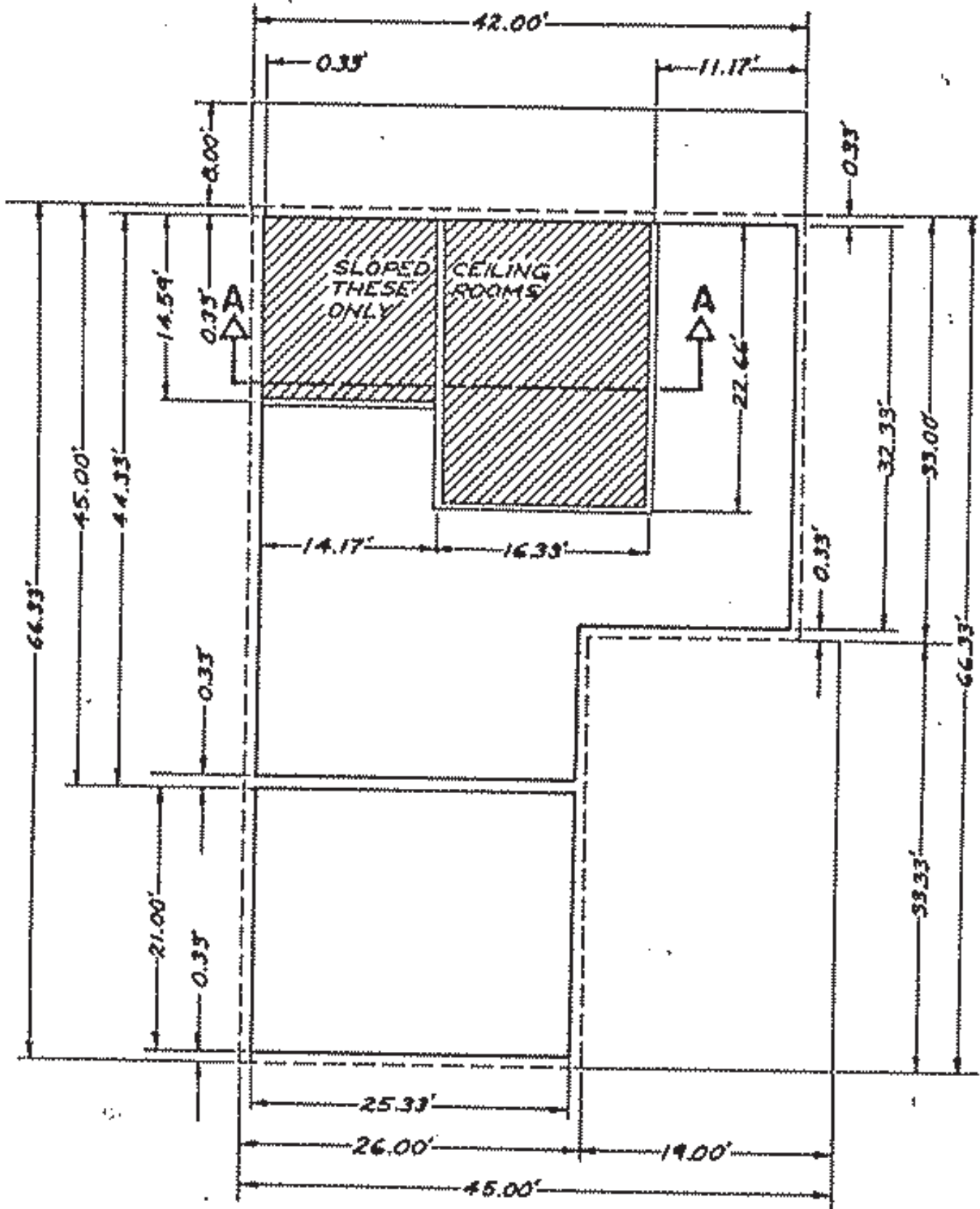
Owner's contractor or other invitee; costs incurred by the Mutual in curing a violation on the Property; costs incurred in removing or altering an improvement upon the Property; or to an unpaid assessment, special assessment, late charge, interest or collection costs posted to the Mutual's account for 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.

17. 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.
18. 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.
19. All improvements must be installed in accordance with the California State Building Code, and the published Mutual Architectural Alterations Standards. See <http://www.lagunawoodsvillage.com>.
20. 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.
21. 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.
22. 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.
23. 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.
24. A portable bathroom is approved for placement at the location identified by Security Staff by calling 949-580-1400.
25. 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.
26. 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.

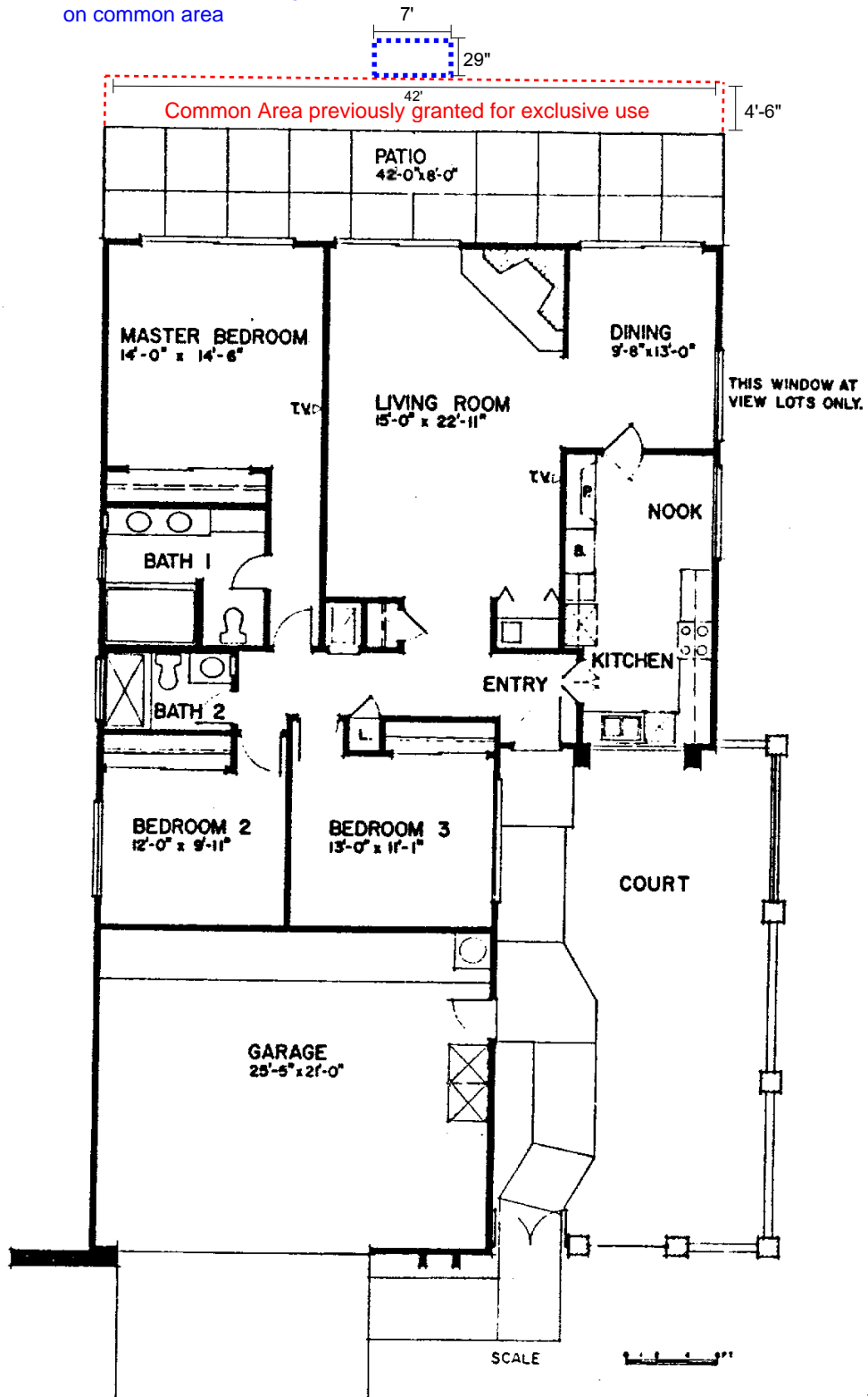
27. Mutual member shall indemnify, defend and hold harmless Third and its officers, directors, committee members and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from Mutual member's improvements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

# Appendix B Condo Plan

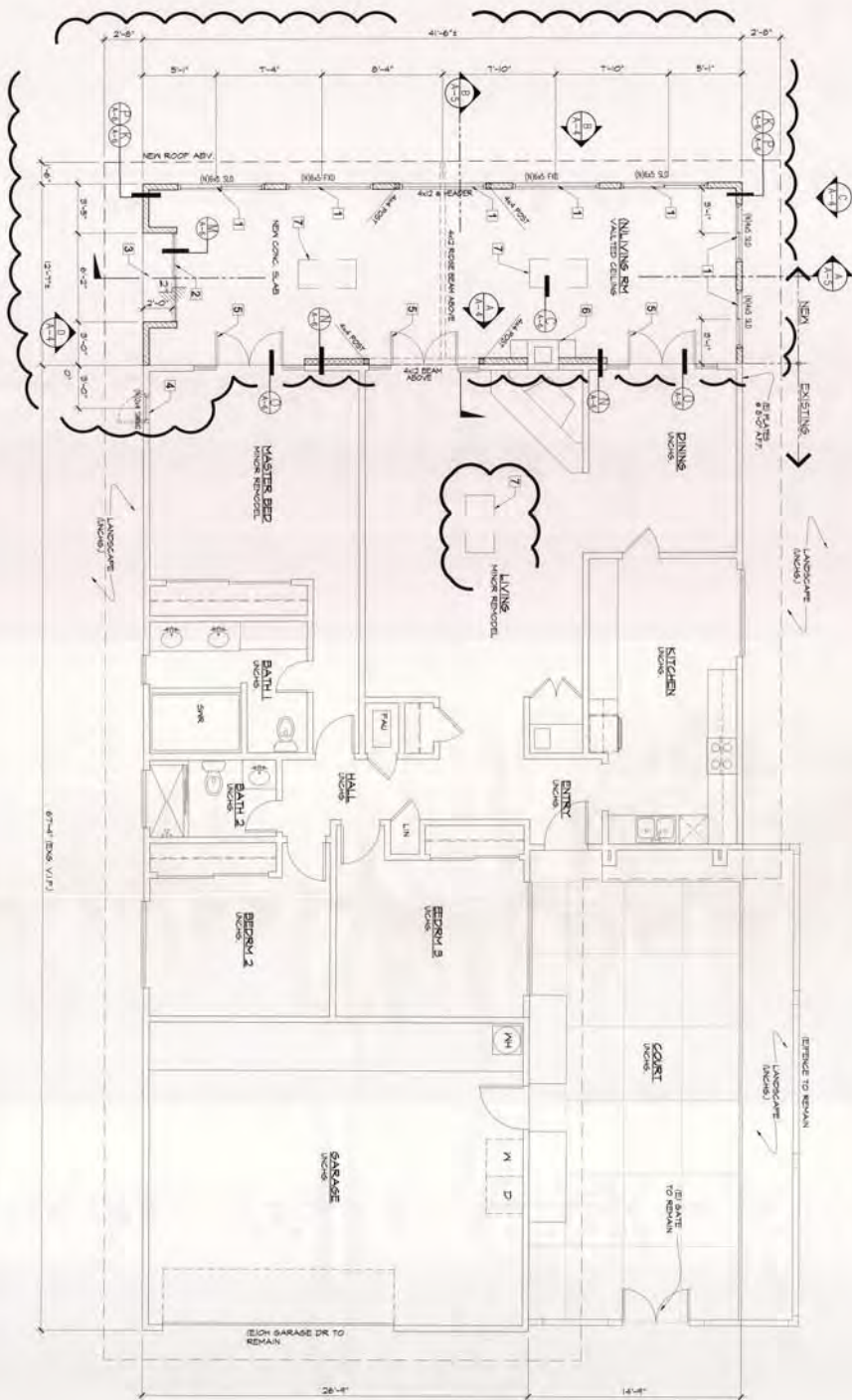


PLAN C-12

Request to retain landing  
on common area



**SAN MARCO(C12)**



**A NEW FLOOR PLAN**  
SCALE: 1/8" = 1'-0"

**GENERAL NOTES**

- ALL WORK SHALL CONFORM TO THE 2018 EDITION OF THE CALIFORNIA BUILDING REGULATIONS AND ELECTRICAL CODES, AND THE 2018 CALIFORNIA MECHANICAL, PLUMBING AND FIRE PREVENTION CODES.
- THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS IN THE FIELD AND NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.

**FLOOR PLAN KEYNOTES**

- SEE NOTES ON PLAN
- SEE NOTES ON PLAN
- SEE NOTES ON PLAN
- SEE NOTES ON PLAN
- SEE NOTES ON PLAN
- SEE NOTES ON PLAN
- SEE NOTES ON PLAN

**FLOOR PLAN LEGEND**

- SWITCH
- DOOR SWITCH
- OUTLET
- CEILING OR WALL MOUNT FIXTURE
- RECESSED LED FIXTURE
- CEILING FAN W/ LIGHT FIXTURE
- WATERPROOF RECESSED FIXTURE
- HOSE BIB
- FUEL GAS
- AIR DIFFUSER
- NEW PARTITION WALL
- EXISTING WALL TO REMAIN (N.C.)
- AREA OF REDOOR

**FLOOR PLAN NOTES**

**GREEN NOTES**

PKA & ASSOCIATES

FLOOR PLAN

**EXISTING PATIO ENCLOSURE**

5448 ALTA VISTA, LAGUNA WOODS, CA 92637

OWNER: IRENE CUON

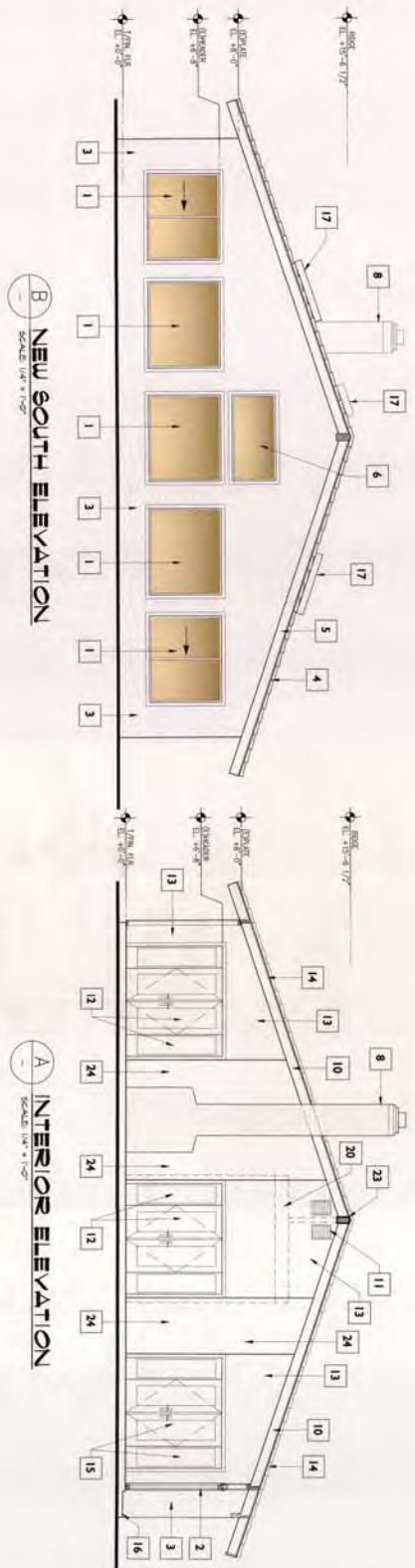
ADDRESS: 5448 ALTA VISTA, LAGUNA WOODS, CA. 92637



**A-3**

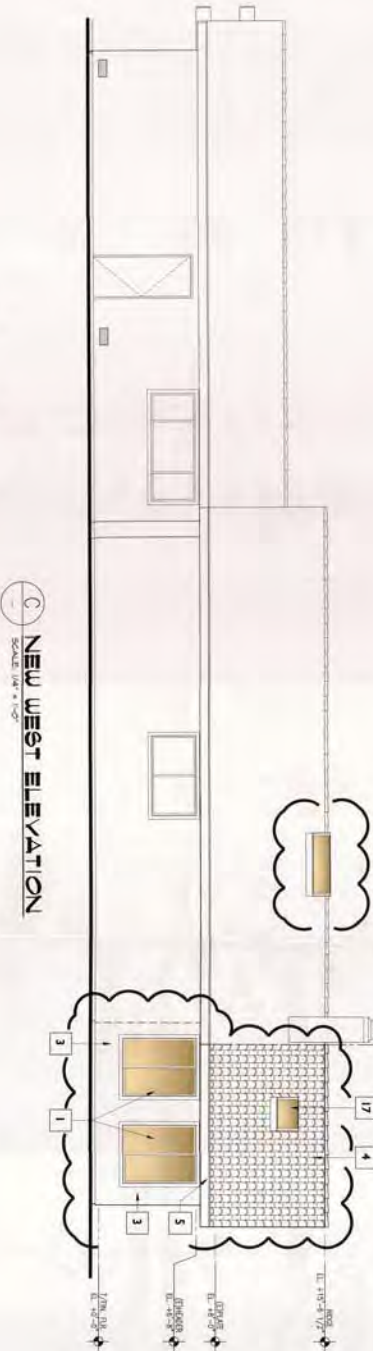
Sheet 6 of 6





B NEW SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"

A INTERIOR ELEVATION  
SCALE: 1/4" = 1'-0"



C NEW WEST ELEVATION  
SCALE: 1/4" = 1'-0"



D NEW EAST ELEVATION  
SCALE: 1/4" = 1'-0"

ELEV./SECT. KEYNOTES

1	EXIST. PATIO ENCLOSURE
2	EXIST. PATIO ENCLOSURE
3	EXIST. PATIO ENCLOSURE
4	EXIST. PATIO ENCLOSURE
5	EXIST. PATIO ENCLOSURE
6	EXIST. PATIO ENCLOSURE
7	EXIST. PATIO ENCLOSURE
8	EXIST. PATIO ENCLOSURE
9	EXIST. PATIO ENCLOSURE
10	EXIST. PATIO ENCLOSURE
11	EXIST. PATIO ENCLOSURE
12	EXIST. PATIO ENCLOSURE
13	EXIST. PATIO ENCLOSURE
14	EXIST. PATIO ENCLOSURE
15	EXIST. PATIO ENCLOSURE
16	EXIST. PATIO ENCLOSURE
17	EXIST. PATIO ENCLOSURE
18	EXIST. PATIO ENCLOSURE
19	EXIST. PATIO ENCLOSURE
20	EXIST. PATIO ENCLOSURE
21	EXIST. PATIO ENCLOSURE
22	EXIST. PATIO ENCLOSURE
23	EXIST. PATIO ENCLOSURE
24	EXIST. PATIO ENCLOSURE

EXISTING PATIO ENCLOSURE

5448 ALTA VISTA, LAGUNA WOODS, CA 92637

OWNER: IRENE CUON

ADDRESS: 5448 ALTA VISTA, LAGUNA WOODS, CA. 92637



PKA & ASSOCIATES

EXTERIOR ELEVATIONS

A-4

Sheet 6 of 6



## Attachment: 2









Side Elevation  
Windows



Side Elevation  
Windows





Attachment: 3





## STAFF REPORT

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**DATE:** December 17, 2018  
**FOR:** Architectural Control and Standards Committee  
**SUBJECT:** Alteration and Inspection Fees

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### **RECOMMENDATION**

Staff recommends increases in certain fees to partially recover the cost for the services provided by the Alterations Division.

### **BACKGROUND**

The alterations processing fees were introduced in 1977 via Resolution 770, to establish a base fee of \$10 for standard Alteration requests and an additional fee schedule based on valuation for the proposed alterations. In February 2009, the Board adopted a Variance Processing Fee of \$50 to partially offset administrative costs associated with Variance requests. In September 2011, the Board increased the Variance Processing Fee to \$100 to include costs associated with appeals of the Board's decisions related to Variance request applications.

The Alteration fees were last revised in 2017 via Resolution 03-17-120; the base processing fees for Mutual Consents and Variance Requests were raised to \$35 and \$150 respectively. The fees shown in the inspection fee schedule were not raised.

### **DISCUSSION**

Since alterations are an elective chosen by some Members, it is reasonable that the cost for processing the applications and inspecting the work should be borne by those electing to alter their manors. Over the past year, several new processes and services, along with improvements to customer service, have been implemented in the Alterations Division. Contractor parking passes, Demolition Mutual Consents, and Conformance Deposits have all brought significant improvements to the services offered and have increase safety within the Village. After a careful review of the processes and administrative requirements involved, Staff has determined that it is necessary to update the Mutual Consent Processing Fee and the inspection fees to reflect the increased administrative costs.

The existing schedule (Attachment 1) contains two columns of alterations, along with adjacent columns that clarify if the proposed alteration will need an additional permit with the City of Laguna Woods. The first list of alterations contains those which meet Mutual Standards and can be performed with an over-the-counter Mutual Consent. Staff processes an average of 2,032 Mutual Consent applications annually for United and Third. The existing flat fee is \$35 for a standard Mutual Consent. Staff costs to review and process the requests exceed that significantly; Staff recommends increasing the flat fee to \$50.

The second column contains a list of alterations which require more in-depth plan checking and inspections; these items are charged an inspection fee. The fee is a sliding scale which is based on the estimated value of the alteration. The existing fee is based upon 5.6 percent of the mean in the cost range for the alteration (Attachment 2). To make the fees more consistent with the alterations typically being performed within the Village, Staff proposes to maintain the fee at 5.6 percent and increase the value range. Increasing the value range will increase the average inspection fee and better reflect the alteration trends in the Village. Higher valued alterations generally require more detailed plans, which in turn, increases administrative, plan check, and inspection time. This adjustment will better align the fees with the processing task time.

Additionally, based on a review of the requirements of the City of Laguna Woods, Staff has moved several items into the second column to align with City requirements and better reflect the administrative time necessary for those items.

In June 2018, Staff began implementing the Demolition Mutual Consent with a flat processing fee of \$35 to partially offset administrative costs associated with processing of the required detailed documentation. Staff recommends increasing this fee to \$50 to better offset the costs and align with the proposed Mutual Consent fee.

Although Variance Requests and the preparation of accompanying committee staff reports require significant staff time for proper processing, Staff has performed a thorough review of administrative time involved and recommends the variance processing fee remain at \$150.

Additionally, with the implementation of the Conformance Deposit program, administrative costs related to the processing of deposits and a refund of the funds held has increased administrative costs to the Division.

The estimated revenue from fees for 2018 is \$220,768, which is below the actual operational costs for the Division. Assuming no change in volume, the proposed fee increases will raise the estimated revenue for 2019 to \$292,231. (Attachment 3)

The revised fee schedule has been attached (Attachment 4) for review and consideration.

### **FINANCIAL ANALYSIS**

Additional fee revenue will partially offset existing administrative costs in Operations, as outlined above.

**Prepared By:** Kurt Wiemann, Permits, Inspections and Restoration Manager

**Reviewed By:** Eve Morton, Alterations Coordinator  
Betty Parker, Chief Financial Officer

### **ATTACHMENT(S)**

Attachment 1: Current Fee Schedule  
Attachment 2: Valuation Fee Comparison  
Attachment 3: Revenue Analysis  
Attachment 4: Revised Fee Schedule  
Attachment 5: Resolution



# Alteration Fee Schedule



## Mutual Consent for Alteration(s) Fee Schedule

For Items not listed, please check with Alterations Department **949-597-4616**

[alterations@vmsinc.org](mailto:alterations@vmsinc.org)

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

All items require **HOA Mutual Consent** for Manor Alteration; City Permit Required as Shown

All construction, with a value of \$500 or greater, will be subject to a refundable \$250 Conformance Deposit

MUTUAL CONSENT PROCESSING FEE	
Alteration Type	City Permit Required
Acoustic Ceiling Removal	Yes
Awnings ( <i>standard, less than 54"</i> )	No
Awnings ( <i>powered</i> )	Yes
Air Conditioner ( <i>through the wall</i> )	Yes
Air Conditioner Central ( <i>replacement</i> )	Yes
Balcony Modesty Panels	No
Bath Tub Replacement	Yes
Block Walls ( <i>under 4 feet high</i> )	No
Block Walls ( <i>over 4 feet high</i> )	Yes
Planter Wall	No
Dishwasher	Yes
Doors Revisions ( <i>Exterior</i> )	Yes
Electrical	Yes
Exhaust Fan	Yes
Fences & Gates	No
Floor Coverings-exterior	No
Flooring (Vinyl)	Yes
Gutters & Downspouts	Yes
Heat Pumps ( <i>Through the wall</i> )	Yes
Metal Drop Shades	No
Modesty Panels	No
Patio Slab Revision	No
Patio Wall Revision	No
Plumbing (Minor)	No
Plumbing (New or Relocation)	Yes
Shower to Shower	Yes
Sliding Glass Door ( <i>retrofit</i> )	Yes
Soft Water System	Yes
Soft Water System	
<i>If connected to Water Heater</i>	Yes
Storage Cabinets ( <i>Carport</i> )	No
Shades Roll-up	No
Tub to Shower	Yes
Washer and Dryer	Yes
Water Heater Relocation	Yes
Windows ( <i>retrofit</i> )	Yes

ALTERATION FEES BASED ON VALUATION			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers ( <i>atrium, balcony, patio</i> ) <i>Replace or New</i>			Yes
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows ( <i>New Construction</i> )			Yes
Unauthorized Alteration Fee			\$300
\$150 VARIANCE PROCESSING FEE			
INSPECTION FEES			
ESTIMATED VALUE OF ALTERATION			FEE
\$750 or Less			\$35
\$751	To	\$1,000	\$49
\$1,001	To	\$1,250	\$63
\$1,251	To	\$1,500	\$77
\$1,501	To	\$1,750	\$91
\$1,751	To	\$2,000	\$105
\$2,001	To	\$2,500	\$126
\$2,501	To	\$3,000	\$154
\$3,001	To	\$4,000	\$196
\$4,001	To	\$5,000	\$252
\$5,001	To	\$6,000	\$308
Over \$6,000			\$392

ATTACHMENT 2

2018 Existing Fee Schedule		
VALUATION	FEE	% of Mean
Under 750	\$35	n/a
751 to 1000	\$49	5.6%
1001 to 1250	\$63	5.6%
1251 to 1500	\$77	5.6%
1501 to 1750	\$91	5.6%
1750 to 2000	\$105	5.6%
2001 to 2500	\$126	5.6%
2501 to 3000	\$154	5.6%
3001 to 4000	\$196	5.6%
4001 to 5000	\$252	5.6%
5001 to 6000	\$308	5.6%
Over 6000	\$392	n/a

Average                      \$154

Proposed Inspection Fee Schedule			
VALUATION		FEE	% of Mean
Under	\$750	\$50	
\$751	\$2,000	\$77	5.6%
\$2,001	\$4,000	\$168	5.6%
\$4,001	\$6,000	\$280	5.6%
\$6,001	\$8,000	\$392	5.6%
\$8,001	\$10,000	\$504	5.6%
Above	\$10,001	\$700	n/a

Average      \$310



ATTACHMENT 3

Proposed Processing Fee Increase Analyses									
Proposed \$15.00 Increase	Mutual Consent Processing Fee	Avg. # Annual Mutual Consent Applications	Projected # Annual Demo Permits	Total	Proposed \$50 Increase	Processing Fee	Avg. # Annual Variance Applications	Total	
Current	\$35	2032	355	\$83,531.00	Current	\$150.00	70	\$ 10,500	
Proposed	\$50	2032	578	\$130,494.72	Proposed	\$150.00	70	\$ 10,500	
Sub-Total Revenue Increase				\$46,963.72	Sub-Total Revenue Increase				\$ -

	Avg. Inspection Fee	Estimated Avg # Inspection Fees Charged	Total Inspection Fee Revenue
Current Average Inspection Fee	\$215	488	\$ 126,737
Proposed Average Inspection Fee	\$310	488	\$ 151,234

2018 Total Estimated Revenue \$ 220,768  
2018 Total Estimated Administrative Costs \$ 414,428  
2018 Net Expense \$ (193,660)

2019 Total Estimated Proposed Revenue \$ 292,229  
2019 Total Estimated Administrative Costs \$ 423,133  
2019 Net Expense \$ (130,904)

Total Projected Revenue Increase \$ 71,461  
Revenue Increase 32%

Administrative Cost Increase \$8,705.55  
2.1%

# Alteration Fee Schedule

Proposed 2019

## Mutual Consent for Alteration(s) Fee Schedule

For Items not listed, please check with Alterations Department **949-597-4616**

[alterations@vmsinc.org](mailto:alterations@vmsinc.org)

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

All items require **HOA** Mutual Consent for Manor Alteration; City Permit Required as Shown

All construction, with a value of \$500 or greater, will be subject to a refundable \$250 Conformance Deposit

<b>\$50.00 MUTUAL CONSENT PROCESSING FEE</b>	
<b>Alteration Type</b>	<b>City Permit Required</b>
Acoustic Ceiling Removal	<b>Yes</b>
Awnings ( <i>standard, less than 54"</i> )	<b>No</b>
Awnings ( <i>powered</i> )	<b>Yes</b>
Air Conditioner ( <i>through the wall</i> )	<b>Yes</b>
Air Conditioner Central ( <i>replacement</i> )	<b>Yes</b>
Balcony Modesty Panels	<b>No</b>
Bath Tub Replacement	<b>Yes</b>
Block Walls ( <i>under 4 feet high</i> )	<b>No</b>
Block Walls ( <i>over 4 feet high</i> )	<b>Yes</b>
Planter Wall	<b>No</b>
Dishwasher	<b>Yes</b>
Doors Revisions ( <i>Exterior</i> )	<b>Yes</b>
Electrical	<b>Yes</b>
Exhaust Fan	<b>Yes</b>
Fences & Gates	<b>No</b>
Floor Coverings-exterior	<b>No</b>
Flooring (Vinyl)	<b>Yes</b>
Gutters & Downspouts	<b>Yes</b>
Heat Pumps ( <i>Through the wall</i> )	<b>Yes</b>
Metal Drop Shades	<b>No</b>
Modesty Panels	<b>No</b>
Patio Slab Revision	<b>No</b>
Patio Wall Revision	<b>No</b>
Plumbing (Minor)	<b>No</b>
Plumbing (New or Relocation)	<b>Yes</b>
Shower to Shower	<b>Yes</b>
Sliding Glass Door ( <i>retrofit</i> )	<b>Yes</b>
Soft Water System	<b>Yes</b>
Soft Water System	
<i>If connected to Water Heater</i>	<b>Yes</b>
Storage Cabinets ( <i>Carport</i> )	<b>No</b>
Shades Roll-up	<b>No</b>
Tub to Shower	<b>Yes</b>
Washer and Dryer	<b>Yes</b>
Water Heater Relocation	<b>Yes</b>
Windows ( <i>retrofit</i> )	<b>Yes</b>

INSPECTION FEES BASED ON VALUE			
Alteration Type			City Permit Required
Bathroom Addition, Split			Yes
Central Heating & Air-new			Yes
Covers ( <i>atrium, balcony, patio</i> ) <i>Replace or New</i>			Yes
Doors (New)			Yes
Sliding Glass Doors-New			Yes
French Doors (New)			Yes
Man Doors (New)			Yes
Enclosures Atrium/Balcony/Patio			Yes
Garden Room/ Solarium			Yes
Room Addition			Yes
Skylights			Yes
Solatubes			Yes
Solar Panels			Yes
Wall Revisions			Yes
Windows ( <i>New Construction</i> )			Yes
Unathorized Alteration Fee			\$300
\$150 VARIANCE PROCESSING FEE			
Inspection Fee Schedule			
VALUATION			FEE
Under		\$750	\$50
\$751	To	\$2,000	\$77
\$2,001	To	\$4,000	\$168
\$4,001	To	\$6,000	\$280
\$6,001	To	\$8,000	\$392
\$8,001	To	\$10,000	\$504
Above		\$10,001	\$700

## ATTACHMENT 5

### **RESOLUTION 03-19-XXX**

#### Alteration Processing Fee Policy

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

**WHEREAS**, in order to offset administrative costs associated with processing alteration requests, which is often followed by an appeal of the Board's decision as mandated in accordance with Resolution 03-13-105; and

**WHEREAS**, the Mutual currently charges a \$35 fee for a Mutual Consent and a \$150 fee for a Variance to offset administrative costs associated with processing these requests;

**WHEREAS**, the Mutual currently charges a fee on a sliding scale for alterations meeting certain criteria; and

**WHEREAS**, the Board determined the fees should be non-refundable;

**NOW THEREFORE BE IT RESOLVED**, January 15, 2019, to partially offset administrative costs associated with processing alteration requests, the Board of Directors of this Corporation hereby sets the alteration and inspection fees as attached to the official minutes of this meeting;

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

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

#### JANUARY Initial Notification

Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 30- days from the postponement to comply with Civil Code §4360.